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

Lori A. Weaver
 Interim Commissioner

Katja S. Fox
 Director

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 603-271-9544 1-800-852-3345 Ext. 9544
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May 4, 2023

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to enter into **Sole Source** amendments to existing contracts with the Contractors listed below for the continued provision of evidence-informed substance misuse prevention direct services to youth, their parents, and their caregivers, by increasing the total price limitation by \$819,327 from \$5,128,233 to \$5,947,560 and extending the completion dates from June 30, 2023 to June 30, 2024, effective July 1, 2023 upon Governor and Council approval. 3.48% Federal Funds. 96.52% Other Funds (Governor's Commission).

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
Boys and Girls Club of Greater Salem, Inc.	160066	Salem, Nashua, & Souhegan Valley	\$1,303,332	\$216,488	\$1,519,820	O: 8/23/17 #20 A1: 6/20/18 #37 A2: 6/24/20 #35 A3: 6/30/21 #25 A4: 6/29/22 #27
New England Teen Institute, Inc.	166624	Statewide	\$1,406,077	\$215,655	\$1,621,732	O: 6/21/17 Late Item B A1: 6/20/18 #37 A2: 6/24/20 #35 A3: 6/30/21 #25 A4: 6/29/22 #27
North Country Education Services Agency	154707	Northern Grafton & Coos Counties	\$1,035,325	\$172,065	\$1,207,390	O: 8/23/17 #20 A1: 6/20/18 #37 A2: 6/24/20 #35 A3: 6/30/21 #25 A4: 6/29/22 #27
The Upper Room, A Family Resource Center	246053	Rockingham County & Surrounding communities	\$562,400	\$87,109	\$649,509	O: 6/21/17 Late Item B A1: 6/20/18 #37 A2: 6/24/20 #35 A3: 6/30/21 #25 A4: 6/29/22 #27

The Youth Council	154886	Nashua North & Nashua South High Schools	\$821,099	\$128,010	\$949,109	O: 6/21/17 Late Item B A1: 6/20/18 #37 A2: 6/24/20 #35 A3: 9/15/21 #15 A4: 6/29/22 #27
		Total:	\$5,128,233	\$819,327	\$5,947,560	

Funds 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 seeking to extend the completion dates beyond the available renewal options and add funding, in response to a funding directive from the Governor's Commission on Alcohol and Other Drugs. In accordance with RSA 12-J, the Department carries out the administrative functions of the Commission. The Governor's Commission on Alcohol and Other Drugs (Commission) recommended and approved the funding allocation on February 10, 2023.

This request will allow the contractors to continue to provide substance misuse prevention programs and supports promoting positive youth development with the goal to prevent and reduce the misuse of alcohol, marijuana, prescription drugs, opioids, stimulants and other drugs.

Approximately 4,000 individuals will be served during SFY '24. In SFY '22 the vendors provided substance misuse prevention services to 3,893 youth identified as being at a high risk of developing a substance misuse disorder. Of the program participants surveyed in SFY '22, 93% reported using a healthy coping skill learned in the program to handle a stress they experienced and 97% reported they would choose to abstain from using alcohol until the legal age to drink. Based on these performance measures, the Commission approved to continue providing funding for SFY '24.

The services provided through these contracts will continue to target youth between the ages of 10 and 20 who are at risk of engaging in the misuse of alcohol and other drugs. Risk factors include youth experiencing poor academic performance; behavioral problems at school; involvement with the juvenile justice system; and children whose parents or caregivers are engaged in the active misuse of alcohol and or other drugs.

The Contractors will continue providing evidence-informed programs that promote education, counseling, and healthy activities as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. These programs include individual or group education and will include education about the risks and consequences of substance misuse, assistance in helping youth acquire the skills necessary to resist peer pressure to use alcohol or other drugs, engagement in the development and promotion of social activities that do not include the use of substances, and developing healthy coping skills to deal with stressful circumstances in their life at home or school. These programs also engage parents and caregivers through online newsletters, virtual trainings, and individual meetings to assist with developing skills to promote improved communication within the family about substance misuse.

The Department will continue monitoring contracted services through regularly scheduled meetings and by reviewing monthly and quarterly reports submitted by the Contractors.

Should the Governor and Executive Council not authorize this request, youth and adolescents at risk of developing a substance use disorder may not have access to substance misuse prevention programming intended to prevent the use of substances or mitigate the progression of substance misuse. Additionally, education about the risk and consequences associated with adolescent use of alcohol and other drugs, and supports regarding communication skills to talk about those risks will not be available to parents and caregivers.

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

Respectfully submitted,



Lori A. Weaver
Interim Commissioner

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

New England Teen Institute V#166624

PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$107,744	\$0	\$107,744
Sub-total			\$107,744	\$0	\$107,744

The Upper Room V#246053

PO #1057461

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$36,811	\$0	\$36,811
Sub-total			\$36,811	\$0	\$36,811

The Youth Council V#154886

PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$50,103	\$0	\$50,103
Sub-total			\$50,103	\$0	\$50,103
Total SFY17			\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Boys & Girls Club of Greater Salem V#160066

PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,892	\$0	\$220,892
2019	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2020	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2021	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2022	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2023	074-500585	Grants for Public Asst and Relief	\$196,488	\$0	\$196,488
2024	074-500589	Grants for Public Asst and Relief	\$0	\$196,488	\$196,488
Sub-total			\$1,283,332	\$196,488	\$1,479,820

New England Teen Institute V#166624

PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,058	\$0	\$220,058
2019	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2020	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2021	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655

2022	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2023	074-500585	Grants for Public Asst and Relief	\$195,655	\$0	\$195,655
2024	074-500589	Grants for Public Asst and Relief	\$0	\$195,655	\$195,655
Sub-total			\$1,278,333	\$195,655	\$1,473,988

North Country Education Services V#154707

PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$175,000	\$0	\$175,000
2019	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2020	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2021	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2022	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2023	074-500585	Grants for Public Asst and Relief	\$152,065	\$0	\$152,065
2024	074-500589	Grants for Public Asst and Relief	\$0	\$152,065	\$152,065
Sub-total			\$1,015,325	\$152,065	\$1,167,390

The Upper Room V#246053

PO #1057461

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$90,044	\$0	\$90,044
2019	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2020	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2021	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2022	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2023	074-500585	Grants for Public Asst and Relief	\$67,109	\$0	\$67,109
2024	074-500589	Grants for Public Asst and Relief	\$0	\$67,109	\$67,109
Sub-total			\$505,589	\$67,109	\$572,698

The Youth Council V#154886

PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$130,946	\$0	\$130,946
2019	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2020	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2021	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2022	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2023	074-500585	Grants for Public Asst and Relief	\$108,010	\$0	\$108,010

2024	074-500589	Grants for Public Asst and Relief	\$0	\$108,010	\$108,010
Sub-total			\$750,996	\$108,010	\$859,006

05-95-92-920510-1981 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, SABG ADDITIONAL (100% Federal)

Boys & Girls Club of Greater Salem V#160066

PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$20,000	\$0	\$20,000
Sub-total			\$20,000	\$0	\$20,000

New England Teen Institute V#166624

PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$20,000	\$0	\$20,000
Sub-total			\$20,000	\$0	\$20,000

North Country Education Services V#154707

PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$20,000	\$0	\$20,000
Sub-total			\$20,000	\$0	\$20,000

The Upper Room V#246053

PO #1075470

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$20,000	\$0	\$20,000
Sub-total			\$20,000	\$0	\$20,000

The Youth Council V#154886

PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$20,000	\$0	\$20,000
Sub-total			\$20,000	\$0	\$20,000

05-95-92-920510-3380 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, PREVENTION SERVICES (100% Federal)

Boys & Girls Club of Greater Salem V#160066

PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2024	074-500589	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

New England Teen Institute V#166624

PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
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2024	074-500589	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

North Country Education Services V#154707

PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2024	074-500589	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

The Upper Room V#246053

PO #1075470

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2024	074-500589	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

The Youth Council V#154886

PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2024	074-500589	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000
Grand Total			\$5,128,233	\$819,327	\$5,947,560

Total by Year

Total SFY17			\$194,658	\$0	\$194,658
Total SFY18			\$836,940	\$0	\$836,940
Total SFY19			\$819,327	\$0	\$819,327
Total SFY20			\$819,327	\$0	\$819,327
Total SFY21			\$819,327	\$0	\$819,327
Total SFY22			\$819,327	\$0	\$819,327
Total SFY23			\$819,327	\$0	\$819,327
Total SFY24			\$0	\$819,327	\$819,327
Grand Total			\$5,128,233	\$819,327	\$5,947,560

Total by Agency

Boys & Girls Club of Greater Salem V#160066	PO #1058002	\$1,303,332	\$216,488	\$1,519,820
New England Teen Institute V#166624	PO #1056422	\$1,406,077	\$215,655	\$1,621,732
North Country Education Services V#154707	PO #1058007	\$1,035,325	\$172,065	\$1,207,390
The Upper Room V#246053	PO #1075470	\$562,400	\$87,109	\$649,509
The Youth Council V#154886	PO #1056421	\$821,099	\$128,010	\$949,109
Total by Agency		\$5,128,233	\$819,327	\$5,947,560

**State of New Hampshire
Department of Health and Human Services
Amendment #5**

This Amendment to the Substance Misuse Prevention Direct Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Boys and Girls Club of Greater Salem, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on August 23, 2017, (Item #20), as amended on June 20, 2018, (Item #37), June 24, 2020, (Item #35), June 30, 2021 (Item #25), and as most recently amended on June 29, 2022, (Item #27) 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 18, 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 and increase the price limitation 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:
\$1,519,820
3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:
Robert W. Moore, Director.
4. Modify Exhibit B, Method and Conditions Precedent to Payment, Section 4., Subsection 4.2. to read:
4.2. Expenses must be reported for reimbursement by budget line item in accordance with Exhibit B-1 Budget through Exhibit B-7 Budget – Amendment #5, with an invoice template approved by the Department.
5. Add Exhibit B-7 Budget – Amendment #5, 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

5/15/2023

Date

DocuSigned by:

Katja S. Fox

ED9005B04C83442

Name: Katja S. Fox

Title: director

Boys and Girls Club of Greater Salem, Inc.

5/12/2023

Date

DocuSigned by:

Marco Abreu

EDA7C2A1814C4D5...

Name: Marco Abreu

Title: Marco Abreu, CEO 5/12/23

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

OFFICE OF THE ATTORNEY GENERAL

5/16/2023

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:

Exhibit B-7 Budget - Amendment #5RFP-2017-BDAS-04-SUBST-01-A05

New Hampshire Department of Health and Human Services Complete one budget form for each budget period.			
Contractor Name: <i>Boys and Girls Club of Greater Salem</i>			
Budget Request for: <i>Substance Misuse Prevention Direct Services</i>			
Budget Period: <i>SFY2024 July 1, 2023 through June 30, 2024</i>			
Indirect Cost Rate (if applicable): <i>0.00%</i>			
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match	Budget Narrative <i>Explain specific line item costs included and their direct relationship to meeting the objectives of this solicitation.</i>
1. Salary & Wages	\$135,000	\$0	Total salaries for prevention specialists at each Club.
2. Fringe Benefits	\$33,750	\$0	Employee benefits are based on BGC benefits which are standard amongst clubs at 25% of salary. Includes federal and state taxes, and all insurances.
3. Consultants	\$0	\$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>	\$2,600	\$0	Original purchases or replacement purchase of equipment necessary for successful implementation of program inclusive of laptops, printers, stands, projectors, screens, cabinets, etc.
5(a) Supplies - Educational	\$19,746	\$0	Prevention kits, Parenting Wisely and refresher kits as necessary. Participation incentives and prizes including snacks, pizza parties, gift cards, craft supplies, posters, etc.
5(b) Supplies - Lab	\$0	\$0	
5(c) Supplies - Pharmacy	\$0	\$0	
5(d) Supplies - Medical	\$0	\$0	
5(e) Supplies Office	\$5,000	\$0	General office supplies necessary for successful implementation of program inclusive of copy paper, folders, pens, pencils, bulletin boards, stapler/staples, tape, storage containers, etc.
6. Travel	\$2,000	\$0	Professional development opportunities which include trainings, meeting, learning collaboratives and conferences. Also includes mileage reimbursement.
7. Software	\$0	\$0	
8. (a) Other - Marketing/ Communications	\$0	\$0	
8. (b) Other - Education and Training	\$2,030	\$0	
8. (c) Other - Other (specify below)			
<i>Fiscal Agent</i>	\$0	\$16,362	Based on administrative cost for the management and fiduciary responsibilities taken on by fiscal agent: BGC Greater Salem
<i>Other (please specify)</i>	\$0	\$0	
<i>Other (please specify)</i>	\$0	\$0	
<i>Other (please specify)</i>	\$0	\$0	
9. Subrecipient Contracts	\$0	\$0	
Total Direct Costs	\$200,126	\$0	
Total Indirect Costs	\$16,362	\$0	
TOTAL	\$216,488	\$0	

Contractor Initials: MA
Date: 5/12/2023

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 BOYS AND GIRLS CLUB OF GREATER SALEM, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on February 01, 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: 64337

Certificate Number: 0005781830



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 24th day of May A.D. 2022.

A handwritten signature in black ink, appearing to read "D. Scanlan", written over a circular embossed mark.

David M. Scanlan
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/16/2023

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).

PRODUCER		CONTACT NAME: Susan Sullivan	
Cross Insurance-Manchester		PHONE (A/C, No, Ext): (603) 689-3218	FAX (A/C, No): (603) 645-4331
1100 Elm Street		E-MAIL ADDRESS: manch.certs@crossagency.com	
Manchester NH 03101		INSURER(S) AFFORDING COVERAGE	
INSURED		INSURER A: Philadelphia Indemnity Ins Co	
Boys and Girls Club of Greater Salem, Inc		INSURER B: Granite State Health Care and Human Services Self-	
3 Geremoity Drive		INSURER C: Hanover Ins Group	
Salem NH 03079		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES CERTIFICATE NUMBER: 22-23 All-Salem 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.

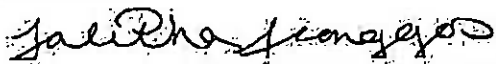
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Abuse & molestation			PHPK2433895	07/01/2022	07/01/2023	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 \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 1,000,000 each claim \$ 3,000,000 agg
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2433896	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 type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB821817	07/01/2022	07/01/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
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	HCHS20230000550 (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	Director's & Officer's Liability Employment Practices Liability			LHV877454112	07/01/2022	07/01/2023	D&O Limit \$2,000,000 EPLI Limit \$2,000,000 Deductible \$10,000

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

State of NH Department of Health and Human Services are included as additional insured with respects to CGL as required by written contract with named insured.

CERTIFICATE HOLDER

CANCELLATION

State of New Hampshire Department of Health & Human Services 129 Pleasant St Concord NH 03301-3852	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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May 15, 2023

Shannon Judd

Department of Health & Human Services

Contracts & Procurement Unit

129 Pleasant Street

Concord, NH 03301

Re: Boys & Girls Club of Greater Salem

Insurance Policy Renewal for the 7/1/2023-7/1/2024 Term

Dear Shannon,

We are unable to provide a certificate of insurance for the upcoming 7/1/23-24 policy term as the policies have not been bound yet. We will be renewing policies with our agency effective 7/1/2023 but we are still in the process of obtaining the renewals quotes and conditions.

As soon as the renewal policies are bound, we can provide you with updated evidence of coverage. If you have any questions, concerns or need me to provide any additional information, please do not hesitate to contact me at the email or phone below.

Sincerely,

Susan Sullivan

Susan Sullivan

Senior Account Manager

Cross Insurance

1100 Elm Street

Manchester, NH 03101

603-669-3218 Direct Line 603-206-9903

CERTIFICATE OF AUTHORITY

I, Mary Reese, 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 The Boys & Girls Club of Greater Salem
(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 9, 2023, at which a quorum of the Directors/shareholders were present and voting.
(Date)

VOTED: That Marco Abreu, C.E.O. (may list more than one person)
(Name and Title of Contract Signatory)

is duly authorized on behalf of The Boys & Girls Club of Greater Salem to enter into contracts or agreements with the State. (Name of Corporation/LLC)

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

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

Dated: 5/9/23

Mary Reese

Signature of Elected Officer

Name: **Mary Reese**

Title: **Chief Volunteer Officer**



**BOYS & GIRLS CLUB
OF GREATER SALEM**

Celebrating Over 50 Years

The Boys & Girls Club of Greater Salem

Mission

To enable all young people, especially those who need us most,
to reach their full potential as productive, caring, responsible
citizens.

**BOYS AND GIRLS CLUB
OF GREATER SALEM, INC.**

**FINANCIAL STATEMENTS
FOR THE YEARS ENDED
JUNE 30, 2022 AND 2021**

**BOYS AND GIRLS CLUB
OF GREATER SALEM, INC.
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

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Travis Terry
& Company, CPA

Certified Public Accountants

603-898-2511 Office
603-898-1964 Facsimile

25 Main Street
Salem, NH 03079

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Boys and Girls Club of Greater Salem, Inc.

We have audited the accompanying financial statements of Boys and Girls Club of Greater Salem, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2022 and 2021, 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. 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 Boys and Girls Club of Greater Salem, Inc. 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.

Travis Terry & Company, PC
Salem, NH

February 8, 2023

BOYS AND GIRLS CLUB OF GREATER SALEM, INC.
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2022 AND 2021

	2022	2021
ASSETS		
Cash	\$ 1,378,980	\$ 889,455
Investments	296,768	125,469
Accounts receivable	295,756	53,187
Undeposited funds	25,865	452
Prepaid expenses	6,232	12,201
Land, building and equipment, net (Note 4)	2,491,906	2,590,863
TOTAL ASSETS	\$ 4,495,507	\$ 3,671,627
 LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$ 43,761	\$ 41,886
Credit cards payable	5,570	6,029
Accrued expenses	8,539	9,905
Accrued payroll	58,776	40,100
Deferred revenue	281,500	172,117
Current maturities of long-term debt	50,320	61,213
TOTAL CURRENT LIABILITIES	448,466	331,250
 LONG-TERM LIABILITIES		
Long-term debt, net of current maturities	819,478	775,308
TOTAL LONG-TERM LIABILITIES	819,478	775,308
TOTAL LIABILITIES	1,267,944	1,106,558
 NET ASSETS		
Without donor restrictions	3,216,955	2,518,669
With donor restrictions	10,608	46,400
TOTAL NET ASSETS	3,227,563	2,565,069
TOTAL LIABILITIES AND NET ASSETS	\$ 4,495,507	\$ 3,671,627

See accompanying notes.

BOYS AND GIRLS CLUB OF GREATER SALEM, INC.
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

	2022	2021
CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS		
REVENUES AND GAINS		
Program service fees	\$ 878,062	\$ 506,365
Game of chance income, net of direct expenses in the amounts of \$5,383 for 2021, and \$3,443 for 2021	105,392	60,427
Grants	620,803	997,521
Special events, net of direct expenses in the amounts of \$127,695 for 2022, and \$61,992 for 2021	417,516	398,812
Contributions	707,619	180,382
Membership dues	51,030	25,899
Rental income	45,096	63,080
TOTAL REVENUES AND GAINS WITHOUT DONOR RESTRICTIONS	2,800,324	2,236,017
NET ASSETS RELEASED FROM RESTRICTIONS		
Basketball hoops/pavilion project	43,792	10,000
TOTAL REVENUES, GAINS, AND OTHER SUPPORT WITHOUT DONOR RESTRICTIONS	2,844,116	2,246,017
EXPENSES		
Program services	1,497,072	1,362,509
Supporting services	604,967	530,219
Total Expenses	2,102,038	1,892,727
(DECREASE) INCREASE IN NET ASSETS WITHOUT DONOR RESTRICTIONS	742,078	353,290
OTHER INCOME		
Gain on disposal of asset	-	1,655
TOTAL OTHER INCOME	-	1,655
CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS		
Contributions	8,000	36,400
Net assets released from donor restrictions	(43,792)	(10,000)
Increase (Decrease) in Net Assets With Donor Restrictions	(35,792)	26,400
(Decrease) Increase in Net Assets	706,286	381,345
Net Assets, Beginning of Year	2,518,669	2,137,324
Net Assets, End of Year	\$ 3,224,955	\$ 2,518,669

See accompanying notes.

BOYS AND GIRLS CLUB OF GREATER SALEM, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2022

	<u>PROGRAM SERVICES</u>			<u>SUPPORTING SERVICES</u>		
	<u>Educational Program Activities</u>	<u>Athletic Program Activities</u>	<u>Total Program Services</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>Total Program & Support Services</u>
Salaries	\$ 613,967	\$ 73,192	687,159	316,772	71,929	\$ 1,075,860
Depreciation and amortization	155,078	-	155,078	-	-	155,078
Program supplies and expenses	202,514	11,475	213,989	12,653	-	226,642
Employee benefits	69,924	11,050	80,974	48,675	26,021	155,670
Maintenance and repairs	53,999	-	53,999	14,900	8,616	77,515
Utilities	118,228	-	118,228	-	-	118,228
Payroll taxes	52,663	7,187	59,850	25,292	5,290	90,432
Transportation	10,553	-	10,553	-	-	10,553
Professional fees	42,035	-	42,035	19,797	622	62,454
Insurance	25,290	-	25,290	22,131	-	47,421
Interest expense	20,602	-	20,602	-	-	20,602
Pension expense	9,900	-	9,900	9,459	2,145	21,504
Dues	12,432	-	12,432	5,731	360	18,523
Office supplies and expenses	6,404	8	6,412	13,532	411	20,355
Training, conferences, and meetings	220	350	570	40	75	685
Miscellaneous	-	-	-	258	13	271
Meals and entertainment	-	-	-	245	-	245
Total Expenses	\$ 1,393,809	\$ 103,262	\$ 1,497,072	\$ 489,485	\$ 115,482	\$ 2,102,037

See accompanying notes.

BOYS AND GIRLS CLUB OF GREATER SALEM, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2021

	<u>PROGRAM SERVICES</u>			<u>SUPPORTING SERVICES</u>		
	<u>Educational Program Activities</u>	<u>Athletic Program Activities</u>	<u>Total Program Services</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>Total Program & Support Services</u>
Salaries	\$ 514,856	\$ 73,192	\$ 588,048	\$ 281,410	\$ 66,063	\$ 935,521
Depreciation and amortization	247,984	-	247,984	-	-	247,984
Program supplies and expenses	144,961	11,475	156,436	12,240	-	168,676
Employee benefits	68,077	578	68,655	45,170	24,096	137,921
Maintenance and repairs	55,124	-	55,124	1,299	-	56,423
Utilities	81,465	-	81,465	-	-	81,465
Payroll taxes	45,059	6,554	51,613	23,105	5,017	79,735
Transportation	8,593	-	8,593	-	-	8,593
Professional fees	25,694	-	25,694	18,980	2,086	46,760
Insurance	17,535	-	17,535	22,178	-	39,713
Interest expense	23,294	-	23,294	-	-	23,294
Pension expense	18,542	1,741	20,283	13,996	3,283	37,562
Dues	11,654	-	11,654	5,806	360	17,820
Office supplies and expenses	5,108	100	5,208	4,160	371	9,739
Training, conferences, and meetings	213	709	922	245	40	1,207
Miscellaneous	-	-	-	208	106	314
Total Expenses	\$ 1,268,159	\$ 94,349	\$ 1,362,509	\$ 428,797	\$ 101,422	\$ 1,892,727

See accompanying notes.

BOYS AND GIRLS CLUB OF GREATER SALEM, INC.
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

	<u>2022</u>	<u>2021</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
(Decrease) increase in net assets	\$ 706,286	\$ 381,345
Adjustments to reconcile increase (decrease) in net assets to net cash provided by operating activities:		
Depreciation and amortization	155,078	247,984
Unrealized (gain) loss on investments	37,760	1,423
Gain on disposal of asset	-	(1,655)
Interest reinvested	(9,059)	(3,715)
Temporarily restricted contributions	43,792	10,000
Decrease (increase) in operating assets		
Accounts receivable	(242,569)	(8,678)
Undeposited funds	(25,413)	(184)
Prepaid expenses	5,969	(3,899)
(Decrease) increase in operating liabilities		
Accounts payable	1,875	(13,248)
Credit cards payable	(459)	5,317
Accrued expenses	17,310	12,304
Deferred revenue	109,383	24,291
Other liabilities	(10,893)	1,316
NET CASH (USED) PROVIDED BY OPERATING ACTIVITIES	<u>789,060</u>	<u>652,601</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from sale of equipment	-	1,655
Purchase of investments	(200,000)	(108,324)
Payments for the purchase of fixed assets	(56,121)	(117,883)
Contributions restricted for long-term purposes	(32,898)	26,400
Release of contributions restricted for long-term purposes	(43,792)	(10,000)
NET CASH USED BY INVESTING ACTIVITIES	<u>(332,811)</u>	<u>(208,152)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from borrowings on long-term debt	350,000	-
Principal payments on long-term debt	(316,724)	(64,967)
NET CASH PROVIDED (USED) BY FINANCING ACTIVITIES	<u>33,276</u>	<u>(64,967)</u>
INCREASE IN CASH AND CASH EQUIVALENTS	489,525	379,482
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>889,455</u>	<u>509,973</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 1,378,980</u>	<u>\$ 889,455</u>

See accompanying notes.

**BOYS AND GIRLS CLUB OF GREATER SALEM, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

The Boys and Girls Club of Greater Salem, Inc. (the Organization) maintains a club for members and families without distinction of race, color, creed, cultural heritage, political beliefs, handicaps or marital status, which will inspire and enable all young people, especially from disadvantaged circumstances, to realize their full potential as productive, responsible, and caring citizens. The Organization provides a safe place to learn and grow; ongoing relationships with caring adult professionals; life enhancing programs and character development experiences; hope and opportunity.

The Organization receives revenues from grants provided by the federal and state governments and private grants. Revenues are also derived from private contributions, membership dues, fundraising events, including charitable gaming and program service fees.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting.

Basis of Presentation

Pursuant to December 15, 2017, under ASU 2016-14, The Boys and Girls Club of Greater Salem, Inc. is required to report information regarding its financial position and activities according to two classes of net assets that are based upon the existence or absence of restrictions on use that are placed by its donors: Net assets without donor restrictions or Net assets with donor restrictions.

The Organization has adopted the Financial Accounting Standards Board (FASB) issued Accounting Standards Updated ("ASU") 2018-08 Not-For-Profit Entities: Clarifying the Scope and Accounting Guidance for Contributions Received and Contributions Made. This Standard assists entities in evaluating whether transactions should be accounted for as contributions or exchange transactions and determining whether a contribution is conditional. Analysis of various provisions of this standard resulted in no significant changes in the way the Organization recognizes contributions, and therefore no changes to the previously audited financial statements were required on a retrospective basis.

**BOYS AND GIRLS CLUB OF GREATER SALEM, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Presentation (continued)

In May 2014, the FASB issued Accounting Standards updated 2014-9; *Revenue Recognition (Topic 606): Revenue from Contracts with Customers*. This ASU introduces a new five-step revenue recognition model in which an entity should recognize revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. The organization implemented ASU 2014-09 effective June 30, 2021. The adoption of this accounting standard did not have an impact on the Foundation's financial position or changes in its net assets.

Cash and Cash Equivalents

For purposes of the statements of cash flows, the Organization considers all highly liquid investments available for current use with initial maturity of three months or less to be cash equivalents.

Cash and Cash Equivalents (Continued)

The State of New Hampshire requires cash related to Texas Hold 'Em game of chance operations to be held in a separate account. The Club is in compliance with this requirement. The balance in the Texas Hold' Em account as of June 30, 2022 and 2021 was \$3,500 and \$5,000, respectively.

Concentration of Credit Risk

Boys and Girls Club of Greater Salem, Inc. maintains several bank accounts at two banks. Accounts at an institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. Cash at the 2022 and 2021 year ends exceeded federally insured limits by \$1,093,865 and \$725,187 respectively.

Accounts Receivable

Accounts receivables are stated at the amount management expects to collect from outstanding balances. Balances that are still outstanding after management has used reasonable collection efforts are written off through a bad debt charge. Accounts receivable includes program and service receivables at June 30, 2022 and 2021 in the amount of \$295,756 and \$53,187, respectively.

**BOYS AND GIRLS CLUB OF GREATER SALEM, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Investments

Investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the statements 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 increases 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. Short-term investments consist of debt securities with original maturities of twelve months or less. Long-term investments consist of debt securities with original maturities greater than twelve months.

Promises to Give

Unconditional promises to give are recognized as revenues and assets in the period received. 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 in accordance with the nature of the restriction. When a restriction expires, previously restricted funds in Net assets with donor restrictions are reclassified to Net assets without donor restrictions. Conditional promises to give are recognized only when the conditions on which they depend are substantially met and the promises become unconditional.

Property, Plant and Equipment

Property, plant and equipment are stated at cost at the date of acquisition or fair market value at the date of donation. Property, plant and equipment are depreciated over the estimated useful lives of the related assets, ranging from a period of three to fifty years, using accelerated and straight-line methods of depreciation. Expenditures for additions, renewals, and betterment of buildings and equipment that extend the life of the asset are capitalized. Expenditures for maintenance and repairs are expensed against operations, as incurred.

Long-Lived Assets

Generally accepted accounting principles (GAAP) require that entities assess events or changes in circumstances, which indicate that the carrying amount of an asset may not be recoverable. The Organization's assessment resulted in no effect on the Organization's financial statements for the year ended June 30, 2022.

**BOYS AND GIRLS CLUB OF GREATER SALEM, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Contributed Services

The value of contributed services of volunteers for administrative, fundraising and program services is not reflected in these statements since there is no objective measurements available for such services. Contributed items are recorded at their estimated fair market value at the date of donation.

Expenses by function have been allocated among program and supporting services on a basis of direct costs and estimates made by management.

Contributions

Contributions received are recorded as Net assets without donor restrictions or Net assets with donor restrictions depending on the existence or nature of any donor restrictions.

Advertising

Advertising costs are expensed as incurred. Advertising expenses for the years ended June 30, 2022 and 2021 were \$271 and \$314, respectively.

Use of Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates are assumptions that affect the reported amount of assets, liabilities, revenues, and expenses. Actual results could differ from those estimates.

Income Taxes

The Organization is a not-for-profit organization that is exempt from income taxes under section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation.

Deferred Revenue

Deferred revenue consists of prepaid summer camp and preschool registration for the fiscal year ended June 30, 2022 received by the Organization on or before June 30, 2022. Deferred revenue as of June 30, 2022 and 2021 totaled \$281,500 and \$172,117, respectively.

BOYS AND GIRLS CLUB OF GREATER SALEM, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Reclassification

Certain accounts in the prior-year financial statements have been reclassified for comparative purposes to conform to the presentation in current-year financial statements.

Compensated Absences

The employees of the Organization are entitled to paid vacations, sick days and personal days off. It is impracticable to estimate the amount of compensation for

future absences, and accordingly, no liability has been recorded in the accompanying financial statements. The Organization's policy is to recognize the costs of compensated absences when actually paid to employees.

NOTE 2: INVESTMENTS

The fair values of long-term investments totaled \$296,768 and \$125,469 at June 30, 2022 and 2021, respectively.

The following schedule summarizes investment returns and their classification in the statements of activities for the year ended:

		June 30, 2022		
		Net Assets Without Donor Restrictions	Net Assets With Donor Restrictions	Total
Interest Income	\$	11,278	\$ -	\$ 11,278
Unrealized Loss	\$	(37,760)	\$ -	\$ (37,760)
Net Investment Loss	\$	(26,482)	\$ -	\$ (26,482)

		June 30, 2021		
		Net Assets Without Donor Restrictions	Net Assets With Donor Restrictions	Total
Interest Income	\$	4,406	\$ -	\$ 4,406
Unrealized Loss	\$	(1,423)	\$ -	\$ (1,423)
Net Investment Gain	\$	2,983	\$ -	\$ 2,983

BOYS AND GIRLS CLUB OF GREATER SALEM, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

NOTE 3: FAIR VALUE MEASUREMENT

The fair value measurement accounting literature establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. This hierarchy consists of three broad levels: Level 1 inputs consist of unadjusted quoted prices in active markets for identical assets and have the highest priority. Level 2 inputs consist of observable inputs other than quoted prices for identical assets (Level 1). Level 3 inputs are unobservable and have the lowest priority. The Plan uses appropriate valuation techniques based on the available inputs to measure the fair value of its investments. When available, the Plan measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. Level 2 inputs are used for investments for which Level 1 inputs were not available. Level 3 inputs would only be used if Level 1 or Level 2 inputs were not

available. There are no plan assets requiring the use of Level 2 or Level 3 inputs for the periods presented.

The investments are reported at fair value. Shares of mutual funds are valued at the net asset value of shares held by the Boys and Girls Club of Greater Salem, Inc. at year-end. The following presents the assets at fair value for the years ended June 30, 2022 and 2021.

Fair Value Measurements at Reporting Date Using

<u>Description</u>	<u>6/30/2022</u>	<u>Quoted Prices in Active Markets for Identical Assets (Level 1)</u>	<u>Significant Other Observable Inputs (Level 2)</u>	<u>Significant Unobservable Inputs (Level 3)</u>
Mutual Funds Held For Sale	<u>\$296,768</u>	<u>\$296,768</u>	<u>\$ -</u>	<u>\$ -</u>
Total	<u>\$296,768</u>	<u>\$296,768</u>	<u>\$ -</u>	<u>\$ -</u>

BOYS AND GIRLS CLUB OF GREATER SALEM, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

NOTE 3: FAIR VALUE MEASUREMENT (Continued)

Fair Value Measurements at Reporting Date Using				
<u>Description</u>	<u>6/30/2021</u>	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Mutual Funds Held For Sale	<u>\$125,469</u>	<u>\$125,469</u>	<u>\$ -</u>	<u>\$ -</u>
Total	<u>\$125,469</u>	<u>\$125,469</u>	<u>\$ -</u>	<u>\$ -</u>

NOTE 4: LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

Financial assets available for general expenditures within one year of the statements of financial position date at June 30, 2022 and 2021 consisted of the following:

	2022	2021
Cash and cash equivalents	\$ 1,378,977	\$ 889,455
Investments	296,768	125,469
Accounts receivables	295,756	53,187
Undeposited funds	25,865	452
Total financial assets at year-end	1,997,366	1,068,563
Less net assets with donor restrictions	0	0
Less investments	(296,768)	(125,469)
Total financial assets available to meet cash needs for general expenditure within one year	\$ 1,700,598	\$ 943,094

The Organization's financial assets have been reduced by amounts not available for general use because of donor-imposed restrictions for a specified purpose within one year of the statement of financial position date. The Organization's financial assets have not been reduced by amounts not available for general use because of donor imposed restrictions subject to the passage of time as the Organization reasonably expects to collect all contributions receivable during the years ended June 30, 2022 and 2021.

BOYS AND GIRLS CLUB OF GREATER SALEM, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

NOTE 5: LAND, BUILDING AND EQUIPMENT

Land, building and equipment consist of the following components at June 30, 2022 and 2021:

	- 2022	2021
Land	\$ 8,310	\$ 8,310
Building & Improvements	4,185,369	4,185,369
Equipment & Furnishings	559,188	545,396
Vehicles	234,897	192,568
	<u>4,987,764</u>	<u>4,931,643</u>
Accumulated Depreciation	<u>(2,495,858)</u>	<u>(2,340,780)</u>
	<u>\$ 2,491,906</u>	<u>\$ 2,590,863</u>

Depreciation expense for the years ended June 30, 2022 and 2021 was \$155,078 and \$247,984; respectively.

BOYS AND GIRLS CLUB OF GREATER SALEM, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

NOTE 6: MORTGAGE PAYABLE

Long-term debt as of June 30, 2022 and 2021 is as follows:

	2022	2021
5.00% installment note, payable in monthly principal and interest installments in the amount of \$5,520. On The current interest was adjusted to the Wall Street Journal Prime Rate with a floor of 5.00%. The rate will be adjusted every three years thereafter.	\$ 369,798	\$ 407,313
1.00% installment note, payable in monthly principal and interest installments in the amount of \$632.47.	-	5,681
Interest free installment note, payable in monthly principal installments in the amount of \$856.84.	-	8,568
On April 13, 2020, the entity received a loan in the amount of \$264,959 from the Small Business Administration (SBA) as part of Coronavirus Aid, Relief and Economic Security Act's Paycheck Protection Program (PPP). The loan is unsecured, nonrecourse, accrues at 1.00% interest per annum, with Bank of New England, with a due date of April 5, 2022. Under the terms of the loan, a portion or all of the loan is forgivable to the extent that loan proceeds are used to fund qualifying payroll, rent and utilities during the designated period set by the SBA.	-	264,959
Thirty-year SBA 2.75% installment note, payable in monthly interest payments in the amount of \$2,158, with all tangible and intangible personal property of the entity as collateral. Loan was modified 4/11/2022 for an additional \$350,000.	500,000	150,000
Total	869,798	836,521
Less: current maturities	50,320	61,213
Long-term debt, net of current maturities	\$ 819,478	\$ 775,308

Maturities for long-term debt in subsequent calendar years are as follows:

Year ended June 30:	
2023	50,320
2024	59,616
2025	62,080
2026	64,603
2027	67,231
Thereafter	565,948
	\$ 869,798

**BOYS AND GIRLS CLUB OF GREATER SALEM, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

NOTE 7: NET ASSETS WITH DONOR RESTRICTIONS

The Organization had \$10,608 and \$46,400 in Net assets with donor restrictions for the years ended June 30, 2022 and 2021. The funds as of June 30, 2022 consist of \$2,608 for the BBall Hoops/Pavillion Project and \$8,000 for the Little Ambassador Program. The funds as of June 30, 2021 consisted of \$16,400 for the BBall Hoops/Pavillion Project, as well as another \$30,000 for the fiscal year end June 20, 2022 school program.

NOTE 8: UNRELATED BUSINESS INCOME TAXES

The Organization has analyzed its tax positions and has determined that there are no unrecognized tax obligations to record.

NOTE 9: RETIREMENT PLAN

The Organization sponsors a Defined Contribution Retirement Plan (401k). The Organization contributes five percent of salaries for eligible employees. The cost for the years ended June 30, 2022 and 2021 were \$21,504 and \$37,562, respectively. The Organization also has a 403(b) plan which also allows participants to contribute to the plan on a tax deferred basis. At this time, there are no 403(b) contributions.

NOTE 10: LEASE COMMITMENTS

The Organization also leases space and equipment for Texas Hold 'Em tournaments pursuant to NH charitable gaming laws. This lease is for ten dates in 2022 and five dates in 2021. The rent is \$500 per game date. This rent is expected to be offset by reported revenue from charitable gaming.

NOTE 11: FUNCTIONAL ALLOCATION OF EXPENSES

The costs of providing the various programs and activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

NOTE 12: UNCERTAIN TAX POSITIONS

The Organization follows Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 740-10, Accounting for Uncertainty in Income Taxes, which provides guidance on accounting for uncertainty in income taxes recognized in the Organizations financial statements. The guidance prescribes a recognition threshold and measurement attribute for financial statement recognition and measurement of a tax position taken or expected to be

**BOYS AND GIRLS CLUB OF GREATER SALEM, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

NOTE 12: UNCERTAIN TAX POSITIONS (Continued)

taken in a tax return, and also provides guidance on de-recognition, classification, interest and penalties, accounting in interim periods, disclosure and transition.

As of June 30, 2022, there were no uncertain tax positions that require either recognition or disclosure in the financial statements.

NOTE 13: SUBSEQUENT EVENTS

Subsequent events have been evaluated through February 8, 2023, the date the financial statements were available to be issued. In response to an order by the Governor of the State of New Hampshire related to the coronavirus (COVID-19) pandemic, in March 2020, most local businesses were required to close operations indefinitely. The Company was classified as an essential business and was permitted to remain open. The Company does not know the overall effect on its operations from the COVID-19 pandemic. An estimated financial impact due to COVID-19 cannot be made.

NOTE 14: Forgivable Loans Received Under the Small Business Administration Paycheck Protection Program

In response to the coronavirus (COVID-19) outbreak in 2020, the U.S. Federal Government enacted the Coronavirus Aid, Relief, and Economic Security Act that, among other economic stimulus measures, established the Paycheck Protection Program (PPP) to provide small business loans. In April 2020, the Organization obtained a PPP loan for \$264,959, which is included in the Organization's loan balance at June 30, 2020. The note matures in April 2022 and bears interest at a fixed annual rate of 1%, with the first six months of interest deferred.

The Organization applied for and has been notified that \$264,959 in eligible expenditures for payroll and other expenses described in the CARES Act has been forgiven. Loan forgiveness is reflected on Part VIII line 1e Government Grants of the fiscal year ended June 30, 2021.

In January of 2021, the Organization obtained the second round of PPP in the amount of \$264,959, which is included in the Organization's loan balance at June 30, 2021.

The Organization applied for and has been notified that \$264,959 in eligible expenditures for payroll and other expenses described in the CARES Act has been forgiven. Loan forgiveness is reflected on Part VIII line 1e Government Grants of the fiscal year ended June 30, 2022.



**BOYS & GIRLS CLUB
OF GREATER SALEM**
Celebrating Over 50 Years

	First	Last	Board Position	Business
1	Leeann	Brooks	Secretary	Brooks Law
2	Chris	Baker	Board Member	Twin Coasts Enterprises Inc.
3	Robert	Carrier	Board Member	Carrier Family Funeral Home
4	Erin	Daley	Board Member	Haverhill Bank
5	Tony	Deluca	Board Member	Bank of New England
6	David	Demers	Past C.V.O.	D & M Real Estate
7	Joel	Dolan	Board Member	Salem Police Department
8	Kathryn	Ferguson	Board Member	Enterprise Bank
9	Kate	Hennigar	Board Member	Windham School District
10	Steve	Kurek	Board Member	Friedr. Dick Corp.
11	Eric	Leutertz	Board Member	Pentucket Bank
12	Chris	Nicoli	Board Member	Canobie Lake Park
13	Melanie	Norcross	1st Vice Chair	Keller Williams Realty
14	Kerianne	Pereira	Board Member	Pentucket Bank
15	Mary	Reese	C.V.O.	Amazon, AWS Engineering
16	Tim	Roberts	2nd Vice Chair	BNI NH
17	Frank	Storniole	Treasurer	Litman Gerson Assoc, LLP
18	Lisa	Walker	Board Member	Edward Jones
	Updated 4/25/2023			

Aaron St Cyr

Prevention Specialist



Authorized to work in the US for any employer

Work Experience

Prevention Specialist

Boys & Girls Club of Greater Salem NH - Salem, NH
January 2021 to Present

- Plans and oversees the administration of club-wide Positive Action and Parenting Wisely programming, while supporting Boys and Girls Club Movements Youth Development Strategy reflective of 5 core areas.
- Mentor members ages 12-18 throughout the year
- Recruit mentors/volunteers/speakers for the Teen Center program.

Teen Center Director

Boys & Girls Club of Greater Salem - Salem, NH
November 2020 to January 2021

- Responsible for overseeing the entirety of the Teen Center and all programs within
- Oversee staff
- Run efficient programming with middle school and high school students
- Organize events open to the families and community
- Inspire and enable youth to reach their potential as adults through programs that demonstrate everyday life skills
- Create a safe and fun work atmosphere for staff along with the children
- Lead by example
- Efficiently communicate with supervisors and other staff members to coordinate daily programs
- Communicate with parents and develop healthy relationships with families, and school staff involved with the club
- On the spot creativity to always keep members engaged in programming
- Always act as a professional role model and take pride in caring for members of all ages
- Create weekly activity and staff schedules to ensure efficient programming throughout the Teen Center

Site Coordinator

Boys and Girls Club of Greater Salem - Salem, NH
August 2017 to September 2020

- Supervise staff and children throughout the after school program
- Create a safe and enjoyable environment for both children and staff
- Implement Boys & Girls Club program curriculum

- Assist with homework help and engage children in educational programming
- Communicate with other staff members and collaborate on curriculum development
- Monitor parent pick up procedures
- Develop relationships with parents and school staff to ensure communication and a positive outcome of the program
- Use on the spot creativity to keep members engaged with or without equipment provided

Youth Development Professional

Boys and Girls Club of Greater Salem - Salem, NH
June 2013 to August 2017

- Supervise members/children in program area(s)
- Maintain program goals while ensuring the health and safety of members.
- Make sure members: Participate in a variety of programs; look to staff and other members for advice and guidance when encountering problems; supervise, respect, and recognize their behaviors.
- Organize activities for members/children that are fun, engaging, instructional and add competition while incorporating team building skills
- Ensure safety, positive values and ethical behavior through programs.
- Act as a professional role model, in and out of the work environment.

Education

High school diploma

Salem High School - Salem, NH
September 2012 to June 2016

Skills

- Mentoring

Certifications and Licenses

First Aid Certification

Groups

Keystone Club

September 2012 to June 2016

- Provide leadership throughout the Boys and Girls Club while focusing on: Academic success; career preparation; community service.
- National Keystone Conference- Teens across the world join together to discuss relevant issues in teens and children and develop skills to support and inspire change throughout the Boys and Girls Club communities

Kaitlyn Bannister

EDUCATION

- Bridgewater – Raynham Regional High School
Graduated: January 2016
- Rivier University
Majoring in Biology; Minor in Psychology
Graduated: Class of 2020
- Rivier University
Master's Degree : Clinical Mental Health Counseling
Class of 2023

WORK HISTORY

- Boys & Girls Club of Greater Nashua: Youth Therapist 08/2021 – Present
 - Working with children to determine their behavioral concerns.
 - Engage with children to help them determine their feelings.
 - Working under the VOCA grant to help children who are victims of crimes, abuse, and neglect.
 - Building and implementing social and emotional wellness groups for children and teens.
 - Mediating conflicts between enrolled club members.
 - Keeping thorough notes of meetings with members.
 - Being a mentor to those club members in need.
- CVS: Pharmacy Technician 03/2019 – 08/2021
 - Maintains pharmacy inventory by checking pharmaceutical stock to determine inventory level, anticipating needed medications and supplies, verifying receipts, and removing outdated drugs.
 - Maintains a safe and clean pharmacy by complying with procedures, rules, and regulations.
 - Protects patients and employees by adhering to infection-control policies and protocols.
 - Organizes medications for pharmacist to dispense by reading medication orders and prescriptions, preparing labels, and calculating quantities.
 - Maintains records by recording and filing physicians' orders and prescriptions.
- Olive Garden: Host and Server 01/2017- 03/2019
 - Cheerfully greeted guests and assisted with their every need.
 - Problem solving.
 - Maintained a clean and well-organized workspace while managing money.
 - Talking/dealing with the general public.
 - Handled several types of food and beverages.
- Dunkin Donuts: Crew Member 10/2014 – 01/2018
 - Handling money.
 - Talking and dealing with the general public.
 - Managing several types of food and beverages.
 - Maintained a clean and well-organized workspace.

VOLUNTEER EXPERIENCE

- Miss Kay's School of Dance (2012, 2013, 2014, 2015, 2016)
 - Assisted teachers and helped students ages 2 and up learn to dance.
- Special Olympics (2013)
 - Helped students with various activities throughout the day.
- The Bridge Center (2014)
 - Worked with special needs children and horses.
- Brockton Hospital Summer Program (2014, 2015, 2016)
 - Worked in the storeroom and delivered supplies to floors.
- The Anne Marie House (2018)
 - Volunteered through a course at school to help serve the community.

MONICA GALLANT

EXPERIENCE: Certified Prevention Specialist with expertise in community outreach; programming and management supervision; development of youth led prevention network; facilitation of community building and collaboration; utilization of Strategic Prevention Framework; logic model development; grant writing; utilization of Social Ecological Model in system collaboration and coalition development with focus on youth substance use prevention and mental health awareness; Implementing capacity building with Leading by Convening Framework.

EDUCATION: Master of Prevention Science (In Progress) University of Oklahoma 2019 - Present
Post Baccalaureate Special Education Certification, Granite State College 2017
Granite State College Bachelor of Arts in English Teacher Education 2015
CCAR Recovery Coaches Academy 2017
Community Anti-Drug Coalition Academy Graduate

PROFESSIONAL EXPERIENCE:

- Director of Prevention Services, Boys & Girls Club of Souhegan Valley (2017 – Present)
 - Responsibilities include implementing environmental prevention strategies for BGCSV; coordinating CAST Coalition activities including implementing coalition building utilizing the Leading by Convening Framework; overseeing Youth Led Prevention Network; , Director of Children's Resiliency Retreat Program; overseeing delivery of social emotional learning curriculum.
- Director, Community Action for Safe Teens Coalition (2011 – Present)
 - Responsibilities include outreach to community stakeholders, programming, management/supervision, youth development, facilitating community building and collaboration, strategic planning, grant writing, grant management, youth substance use prevention.
- Coordinator, Nashua Prevention Coalition, Nashua NH (2013-2017)
 - Responsibilities include programming, management/supervision, youth development, facilitating community building and collaboration, strategic planning, grant writing, with a focus on substance misuse awareness and prevention.
- Special Education Associate, Heron Pond Elementary School, Milford NH (2009 – 2016)
 - Responsibilities include working with students with developmental, behavioral and emotional disabilities. Provide support with reading, mathematics and basic life skills.
- Commercial Lines Manager, Bechard Insurance Agency (1981-1992)
 - Responsibilities include managing employees, servicing commercial accounts, developing policy and procedures.

VOLUNTEER WORK:

- First Church of Nashua: Christian Education teacher, Youth Group Advisor and Outreach Committee Secretary
- 4-H Group Leader

Caitlin Hammond



EDUCATION:

Rivier University: Nashua, NH -Bachelors of Arts in Education & Community Leadership -May 2021

Related Courses..

Curriculum I: Infant Toddler
Curriculum II: Early Childhood
Organizational Leadership

EXPERIENCE:

Landry Early Childhood Center: 29 Clement Street Nashua, NH 03060- Accreditation Intern January 2020 - April 2020

- Worked on creating a Canvas Course room for LECC staff members focused on NAEYC Accreditation.
- Created forms, outlines, and tech tools to assist LECC staff members in collecting related data.
- Worked with LECC staff members to help determine appropriate artifacts to add to portfolios.
- Worked with the Director of LECC and Assistant Professor (ECE) in the Division of Education and Counseling to create a timeline, as well as kept track of tasks to ensure timeline is on track and/or need modifications
- Graded assignments as staff members submitted digital portfolio submissions related to Accreditation, the NH Early Learning Standards, and Creative Curriculum.

Adult Learning Center: 4 Lake Street Nashua, NH 03060 - Assistant teacher
May 2016 - September 2020

Little Beginnings: 63 NH-111A, Windham, NH 03087-
Director September 2020-August 2022

- Scheduled staff to maintain teacher to students ratios
- Toured inquiring families
- Managed tuition billing plans through the App Brightwheel
- Followed NH state regulations and Childcare licensing rules to maintain a healthy, safe and engaging environment
- Communicated with families in person and through Brightwheel
- Oversaw curriculum and classroom management

Adult Learning Center: 4 Lake Street Nashua, NH 03060-Lead Teacher
September 2022-Current

Leadership Opportunities:

SKILLS:

Active Listening
Communication
Creativity
Interpersonal
Organization
Problem-Solving
Time Management
Teamwork

Proficiency in..

Microsoft Word
Excel

ITERS & ECRS

NAEYC Accreditation

CPR & First Aid Certified

Volunteer Opportunities:

Girls Inc: 27 Burke Street
Nashua, NH 03060-Assisted
Children with homework and
collaborated with staff to
create and implement team
building activities

Commuters Activity Council— *Vice President*

- Assist the club president in setting up and running meetings with club members to brainstorm, discuss and plan events.
- Organize lunch-ins and events for commuter students on campus

Liam Quinn

Educator

Work Experience

Social Emotional Learning Interventionist

Deerfield Community School - Deerfield, NH

February 2022 to Present

- Support implementation of Tier I Culturally Responsive - Positive Behavior Interventions and Supports within the school. This includes the use of data to inform prevention and intervention practices.
- Work with school level teams and staff to implement evidence-based interventions to provide Tier 2 and 3 supports.
- Conduct workshops, training, in-service presentations, etc. in classroom management techniques and other topics for the purpose of developing the behavior proficiency of staff.
- Engage in on-going professional development to increase knowledge and skills of positive student behavior support for all students, targeted students and students who represent sub-group populations.
- Continually supervise students to ensure a safe, non-threatening, nurturing environment where students can thrive.
- Participate in building level teams and/or grade level meetings, as appropriate.
- Comply with all safety policies, practices and procedures; report all unsafe activities to supervisor and/or Human Resources.
- Advocate for the potential of each student.
- Carry out any and all duties deemed appropriate and assigned by supervisor.

Head Teacher, High School

Kreiva Academy Public Charter School - Manchester, NH

October 2020 to March 2022

- Working in a trans-disciplinary, project-based learning environment for grades 6-12
- Tasked with orientation of staff, employee management, lesson planning, rostering, stakeholder outreach and community building
- Academic focus(es) as Humanities teacher (grades 9-12) (4 sessions) are Social Studies, English, Philosophy, World History, Rhetoric, and Grammar
- Enrichment focus(es) as Music teacher (grades 6-12) (3 sessions) are percussion, voice, movement, collaboration, expression, and creativity
- Skilled and received professional development within differentiation, accommodation, scope and sequencing, PBL, DEI

Store Manager

Grom Gelateria/Gelato Festival - Los Angeles, CA

August 2018 to March 2020

- Recruit, train and hire staff for high end food service establishment
- Responsible for payroll, scheduling and interpersonal employee relations

- Develop, manage and maintain budgets while achieving sales goals
- Ensure compliance with licensing, hygiene and health and safety legislation/guidelines
- Promote and market Grom within Century City Manager's Group
- Oversee stock levels and order supplies; plan and implement menu to increase sales
- Exceeded sales goals Q4 2018 by 25% and Q1 2019 by 18%
- Winner of multiple district and national awards in store cleanliness, marketing and sales achievement

Freelance Teacher/Director for PS 119

Flatbush PS 119 - Brooklyn, NY

January 2017 to June 2019

- Teaching students the fundamentals of percussion as well as ensemble playing. Cofounder of the first PS 119 drum line, intended to give students an opportunity to learn about the marching arts and perform at an early age within the Flatbush, Brooklyn community.
- This included writing and processing of a grant to the NYC public school board for purchase of equipment including marching percussion with full orchestration.
- This is an ongoing program running during the summers since 2017.
- This has also provided an environment for young educators to begin the process of what being a facilitator and teacher is.

Full-scope, social media coordinator

FWT - New York, NY

January 2017 to March 2017

- For AFA, a free-jazz collective on the Lower East Side. Successful execution, promotion and community outreach through social media platforms including Twitter, Instagram, and Facebook.
- Tasked with production and pacing of nightly jazz showcases with live video broadcasting on social media.

Education

Bachelor of Arts in Music Education and Percussion, Anthropology

Bennington College - Bennington, VT

June 2018

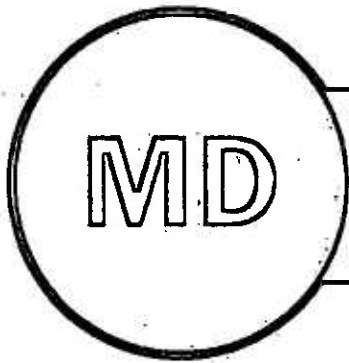
Skills

- Customer Care
- Customer Support
- Customer Service
- Bilingual
- Menu Planning
- Public Speaking
- Teaching
- Tutoring
- Curriculum Development
- Mentoring

- Presentation Skills
- Classroom Management
- Creative writing
- Writing skills
- Linguistics
- Learning technology

Languages

- French - Intermediate
- English - Expert



MOLLY DESMOND

EARLY CHILDHOOD EDUCATION | OFFICE ADMINISTRATION

OBJECTIVE

Creative and enthusiastic applicant with experience in a variety of age groups as well as developmental needs. Accredited by the state of New Hampshire.

SKILLS

- Microsoft Office
- Communication Skills
- Curriculum Planning
- Management Skills
- Leadership Skills
- Developmental Tracking

EXPERIENCE

ASSISTANT DIRECTOR • LITTLE APPLES LEARNING CENTER • MAY 2022 -

- Observe, advise, and collaborate with classroom teacher regarding curriculum and students
- Assist center with opening of business, lessons and care classrooms, and creating a safe nurturing environment
- Communicate with staff, families, and director regarding the care and safety of the children.

21ST CENTURY SITE COORDINATOR • NASHUA SCHOOL DISTRICT • AUGUST 2021 - MAY 2022

- Create academic based activities for Enrichment blocks
- Communicate with school day staff, families, and 21st Century staff on matters such as day-to-day operations, registered students and programming
- Build relationships with students in a safe and supportive environment.

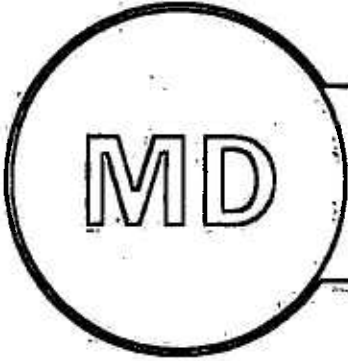
TEACHER ASSISTANT • POWERSCHOLARS (NASHUA YMCA) • JULY 2021 - AUGUST 2021

- Assist the Classroom teacher in implementing BellXcel curriculum.
- Create academic based activities throughout the enrichment period of the day
- Ensure the safety of children both on-site as well as throughout field trip days.

PARAEDUCATOR • MERRIMACK SCHOOL DISTRICT • MARCH 2021 - JUNE 2021

- Aid a student qualifying for the Special Education program
- Collaborate with the classroom teacher in instances where lesson modification is needed
- Communicate with fellow members of student's team to ensure IEP goals are maintained and reached





MOLLY DESMOND

EARLY CHILDHOOD EDUCATION | OFFICE ADMINISTRATION

SCHOOL AGE PROGRAM COORDINATOR • NEW MORNING SCHOOLS • MAY 2020 – FEBRUARY 2021

- Establish relationships with members of the administrative teams from districts New Morning Schools services
- Work alongside program team members to create safe, inclusive, and fun programs during hours of operation
- Communicate with administrative teams, families, program team members and office staff in regards to areas such as time off, school closures, behavioral incidents and overall support

LEAD PRESCHOOL TEACHER • WORLD ACADEMY • MARCH 2019 – JANUARY 2020

- Plan and implement themed curriculum developmentally appropriate for Preschool
- Communicate with Co-Teacher, families and administration on matters of lessons, needs of students and overall support
- Completed developmental evaluations as well as kept track on individualized growth of students

LEAD TEACHER QUALIFIED (PRE-K) • EARLY LEARNING CENTER OF MILFORD • JANUARY 2019 – AUGUST 2018

- Assisted the Lead Pre-K teacher while integrating own lessons into the classroom
- Oversaw closing procedures of all four classrooms in the building
- Ensured a safe, inclusive, creative environment for all learners to grow in

ASSOCIATE TODDLER TEACHER • EARLY LEARNING CENTER OF MILFORD • AUGUST 2016 – AUGUST 2018

- Implement lessons provided by the Lead Teacher
- Handle the day-to-day cleaning during rest time as well as the end of the day
- Create relationships with students, family and faculty members



DATE EARNED

Tia Dixon

[REDACTED]

Dedicated to helping children better understand the world around them and developing relationships with parents to enrich children's lives. Extensive experience working with youth from ages 2-18. Praised and awarded for organizational skills and ability to develop safe, fun environment for all.

Willing to relocate to: Manchester, NH - -
Authorized to work in the US for any employer

Work Experience

Member Service Representative

Planet Fitness - Manchester, NH

April 2021 to Present

- Greet members, prospective members and guests, providing exceptional customer service.
- Handle all front desk related activities including:
- Answer phones in a friendly manner and assist callers with a variety of questions.
- Check members into the system.
- New member sign-up.
- Take prospective members on tours.
- Facilitate needed updates to member's accounts.
- Respond to member questions and concerns in a timely and professional manner and elevate to Assistant Manager or Manager as needed.
- Assist in maintaining the neatness and cleanliness of the club.

Substitute Teacher

Hudson School District - Hudson, NH

September 2020 to Present

- Follow lesson plans provided by the regular Teacher to create a cohesive and consistent learning experience for students
- Manage the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment
- Adapt teaching methods to fit the needs of each individual student
- Supervise students in and out of the classroom, including in the halls, on the playground and in the cafeteria
- Provide in-class and at-home assignments based on the available lesson plan

Site Director

KinderCare Education - Hudson, NH

August 2020 to May 2021

- Ensure your site is operating effectively; maintain licensing, safety, and educational standards
- Partner with parents with a shared desire to provide the best care and education for their children

- Cultivate positive relationships with families, teachers, school and district leaders, state licensing authorities, community contacts and corporate partners
- Lead recruitment and enrollment efforts of new families and children in our sites

Teacher

Shepherd of God Christian Academy - Florida City, FL
September 2019 to July 2020

- plan, prepare and deliver instructional activities that facilitate active learning experiences
- establish and communicate clear objectives for all learning activities
- identify and select different instructional resources and methods to meet students' varying needs
- observe and evaluate student's performance and development
- assign and grade class work, homework, tests and assignments
- participate in department and school meetings, parent meetings
- keep updated with developments in the subject area, teaching resources and methods and make relevant changes to instructional plans and activities

After School Program Coordinator

Shepherd of God Christian Academy - Florida City, FL
September 2019 to July 2020

- Monitor, assess and remediate student performance.
- Develop and implement comprehensive lesson plans that accommodate specific skills students have while offering support to make sure students knew the material.
- Identify, select, and modify resources to meet students' diverse needs
- Assist the teacher in whole class and individual student support.
- Develop after school programs that not only engaged students but administration as well
- Instruct children in activities designed to promote social, physical and intellectual growth.

Instructor

Touching Miami With Love - Homestead, FL
September 2018 to September 2019

My position is to cultivate the lives of youth and young adults. To nurture them through loving relationships, challenge them with creative activities, develop their leadership skills, encourage spiritual growth, and see them transition into successful young adults.

Some of my roles included:

- Create engaging lesson plans for students in grades 3-5
- Assist with all aspects of programs including curriculum implementation, field trips, and volunteers and interns.
- Administer Individual Success Plans quarterly with assigned students
- Provide instruction for all of the program's participants through academic support, enrichment, fitness, character education, life-skills, and literacy.
- Develop relationships with families of the youth who attend programming
- Instill the importance of education among our youth
- Assisting in liaison with youth/children and school for academic and behavioral issues.
- Implement Token Economy as a Positive Reinforcement Behavior Management System

Administrative Assistant

Dorrance D. Pace Lawn Care LLC - Homestead, FL

June 2015 to July 2018

- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
- Maintain electronic and hard copy filing system
- Open, sort and distribute incoming correspondence
- Perform data entry and scan documents

AmeriCorps Member

City Year Miami

August 2017 to May 2018

Led at-risk 6th grade students in 600+ minutes of small-group academic interventions in an English Language Arts, and Intensive Reading classes.

- Guided 5-7 students through social-emotional learning meetings bi-weekly to address attendance and behavior concerns.
- Regulated team dynamics and school partnership relations through team-building activities and appreciations.
- Coordinated an end-of-year talent show for students of all grade-levels by recruiting students, reviewing auditions, organizing rehearsals, creating a set-list, and collaborating with an outside organization to give the winner studio time.

Education

High school or equivalent in Early Childhood

South Dade Senior High School

August 2009 to June 2013

Skills

- CPR (8 years)
- Teaching (8 years)
- Team Building (6 years)
- Public Speaking (4 years)
- Customer Service Skills (7 years)
- Organizational Skills (10+ years)
- Microsoft Excel (10+ years)
- problem solving
- Behavior Management (5 years)
- Curriculum Development (10+ years)
- Lawn Care (10+ years)

Additional Information

CPR Certified

DCF Health, Safety and Nutrition (HSAN)

DCF Identifying and Reporting Child Abuse and Neglect (CAAN)

Proficient in Microsoft Office (Excel, PowerPoint, Word)

Basic understanding and use of Spanish

Michael Curtin

Profile

Motivated, personable business professional with a marketing degree and a successful track record of successful relationship based marketing and sales experience... who is now doing what he loves! Working with kids who need a leg up in life. Trying to give them the adult role model that will help make them successful.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building and leadership skills.

Relevant Work Experience

THE BOYS AND GIRLS CLUB OF GREATER NASHUA – NASHUA, NH

Director of Social Recreation – September 2021-Present

- ◆ Plans and coordinate structured social interaction, through field trips, recreational and essential activities to enhance social skills and allow members to build lifelong friendships through real life situations.
- ◆ Develops and fosters a positive climate and assures youth receive constructive guidance to assist them in fulfilling and making appropriate choices in educational, personal, physical, social, emotional, and vocational needs. Implements a program that recognizes members for achievement. Enforces appropriate discipline when necessary.
- ◆ Serves as hockey program director – coaching the fall team and partnering with the Police Athletic League to run the spring middle school league

Director of Camp Mariposa – July 2021-Present

- ◆ Plans, oversees and runs 12 camps per year of Camp Mariposa, a year round, weekend camp for kids who have family members who struggle with substance abuse.
- ◆ Works with the Lead Clinician to ensure that all clinical portions of the program meet the standards of Eluna and the national Camp Mariposa model.
- ◆ Oversee an average of 12 staff and volunteers during each weekend.
- ◆ Form partnerships with other community based organizations for referrals of campers and mentors

Assistant Director of Camp Mariposa – January 2017-July 2021

- ◆ Create a fun schedule that falls within the requirements of the grants that fund the program
- ◆ Assist the director in the day to day operation of camp.

Volunteer Hockey Program Director – 2011-2021

- ◆ Continuously building the hockey program, currently a four season sport that involves 100+ members.
- ◆ Work closely with the Chief Operating Officer and the Athletic Director on planning, funding and the overall mission of the hockey program.

DON BROWN BUS SALES. - NASHUA, NH

New England Regional Sales Manager – November 2016-November 2021

Contract Sales Manager – November 2021-Present

- ◆ Marketed and sold commercial, school and activity buses throughout New England

MHQ, INC. – MARLBOROUGH, MA/NASHUA, NH

Account Manager for NH, VT and ME – May 2015-August 2016

Equipment Sales Manager – June 2011- May 2015

- ◆ Relationship based outside and inside sales of municipal vehicles and aftermarket equipment, from compact cars and police interceptors, to plow trucks and utility vehicles within commercial, municipal, law enforcement, and first responder market areas

Michael Curtin

MODU-BUILT INDUSTRIES, INC. - TAMPA, FL
Sales & Marketing Manager – July 2005-August 2010

- ◆ Marketed and sold modular guard booths, portable guard towers, and mobile command trailers throughout the U.S. and Caribbean

Volunteer Experience

BIG BROTHERS/BIG SISTERS OF PINELLAS COUNTY – LARGO, FL 2009-2010

Additional Work Experience

SUGARLOAF CREATIONS – CLEARWATER, FL
Southeast Sales Representative – January 2005-June 2005

BP PRODUCTS NORTH AMERICA – TAMPA, FL
Transport Scheduler – July 2004-December 2004

OLD HYDE PARK VILLAGE – TAMPA, FL
Marketing Intern – January 2004-May 2004 - 16 hours per week

THE UNIVERSITY OF TAMPA – TAMPA, FL
Student Coordinator of Intramurals – September 2001-May 2004

NORTHEAST SCUBA – CHELMSFORD, MA
Assistant Manager – April 1999-May 2000 (part time), May 2000-August 2002 (full time, summers)

Education

THE UNIVERSITY OF TAMPA – Tampa, FL
Bachelor of Science, Marketing, 2004

Maintained a 3.1 GPA while working 35-40 hours per week and carrying a full load of coursework

References

References available upon request

Contractor Name
Key Personnel

Name	Job Title	Salary Amount Paid from this Contract
Aaron St. Cyr	Prevention Specialist	\$55,000
Monica Gallant	Prevention Specialist	\$28,000
Kaitlyn Banister	Youth Development Professional	\$13,000
Caitlin Hammond	Assistant Director, Childcare & Early Learning	\$6,500
Molly McAvoy	Director, Clubhouse Services	\$6,500
Liam Quinn	Director, Clubhouse Education	\$6,500
Michael Curtin	Director, Camp Mariposa Addiction Prevention Program	\$13,000
Tiauna Dixon	Teen Activities Coordinator	\$6,500

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

Lori A. Sbibloette
 Commissioner

Katja S. Fox
 Director

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

May 19, 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 for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to amend existing contracts with the Contractors listed below for the continued provision of evidence-informed substance misuse prevention direct services to youth and their parents and caregivers, by increasing the total price limitation by \$819,327 from \$4,308,906 to \$5,128,233 and by extending the completion dates from June 30, 2022 to June 30, 2023, effective July 1, 2022 or upon Governor and Council approval, whichever is later. 100% Other Funds (Governor's Commission).

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
Boys and Girls Club of Greater Salem, Inc.	180086	Salem, Nashua & Souhegan Valley	\$1,086,844	\$216,488	\$1,303,332	O: 08/23/17 #20 A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 06/30/21 #25
New England Teen Institute, Inc. <i>formerly New Hampshire Teen Institute for the Prevention of Alcohol and Other Drug Abuse</i>	166824	Statewide	\$1,190,422	\$215,655	\$1,406,077	O: 06/21/17 Late Item B A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 06/30/21 #25
North Country Education Services Agency	154707	Northern Grafton & Coos County	\$863,260	\$172,065	\$1,035,325	O: 08/23/17 #20 A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 06/30/21 #25
The Upper Room, A Family Resource Center	246053	Rockingham County & surrounding communities	\$475,291	\$87,109	\$562,400	O: 06/21/17 Late Item B A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 06/30/21 #25

The Youth Council	154886	Nashua North & Nashua South High Schools	\$693,089	\$128,010	\$821,099	O: 06/21/17 Late Item B A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 06/30/21 #25
		Total:	\$4,308,906	\$819,327	\$5,128,233	

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

See attached fiscal details.

EXPLANATION

The purpose of this request is to continue to provide substance misuse prevention direct services to youth and related programming for their parents and caregivers. The Governor's Commission on Alcohol and Other Drugs (Commission) approved the funding allocation on March 4, 2022. This amendment will allow the contractors to continue to provide direct prevention services and promoting positive youth development with the goal to prevent and reduce the misuse of alcohol, marijuana, prescription drugs, opioids, stimulants and other drugs. The Department is seeking to extend the contracts beyond the completion date and available renewal options in response to a funding directive from the Governor's Commission on Alcohol and Other Drugs. In accordance with RSA 12-J, the Department carries out the administrative functions of the Commission.

Approximately 4000 individuals will be served July 1, 2022 through June 30, 2023.

The services provided through these contracts will continue to target youth between the ages of 10 and 20 who are at risk of engaging in the misuse of alcohol and other drugs. Risk factors include youth experiencing poor academic performance; behavioral problems at school or have dropped out of school; involvement with the juvenile justice system; and children whose parents or caregivers are engaged in the active misuse of alcohol and or other drugs.

Each Contractor will continue providing evidence-informed programs that include education, counseling, and healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programs include individual or group education and awareness about the risks and consequences of substance misuse, assistance in helping youth acquire the skills necessary to resist peer pressure to use alcohol or other drugs, engagement in the development and promotion of social activities that do not include the use of substances, and developing healthy coping skills to deal with stressful circumstances in their life at home or school. These programs also engage parents and caregivers through online newsletters, virtual trainings, and individual meetings to assist with developing skills to promote improved communication within the family about substance misuse.

In SFY '22 the vendors provided substance misuse prevention services to 3,893 youth identified as being at a high risk of developing a substance misuse disorder. Of the program participants surveyed in SFY '22, 93% reported using a healthy coping skill learned in the program to handle a stress they experienced and 97% reported they would choose to abstain from using alcohol until the legal age to drink. Based on these performance measures, the Commission approved to continue providing funding for SFY '23.

The Department will continue monitoring contracted services through regularly scheduled meetings and by reviewing monthly and quarterly reports submitted by the Contractors.

Should the Governor and Executive Council not authorize this request, adolescents at risk of developing a substance use disorder are unlikely to have access to substance misuse prevention programming intended to prevent the use of substances, or mitigate the progression of substance misuse. Additionally, education about the risk and consequences associated with adolescent use of alcohol and other drugs, and supports regarding communication skills to talk about those risks will not be available to parents.

Source of Federal Funds: 100% Other Funds (Governor's Commission)

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

Respectfully submitted,



Lori A. Shibinette
Commissioner

Attachment 4
Prevention Direct Services
Financial Details

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

New Hampshire Teen Institute V#166624

PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$107,744	\$0	\$107,744
Sub-total			\$107,744	\$0	\$107,744

The Upper Room V#174210

PO #1057481

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$38,811	\$0	\$38,811
Sub-total			\$38,811	\$0	\$38,811

The Youth Council V#154886

PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$50,103	\$0	\$50,103
Sub-total			\$50,103	\$0	\$50,103
Total SFY17			\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Boys & Girls Club of Greater Salem V#180086

PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,892	\$0	\$220,892
2019	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2020	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2021	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2022	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2023	074-500585	Grants for Public Asst and Relief	\$0	\$196,488	\$196,488
Sub-total			\$1,088,844	\$196,488	\$1,283,332

New Hampshire Teen Institute V#166624

PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,058	\$0	\$220,058
2019	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2020	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2021	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2022	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2023	074-500585	Grants for Public Asst and Relief	\$0	\$195,655	\$195,655
Sub-total			\$1,082,878	\$195,655	\$1,278,333

Attachment 4
Prevention Direct Services
Financial Details

North Country Education Services V#154707

PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$175,000	\$0	\$175,000
2019	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2020	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2021	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2022	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2023	074-500585	Grants for Public Asst and Relief	\$0	\$152,065	\$152,065
Sub-total			\$883,260	\$152,065	\$1,015,325

The Upper Room V#174210

PO #1057481

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$90,044	\$0	\$90,044
2019	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2020	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2021	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2022	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2023	074-500585	Grants for Public Asst and Relief	\$0	\$67,109	\$67,109
Sub-total			\$438,480	\$67,109	\$505,589

The Youth Council V#154888

PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$130,946	\$0	\$130,946
2019	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2020	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2021	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2022	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2023	074-500585	Grants for Public Asst and Relief	\$0	\$108,010	\$108,010
Sub-total			\$642,986	\$108,010	\$750,996

05-95-92-920510-1981 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, SABG ADDITIONAL (100% Federal)

Boys & Girls Club of Greater Salem V#160066

PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

New Hampshire Teen Institute V#166624

PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
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Attachment 4
Prevention Direct Services
Financial Details

2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

North Country Education Services V#154707

PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

The Upper Room V#174210

PO #1075470

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

The Youth Council V#154886

PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000
Grand Total			\$4,308,906	\$719,327	\$5,028,233

Total by Year

Total SFY17			\$194,658	\$0	\$194,658
Total SFY18			\$838,940	\$0	\$838,940
Total SFY19			\$819,327	\$0	\$819,327
Total SFY20			\$819,327	\$0	\$819,327
Total SFY21			\$819,327	\$0	\$819,327
Total SFY22			\$819,327	\$0	\$819,327
Total SFY23			\$0	\$819,327	\$819,327

Grand Total			\$4,308,906	\$819,327	\$5,128,233
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Total by Agency

Boys & Girls Club of Greater Salem V#180086	PO #1058002	\$1,086,844	\$216,488	\$1,303,332
New Hampshire Teen Institute V#186824	PO #1056422	\$1,190,422	\$215,655	\$1,406,077
North Country Education Services V#154707	PO #1058007	\$883,260	\$172,065	\$1,035,325
The Upper Room V#174210	PO #1075470	\$475,291	\$87,109	\$562,400
The Youth Council V#154886	PO #1056421	\$693,089	\$128,010	\$821,099
Total by Agency		\$4,308,906	\$819,327	\$5,128,233

**State of New Hampshire
Department of Health and Human Services
Amendment #4**

This Amendment to the Substance Misuse Prevention Direct Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Boys and Girls Club of Greater Salem, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on August 23, 2017, (Item #20), as amended on June 20, 2018, (Item #37), as amended on June 24, 2020, (Item #35) and most recently amended on June 30, 2021 (Item #25), 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 18 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 and increase the price limitation 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, 2023
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$1,303,332
3. Modify Exhibit B, Method and Conditions Precedent to Payment, Section 4., Subsection 4.2. to read:
 - 4.2. Expenses shall be reported for reimbursement by budget line item in accordance with Exhibit B-1 Budget through Exhibit B-6 Budget, Amendment #4 with an invoice template approved by the Department.
4. Add Exhibit B-6 Budget – Amendment #4, 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 July 1, 2022, or upon Governor and Council approval, whichever is later.

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

5/25/2022

Date

DocuSigned by:
Katja S. Fox
Name: Katja S. Fox
Title: director

Boys and Girls Club of Greater Salem, Inc.

5/25/2022

Date

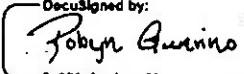
DocuSigned by:
Marco Abreu
Name: Marco Abreu
Title: Marco Abreu, CEO 6/14/21

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

OFFICE OF THE ATTORNEY GENERAL

5/26/2022

Date

DecuSigned 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 Complete one budget form for each budget period. Contractor Name: <i>Boys and Girls Club of Greater Salem, Inc.</i> Budget Request for: <i>Substance Misuse Prevention Direct Services</i> Budget Period: <i>July 1, 2022 through June 30, 2023 (SYF23)</i> Indirect Cost Rate (If applicable) 0.00%	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$135,000
2. Fringe Benefits	\$33,750
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>	\$2,600
5.(a) Supplies - Educational	\$19,746
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$5,000
6. Travel	\$2,000
7. Software	\$0
8. (a) Other - Marketing/Communications	\$0
8. (b) Other - Education and Training	\$2,030
8. (c) Other - Other (specify below)	
<i>Other (please specify)</i>	\$0
<i>Other (please specify)</i>	\$0
<i>Other (please specify)</i>	\$0
<i>Other (please specify)</i>	\$0
9. Subrecipient Contracts	\$0
Total Direct Costs	\$200,126
Total Indirect Costs	\$16,362
TOTAL	\$216,488

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**STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
GOVERNOR'S COMMISSION ON ALCOHOL & OTHER DRUGS**

Lori A. Silbbaette
Commissioner

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9564 1-800-804-0909
Fax: 603-271-6105 TDD Access: 1-800-735-2964 www.dhhs.nh.gov/dcbcs/bdas

June 16, 2021

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to enter into Sole Source amendments to existing contracts with the Contractors listed below for the provision of evidence-informed substance misuse prevention direct services to youth, and their parents and caregivers, by increasing the total price limitation by \$691,317 from \$3,489,579 to \$4,180,896 and extending the completion dates from June 30, 2021 to June 30, 2022 effective upon Governor and Council approval. 100% Other Funds (Governor's Commission on Alcohol and Other Drugs).

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

Vendor Name	Vendor Number	Location	Contract Amount	Increase/ (Decrease)	Modified Contract Amount	G&C Approval
Boys and Girls Club of Greater Salem	160066	Salem, Nashua & Souhegan Valley	\$870,356	\$216,488	\$1,086,844	O: 08/23/17, Item #20 A1: 06/20/18, Item #37 A2: 06/24/20, Item #35
North Country Education Services	154707	Northern Grafton & Coos County	\$691,195	\$172,065	\$863,260	O: 08/23/17, Item #20 A1: 06/20/18, Item #37 A2: 06/24/20, Item #35
New Hampshire Teen Institute	166624	Statewide	\$974,767	\$215,655	\$1,190,422	O: 06/21/17, Late Item B A1: 06/20/18, Item #37 A2: 06/24/20, Item #35
The Upper Room	246053	Rockingham County & Surrounding Communities	\$388,182	\$87,109	\$475,291	O: 06/21/17, Late Item B A1: 06/20/18, Item #37 A2: 06/24/20, Item #35

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 4

The Youth Council	154886	Nashua North & Nashua South High Schools	\$565,079	\$0	\$565,079	O: 06/21/17, Late Item B A1: 06/20/18, Item #37 A2: 06/24/20, Item #35
Total:			\$3,489,579	\$691,317	\$4,180,896	
* The Department intends to submit an amendment request for The Youth Council contract to a future Governor and Executive Council meeting.						

Funds are anticipated to be available in the following accounts for State Fiscal Year 2022, with the authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified.

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

State Fiscal Year	Class / Account	Class Title	Job Number	Current (Modified) Budget	Increased (Decreased) Amount	Revised Modified Budget
2017	102-500731	Contracts for Prog Svc	49158502	\$194,658	\$0	\$194,658
			<i>Subtotal</i>	\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

State Fiscal Year	Class / Account	Class Title	Job Number	Current (Modified) Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102-500731	Contracts for Prog Svc	92058502	\$838,940	\$0	\$838,940
2019	102-500731	Contracts for Prog Svc	92058502	\$819,327	\$0	\$819,327
2020	102-500731	Contracts for Prog Svc	92058502	\$819,327	\$0	\$819,327
2021	102-500731	Contracts for Prog Svc	92058502	\$819,327	\$0	\$819,327
2022	102-500731	Contracts for Prog Svc	92058502	\$0	\$691,317	\$691,317
			Subtotal	\$3,294,921	\$691,317	\$3,986,238
			Total	\$3,489,579	\$691,317	\$4,180,896

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 4

See attached Fiscal Details

EXPLANATION

This request is **Sole Source** because the Department is seeking to extend the contracts beyond their completion dates and there are no renewal options remaining in the contracts. The Department is seeking to amend the existing contracts on behalf of the Governor's Commission on Alcohol and Other Drugs to continue supporting services provided through these contracts, which were originally funded by Senate Bill 533 of the 2016 Regular Legislative Session. Further funding for these programs was approved by the Governor's Commission on February 19, 2021, which did not leave sufficient time to procure for these services before the existing contracts expire.

The purpose of this request is to continue providing substance misuse prevention direct services to youth and related programming for their parents and caregivers. The services provided through these contracts target youth between 10 and 20 years of age who are at risk of engaging in the misuse of alcohol and the illicit use of drugs. Risk factors include youth experiencing poor academic performance; behavioral problems at school or have dropped out of school; involvement with the juvenile justice system; and children whose parents or caregivers are engaged in the active misuse of alcohol and or illicit drugs.

Approximately 4,000 individuals will be served from June 30, 2021 through June 30, 2022.

The goal of these contracted prevention programs is to prevent the onset and use of alcohol and drugs and to increase parental and caregiver knowledge regarding the negative effects that substance misuse has on their child(ren), improve parental and caregiver communication skills, and increase parental and caregiver monitoring of their child(ren)'s behavior and activities. These programs promote positive youth development with the goal of preventing and reducing the misuse of alcohol, marijuana, prescription drugs, opioids, stimulants and other drugs.

Each Contractor has chosen approved evidence-informed programs that include education and counseling, and healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programs include individual or group education and awareness about the risks and consequences of substance misuse, assistance in helping youth acquire the skills necessary to resist negative peer pressure for using alcohol or other drugs, engagement in the development and promotion of alternative social activities, and developing healthy coping skills to deal with stressful circumstances in their life at home or school. These programs also engage parents and caregivers to assist with the skills to promote improved communication within the family about substance misuse.

All Contractors providing direct prevention services through these contracts are required to establish ongoing working collaborative relationships with community-based organizations including, health and social service agencies and schools, and the Regional Public Health Network in their area. The Contractors are also required to conduct outreach to youth and their parents and caregivers to make them aware of these services and how to access them.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 4 of 4

The intended outcomes for participants include;

- Increase in the perception of risk of substance use.
- Increase in the use of at least two (2) new coping skills to manage stress.
- Increase in parental communication regarding the risk and consequences of adolescent substance use.

Should the Governor and Council not authorize this request, approximately 4,000 youth who are at high risk for developing a substance misuse disorder may not have access to comprehensive substance misuse prevention services.

Area served: Statewide.

Source of Funds: 100% Other Funds.

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

Respectfully submitted,



Lori A. Shlbinette
Commissioner

Attachment A
Financial Details

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

New Hampshire Teen Institute V#166624 PO #1058422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$107,744	\$0	\$107,744
Sub-total			\$107,744	\$0	\$107,744

The Upper Room V#174210 PO #1057461

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$36,811	\$0	\$36,811
Sub-total			\$36,811	\$0	\$36,811

The Youth Council V#154886 PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$50,103	\$0	\$50,103
Sub-total			\$50,103	\$0	\$50,103
Total SFY17			\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Boys & Girls Club of Greater Salem V#160066 PO #1056002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,892	\$0	\$220,892
2019	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2020	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2021	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2022	102-500734	Contracts for Prog Svc	\$0	\$216,488	\$216,488
Sub-total			\$870,356	\$216,488	\$1,086,844

New Hampshire Teen Institute V#166624 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,058	\$0	\$220,058
2019	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2020	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2021	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2022	102-500734	Contracts for Prog Svc	\$0	\$215,655	\$215,655
Sub-total			\$867,023	\$215,655	\$1,082,678

Attachment A
Financial Details

North Country Education Services V#154707 PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$175,000	\$0	\$175,000
2019	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2020	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2021	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2022	102-500734	Contracts for Prog Svc	\$0	\$172,065	\$172,065
Sub-total			\$691,195	\$172,065	\$863,260

The Upper Room V#174210 PO #1057461

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$90,044	\$0	\$90,044
2019	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2020	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2021	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2022	102-500734	Contracts for Prog Svc	\$0	\$87,109	\$87,109
Sub-total			\$351,371	\$87,109	\$438,480

The Youth Council V#154886 PO #1058421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$130,946	\$0	\$130,946
2019	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2020	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2021	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2022	102-500734	Contracts for Prog Svc	\$0	\$0	\$0
Sub-total			\$514,976	\$0	\$514,976
Grand Total			\$3,489,579	\$691,317	\$4,180,896

Total by Year

Total SFY17			\$194,658	\$0	\$194,658
Total SFY18			\$638,940	\$0	\$638,940
Total SFY19			\$819,327	\$0	\$819,327
Total SFY20			\$819,327	\$0	\$819,327
Total SFY21			\$819,327	\$0	\$819,327
Total SFY22			\$0	\$0	\$691,317
Grand Total			\$3,489,579	\$0	\$4,180,896

Total by Agency

Boys & Girls Club of Greater Salem V#180066	PO #1058002	\$870,356	\$216,488	\$1,086,844
New Hampshire Teen Institute V#166824	PO #1056422	\$974,767	\$215,655	\$1,190,422
North Country Education Services V#154707	PO #1058007	\$691,195	\$172,065	\$863,260
The Upper Room V#174210	PO #1057461	\$388,182	\$87,109	\$475,291
The Youth Council V#154886	PO #1058421	\$565,079	\$0	\$565,079
Total by Agency		\$3,489,579	\$691,317	\$4,180,896

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Lori A. Shiblette
Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
GOVERNOR'S COMMISSION ON ALCOHOL & OTHER DRUGS

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9564 1-800-804-0909
Fax: 603-271-6105 TDD Access: 1-800-735-1964 www.dhhs.nh.gov/dcbcs/bdas

June 10, 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 for Behavioral Health, to amend existing contracts with the vendors listed below for the provision of evidenced informed substance misuse prevention direct services to youth, and their parents and caregivers, by increasing the total price limitation by \$819,327 from \$2,670,252 to \$3,489,579 and by extending the completion dates from July 1, 2020 to June 30, 2021 effective upon Governor and Council approval. The original contracts were approved by Governor and Council on June 21, 2017, Late Item B, and most recently amended with Governor and Council approval on June 20, 2018, item #37. 100% Other Funds.

Vendor Name	Vendor Number	Location	Contract Amount	Increase/ (Decrease)	Modified Contract Amount	G&C Approval
Boys and Girls Club of Greater Salem	160066	Salem, Nashua & Souhegan Valley	\$653,868	\$216,488	\$870,356	O: 08/23/17, Item #20 A1: 06/20/18, Item #37
North Country Education Services	154707	Northern Grafton & Coos County	\$519,130	\$172,065	\$691,195	O: 08/23/17, Item #20 A1: 08/20/18, Item #37
New Hampshire Teen Institute	166624	Statewide	\$759,112	\$215,655	\$974,767	O: 06/21/17, Late Item B A1: 06/20/18, Item #37
The Upper Room	246053	Rockingham County & Surrounding Communities	\$301,073	\$87,109	\$388,182	O: 06/21/17, Late Item B A1: 06/20/18, Item #37
The Youth Council	154886	Nashua North & Nashua South High Schools	\$437,069	\$128,010	\$565,079	O: 06/21/17, Late Item B A1: 06/20/18, Item #37
Total:			\$2,670,252	\$819,327	\$3,489,579	

Funds are available in the following account(s) for State Fiscal Year 2021, with authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified.

His Excellency, Governor Christopher T. Sununu
 and the Honorable Council
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05-95-49-491610-2989 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

State Fiscal Year	Class / Account	Class Title	Job Number	Current (Modified) Budget	Increased (Decreased) Amount	Revised Modified Budget
2017	102-500731	Contracts for Prog Svc	49158502	\$194,658	\$0	\$194,658
			Subtotal	\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

State Fiscal Year	Class / Account	Class Title	Job Number	Current (Modified) Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102-500731	Contracts for Prog Svc	92058502	\$836,940	\$0	\$836,940
2019	102-500731	Contracts for Prog Svc	92058502	\$819,327	\$0	\$819,327
2020	102-500731	Contracts for Prog Svc	92058502	\$819,327	\$0	\$819,327
2021	102-500731	Contracts for Prog Svc	92058502	\$0	\$819,327	\$819,327
			Subtotal	\$2,475,594	\$819,327	\$3,294,921
			Total	\$2,670,262	\$819,327	\$3,489,579

See Fiscal Details for Distribution of Funds

EXPLANATION

As previously stated, the original contract was approved by Governor and Council on June 21, 2017, Late Item #B. It was then subsequently amended with Governor and Council approval on June 20, 2018, Item #37.

The purpose of this request is to exercise a renewal option to continue providing substance misuse prevention direct services to youth and related programming for their parents and caregivers. Targets for this program include youth between ten (10) and twenty (20) years of age who are at risk of engaging in the misuse of alcohol and the illicit use of drugs. Risk factors include youth experiencing poor academic performance, behavioral problems at school or that have dropped out of school that are involved with the juvenile justice system and children whose parents or caregivers are engaged in the active misuse of alcohol and or illicit drugs.

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

The opioid epidemic in New Hampshire led to the passage of Senate Bill 533 (2016) making additional resources available to the Governor's Commission on Alcohol and Drug Abuse Prevention, Treatment and Recovery. The Commission identified a portion of the funding allocated under SB 533 for prevention direct services that target youth, including those proposed in this request.

Approximately 2,000 individuals will be served from June 30, 2020 through June 30, 2021. The goal of these contracted prevention programs is to prevent the onset and use of alcohol and drugs and to increase parental and caregiver knowledge regarding the negative effects that substance misuse has on their child(ren), improving parental and caregiver knowledge and communication skills, and to increase parental and caregiver monitoring of their child(ren)'s behavior and activities. These programs promote positive youth development with the goal of preventing and reducing the misuse of alcohol, marijuana, prescription drugs and opioids.

Each vendor has chosen approved evidenced informed programs that include education and counseling, and information on healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programs include individual or group education and awareness about the serious and sometimes deadly consequence of substance misuse and assistance in helping youth acquire the skills necessary to resist negative peer pressure for using alcohol or other drugs, their engagement in the development and promotion of alternative social activities, and to assist participating youth in developing other mechanisms for coping with stressful circumstances in their life at home or school. These programs also involve parents and caregivers to promote improved communication within the family about this topic.

All vendors providing direct prevention services through these contracts are required to establish ongoing working collaborative relationships with community-based organizations including, health and social service agencies and schools, and the Regional Public Health Network in their area. The contractors are also required to conduct outreach to youth and their parents and caregivers to make them aware of these services and how to access them.

As referenced in Exhibit C-1, Revisions to General Provisions, of the original 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. The Department is exercising its option to renew services for one (1) of the one (1) years available.

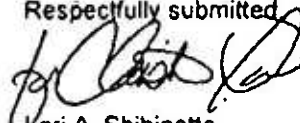
Should the Governor and Executive Council not authorize this request, approximately 4,000 youth who are at high risk for developing a substance misuse disorder may not have access to comprehensive substance misuse prevention services.

Area served: Statewide.

Source of Funds: 100% Other Funds.

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

Respectfully submitted,



Lori A. Shibinette
Commissioner

Attachment A
 Financial Details

05-93-49-491510-2989 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

New Hampshire Teen Institute V#166624 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$107,744	\$0	\$107,744
Sub-total			\$107,744	\$0	\$107,744

The Upper Room V#174210 PO #1057461

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$36,811	\$0	\$36,811
Sub-total			\$36,811	\$0	\$36,811

The Youth Council V#154886 PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$50,103	\$0	\$50,103
Sub-total			\$50,103	\$0	\$50,103
Total SFY17			\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Boys & Girls Club of Greater Salem V#160066 PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,892	\$0	\$220,892
2019	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2020	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2021	102-500734	Contracts for Prog Svc	\$0	\$216,488	\$216,488
Sub-total			\$653,868	\$216,488	\$870,356

New Hampshire Teen Institute V#166624 PO #1058422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,058	\$0	\$220,058
2019	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2020	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2021	102-500734	Contracts for Prog Svc	\$0	\$215,655	\$215,655
Sub-total			\$651,368	\$215,655	\$867,023

Attachment A
 Financial Details

North Country Education Services V#154707 PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$175,000	\$0	\$175,000
2019	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2020	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2021	102-500734	Contracts for Prog Svc	\$0	\$172,065	\$172,065
Sub-total			\$519,130	\$172,065	\$691,195

The Upper Room V#174210 PO #1057461

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$90,044	\$0	\$90,044
2019	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2020	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2021	102-500734	Contracts for Prog Svc	\$0	\$87,109	\$87,109
Sub-total			\$264,262	\$87,109	\$351,371

The Youth Council V#154885 PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$130,948	\$0	\$130,948
2019	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2020	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2021	102-500734	Contracts for Prog Svc	\$0	\$128,010	\$128,010
Sub-total			\$386,966	\$128,010	\$514,976
Grand Total			\$2,670,252	\$819,327	\$3,489,579

Total by Year

Total SFY17			\$194,658	\$0	\$194,658
Total SFY18			\$838,940	\$0	\$838,940
Total SFY19			\$819,327	\$0	\$819,327
Total SFY20			\$819,327	\$0	\$819,327
Total SFY21			\$0	\$819,327	\$819,327
Grand Total			\$2,670,252	\$819,327	\$3,489,579

Total by Agency

Boys & Girls Club of Greater Salem V#160086	PO #1058002		\$653,868	\$216,488	\$870,356
New Hampshire Teen Institute V#186624	PO #1056422		\$739,112	\$215,655	\$974,767
North Country Education Services V#154707	PO #1058007		\$519,130	\$172,065	\$691,195
The Upper Room V#174210	PO #1057461		\$301,073	\$87,109	\$388,182
The Youth Council V#154885	PO #1056421		\$437,069	\$128,010	\$565,079
Total by Agency			\$2,670,252	\$819,327	\$3,489,579



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

Jeffrey A. Meyers
 Commissioner

Christine Tappan
 Associate Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857
 603-271-9546 1-800-852-3345 Ext. 9546
 Fax: 603-271-4232 TDD Access: 1-800-735-2964
 www.dhhs.nh.gov

May 3, 2018

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, Bureau of Drug and Alcohol Services, to exercise renewal options with the vendors listed in the table below for the provision of evidenced informed substance misuse prevention direct services to youth and their parents/caregivers by increasing the price limitation by \$1,638,654 from \$1,031,598 to an amount not to exceed \$2,670,252 and extending the completion from June 30, 2018 to June 30, 2020 effective upon Governor and Executive Council approval. 100% Other Funds.

Vendor	Vendor Number	Area Served	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Boys and Girls Club of Greater Salem	160066	Salem, Nashua & Sougehan Valley	\$220,892	\$432,976	\$653,868	O: 08/23/17 #20
North Country Education Services	154707	Northern Grafton & COOS County	\$175,000	\$344,130	\$519,130	O: 08/23/17 #20
New Hampshire Teen Institute	166624	Statewide	\$327,802	\$431,310	\$759,112	O: 06/21/17 Late Item B
The Upper Room	246053	Rockingham County & Surrounding Communities	\$126,855	\$174,218	\$301,073	O: 06/21/17 Late Item B
The Youth Council	154886	Nashua North & Nashua South High Schools	\$181,049	\$256,020	\$437,069	O: 06/21/17 Late Item B

Funding is available in following account in State Fiscal Years 2019 and anticipated to be available in State Fiscal Year 2020 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust encumbrances between State Fiscal Years through the Budget Office, without further approval from the Governor and Executive Council, if needed and justified.

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Fiscal Year	Class	Title	Current Budget	Increased (Decreased) Amount	Amount
2017	102-500731	Contracts for Program Services	\$194,658	\$0.00	\$194,658
		Sub-Total:	\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Fiscal Year	Class	Title	Current Budget	Increased (Decreased) Amount	Amount
2018	102-500731	Contracts for Program Services	\$836,940	\$0.00	\$836,940
2019	102-500731	Contracts for Program Services	\$0.00	\$819,327	\$819,327
2020	102-500731	Contracts for Program Services	\$0.00	\$819,327	\$819,327
		Sub-Total:	\$836,940	\$1,638,654	\$2,475,594
		Grand Total:	\$1,031,598	\$1,638,654	\$2,670,252

See Fiscal Details for Distribution of Funds

EXPLANATION

The purpose of this request is to exercise a renewal options in the agreements with the vendors listed in the above table to continue providing substance misuse prevention direct services to youth and related programming for their parents/caregivers. Targets for this program include youth between ten (10) and twenty (20) years of age who are at risk of engaging in the misuse of alcohol and illicit use of drugs. Risk factors include youth experiencing poor academic performance or behavioral problems at school or that have dropped out of school, that are involved with the juvenile justice system, as well as children whose parents/caregivers are engaged in the active misuse of alcohol and or illicit drugs.

The goal of these contracted prevention programs is to delay of the onset and use of alcohol and drugs and to increase parental knowledge about the negative effects of substance misuse has on their child(ren), improving parental knowledge and communication skills and to increase parental monitoring of their child(ren)'s behavior and activities. These programs promote positive youth development with the goal of preventing and reducing the misuse of alcohol, marijuana, prescription drugs and opioids.

Each vendor has chosen approved evidenced informed programs that include education and counseling, as well as information on healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programming includes individual or group education and awareness about the serious and sometimes deadly consequence of substance misuse and assistance in helping students acquire the skills necessary to resist negative peer pressure for using alcohol or other drugs, their engagement in the development and promotion of alternative social activities and to assist participating youth in developing other mechanisms for coping with stressful circumstances in their life at home or at school. These programs also involve parents/caregivers and promote improved communication within the family about this topic.

The Department is satisfied with the program outcomes of the services provided by these five vendors. Collectively, in the first three quarters of the fiscal year they have served 2,586 in a variety of evidenced-based programming and provided prevention education to 1,758 parents and caregivers. Youth participating in the programs have stated they have an increase knowledge in knowing they have a trustworthy adult they can turn to for advice if they were having a problem, an increased sense of mastery over their emotions and have learned healthy coping skills to deal with stress, and an increase in their sense of confidence and satisfaction with who they are a person.

The reports from the providers are attached. As such, the Department is requesting to exercise the renewal option available in Exhibit C-1, Revisions to General Provisions, paragraph 3 of each of the agreements for two (2) additional years."

All vendors providing direct prevention services through these contracts are required to establish ongoing working collaborative relationships with community based organizations including, health and social service agencies and schools, as well as the Regional Public Health Network in their area. The contractors are also required to conduct outreach to youth and their parents/caregivers to make them aware of these services and how to access them.

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

Should the Governor and Executive Council not approve this request, approximately 4,000 youth who are at high risk for developing a substance misuse disorder may not have access to comprehensive substance misuse prevention services.


Area Served: Statewide

Source of Funds: 100% Other Funds

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 4 of 4

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

Respectfully submitted,



Thomas Pristow
Deputy Commissioner



Approved by:

Jeffrey A. Meyers
Commissioner

Attachment A
Financial Details

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

New Hampshire Teen Institute V#166624

PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$107,744	\$0	\$107,744
Sub-total			\$107,744	\$0	\$107,744

The Upper Room V#174210

PO #1057461

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$36,811	\$0	\$36,811
Sub-total			\$36,811	\$0	\$36,811

The Youth Council V#154886

PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$50,103	\$0	\$50,103
Sub-total			\$50,103	\$0	\$50,103
Total SFY17			\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Boys & Girls Club of Greater Salem V#160066

PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,892	\$0	\$220,892
2019	102-500734	Contracts for Prog Svc	\$0	\$216,488	\$216,488
2020	102-500734	Contracts for Prog Svc	\$0	\$216,488	\$216,488
Sub-total			\$220,892	\$432,976	\$653,868

New Hampshire Teen Institute V#166624

PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,058	\$0	\$220,058
2019	102-500734	Contracts for Prog Svc	\$0	\$215,655	\$215,655
2020	102-500734	Contracts for Prog Svc	\$0	\$215,655	\$215,655
Sub-total			\$220,058	\$431,310	\$651,368

North Country Education Services V#154707

PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$175,000	\$0	\$175,000
2019	102-500734	Contracts for Prog Svc	\$0	\$172,065	\$172,065
2020	102-500734	Contracts for Prog Svc	\$0	\$172,065	\$172,065
Sub-total			\$175,000	\$344,130	\$519,130

The Upper Room V#174210

PO #1057461

Attachment A
Financial Details

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$90,044	\$0	\$90,044
2019	102-500734	Contracts for Prog Svc	\$0	\$87,109	\$87,109
2020	102-500734	Contracts for Prog Svc	\$0	\$87,109	\$87,109
Sub-total			\$90,044	\$174,218	\$264,262

The Youth Council V#154886

PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$130,946	\$0	\$130,946
2019	102-500734	Contracts for Prog Svc	\$0	\$128,010	\$128,010
2020	102-500734	Contracts for Prog Svc	\$0	\$128,010	\$128,010
Sub-total			\$130,946	\$256,020	\$386,966
Total SFY18			\$836,940	\$0	\$836,940
Total SFY19			\$0	\$819,327	\$819,327
Total SFY20			\$0	\$819,327	\$819,327

Grand Total			\$1,031,598	\$1,638,654	\$2,670,252
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Boys & Girls Club of Greater Salem V#160066	PO #1058002	\$220,892	\$432,976	\$653,868
New Hampshire Teen Institute V#166624	PO #1056422	\$327,802	\$431,310	\$759,112
North Country Education Services V#154707	PO #1058007	\$175,000	\$344,130	\$519,130
The Upper Room V#174210	PO #1057461	\$126,855	\$174,218	\$301,073
The Youth Council V#154886	PO #1056421	\$181,049	\$258,020	\$437,069
Total by Agency		\$1,031,598	\$1,638,654	\$2,670,252



Jeffrey A. Meyers
Commissioner

Katja S. Fox
Director

20 MAC

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

105 PLEASANT STREET, CONCORD, NH 03301
603-271-6738 1-800-804-0909
Fax: 603-271-6105 TDD Access: 1-800-735-2964

July 14, 2017

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 to enter into agreements with the vendors listed in the table below for the provision of evidenced informed substance misuse prevention direct services to youth and their parents/caregivers in an amount not to exceed \$395,892 effective upon Governor and Executive Council approval through June 30, 2018. 100% Other Funds.

Vendor	Vendor Number	Area Served	Total Amount
Boys & Girls Club of Greater Salem	TBD	Salem, Nashua, and Souhegan Valley	\$220,892
North Country Education Services Agency	TBD	Northern Grafton and COOS County	\$175,000
Total:			\$395,892

Funds are available in the following account for State Fiscal Year 2018.

05-95-49-920510-2989 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

SFY	Class/Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	49158504	\$395,892
Sub-total SFY17				\$395,892

EXPLANATION

The purpose of this request is enter into two (2) agreements with vendors who will provide substance misuse prevention direct services to youth and related programming for their parents/caregivers. Targets for this program include youth between ten (10) and twenty (20) years of age who are at risk of engaging in the misuse of alcohol and illicit use of drugs. Risk factors include youth experiencing poor academic performance or behavioral problems at school or that have dropped out of school, that are involved with the juvenile justice system, as

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 3

well as children whose parents/caregivers are engaged in the active misuse of alcohol and or illicit drugs.

The opioid epidemic in New Hampshire led to the passage of Senate Bill 533 (2016) making additional resources available to the Governor's Commission on Alcohol and Drug Abuse Prevention, Treatment and Recovery. The Commission identified a portion of the funding allocated under SB 533 for prevention direct services that target youth, such as those proposed in this request.

The goal of these contracted prevention programs is to delay of the onset and use of alcohol and drugs and to increase parental knowledge about the negative effects of substance misuse has on their child(ren), improving parental knowledge and communication skills and to increase parental monitoring of their child(ren)'s behavior and activities. These programs promote positive youth development with the goal of preventing and reducing the misuse of alcohol, marijuana, prescription drugs and opioids.

Each vendor has chosen approved evidenced informed programs that include education and counseling, as well as information on healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programming includes individual or group education and awareness about the serious and sometimes deadly consequence of substance misuse and assistance in helping students acquire the skills necessary to resist negative peer pressure for using alcohol or other drugs, their engagement in the development and promotion of alternative social activities and to assist participating youth in developing other mechanisms for coping with stressful circumstances in their life at home or at school. These programs also involve parents/caregivers and promote improved communication within the family about this topic.

All vendors providing direct prevention services through these contracts are required to establish ongoing working collaborative relationships with community based organizations including, health and social service agencies and schools, as well as the Regional Public Health Network in their area. The contractors are also required to conduct outreach to youth and their parents/caregivers to make them aware of these services and how to access them.

These contracts were competitively bid. The Department published a Request for Proposal on the Department of Health and Human Services website (RFP-2017-BDAS-04-SUBST) from March 21, 2017 through April 25, 2017. Four (4) proposals were received and evaluated. Because there is great need for diversified statewide services, the two (2) highest scoring were selected to receive funding for proposed services. The bid sheet is attached.

These contracts include language in Exhibit C-1, Paragraph 3 that allows the Department to renew contracted services for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and approval by the Governor and Executive Council.

The Department's goal is that, through these contracts and other complementary strategies, the State of New Hampshire will experience a reduction in drug misuse prevalence rates among youth and the related consequences.

Should the Governor and Executive Council not approve this request, approximately 4,000 youth who are at high risk for developing a substance misuse disorder may not have access to comprehensive substance misuse prevention services.

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

Area Served: Statewide

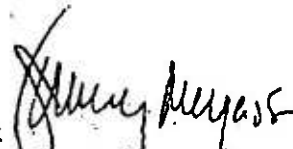
Source of Funds: 100% Other Funds

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

Respectfully submitted,



Katja S. Fox
Director



Approved by:

Jeffrey A. Meyers
Commissioner

**State of New Hampshire
Department of Health and Human Services
Amendment #5**

This Amendment to the Substance Misuse Prevention Direct Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and New England Teen Institute, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 21, 2017, (Late Item #B), as amended on June 20, 2018, (Item #37), June 24, 2020, (Item #35), June 30, 2021 (Item #25), and as most recently amended on June 29, 2022, (Item #27) 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 18, 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 and increase the price limitation 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:
\$1,621,732
3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:
Robert W. Moore, Director.
4. Modify Exhibit B, Method and Conditions Precedent to Payment, Section 4, Subsection 4.2. to read:
 - 4.2. Expenses must be reported for reimbursement by budget line item in accordance with Exhibit B-1 Budget through Exhibit B-7 Budget - Amendment #5 with an invoice template approved by the Department.
5. Add Exhibit B-7 Budget – Amendment #5, 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 July 1, 2023 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

5/23/2023

Date

DocuSigned by:

Katja S. Fox

FD9D05804C83442

Name: Katja S. Fox

Title: Director

New England Teen Institute, Inc.

DocuSigned by:

Marissa E Carlson

FFAB1C8584DE42A

5/22/2023

Date

Name: Marissa E Carlson

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

5/24/2023

Date

DocuSigned by:
Robyn Guarino
748734844941460

Name: Robyn Guarino

Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE


Date

Name:

Title:

Exhibit B-7 Budget - Amendment #5 RFP-2017-BDAS-01-SUBST-01-A05

New Hampshire Department of Health and Human Services			
Complete one budget form for each budget period.			
Contractor Name: <i>New England Teen Institute, Inc.</i>			
Budget Request for: <i>Substance Misuse Prevention Direct Services</i>			
Budget Period: <i>SFY2024 July 1, 2023 through June 30, 2024</i>			
Indirect Cost Rate (if applicable) <i>4.86%</i>			
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match	Budget Narrative <i>Explain specific line item costs included and their direct relationship to meeting the objectives</i>
1. Salary & Wages	\$101,708	\$73,487	75% Program Coordinator, 25% Bookkeeper, 50%
2. Fringe Benefits	\$12,048	\$25,414	ing with selective & indicated youth and/or parents
3. Consultants	\$0	\$0	\$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	\$0	\$0
5.(a) Supplies - Educational	\$0	\$5,000	LIP, SLP, and Staying Connected with your Teen
5.(b) Supplies - Lab	\$0	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0	\$0
5.(e) Supplies Office	\$0	\$2,000	Office supplies supporting all programs
6. Travel	\$0	\$9,500	ed to outreach and implementation of all programs
7. Software	\$0	\$0	\$0
8. (a) Other - Marketing/ Communications	\$0	\$2,000	ing and marketing materials for program outreach
8. (b) Other - Education and Training	\$0	\$2,200	elopment for staff working on supported programs
8. (c) Other - Other (specify below)			
<i>Leaders In Prevention</i>	\$28,748	\$12,587	participants who meet selective or indicated criteria
<i>Summer Leadership Program</i>	\$58,753	\$58,753	participants who meet selective or indicated criteria
<i>Insurance</i>	\$1,500	\$2,900	youth programs and shorter parenting workshops
<i>Audit</i>	\$4,000	\$5,000	n accounting firm, per state contract requirements
9. Subrecipient Contracts	\$0	\$0	\$0
Total Direct Costs	\$205,655	\$198,821	\$0
Total Indirect Costs	\$10,000	\$5,252	ogy costs that support all youth & parent programs
TOTAL	\$215,655	\$204,073	\$0

Contractor Initials:  MEd
 Date: 1/22/2023

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 NEW ENGLAND TEEN INSTITUTE, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on October 30, 1984. 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: 72695

Certificate Number: 0006228231



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. 2023.

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

David M. Scanlan
Secretary of State

CERTIFICATE OF AUTHORITY

1. Lindsey M. Gagne 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 New England Teen Institute, 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 5/12/2023, at which a quorum of the Directors/shareholders were present and voting.
(Date)

VOTED: That Marissa E. Carlson, Executive Director (may list more than one person)
(Name and Title of Contract Signatory)

is duly authorized on behalf of New England Teen Institute, 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: 5/22/2023

Lindsey M. Gagne
Signature of Elected Officer
Name: Lindsey M. Gagne
Title: Board Secretary

NE Teen Institute Mission & Vision Statements

Our mission is to empower NH teens to lead healthy lifestyles and create stronger communities through community-focused prevention and leadership workshops.

Our vision is for EVERY teenager to have the opportunity to discover the full capacity of their personal power and create healthier schools and communities.



NEW HAMPSHIRE
TEEN INSTITUTE

NEW HAMPSHIRE TEEN INSTITUTE, INC.

Financial Statements
For the Years Ended June 30, 2019 and 2018

(With Independent Auditors' Report Thereon)

CONTENTS

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Statements of Functional Expenses	5
Statements of Cash Flows	6
Notes to Financial Statements	7



INDEPENDENT AUDITORS' REPORT

The Board of Directors
New Hampshire Teen Institute, Inc.

Report on the Financial Statements

We have audited the accompanying financial statements of New Hampshire Teen Institute, Inc., which comprise the statements of financial position as of June 30, 2019 and 2018, 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. 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 auditors' 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.

Merrimack, New Hampshire
Andover, Massachusetts
Greenfield, Massachusetts
Ellsworth, Maine



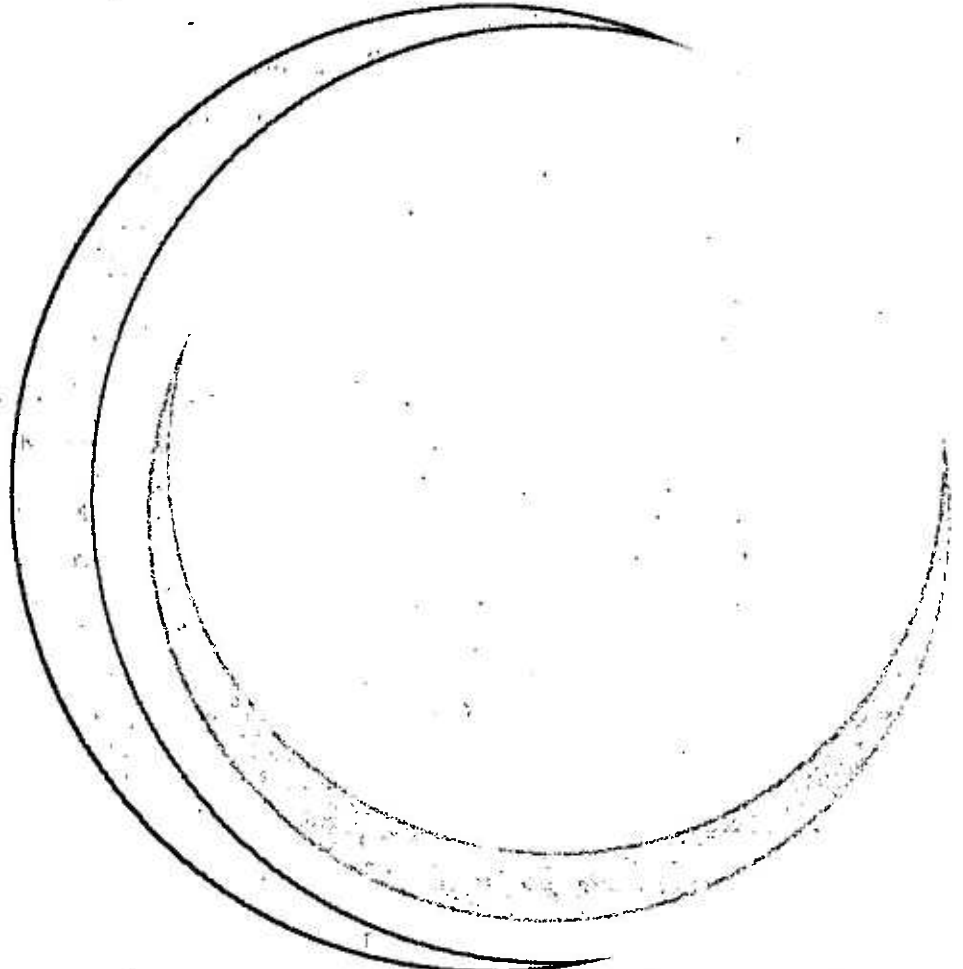
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of New Hampshire Teen Institute, Inc. as of June 30, 2019 and 2018, 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.

Melanson

Merrimack, New Hampshire
April 27, 2021



NEW HAMPSHIRE TEEN INSTITUTE, INC.Statements of Financial Position
June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
	Without Donor Restrictions	Without Donor Restrictions
ASSETS		
Current Assets:		
Cash and cash equivalents	\$ 132,793	\$ 61,051
Grants receivable	40,919	82,814
Prepaid expenses	12,960	36,665
Total Current Assets	<u>186,672</u>	<u>180,530</u>
Other Assets	<u>241</u>	<u></u>
TOTAL ASSETS	\$ <u>186,913</u>	\$ <u>180,530</u>
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts payable	\$ 3,806	\$ 43
Accrued payroll and related liabilities	14,125	16,366
Deferred revenue	<u></u>	<u>1,475</u>
Total Current Liabilities	17,931	17,884
Total Net Assets	<u>168,982</u>	<u>162,646</u>
TOTAL LIABILITIES AND NET ASSETS	\$ <u>186,913</u>	\$ <u>180,530</u>

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

NEW HAMPSHIRE TEEN INSTITUTE, INC.

Statements of Activities
For the Years Ended June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
	Without Donor Restrictions	Without Donor Restrictions
SUPPORT, REVENUES, AND OTHER		
Support:		
Grants	\$ 185,474	\$ 218,888
Contributions	112,383	76,028
Revenues:		
Program service fees:		
Leaders in Prevention	4,725	
Other programs	16,366	15,315
Merchandise	128	102
Other:		
Investment income		29
Miscellaneous revenue	26	30
Total Support, Revenues, and Other	<u>319,102</u>	<u>310,392</u>
EXPENSES		
Program Services:		
Summer Leadership	143,645	69,949
Leaders in Prevention	83,066	87,695
Other programs	24,011	46,440
Total Program Services	<u>250,722</u>	<u>204,084</u>
Supporting Services:		
Management and general	56,582	60,410
Fundraising and development	5,462	5,037
Total Supporting Services	<u>62,044</u>	<u>65,447</u>
Total Expenses	<u>312,766</u>	<u>269,531</u>
CHANGE IN NET ASSETS	6,336	40,861
NET ASSETS, BEGINNING OF YEAR	<u>162,646</u>	<u>121,785</u>
NET ASSETS, END OF YEAR	<u>\$ 168,982</u>	<u>\$ 162,646</u>

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

NEW HAMPSHIRE TEEN INSTITUTE, INC.

Statements of Functional Expenses
For the Years Ended June 30, 2019 and 2018

	2019						
	Program Services				Supporting Services		2019 Total
	Summer Leadership	Leaders in Prevention	Other Programs	Total	Management and General	Fundraising	
Personnel expense:							
Salaries and wages	\$ 75,069	\$ 44,289	\$ 6,941	\$ 126,299	\$ 23,103	\$ 4,621	\$ 154,023
Employee benefits	3,715	2,192	343	6,250	-	-	6,250
Payroll taxes	6,047	3,568	559	10,174	1,861	372	12,407
Accounting	-	-	-	-	7,962	160	8,122
Advertising	-	-	-	-	2,385	-	2,385
Conferences and meetings	696	380	3,547	4,623	1,292	-	5,915
Information technology	30	-	339	369	-	-	369
Insurance	-	-	-	-	3,880	-	3,880
Miscellaneous	245	-	-	245	373	62	680
Occupancy	-	-	-	-	11,371	232	11,603
Office expenses	1,290	128	175	1,593	2,594	15	4,202
Other professional services	550	300	-	850	768	-	1,618
Program expense	53,985	31,172	3,434	88,591	-	-	88,591
Supplies	279	-	2,200	2,479	-	-	2,479
Travel	1,739	1,037	6,473	9,249	993	-	10,242
Total expenses by function	\$ 143,645	\$ 83,066	\$ 24,011	\$ 250,722	\$ 56,582	\$ 5,462	\$ 312,766

	2018						
	Program Services				Supporting Services		2018 Total
	Summer Leadership	Leaders in Prevention	Other Programs	Total	Management and General	Fundraising	
Personnel expense:							
Salaries and wages	\$ 37,830	\$ 50,640	\$ 18,831	\$ 107,301	\$ 26,137	\$ 4,127	\$ 137,565
Employee benefits	1,323	1,771	659	3,753	-	-	3,753
Payroll taxes	4,425	5,923	2,203	12,551	3,057	483	16,091
Accounting	-	-	-	-	9,563	196	9,759
Advertising	-	-	-	-	4,616	-	4,616
Conferences and meetings	172	222	7,707	8,101	240	-	8,341
Information technology	-	-	-	-	253	1	254
Insurance	-	-	-	-	3,189	-	3,189
Miscellaneous	50	-	-	50	357	39	446
Occupancy	-	-	-	-	8,351	166	8,517
Office expenses	1,415	704	188	2,307	2,528	4	4,839
Other professional services	1,030	683	29	1,742	304	-	2,046
Program expense	20,257	27,117	10,647	58,021	-	-	58,021
Supplies	2,100	-	-	2,100	-	-	2,100
Travel	1,347	635	6,176	8,158	1,815	21	9,994
Total expenses by function	\$ 69,949	\$ 87,695	\$ 46,440	\$ 204,084	\$ 60,410	\$ 5,037	\$ 269,531

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

NEW HAMPSHIRE TEEN INSITITUTE, INC.

Statements of Cash Flows
For the Years Ended June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
Cash Flows From Operating Activities:		
Change in net assets	\$ 6,336	\$ 40,861
Changes in operating assets and liabilities:		
Grants receivable	41,895	(50,066)
Prepaid expenses	23,705	(24,290)
Other assets	(241)	-
Accounts payable	3,763	(1,159)
Accrued payroll and related liabilities	(2,241)	9,533
Deferred revenue	<u>(1,475)</u>	<u>1,475</u>
Net Cash Provided (Used) by Operating Activities and Net Change in Cash and Cash Equivalents	71,742	(23,646)
Cash and Cash Equivalents, Beginning of Year	<u>61,051</u>	<u>84,697</u>
Cash and Cash Equivalents, End of Year	<u>\$ 132,793</u>	<u>\$ 61,051</u>

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

NEW HAMPSHIRE TEEN INSITUTE, INC.

**Notes to Financial Statements
For the Years Ended June 30, 2019 and 2018**

1. Organization

New Hampshire Teen Institute (the Organization) is a nonprofit public benefit corporation which was incorporated in 1984. The Organization strives to empower teens to lead healthy lifestyles and create stronger communities through community-focused prevention and leadership workshops. The Organization's programs include:

Summer Leadership Program

The Summer Leadership Program is a dynamic residential week of leadership development, self-discovery, and social connection. It brings up to 100 diverse high school students from across New Hampshire and New England together through experiential workshops designed as catalysts for personal values exploration and increased school and civic engagement. Throughout the week, participants also increase their knowledge on a variety of topics including substance misuse and addiction, bullying, sexual health, conflict resolution, and health and wellness. The program connects participants with their local peers and school and community action organizations so they can channel this new energy toward the betterment of their home communities.

Leaders in Prevention Program

The Leaders In Prevention Program brings together teams of eight middle school students and two advisors for a long weekend of activities and action planning with numerous other teams from across New Hampshire. Schools, after-school groups, and community organizations identify students, from all walks of life and levels of skill, with leadership potential who are capable of working as part of a team, and willing to bring new skills and energy back to their community.

Students participate in an array of learning opportunities, both within their own team and together with all of the participating teams, around topics in school climate, substance abuse prevention, and community involvement. Every participant has the opportunity to develop or expand their leadership skills, build positive relationships with their peers and youth and adult mentors, and explore new ideas to improve their schools and communities. Through this process, they learn more about themselves and each other, and about how to work effectively as a team.

To culminate the program, each team also designs an action plan for a project they will implement in their school or community.

Other Programs

The Organization believes that increasing understanding and communication between teens and adults is crucial in empowering youth. As such, it offers various workshops for adults and teens covering various topics including understanding adolescence, communicating with preteens and teens, and many others.

2. Significant Accounting Policies

Change in Accounting Principle

On August 18, 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2016-14, *Not-for-Profit Entities (Topic 958) – Presentation of Financial Statements of Not-for-Profit Entities*. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. ASU 2016-14 has been implemented in fiscal years 2019 and 2018 and the presentation in these financial statements has been adjusted accordingly.

Cash and Cash Equivalents

All cash and highly liquid financial instruments with original maturities of three months or less, and which are neither held for nor restricted by donors for long-term purposes, are considered to be cash and cash equivalents. Cash and highly liquid financial instruments invested for long-term purposes, are excluded from this definition.

Grants and Contributions Receivable

Unconditional contributions that are expected to be collected within one year are recorded at net realizable value. Unconditional contributions that are expected to be collected in future years are initially recorded at fair value using present value techniques incorporating risk-adjusted discount rates designed to reflect the assumptions market participants would use in pricing the asset. In subsequent years, amortization of the discounts is included in revenue in the Statement of Activities. The allowance for uncollectable contributions receivable is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Receivables are written off when deemed uncollectable. No allowance was required at June 30, 2019 and 2018.

Grants receivable, 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 substantially met. Amounts recorded as grants receivable represent cost-reimbursable federal and state contract and grants, which the incurrence of allowable qualifying expenses and/or performance of certain requirements have been met or performed. The allowance for uncollectable grants receivable is based on historical experience and a review of subsequent collections. No allowance was required at June 30, 2019 and 2018.

Property and Equipment

Property and equipment additions are recorded at cost, if purchased, and at fair value at the date of donation, if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, or in the case of capitalized leased assets or leasehold improvements, the lesser of the useful life of the asset or the lease term. When assets are sold or otherwise disposed of, the cost and related depreciation is removed, and any resulting gain or loss is included in the Statement of Activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed.

The carrying values of property and equipment are reviewed for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of impairment in fiscal years 2019 or 2018.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions

Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

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.

Revenue and Revenue Recognition

Revenue is recognized when earned. Program service fees and payments under cost-reimbursable grants and contracts received in advance are deferred to the applicable period in which the related services are performed or expenditures are incurred, respectively.

Accounting for Contributions

Contributions are recognized when received. All contributions are reported as increases in net assets without donor restrictions unless use of the contributed assets is specifically restricted by the donor. Amounts received that are restricted by the donor for future periods or for specific purposes are reported as increases in net assets with donor restrictions.

Unconditional promises with payment due in future years have an implied restriction to be used in the year of payment is due and, therefore, are reported as net assets with donor restrictions until the payment is due unless the contribution is clearly intended to support activities in the current year. Conditional promises, such as matching grants, are recognized when they become unconditional, that is, until all the conditions on which they depend are met.

Donated Services and In-Kind Contributions

Volunteers contribute significant amounts of time to program services, administration, and fundraising and development activities; however, the financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by Generally Accepted Accounting Principles. Contributed property and goods are recorded at fair value at the date of donation. Donated professional services are recorded at the respective fair values of the services received. No significant contributions of such goods or services were received during the years ended June 30, 2019 and 2018, respectively.

Advertising Costs

Advertising costs are expensed as incurred and are reported in the Statement of Activities and Statement of Functional Expenses.

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the Statement of Activities. The Statement of Functional Expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Income Taxes

The Organization has been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Internal Revenue Code (IRC) Section 501(a) as an organization described in IRC Section 501(c)(3), qualifies for charitable contribution deductions, and has been determined not to be a private foundation. The Organization is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, the Organization is subject to income tax on net income that is derived from business activities that are unrelated to its exempt purpose. In fiscal years 2019 and 2018, the Organization was not subject to unrelated business income tax and did not file an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS.

Estimates

The preparation of financial statements in conformity with Generally Accepted Accounting Principles requires 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 may differ from those estimates, and those differences could be material.

Financial Instruments and Credit Risk

Deposit concentration risk is managed by placing cash with financial institutions believed to be creditworthy. At times, amounts on deposit may exceed insured limits or include uninsured investments. To date, no losses have been experienced in any of these accounts. Credit risk associated with grants and contributions receivable is considered to be limited due to high historical collection rates.

Fair Value Measurements and Disclosures

Certain assets and liabilities are reported at fair value in the financial statements. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability based on the best information available. A three-tier hierarchy categorizes the inputs as follows:

- Level 1 - Quoted prices (unadjusted) in active markets for identical assets or liabilities that are accessible at the measurement date.
- Level 2 - Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.
- Level 3 - Unobservable inputs for the asset or liability. In these situations, inputs are developed using the best information available in the circumstances.

In some cases, the inputs used to measure the fair value of an asset or a liability might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety in the same level of the fair value hierarchy as the lowest level input that is significant to the entire measurement. Assessing the significance of a particular input to entire measurement requires judgment, taking into account factors specific to the asset or liability. The categorization of an asset within the hierarchy is based upon the pricing transparency of the asset and does not necessarily correspond to the assessment of the quality, risk, or liquidity profile of the asset or liability.

New Accounting Standards to be Adopted in the Future

Revenue from Contracts with Customers

In May 2014, the FASB issued ASU 2014-09, *Revenue from Contracts with Customers*. The ASU's core principle is that an organization will recognize revenue when it transfers promised goods or services to customers in an amount that reflects the consideration to which the organization expects to be entitled for those goods or services. This standard also includes expanded disclosure requirements that result in an entity providing users of the financial statements with comprehensive information about the nature, amount, timing, and uncertainty of revenue and cash flows arising from the entity's contracts with customers. This standard will be effective for the Organization for the year ending June 30, 2020. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

Contributions Received and Contributions Made

In June 2018, the FASB issued ASU 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. The purpose of this amendment, due to diversity in practice, is to clarify the definition of an exchange transaction as well as the criteria for evaluating whether contributions are unconditional or conditional. This standard will be effective for the Organization for the year ending June 30, 2020. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

Equity Investments

The FASB has issued ASU 2016-01, *Financial Instruments – Overall (Subtopic 825-10): Recognition and Measurement of Financial Assets and Financial Liabilities*, which relates to the accounting for equity investments, financial liabilities under the fair value option, and the presentation and disclosure requirements for financial instruments. This standard will be effective for the Organization for the year ending June 30, 2020. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

Changes to the Disclosure Requirements for Fair Value Measurement

The FASB has issued ASU 2018-13, *Fair Value Measurement (Topic 820): Disclosure Framework – Changes to the Disclosure Requirements for Fair Value Measurement*, which modifies the disclosure requirements for fair value measurements, and removed disclosures related to transfers between Level 1 and Level 2 of the fair value hierarchy, the policy for timing transfers between levels, the valuation process of Level 3 fair value measurements, and a roll forward of Level 3 investments. This standard will be effective for the Organization for the year ending June 30, 2020. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

Contributed Nonfinancial Assets

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*, 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; material and supplies, such as food, clothing, or pharmaceuticals; 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 amendments in this ASU should be applied on a retrospective basis and are effective for annual reporting periods beginning after June 15, 2021. Early adoption is permitted. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

Leases

In February 2016, the FASB issued ASU 2016-02, *Leases*. The ASU requires all leases with lease terms more than 12 months to be capitalized as a right of use asset and lease liability on the balance sheet at the date of lease commencement. Leases will be classified as either finance leases or operating leases. This distinction will be relevant for the pattern of expense recognition in the income statement. This ASU will be effective for the Organization for the year ending June 30, 2023. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

Credit Losses

In June 2016, the FASB issued ASU 2016-13, *Measurement of Credit Losses on Financial Instruments*. The ASU requires a financial asset (including trade receivables) measured at amortized cost basis to be presented at the net amount expected to be collected. Thus, the income statement will reflect the measurement of credit losses for newly-recognized financial assets as well as the expected increases or decreases of expected credit losses that have taken place during the period. This ASU will be effective for the Organization for the year ending June 30, 2024. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

3. Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the date of the Statement of Financial Position, are comprised of the following at June 30, 2019 and 2018:

Financial assets at year end:	2019	2018
Cash and cash equivalents	\$ 132,793	\$ 61,051
Grants receivable	<u>40,919</u>	<u>82,814</u>
Financial assets available to meet general expenditures over the next year	<u>\$ 173,712</u>	<u>\$ 143,865</u>

The Organization regularly monitors liquidity required to meet its operating needs and other contractual commitments, while also striving to maximize the investment of its available funds. In addition to financial assets available to meet general expenditures over the next year, the Organization anticipates sufficient revenue to cover general expenditures not covered by donor-restricted resources.

4. Prepaid Expenses

Prepaid expenses is comprised of the following at June 30, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Prepaid conferences	\$ 9,576	\$ 33,764
Prepaid insurance	2,834	2,272
Other	<u>550</u>	<u>629</u>
Total	<u>\$ 12,960</u>	<u>\$ 36,665</u>

5. Property and Equipment

Property and equipment is comprised of the following at June 30 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Furniture, fixtures, and equipment	\$ <u>4,092</u>	\$ <u>4,092</u>
Subtotal	4,092	4,092
Less accumulated depreciation	<u>(4,092)</u>	<u>(4,092)</u>
Total	<u>\$ -</u>	<u>\$ -</u>

6. Functionalized Expenses

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include salaries and wages, employee benefits, and payroll taxes, which are allocated on the basis of time and effort estimates.

7. Concentrations of Risk

A material part of the Organization's revenue is dependent upon government sources, the loss of which would have a materially adverse effect on the Organization. During the years ended June 30, 2019 and 2018, the State of New Hampshire Department of Health and Human Services

accounted for 58% and 71%, respectively, of total revenues and 100%, for both years, of total receivables.

8. Subsequent Events

Subsequent events have been evaluated through April 27, 2021, the date the financial statements were available to be issued.

The COVID-19 outbreak in the United States (and across the globe) has resulted in economic uncertainties. The disruption is expected to be temporary, but there is considerable uncertainty around the duration and scope. The extent of the impact of COVID-19 on our operational and financial performance will depend on certain developments, including the duration and spread of the outbreak, impact on those we service, our funders, employees, and vendors all of which are uncertain and cannot be predicted. At this point, the extent to which COVID-19 may impact our financial condition or results of operations is uncertain.



**NEW HAMPSHIRE
TEEN INSTITUTE**

Board of Directors - FY2023

Name/Joined	Address	Phone	Email
PRESIDENT Andrea Lindsey/2019 Zscaler	[REDACTED]	[REDACTED]	[REDACTED]
VICE PRESIDENT Jennifer Hubert/2021 Bay State Savings Bank	[REDACTED]	[REDACTED]	[REDACTED]
TREASURER Larry Szetela/2007 Laurence Szetela, CPA	[REDACTED]	[REDACTED]	[REDACTED]
SECRETARY Lindsey Gagne/2003-2005, 2012 Genesis Rehabilitation Services	[REDACTED]	[REDACTED]	[REDACTED]
Erin Wagner/2022 Brookline Center for Community Health	[REDACTED]	[REDACTED]	[REDACTED]
Gianna James/2022 Speech Language Pathologist (Contractor)	[REDACTED]	[REDACTED]	[REDACTED]
Reagan Murphy/2022 The DREAM Program		[REDACTED]	[REDACTED]
Malina Ziaja/2022 Student, Hampshire College			[REDACTED]
Leen Ghanayem/2022 Student, Michigan State University			[REDACTED]

Marissa Carlson



QUALIFICATIONS

Experience leading nonprofit organizations to achieve their youth development and artistic missions
Trainer for youth and adults, with experience in curriculum design as well as implementation
Computer experience includes Word, Excel, Salesforce, FileMaker Pro, SPSS (statistics), MEDIC+, Publisher, and internet research

EDUCATION

M.S. Nonprofit Management, Bay Path University, Longmeadow, MA
B.A. Psychology, Pomona College, Claremont, CA
Psi Chi: International Honor Society in Psychology

ADDITIONAL CERTIFICATIONS & TRAININGS

- Certified Prevention Specialist (CPS)
- Trainer of SAMHSA-developed curricula including:
 - Substance Abuse Prevention Skills Training (SAPST)
 - Ethics in Prevention
 - Advanced Prevention Ethics
 - A Provider's Introduction to Substance Abuse Treatment for Lesbian, Gay, Bisexual, and Transgender Individuals (2nd Edition)
 - Prevention Core Competencies
- Trained in Youth Leadership Institute's (YLI) "Environmental Prevention & Youth Initiated Projects"

EMPLOYMENT

2012 - Executive Director, New Hampshire Teen Institute

2009 – 2012 Program Director, New Hampshire Teen Institute

- Coordinating and training 175+ volunteer staff from NH and the greater Northeast for 5 overnight and numerous day-long programs around the state of NH each year.
- Engaging in regular organizational mission, vision, and strategic plan update & review in collaboration with the Board of Directors.
- Developing & implementing curricula that promote healthy choices and substance misuse prevention through capacity building, youth development, and youth & adult partnerships.
- Collaborating with coalition staff, teachers, SAPs, guidance counselors, and other youth-work professionals from NH's regional prevention networks to connect & enroll eligible students in our programs.
- Developing the organization's annual budget and individual program budgets in collaboration with key staff & stakeholders
- Co-advising the volunteer Program Advisory Committee, a youth-adult collaboration focused on the continued efficacy and efficiency of our programming.
- Acting as the organizational liaison between our volunteer staff & participants and the facilities staff at the program sites we utilize.
- Heading all aspects of the multi-year Service to Science application process to achieve endorsement of the Summer Leadership Program as an evidence-based prevention program, including research, evaluation, and data entry & analysis.

- Managing paid, intern, and volunteer staff in both office and program settings.
- Working at the state and regional levels to position NH Teen Institute as the foremost name in youth leadership development and empowerment programming.

2004 – 2009 Admissions Intake Coordinator, Hillcrest Educational Centers

- Processing new referrals for 4 residential and one day program for psychiatrically-involved students ages 6-18
- Coordinating prospective student interviews with admissions colleagues, state agencies (DSS, DMH, etc.), school districts, other treatment providers, and families
- Making travel arrangements for admissions and program staff
- Fielding initial treatment and programmatic inquiries from parents, social workers, special education coordinators, attorneys, and juvenile justice staff
- Educating new Hillcrest staff on the admissions process during biweekly orientations
- Coordinating annual student calendar art contest with 150 students, and overseeing layout, publication, and distribution of the 2500 resulting calendars

2003 - 2004 Substitute Counselor/Clinic Coordinator, Tapestry Health Systems

2002 – 2003 Office Manager, Tapestry Health Systems

- Coordinating the daily operations of THS' 3 Berkshire County medical clinics
- Counseling clients seeking emergency contraception or medical assistance
- Overseeing files and required paperwork for the offices' participation in the "Keeping Teens Healthy" program of the Mass. Dept. of Public Health
- Managing staff members in the absence of the Health Services Manager

2001 -2003 Assistant Director of Programming, Exploration School, Inc.

The Exploration Intermediate Program is an academic enrichment summer program for 8th- and 9th-graders, with 650 students in each of two 3-week sessions. As a member of the 8-person administrative team, I worked to coordinate the program and its 100 staff members. Individually, I was also responsible for:

- Coordinating 2-4 evening activities (performances, trips, sports events, etc.) for the students
- Overseeing the A/V needs for classes, activities, and events, and supervising the two A/V coordinators
- Coordinating the arrivals and departures of students at Logan Airport
- Co-managing other staff in the Programming Office

ORGANIZATIONS

- 2019 - New England Prevention Technology Transfer Center Advisory Council - Member
- 2017-2020 NH Training Institute on Addictive Disorders' Training Advisory Committee – Member
- 2015 - NH Prevention delegate to the International Credentialing & Reciprocity Consortium (IC&RC), Chair of the IC&RC Prevention Specialist credential committee (2020-)
- 2013 - NH Prevention Certification Board – Secretary, President
Lead Board Member on NH Prevention Workforce Development program (2016-2020)
- 2013-2022 NH Governor's Commission Prevention Task Force – Member, Co-Chair (2021-2022)
- 2004 - Mill City Productions – Associate Artistic Director (2013-2022)
Founding company member & Artistic Director (2004-2010)
- 1997-2002 Young Americans - Company member
National & international tours in Fall 1999 and Fall 2001

Maura McGowan



OBJECTIVE A challenging position in the field of Prevention empowering and strengthening youth, families, & communities.

Summary of Experience
18 years' experience in Community Outreach
14 years' experience working with Teens in Substance Abuse Prevention and Healthy Choices
13 years' experience creating Marketing Materials
11 years' experience working in the field of Child Abuse & Neglect Prevention
10 years' experience working in the field of Parent Support & Education
10 years' experience supporting & supervising interns and volunteers
Creation of Community Awareness Events and Workshops for children, teens and adults
Experienced Public Speaker, Skilled Workshop Facilitator, Excellent Communication Skills

EXPERIENCE

New Hampshire Teen Institute

Program Director

August 2017 to Present

Responsible to create, plan, and facilitate residential and day programs that focus on leadership development, peer mentoring, and substance misuse prevention for middle and high school students. Work closely with the staff to develop new programs and update existing programs. Outreach to communities to promote our programs and ensure that TI is known and regarded positively throughout the state and region. Continually develop our volunteer and alumni networks to create positive relationships to assist in staffing and promoting our programs. Update our Board of Directors and financial agencies of our progress and impact. Attend relevant trainings and meetings to continue my learning, make valuable connections, and to obtain my Certified Prevention Specialist.

The Front Door Agency

Transitional Housing Program Case Manager

March 2012 to July 2017

Responsible to provide case management to single mothers in our Transitional Housing Program focusing on working to increase skills and confidence in the areas of; time management, budgeting, health and wellness, mental health, educational goals, employment, pride in home and financial stability. Provide support and guidance to clients in both individual and group settings. Provide information about outside supports to assist with educational goals, employment goals and parenting concerns. Coordinate volunteers for weekly child care support for clients attending our weekly groups.

Prevention Makes Cents

Program Coordinator

July 2009 to March 2012

Co-created a non-profit agency to continue the work of the Child Assault Prevention (CAP) Project as well as Parenting Support and Education Programs for the Greater Nashua Area. Responsibilities include facilitating programs, training interns & volunteers, supervising interns & volunteers, outreaching to schools in new communities, coordination of all aspects of the CAP Project and facilitating various parenting support and education programs.

Nashua School District, Nashua, NH

Parent Educator/Liaison for Fairgrounds Elementary School's Family Resource Center

April 2009 to January 2010

Increase Parent Involvement in school through education, outreach and advocacy. Responsibilities included co-facilitating weekly parent support group, coordination of outside services for ESOL & GED classes, liaise between the school and parents to facilitate increased volunteerism, training & supervision of parent volunteers, offering support to parents for issues both at school & at home, and serving on a number of teams focused on school improvement.

New Hampshire Teen Institute, Nashua, NH

Program Assistant

September 2008 to April 2009

Worked closely with the Director of Outreach to engage & increase our volunteer staff and to critique and improve our programs and workshops geared toward the reduction of substance abuse. Responsibilities included delivering programs, coordinating events and fundraisers, preparing and creating marketing materials, creating new workshops, working on a team to create a comprehensive volunteer staff manual.

The Youth Council, Nashua, NH

CAP Facilitator, Child Assault Prevention (CAP) Project

January 2006 to May 2009 and September 2003 to May 2005

Worked facilitating all aspects of the program including training volunteers & interns, facilitating teacher and parent workshops, leading classroom presentations, coordinating with schools, scheduling staff, creating marketing materials to outreach to the community, and the gathering of statistics for reports and grant writing assistance.

Parenting Facilitator, Active Parenting Program

January 2004 to May 2009

Worked closely with the Director of the Program to outreach to the community to offer the Active Parenting Series which ranged from toddlers to teens. Responsibilities included coordinating and delivering the programs, preparing paperwork and records for sessions, working with parents to resolve an array of parent/child conflicts, creating marketing materials geared toward both parents and community partners, gathering statistics for reports and grant writing assistance.

Court Diversion Program Support Specialist, Court Diversion Program

February 2004 to September 2009

Assisted in the coordination of the program and facilitated a panel of community volunteers to hear cases. Responsibilities included scheduling cases, corresponding with families, preparing cases to be heard each month, interviewing and creating consequences for juveniles attending the program, following up monthly with juveniles in the program.

Adult Day Service Program

Activities Coordinator

March 2005 to December 2005

Ran the day to day schedule of activities for clients attending the program. Responsibilities included creating a monthly events calendar, daily activities that served the varying medical and cognitive needs of clients in the program through researching appropriate interventions, planning the monthly menu, coordinating the transportation needs of the clients with both a private transport company and Nashua Public Transit, working with the families and caretakers of the clients, interviewing clients along with the Program Coordinator and Nurse, planning special events for the clients and their families, coordinating the partnership with the pre-nursing students of Alvirne HS, and supervising the support staff.

EDUCATION

NH Certified Prevention Specialist, January 2020

PTTC NE Mentor Program, Mentor 2021 & 2022

PTTC NE Leadership Development Program, May 2019

**New Hampshire Community Technical College, Nashua, NH
Associates of Science Degree in Human Services, May 2004**

Jocelyn Seager

Outgoing, experienced professional skilled in nonprofit leadership, customer service, and business operations. Seeking the opportunity to grow with a company where I can bring my enthusiasm and expertise to deepen impact



EXPERIENCE

New Hampshire Teen Institute — Parent Education Coordinator

Dec 2021-present

- Teaches parenting program, *Staying Connected With Your Teen*, to parents of children age 12-17 y/o, to increase communication, improve family management, and strengthen family bonds
- Advertises programming state-wide to reach all New Hampshire regions to provide free parenting course and to engage with various prevention coalitions
- Assists in general programming needs of the office, including preparation, training, and managing volunteer needs

New Hampshire Teen Institute — Board of Directors/Volunteer

Volunteer since 2002, Board of Directors Mar 2014-Dec 2021

- High-level stewardship of the organization, including fundraising, budgeting decisions, program evaluations, performance reviews, and board recruitment
- Strong presenter both within programs and outside of our programs, over a decade of experience training fellow staff in their education and presentation skills
- Program leader and facilitator, empowering youth in middle and high school through direct mentoring, leadership training, and action planning
- Builds and maintains relationships with varying age groups involved in programming throughout New England, including school staff that send youth to our programs
- Comfortable with the process of mandated reporting should a youth disclose the intent to harm themselves or others or are in danger of abuse when returning to their home and external community setting

**Served as AmeriCorps VISTA member Jan '11-Aug 11, corresponded with parents to gather camper registration forms, answered questions in regard to registration and program details

Families First Health & Support Center, Portsmouth, NH — Patient Advocate

May 2019-Sept 2020

- Engaged with high volume of established and new patients in office, by phone, and through email, explained our on-boarding process and emergency standby services for patients and those in medically urgent situations
- Secured meetings with appropriate support staff for patients in need of Medicaid and other services unrelated to the dental department, provided empathetic and active listening to patients experiencing hardships
- Independently developed new organizational and workflow systems for the consolidation of two full time positions into one role
- Organized patient intakes, referrals, and sliding fee applications, managed both check-in and checkout with patients, and completed all insurance verifications, billing, and cash handling with consistent accuracy
- Responded promptly to all dental inquiries in person, by phone, by email, and by referral and confirmed all upcoming appointments with friendly reminder calls

EDUCATION

DePaul University

Chicago, IL

Bachelor of Arts: Sociology

Minor: Community Service Studies

August 2006 - June 2010

University of New Hampshire

Durham, NH

Completed 27 hours towards

Masters of Social Work

August 2014 - May 2016

SOFT SKILLS

- Exceptional customer service
- Organized and efficient administrator
- Dynamic communicator
- Experienced facilitator, coach, and mentor
- Ability to work independently and as part of a team
- Confidentiality compliant

TECHNICAL SKILLS

- QuickBooks
- Canva
- Shopify
- Weave
- Microsoft Office
- Social media: Twitter, Facebook, Instagram, Snapchat
- Collaboration software: Skype, Dropbox, Google Hangouts, Google Drive, Zoom Meetings

Child & Family Services, Concord, NH — Intern

Sept 2015-May 2016

- Facilitated and developed curriculum for weekly therapeutic groups for at-risk adolescents using DBT structure
- Produced treatment plans for clients and provided weekly individual counseling sessions, followed by weekly and monthly reports to track progress
- Coordinated care by communicating progress and needs of youth to schools and parents, strengthened communication between teens and parents through joint progress check-in sessions

ADDITIONAL EXPERIENCE

Manchester Advanced Dental, Manchester, NH — Patient Care Coordinator

Sept 2020-Mar 2021

- Maintained office hygiene schedule, promptly filled any vacancies, and frequently updated ASAP appointment list to increase patient satisfaction
- Reviewed future treatment plans and costs with patients during checkout, guided patients through payment options and scheduling
- Assisted in transferring time-sensitive records to and from other dental practices while following HIPAA confidentiality

The Provident Bank, Hampton, NH — Relationship Banker

Sep 2016-Feb 2019

- Delivered exceptional customer service by building long-term relationships with clients through opening/maintenance of accounts and conflict resolution
- Cultivated strong knowledge of financial principles and practices as well as daily money management
- Collected data to aid in growing our client base and to acquire business connections

NE Teen Institute – FY24

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Marissa Carlson	Executive Director	\$60,982.42	25%	\$15,245.61
Maura McGowan	Program Director	\$53,105.34	75%	\$39,829.01
Jocelyn Seager	Parent Education Coordinator	\$46,418.49	80%	\$37,134.79

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

Lori A. Shibiouette
Commissioner

Katja S. Fox
Director

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

May 19, 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 for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to amend existing contracts with the Contractors listed below for the continued provision of evidence-informed substance misuse prevention direct services to youth and their parents and caregivers, by increasing the total price limitation by \$819,327 from \$4,308,906 to \$5,128,233 and by extending the completion dates from June 30, 2022 to June 30, 2023, effective July 1, 2022 or upon Governor and Council approval, whichever is later. 100% Other Funds (Governor's Commission).

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
Boys and Girls Club of Greater Salem, Inc.	160066	Salem, Nashua & Souhegan Valley	\$1,086,844	\$216,488	\$1,303,332	O: 08/23/17 #20 A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 08/30/21 #25
New England Teen Institute, Inc. <i>(formerly New Hampshire Teen Institute for the Prevention of Alcohol and Other Drug Abuse)</i>	166624	Statewide	\$1,190,422	\$215,655	\$1,406,077	O: 06/21/17 Late Item B A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 06/30/21 #25
North Country Education Services Agency	154707	Northern Grafton & Coos County	\$863,260	\$172,065	\$1,035,325	O: 08/23/17 #20 A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 06/30/21 #25
The Upper Room, A Family Resource Center	246053	Rockingham County & surrounding communities	\$475,291	\$87,109	\$562,400	O: 06/21/17 Late Item B A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 06/30/21 #25

The Youth Council	154886	Nashua North & Nashua South High Schools	\$693,089	\$128,010	\$821,099	O: 06/21/17 Late Item B A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 06/30/21 #25
		Total:	\$4,308,906	\$819,327	\$5,128,233	

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

See attached fiscal details.

EXPLANATION

The purpose of this request is to continue to provide substance misuse prevention direct services to youth and related programming for their parents and caregivers. The Governor's Commission on Alcohol and Other Drugs (Commission) approved the funding allocation on March 4, 2022. This amendment will allow the contractors to continue to provide direct prevention services and promoting positive youth development with the goal to prevent and reduce the misuse of alcohol, marijuana, prescription drugs, opioids, stimulants and other drugs. The Department is seeking to extend the contracts beyond the completion date and available renewal options in response to a funding directive from the Governor's Commission on Alcohol and Other Drugs. In accordance with RSA 12-J, the Department carries out the administrative functions of the Commission.

Approximately 4000 individuals will be served July 1, 2022 through June 30, 2023

The services provided through these contracts will continue to target youth between the ages of 10 and 20 who are at risk of engaging in the misuse of alcohol and other drugs. Risk factors include youth experiencing poor academic performance; behavioral problems at school or have dropped out of school; involvement with the juvenile justice system; and children whose parents or caregivers are engaged in the active misuse of alcohol and or other drugs.

Each Contractor will continue providing evidence-informed programs that include education, counseling, and healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programs include individual or group education and awareness about the risks and consequences of substance misuse, assistance in helping youth acquire the skills necessary to resist peer pressure to use alcohol or other drugs, engagement in the development and promotion of social activities that do not include the use of substances, and developing healthy coping skills to deal with stressful circumstances in their life at home or school. These programs also engage parents and caregivers through online newsletters, virtual trainings, and individual meetings to assist with developing skills to promote improved communication within the family about substance misuse.

In SFY '22 the vendors provided substance misuse prevention services to 3,893 youth identified as being at a high risk of developing a substance misuse disorder. Of the program participants surveyed in SFY '22, 93% reported using a healthy coping skill learned in the program to handle a stress they experienced and 97% reported they would choose to abstain from using alcohol until the legal age to drink. Based on these performance measures, the Commission approved to continue providing funding for SFY '23.

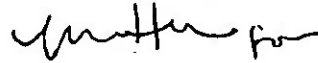
The Department will continue monitoring contracted services through regularly scheduled meetings and by reviewing monthly and quarterly reports submitted by the Contractors.

Should the Governor and Executive Council not authorize this request, adolescents at risk of developing a substance use disorder are unlikely to have access to substance misuse prevention programming intended to prevent the use of substances, or mitigate the progression of substance misuse. Additionally, education about the risk and consequences associated with adolescent use of alcohol and other drugs, and supports regarding communication skills to talk about those risks will not be available to parents.

Source of Federal Funds: 100% Other Funds (Governor's Commission)

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

Respectfully submitted,



Lori A. Shabinette
Commissioner

Attachment 4
Prevention Direct Services
Financial Details

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

New Hampshire Teen Institute V#166624

PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$107,744	\$0	\$107,744
Sub-total			\$107,744	\$0	\$107,744

The Upper Room V#174210

PO #1057481

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$36,811	\$0	\$36,811
Sub-total			\$36,811	\$0	\$36,811

The Youth Council V#154886

PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$50,103	\$0	\$50,103
Sub-total			\$50,103	\$0	\$50,103
Total SFY17			\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Boys & Girls Club of Greater Salem V#160066

PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,892	\$0	\$220,892
2019	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2020	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2021	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2022	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2023	074-500585	Grants for Public Asst and Relief	\$0	\$196,488	\$196,488
Sub-total			\$1,086,844	\$196,488	\$1,283,332

New Hampshire Teen Institute V#166624

PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,058	\$0	\$220,058
2019	102-500734	Contracts for Prog Svc	\$215,855	\$0	\$215,855
2020	102-500734	Contracts for Prog Svc	\$215,855	\$0	\$215,855
2021	102-500734	Contracts for Prog Svc	\$215,855	\$0	\$215,855
2022	102-500734	Contracts for Prog Svc	\$215,855	\$0	\$215,855
2023	074-500585	Grants for Public Asst and Relief	\$0	\$195,855	\$195,855
Sub-total			\$1,082,678	\$195,855	\$1,278,333

Attachment 4
Prevention Direct Services
Financial Details

North Country Education Services V#154707

PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$175,000	\$0	\$175,000
2019	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2020	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2021	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2022	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2023	074-500585	Grants for Public Asst and Relief	\$0	\$152,065	\$152,065
Sub-total			\$863,280	\$152,065	\$1,015,325

The Upper Room V#174210

PO #1057461

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$90,044	\$0	\$90,044
2019	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2020	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2021	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2022	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2023	074-500585	Grants for Public Asst and Relief	\$0	\$87,109	\$87,109
Sub-total			\$438,480	\$87,109	\$505,589

The Youth Council V#154886

PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$130,948	\$0	\$130,948
2019	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2020	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2021	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2022	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2023	074-500585	Grants for Public Asst and Relief	\$0	\$108,010	\$108,010
Sub-total			\$642,988	\$108,010	\$750,998

05-95-92-020510-1981 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, SABG ADDITIONAL (100% Federal)

Boys & Girls Club of Greater Salem V#160066

PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

New Hampshire Teen Institute V#186824

PO #1058422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
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Attachment 4
Prevention Direct Services
Financial Details

2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

North Country Education Services V#154707 PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

The Upper Room V#174210 PO #1075470

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

The Youth Council V#154886 PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000
Grand Total			\$4,308,906	\$719,327	\$5,028,233

Total by Year

Total SFY17			\$194,658	\$0	\$194,658
Total SFY18			\$838,940	\$0	\$838,940
Total SFY19			\$819,327	\$0	\$819,327
Total SFY20			\$819,327	\$0	\$819,327
Total SFY21			\$819,327	\$0	\$819,327
Total SFY22			\$819,327	\$0	\$819,327
Total SFY23			\$0	\$819,327	\$819,327
Grand Total			\$4,308,906	\$819,327	\$5,128,233

Total by Agency

Boys & Girls Club of Greater Salem V#160066	PO #1058002		\$1,086,844	\$216,488	\$1,303,332
New Hampshire Teen Institute V#168624	PO #1056422		\$1,190,422	\$215,655	\$1,406,077
North Country Education Services V#154707	PO #1058007		\$883,260	\$172,065	\$1,035,325
The Upper Room V#174210	PO #1075470		\$475,291	\$87,109	\$562,400
The Youth Council V#154886	PO #1056421		\$693,089	\$128,010	\$821,099
Total by Agency			\$4,308,906	\$819,327	\$5,128,233

**State of New Hampshire
Department of Health and Human Services
Amendment #4**

This Amendment to the Substance Misuse Prevention Direct Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and New England Teen Institute, Inc., formerly New Hampshire Teen Institute for the Prevention of Alcohol and Other Drug Abuse ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 21, 2017, (Late Item #B), as amended on June 20, 2018, (Item #37), as amended on June 24, 2020, (Item #35), and most recently amended on June 30, 2021 (Item #25) 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 18, 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 and increase the price limitation 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, 2023
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$1,406,077
3. Modify Exhibit B, Method and Conditions Precedent to Payment, Section 4., Subsection 4.2. to read:
 - 4.2. Expenses shall be reported for reimbursement by budget line item in accordance with Exhibit B-1 Budget through Exhibit B-6 Budget, Amendment #4 with an invoice template approved by the Department.
4. Add Exhibit B-6 Budget – Amendment #4, 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 July 1, 2022, or upon Governor and Council approval, whichever is later.

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

6/1/2022

Date

DocuSigned by:

Katja S. Fox

Name: Katja S. Fox

Title: Director

New England Teen Institute, Inc.

5/25/2022

Date

DocuSigned by:

Marissa E Carlson

Name: Marissa E Carlson

Title: Executive Director

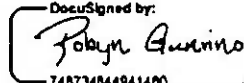
The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

6/8/2022

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	
<i>Complete one budget form for each budget period.</i>	
Contractor Name: <i>New England Teen Institute, Inc.</i>	
Budget Request for: <i>Substance Misuse Prevention Direct Services</i>	
Budget Period <i>July 1, 2022 through June 30, 2023 (SYF23)</i>	
Indirect Cost Rate (if applicable) <i>0.00%</i>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$90,000
2. Fringe Benefits	\$16,000
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	\$1,000
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$500
6. Travel	\$4,895
7. Software	\$0
8. (a) Other - Marketing/Communications	\$2,000
8. (b) Other - Education and Training	\$1,500
8. (c) Other - Other (specify below)	
<i>Leaders In Prevention</i>	\$26,500
<i>Summer Leadership Program</i>	\$56,900
<i>Insurance</i>	\$1,500
<i>Audit</i>	\$4,000
<i>Other (please specify)</i>	\$0
9. Subrecipient Contracts	\$0
Total Direct Costs	\$204,795
Total Indirect Costs	\$10,860
TOTAL	\$215,655

Contractor Initials MEL
 Date 5/25/2022



Lori A. Shibiante
Commissioner

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
GOVERNOR'S COMMISSION ON ALCOHOL & OTHER DRUGS

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9564 1-800-804-0909
Fax: 603-271-6105 TDD Access: 1-800-735-2964 www.dhhs.nh.gov/dcbcs/bdas

June 16, 2021

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to enter into **Sole Source** amendments to existing contracts with the Contractors listed below for the provision of evidence-informed substance misuse prevention direct services to youth, and their parents and caregivers, by increasing the total price limitation by \$691,317 from \$3,489,579 to \$4,180,896 and extending the completion dates from June 30, 2021 to June 30, 2022 effective upon Governor and Council approval. 100% Other Funds (Governor's Commission on Alcohol and Other Drugs).

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

Vendor Name	Vendor Number	Location	Contract Amount	Increase/ (Decrease)	Modified Contract Amount	G&C Approval
Boys and Girls Club of Greater Salem	160066	Salem, Nashua & Souhegan Valley	\$870,356	\$216,488	\$1,086,844	O: 08/23/17, Item #20 A1: 06/20/18, Item #37 A2: 06/24/20, Item #35
North Country Education Services	164707	Northern Grafton & Coos County	\$691,195	\$172,065	\$863,260	O: 08/23/17, Item #20 A1: 06/20/18, Item #37 A2: 06/24/20, Item #35
New Hampshire Teen Institute	166624	Statewide	\$974,767	\$215,655	\$1,190,422	O: 06/21/17, Late Item B A1: 06/20/18, Item #37 A2: 06/24/20, Item #35
The Upper Room	246053	Rockingham County & Surrounding Communities	\$388,182	\$87,109	\$475,291	O: 06/21/17, Late Item B A1: 06/20/18, Item #37 A2: 06/24/20, Item #35

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 4

The Youth Council	154886	Nashua North & Nashua South High Schools	\$565,079	\$0	\$565,079	O: 06/21/17, Late Item B A1: 06/20/18, Item #37 A2: 06/24/20, Item #35
Total:			\$3,489,579	\$691,317	\$4,180,896	
* The Department intends to submit an amendment request for The Youth Council contract to a future Governor and Executive Council meeting.						

Funds are anticipated to be available in the following accounts for State Fiscal Year 2022, with the authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified.

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

State Fiscal Year	Class / Account	Class Title	Job Number	Current (Modified) Budget	Increased (Decreased) Amount	Revised Modified Budget
2017	102-500731	Contracts for Prog Svc	49158502	\$194,658	\$0	\$194,658
			Subtotal	\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

State Fiscal Year	Class / Account	Class Title	Job Number	Current (Modified) Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102-500731	Contracts for Prog Svc	92058502	\$836,940	\$0	\$836,940
2019	102-500731	Contracts for Prog Svc	92058502	\$819,327	\$0	\$819,327
2020	102-500731	Contracts for Prog Svc	92058502	\$819,327	\$0	\$819,327
2021	102-500731	Contracts for Prog Svc	92058502	\$819,327	\$0	\$819,327
2022	102-500731	Contracts for Prog Svc	92058502	\$0	\$691,317	\$691,317
			Subtotal	\$3,294,921	\$691,317	\$3,986,238
			Total	\$3,489,579	\$691,317	\$4,180,896

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 4

See attached Fiscal Details

EXPLANATION

This request is **Sole Source** because the Department is seeking to extend the contracts beyond their completion dates and there are no renewal options remaining in the contracts. The Department is seeking to amend the existing contracts on behalf of the Governor's Commission on Alcohol and Other Drugs to continue supporting services provided through these contracts, which were originally funded by Senate Bill 533 of the 2016 Regular Legislative Session. Further funding for these programs was approved by the Governor's Commission on February 19, 2021, which did not leave sufficient time to procure for these services before the existing contracts expire.

The purpose of this request is to continue providing substance misuse prevention direct services to youth and related programming for their parents and caregivers. The services provided through these contracts target youth between 10 and 20 years of age who are at risk of engaging in the misuse of alcohol and the illicit use of drugs. Risk factors include youth experiencing poor academic performance; behavioral problems at school or have dropped out of school; involvement with the juvenile justice system; and children whose parents or caregivers are engaged in the active misuse of alcohol and or illicit drugs.

Approximately 4,000 individuals will be served from June 30, 2021 through June 30, 2022.

The goal of these contracted prevention programs is to prevent the onset and use of alcohol and drugs and to increase parental and caregiver knowledge regarding the negative effects that substance misuse has on their child(ren), improve parental and caregiver communication skills, and increase parental and caregiver monitoring of their child(ren)'s behavior and activities. These programs promote positive youth development with the goal of preventing and reducing the misuse of alcohol, marijuana, prescription drugs, opioids, stimulants and other drugs.

Each Contractor has chosen approved evidence-informed programs that include education and counseling, and healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programs include individual or group education and awareness about the risks and consequences of substance misuse, assistance in helping youth acquire the skills necessary to resist negative peer pressure for using alcohol or other drugs, engagement in the development and promotion of alternative social activities, and developing healthy coping skills to deal with stressful circumstances in their life at home or school. These programs also engage parents and caregivers to assist with the skills to promote improved communication within the family about substance misuse.

All Contractors providing direct prevention services through these contracts are required to establish ongoing working collaborative relationships with community-based organizations including, health and social service agencies and schools, and the Regional Public Health Network in their area. The Contractors are also required to conduct outreach to youth and their parents and caregivers to make them aware of these services and how to access them.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 4 of 4

The intended outcomes for participants include:

- Increase in the perception of risk of substance use.
- Increase in the use of at least two (2) new coping skills to manage stress.
- Increase in parental communication regarding the risk and consequences of adolescent substance use.

Should the Governor and Council not authorize this request, approximately 4,000 youth who are at high risk for developing a substance misuse disorder may not have access to comprehensive substance misuse prevention services.

Area served: Statewide.

Source of Funds: 100% Other Funds.

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

Respectfully submitted,



Lori A. Shiblinette
Commissioner

Attachment A
Financial Details

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

New Hampshire Teen Institute V#186624 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$107,744	\$0	\$107,744
Sub-total			\$107,744	\$0	\$107,744

The Upper Room V#174210 PO #1057481

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$38,811	\$0	\$38,811
Sub-total			\$38,811	\$0	\$38,811

The Youth Council V#154888 PO #1058421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$50,103	\$0	\$50,103
Sub-total			\$50,103	\$0	\$50,103
Total SFY17			\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Boys & Girls Club of Greater Salem V#160066 PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,892	\$0	\$220,892
2019	102-500734	Contracts for Prog Svc	\$218,488	\$0	\$218,488
2020	102-500734	Contracts for Prog Svc	\$218,488	\$0	\$218,488
2021	102-500734	Contracts for Prog Svc	\$218,488	\$0	\$218,488
2022	102-500734	Contracts for Prog Svc	\$0	\$218,488	\$218,488
Sub-total			\$870,356	\$218,488	\$1,088,844

New Hampshire Teen Institute V#186624 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,058	\$0	\$220,058
2019	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2020	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2021	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2022	102-500734	Contracts for Prog Svc	\$0	\$215,655	\$215,655
Sub-total			\$867,023	\$215,655	\$1,082,678

Attachment A
Financial Details

North Country Education Services V#154707					PO #1058007
State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$175,000	\$0	\$175,000
2019	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2020	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2021	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2022	102-500734	Contracts for Prog Svc	\$0	\$172,065	\$172,065
Sub-total			\$691,195	\$172,065	\$863,260

The Upper Room V#174210					PO #1057481
State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$90,044	\$0	\$90,044
2019	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2020	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2021	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2022	102-500734	Contracts for Prog Svc	\$0	\$87,109	\$87,109
Sub-total			\$351,371	\$87,109	\$438,480

The Youth Council V#154886					PO #1056421
State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$130,946	\$0	\$130,946
2019	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2020	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2021	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2022	102-500734	Contracts for Prog Svc	\$0	\$0	\$0
Sub-total			\$514,976	\$0	\$514,976
Grand Total			\$3,489,579	\$691,317	\$4,180,896

Total by Year					
Total SFY17			\$194,656	\$0	\$194,656
Total SFY18			\$836,940	\$0	\$836,940
Total SFY19			\$819,327	\$0	\$819,327
Total SFY20			\$819,327	\$0	\$819,327
Total SFY21			\$819,327	\$0	\$819,327
Total SFY22			\$0	\$0	\$691,317
Grand Total			\$3,489,579	\$0	\$4,180,896

Total by Agency					
Boys & Girls Club of Greater Salem V#160068	PO #1058002		\$870,356	\$216,488	\$1,086,844
New Hampshire Teen Institute V#168824	PO #1056422		\$974,767	-\$215,655	\$1,190,422
North Country Education Services V#154707	PO #1058007		\$691,195	\$172,065	\$863,260
The Upper Room V#174210	PO #1057481		\$388,182	\$87,109	\$475,291
The Youth Council V#154886	PO #1056421		\$565,079	\$0	\$565,079
Total by Agency			\$3,489,579	\$691,317	\$4,180,896



Lori A. Salblaste
Commissioner

35 mac

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
GOVERNOR'S COMMISSION ON ALCOHOL & OTHER DRUGS

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9564 1-800-804-0909
Fax: 603-271-6105 TDD Access: 1-800-735-2964 www.dhhs.nh.gov/dcbcs/bdas

June 10, 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 for Behavioral Health, to amend existing contracts with the vendors listed below for the provision of evidenced informed substance misuse prevention direct services to youth, and their parents and caregivers, by increasing the total price limitation by \$819,327 from \$2,670,252 to \$3,489,579 and by extending the completion dates from July 1, 2020 to June 30, 2021 effective upon Governor and Council approval. The original contracts were approved by Governor and Council on June 21, 2017, Late Item B, and most recently amended with Governor and Council approval on June 20, 2018, item #37. 100% Other Funds.

Vendor Name	Vendor Number	Location	Contract Amount	Increase/ (Decrease)	Modified Contract Amount	G&C Approval
Boys and Girls Club of Greater Salem	160066	Salem, Nashua & Souhegan Valley	\$653,868	\$216,488	\$870,356	O: 08/23/17, Item #20 A1: 06/20/18, Item #37
North Country Education Services	154707	Northern Grafton & Coos County	\$519,130	\$172,065	\$691,195	O: 08/23/17, Item #20 A1: 06/20/18, Item #37
New Hampshire Teen Institute	166624	Statewide	\$759,112	\$215,655	\$974,767	O: 06/21/17, Late Item B A1: 06/20/18, Item #37
The Upper Room	246053	Rockingham County & Surrounding Communities	\$301,073	\$87,109	\$388,182	O: 06/21/17, Late Item B A1: 06/20/18, Item #37
The Youth Council	154886	Nashua North & Nashua South High Schools	\$437,069	\$128,010	\$565,079	O: 06/21/17, Late Item B A1: 06/20/18, Item #37
Total:			\$2,670,252	\$819,327	\$3,489,579	

Funds are available in the following account(s) for State Fiscal Year 2021, with authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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05-95-49-491610-2989 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

State Fiscal Year	Class / Account	Class Title	Job Number	Current (Modified) Budget	Increased (Decreased) Amount	Revised Modified Budget
2017	102-500731	Contracts for Prog Svc	49158502	\$194,658	\$0	\$194,658
			<i>Subtotal</i>	<i>\$194,658</i>	<i>\$0</i>	<i>\$194,658</i>

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

State Fiscal Year	Class / Account	Class Title	Job Number	Current (Modified) Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102-500731	Contracts for Prog Svc	92058502	\$836,940	\$0	\$836,940
2019	102-500731	Contracts for Prog Svc	92058502	\$819,327	\$0	\$819,327
2020	102-500731	Contracts for Prog Svc	92058502	\$819,327	\$0	\$819,327
2021	102-500731	Contracts for Prog Svc	92058502	\$0	\$819,327	\$819,327
			<i>Subtotal</i>	<i>\$2,475,594</i>	<i>\$819,327</i>	<i>\$3,294,921</i>
			<i>Total</i>	<i>\$2,670,252</i>	<i>\$819,327</i>	<i>\$3,489,579</i>

See Fiscal Details for Distribution of Funds

EXPLANATION

As previously stated, the original contract was approved by Governor and Council on June 21, 2017, Late Item #B. It was then subsequently amended with Governor and Council approval on June 20, 2018, Item #37.

The purpose of this request is to exercise a renewal option to continue providing substance misuse prevention direct services to youth and related programming for their parents and caregivers. Targets for this program include youth between ten (10) and twenty (20) years of age who are at risk of engaging in the misuse of alcohol and the illicit use of drugs. Risk factors include youth experiencing poor academic performance, behavioral problems at school or that have dropped out of school that are involved with the juvenile justice system and children whose parents or caregivers are engaged in the active misuse of alcohol and or illicit drugs.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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The opioid epidemic in New Hampshire led to the passage of Senate Bill 533 (2016) making additional resources available to the Governor's Commission on Alcohol and Drug Abuse Prevention, Treatment and Recovery. The Commission identified a portion of the funding allocated under SB 533 for prevention direct services that target youth, including those proposed in this request.

Approximately 2,000 individuals will be served from June 30, 2020 through June 30, 2021. The goal of these contracted prevention programs is to prevent the onset and use of alcohol and drugs and to increase parental and caregiver knowledge regarding the negative effects that substance misuse has on their child(ren), improving parental and caregiver knowledge and communication skills, and to increase parental and caregiver monitoring of their child(ren)'s behavior and activities. These programs promote positive youth development with the goal of preventing and reducing the misuse of alcohol, marijuana, prescription drugs and opioids.

Each vendor has chosen approved evidenced informed programs that include education and counseling, and information on healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programs include individual or group education and awareness about the serious and sometimes deadly consequence of substance misuse and assistance in helping youth acquire the skills necessary to resist negative peer pressure for using alcohol or other drugs, their engagement in the development and promotion of alternative social activities, and to assist participating youth in developing other mechanisms for coping with stressful circumstances in their life at home or school. These programs also involve parents and caregivers to promote improved communication within the family about this topic.

All vendors providing direct prevention services through these contracts are required to establish ongoing working collaborative relationships with community-based organizations including health and social service agencies and schools, and the Regional Public Health Network in their area. The contractors are also required to conduct outreach to youth and their parents and caregivers to make them aware of these services and how to access them.

As referenced in Exhibit C-1, Revisions to General Provisions, of the original 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. The Department is exercising its option to renew services for one (1) of the one (1) years available.

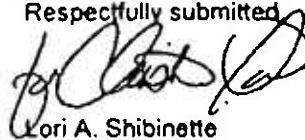
Should the Governor and Executive Council not authorize this request, approximately 4,000 youth who are at high risk for developing a substance misuse disorder may not have access to comprehensive substance misuse prevention services.

Area served: Statewide.

Source of Funds: 100% Other Funds.

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

Respectfully submitted,



Lori A. Shibinette
Commissioner

Attachment A
Financial Details

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS; DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

New Hampshire Teen Institute V#166624 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$107,744	\$0	\$107,744
Sub-total			\$107,744	\$0	\$107,744

The Upper Room V#174210 PO #1057461

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$36,811	\$0	\$36,811
Sub-total			\$36,811	\$0	\$36,811

The Youth Council V#154886 PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$50,103	\$0	\$50,103
Sub-total			\$50,103	\$0	\$50,103
Total SFY17			\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS; DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Boys & Girls Club of Greater Salem V#160066 PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,892	\$0	\$220,892
2019	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2020	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2021	102-500734	Contracts for Prog Svc	\$0	\$216,488	\$216,488
Sub-total			\$653,868	\$216,488	\$870,356

New Hampshire Teen Institute V#166624 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,058	\$0	\$220,058
2019	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2020	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2021	102-500734	Contracts for Prog Svc	\$0	\$215,655	\$215,655
Sub-total			\$651,368	\$215,655	\$867,023

Attachment A
Financial Details

North Country Education Services V#154707 PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$175,000	\$0	\$175,000
2019	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2020	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2021	102-500734	Contracts for Prog Svc	\$0	\$172,065	\$172,065
Sub-total			\$519,130	\$172,065	\$691,195

The Upper Room V#174210 PO #1057461

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$90,044	\$0	\$90,044
2019	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2020	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2021	102-500734	Contracts for Prog Svc	\$0	\$87,109	\$87,109
Sub-total			\$264,262	\$87,109	\$351,371

The Youth Council V#154886 PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$130,946	\$0	\$130,946
2019	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2020	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2021	102-500734	Contracts for Prog Svc	\$0	\$128,010	\$128,010
Sub-total			\$386,966	\$128,010	\$514,976
Grand Total			\$2,670,252	\$819,327	\$3,489,579

Total by Year

Total SFY17			\$194,658	\$0	\$194,658
Total SFY18			\$838,940	\$0	\$838,940
Total SFY19			\$819,327	\$0	\$819,327
Total SFY20			\$819,327	\$0	\$819,327
Total SFY21			\$0	\$819,327	\$819,327
Grand Total			\$2,670,252	\$819,327	\$3,489,579

Total by Agency

Boys & Girls Club of Greater Salem V#180086	PO #1058002		\$653,868	\$216,488	\$870,356
New Hampshire Teen Institute V#166624	PO #1056422		\$759,112	\$215,655	\$974,767
North Country Education Services V#154707	PO #1058007		\$519,130	\$172,065	\$691,195
The Upper Room V#174210	PO #1057461		\$301,073	\$87,109	\$388,182
The Youth Council V#154886	PO #1056421		\$437,069	\$128,010	\$565,079
Total by Agency			\$2,670,252	\$819,327	\$3,489,579



Jeffrey A. Meyers
Commissioner

Christine Tappas
Associate Commissioner

37 RB/B

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

119 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9546 1-800-852-3345 Ext. 9546
Fax: 603-271-4233 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

May 3, 2018

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, Bureau of Drug and Alcohol Services, to exercise renewal options with the vendors listed in the table below for the provision of evidenced informed substance misuse prevention direct services to youth and their parents/caregivers by increasing the price limitation by \$1,638,654 from \$1,031,598 to an amount not to exceed \$2,670,252 and extending the completion from June 30, 2018 to June 30, 2020 effective upon Governor and Executive Council approval. 100% Other Funds.

Vendor	Vendor Number	Area Served	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Boys and Girls Club of Greater Salem	160066	Salem, Nashua & Souhegan Valley	\$220,892	\$432,976	\$653,868	O: 08/23/17 #20
North Country Education Services	154707	Northern Grafton & COOS County	\$175,000	\$344,130	\$519,130	O: 08/23/17 #20
New Hampshire Teen Institute	166624	Statewide	\$327,802	\$431,310	\$759,112	O: 06/21/17 Late Item B
The Upper Room	246053	Rockingham County & Surrounding Communities	\$126,855	\$174,218	\$301,073	O: 06/21/17 Late Item B
The Youth Council	154886	Nashua North & Nashua South High Schools	\$181,049	\$256,020	\$437,069	O: 06/21/17 Late Item B

Hls Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 4

Funding is available in following account in State Fiscal Years 2019 and anticipated to be available in State Fiscal Year 2020 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust encumbrances between State Fiscal Years through the Budget Office, without further approval from the Governor and Executive Council, if needed and justified.

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH; BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Fiscal Year	Class	Title	Current Budget	Increased (Decreased) Amount	Amount
2017	102-500731	Contracts for Program Services	\$194,658	\$0.00	\$194,658
		Sub-Total:	\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Fiscal Year	Class	Title	Current Budget	Increased (Decreased) Amount	Amount
2018	102-500731	Contracts for Program Services	\$836,940	\$0.00	\$836,940
2019	102-500731	Contracts for Program Services	\$0.00	\$819,327	\$819,327
2020	102-500731	Contracts for Program Services	\$0.00	\$819,327	\$819,327
		Sub-Total:	\$836,940	\$1,638,654	\$2,475,594
		Grand Total:	\$1,031,598	\$1,638,654	\$2,670,252

See Fiscal Details for Distribution of Funds

EXPLANATION

The purpose of this request is to exercise a renewal options in the agreements with the vendors listed in the above table to continue providing substance misuse prevention direct services to youth and related programming for their parents/caregivers. Targets for this program include youth between ten (10) and twenty (20) years of age who are at risk of engaging in the misuse of alcohol and illicit use of drugs. Risk factors include youth experiencing poor academic performance or behavioral problems at school or that have dropped out of school, that are involved with the juvenile justice system, as well as children whose parents/caregivers are engaged in the active misuse of alcohol and or illicit drugs.

The goal of these contracted prevention programs is to delay of the onset and use of alcohol and drugs and to increase parental knowledge about the negative effects of substance misuse has on their child(ren), improving parental knowledge and communication skills and to increase parental monitoring of their child(ren)'s behavior and activities. These programs promote positive youth development with the goal of preventing and reducing the misuse of alcohol, marijuana, prescription drugs and opioids.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 4

Each vendor has chosen approved evidenced informed programs that include education and counseling, as well as information on healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programming includes individual or group education and awareness about the serious and sometimes deadly consequence of substance misuse and assistance in helping students acquire the skills necessary to resist negative peer pressure for using alcohol or other drugs, their engagement in the development and promotion of alternative social activities and to assist participating youth in developing other mechanisms for coping with stressful circumstances in their life at home or at school. These programs also involve parents/caregivers and promote improved communication within the family about this topic.

The Department is satisfied with the program outcomes of the services provided by these five vendors. Collectively, in the first three quarters of the fiscal year they have served 2,586 in a variety of evidenced-based programming and provided prevention education to 1,758 parents and caregivers. Youth participating in the programs have stated they have an increase knowledge in knowing they have a trustworthy adult they can turn to for advice if they were having a problem, an increased sense of mastery over their emotions and have learned healthy coping skills to deal with stress, and an increase in their sense of confidence and satisfaction with who they are a person.

The reports from the providers are attached. As such, the Department is requesting to exercise the renewal option available in Exhibit C-1, Revisions to General Provisions, paragraph 3 of each of the agreements for two (2) additional years.

All vendors providing direct prevention services through these contracts are required to establish ongoing working collaborative relationships with community based organizations including health and social service agencies and schools, as well as the Regional Public Health Network in their area. The contractors are also required to conduct outreach to youth and their parents/caregivers to make them aware of these services and how to access them.

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


Should the Governor and Executive Council not approve this request, approximately 4,000 youth who are at high risk for developing a substance misuse disorder may not have access to comprehensive substance misuse prevention services.


Area Served: Statewide

Source of Funds: 100% Other Funds

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 4 of 4

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


Respectfully submitted,
Thomas Pristow
Deputy Commissioner


Approved by:
Jeffrey A. Meyers
Commissioner

Attachment A
Financial Details

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

New Hampshire Teen Institute V#168624 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$107,744	\$0	\$107,744
Sub-total			\$107,744	\$0	\$107,744

The Upper Room V#174210 PO #1057481

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$36,811	\$0	\$36,811
Sub-total			\$36,811	\$0	\$36,811

The Youth Council V#154866 PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$50,103	\$0	\$50,103
Sub-total			\$50,103	\$0	\$50,103
Total SFY17			\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Boys & Girls Club of Greater Salem V#160066 PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,892	\$0	\$220,892
2019	102-500734	Contracts for Prog Svc	\$0	\$218,488	\$218,488
2020	102-500734	Contracts for Prog Svc	\$0	\$218,488	\$218,488
Sub-total			\$220,892	\$436,976	\$653,868

New Hampshire Teen Institute V#168624 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,058	\$0	\$220,058
2019	102-500734	Contracts for Prog Svc	\$0	\$215,655	\$215,655
2020	102-500734	Contracts for Prog Svc	\$0	\$215,655	\$215,655
Sub-total			\$220,058	\$431,310	\$651,368

North Country Education Services V#154707 PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$175,000	\$0	\$175,000
2019	102-500734	Contracts for Prog Svc	\$0	\$172,065	\$172,065
2020	102-500734	Contracts for Prog Svc	\$0	\$172,065	\$172,065
Sub-total			\$175,000	\$344,130	\$519,130

The Upper Room V#174210 PO #1057481

Attachment A
Financial Details

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$90,044	\$0	\$90,044
2019	102-500734	Contracts for Prog Svc	\$0	\$87,109	\$87,109
2020	102-500734	Contracts for Prog Svc	\$0	\$87,109	\$87,109
Sub-total			\$90,044	\$174,218	\$284,262

The Youth Council V#154888			PO #1058421		
State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$130,946	\$0	\$130,946
2019	102-500734	Contracts for Prog Svc	\$0	\$128,010	\$128,010
2020	102-500734	Contracts for Prog Svc	\$0	\$128,010	\$128,010
Sub-total			\$130,946	\$256,020	\$386,966
Total SFY18			\$836,940	\$0	\$836,940
Total SFY19			\$0	\$819,327	\$819,327
Total SFY20			\$0	\$819,327	\$819,327
Grand Total			\$1,031,598	\$1,638,654	\$2,670,252

Boys & Girls Club of Greater Salem V#160056	PO #1058002	\$220,892	\$432,978	\$653,868
New Hampshire Tech Institute V#166624	PO #1056422	\$327,002	\$431,310	\$758,312
North Country Education Services V#154707	PO #1058007	\$175,000	\$344,130	\$519,130
The Upper Room V#174210	PO #1057461	\$128,855	\$174,218	\$303,073
The Youth Council V#154888	PO #1058421	\$181,049	\$256,020	\$437,069
Total by Agency		\$1,031,598	\$1,638,654	\$2,670,252



Jeffrey A. Meyers
Commissioner

Katja S. Fox
Director

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

105 PLEASANT STREET, CONCORD, NH 03301
603-271-6738 1-800-804-0909
Fax: 603-271-6105 TDD Access: 1-800-735-2964

May 10, 2018 **B&C Approved**

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

Date 6/21/19
Item # Roll Item #8

REQUESTED ACTION

Authorize the Department of Health and Human Services to enter into agreements with the vendors listed in the table below for the provision of evidenced informed substance misuse prevention direct services to youth and their parents/caregivers in an amount not to exceed \$635,706 effective upon Governor and Executive Council approval through June 30, 2018. 100% Other Funds.

Vendor	Vendor Number	Area Served	SFY17 Amount	SFY18 Amount	Total Contract Amount
New Hampshire Teen Institute	166624	Statewide	\$107,744	\$220,058	\$327,802
The Upper Room	246053	Rockingham County and surrounding communities	\$36,811	\$90,044	\$126,855
The Youth Council	154886	Nashua North and Nashua South High Schools	\$50,103	\$130,946	\$181,049
Total:			\$194,658	\$441,048	\$635,706

Funds are available for State Fiscal Year 2017 and anticipated to be available in State Fiscal Year 2018 upon the availability and continued appropriation of funds in the future operating budgets with the ability to adjust encumbrance between State Fiscal Years without further approval from the Governor and Executive Council through the Budget Office if needed and justified.

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

SFY	Class/Account	Class Title	Job Number	Amount
2017	102/500731	Contracts for Program Services	49158504	\$194,658
			Sub-total SFY17	\$194,658

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 3

05-95-92-920510-3382 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

SFY	Class/Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	92058504	\$441,048
			<i>Sub-total SFY:18</i>	<i>\$441,048</i>
			Total Contract	\$635,706

EXPLANATION

The purpose of this request is enter into three (3) agreements with vendors who will provide substance misuse prevention direct services to youth and related programming for their parents/caregivers. Targets for this program include youth between the ages of ten (10) and twenty (20) who are at risk for engaging in the misuse of alcohol and illicit use of drugs. Risk factors include youth experiencing poor academic performance or behavioral problems at school or that have dropped out of school, that are involved with the juvenile justice system, as well children whose parents/caregivers are engaged in the active misuse of alcohol and or illicit drugs.

The opioid epidemic in New Hampshire led to the passage of Senate Bill 533 (2016) making additional resources available to the Governor's Commission on Alcohol and Drug Abuse Prevention, Treatment and Recovery. The Commission identified a portion of the funding allocated under SB 533 for prevention direct services that target youth, such as those proposed in this request.

The goal of these contracted prevention programs is to delay of the onset and use of alcohol and drugs and to increase parental knowledge about the negative effects of substance misuse has on their child, improving parental knowledge and communication skills and to increase parental monitoring of their children's behavior and activities. These programs promote positive youth development with the goal of preventing and reducing the misuse of alcohol, marijuana, prescription drugs and opioids.

Each vendor has chosen an approved evidenced informed program(s) that includes education and counseling, as well as information on healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programming includes individual or group education and awareness about the serious and sometimes deadly consequence of substance misuse and to help students acquire the skills necessary to resist negative peer pressure for using alcohol or other drugs, their engagement in the development and promotion of alternative social activities and to assist participating youth in developing other mechanisms for coping with stressful circumstances in their life at home or at school. These programs also involve parents and promote improved communication within the family about this topic.

All vendors providing direct prevention services through these contracts are required to establish ongoing working collaborative relationships with community based organizations including, health and social service agencies and schools, as well as the Regional Public Health Network in their area. The contractors are also required to conduct outreach to youth and their parents/caregivers to make them aware of these services and how to access them.

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

The Department's goal is that through these contracts and other complementary strategies, the State of New Hampshire will experience a reduction in drug-misuse prevalence rates among youth and the related consequences.

Should the Governor and Executive Council not approve this request, approximately 4,000 youth who are at high risk for developing a substance misuse disorder will be not have access to comprehensive substance misuse prevention services.

Area Served: Statewide

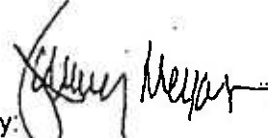
Source of Funds: 100% Other Funds

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

Respectfully submitted,



Katja S. Fox
Director



Approved by:
Jeffrey A. Meyers
Commissioner

**State of New Hampshire
Department of Health and Human Services
Amendment #5**

This Amendment to the Substance Misuse Prevention Direct Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and North Country Education Services Agency ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on August 23, 2017, (Item #20), as amended on June 20, 2018, (Item #37), June 24, 2020, (Item #35), June 30, 2021, (Item #25), and as most recently amended on June 29, 2022, (Item #27), 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 18, 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 and increase the price limitation 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:
\$1,207,390
3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:
Robert W. Moore, Director.
4. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 4., Subsection 4.2, to read:
 2. Expenses must be reported for reimbursement by budget line item in accordance with Exhibit B-1 Budget through Exhibit B-7 Budget - Amendment #5, with an invoice template approved by the Department.
5. Add Exhibit B-7 Budget – Amendment #5, 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

5/10/2023

Date

DocuSigned by:

Katja S. Fox

ED0D06B94C93442...

Name: Katja S. Fox

Title: Director

5/10/2023

Date

North Country Education Services Agency

Lori Langlois

5BF284FB82C94A2...

Name: Lori Langlois

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

5/11/2023

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>North Country Education Services Agency</u>			
Budget Request for: <u>Substance Misuse Prevention Direct Services</u>			
Budget Period: <u>SFY2024 July 1, 2023 through June 30, 2024</u>			
Indirect Cost Rate (if applicable): <u>8.00%</u>			
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match	Budget Narrative <i>Explain specific line item costs included and their direct relationship to meeting the objectives</i>
1. Salary & Wages	\$120,000	\$175,000	2.5 FTE
2. Fringe Benefits	\$4,000	\$4,000	Insurance Stipend
3. Consultants	\$0	\$2,500	Evaluation consultant Jayson Soeman
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$6,500	\$10,000	hoes, nordic skis, ice skates, fly fishing gear etc...
5(a) Supplies - Educational	\$1,500	\$1,500	Participant journals, Prime for Life workbooks
5(b) Supplies - Lab	\$0	\$0	\$0
5(c) Supplies - Pharmacy	\$0	\$0	\$0
5(d) Supplies - Medical	\$0	\$0	\$0
5(e) Supplies Office	\$0	\$1,000	supplies such as copy paper, pens, staples etc...
6. Travel	\$10,000	\$5,000	ance and Registration for the 3 programming vans
7. Software	\$0	\$0	\$0
8. (a) Other - Marketing/ Communications	\$800	\$800	al materials such as water bottles, shirts and hats.
8. (b) Other - Education and Training	\$3,500	\$1,500	der, Lifeguard and the annual High 5 Symposium.
8. (c) Other - Other (specify below)			
Occupancy	\$7,500	\$0	Leasing of programming space
Telephone/Internet	\$519	\$0	Monthly phone/Internet for programming space
Insurance	\$5,000	\$0	General Liability insurance for WYLD programming
Other (please specify)	\$0	\$0	\$0
9. Subrecipient Contracts	\$0	\$0	\$0
Total Direct Costs	\$159,319	\$201,300	\$0
Total Indirect Costs	\$12,746	\$0	\$0
TOTAL	\$172,065	\$201,300	\$0

5/10/2023

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 NORTH COUNTRY EDUCATION SERVICES AGENCY is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on October 29, 1971. 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: 66448

Certificate Number: 0006196360



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 4th 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, Kathleen Kelley, 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 North Country Education Services Agency
(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 June 20, 2022, at which a quorum of the Directors/shareholders were present and voting.
(Date)

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

is duly authorized on behalf of North Country Education Services Agency to enter into contracts or agreements with the State
(Name of Corporation/ LLC)

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

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

Dated: May 10, 2023

Kathleen Kelley

Signature of Elected Officer

Name: Kathleen Kelley

Title: Treasurer/Secretary



Authorizing Resolution

The Board of Directors of North Country Education Services Agency hereby renews authorization for Lori Langlois, Executive Director, on behalf of this Agency, to enter into contract with the State of New Hampshire, including its Department of Education, and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as she may deem necessary, desirable or appropriate.

Authorized this day, June 20, 2022

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

David Backler, President of the NCES Board of Directors

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EQUAL OPPORTUNITY EMPLOYER AND PROVIDER






Certificate of Authority AG office version

Final Audit Report

2023-05-10

Created:	2023-05-10
By:	NCES Business Office (nces@ncedservices.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA40q7JRCkj48-0I91U6j3iedjvdbCpPRY

"Certificate of Authority AG office version" History

-  Document created by NCES Business Office (nces@ncedservices.org)
2023-05-10 - 6:57:28 PM GMT
-  Document emailed to Kathleen Kelley (kukelley@me.com) for signature
2023-05-10 - 6:58:12 PM GMT
-  Email viewed by Kathleen Kelley (kukelley@me.com)
2023-05-10 - 7:05:48 PM GMT
-  Document e-signed by Kathleen Kelley (kukelley@me.com)
Signature Date: 2023-05-10 - 7:05:58 PM GMT - Time Source: server
-  Agreement completed.
2023-05-10 - 7:05:58 PM GMT



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member:		Member Number:	Company Affording Coverage:		
North Country Education Services Agency 300 Gorham Hill Road Gorham, NH 03581		953	NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624		
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:		
<input checked="" type="checkbox"/> General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2022	7/1/2023	Each Occurrence	\$ 5,000,000	
	7/1/2023	7/1/2024	General Aggregate	\$ 5,000,000	
			Fire Damage (Any one fire)		
			Med Exp (Any one person)		
<input checked="" type="checkbox"/> Automobile Liability Deductible Comp and Coll: \$1,000 <input type="checkbox"/> Any auto	7/1/2022	7/1/2023	Combined Single Limit (Each Accident)	\$5,000,000	
	7/1/2023	7/1/2024	Aggregate	\$5,000,000	
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	7/1/2022	7/1/2023	<input checked="" type="checkbox"/> Statutory		
	7/1/2023	7/1/2024	Each Accident	\$2,000,000	
			Disease - Each Employee	\$2,000,000	
			Disease - Policy Limit		
<input checked="" type="checkbox"/> Property (Special Risk includes Fire and Theft)	7/1/2022	7/1/2023	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: \$1,000	
	7/1/2023	7/1/2024			
Description: Proof of Primex Member coverage only.					

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex ³ - NH Public Risk Management Exchange
			By: <i>Mary Beth Purcell</i>
State of New Hampshire Department of Health and Human Services 129 Pleasant Street Concord, NH 03301			Date: 5/9/2023 mpurcell@nhprimex.org
			Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax



Mission Statement

NCES collaborates with public schools and community partners to support excellent and equitable educational opportunities throughout the North Country.

Thriving schools, vibrant communities.

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**FINANCIAL STATEMENTS AND
SUPPLEMENTAL SCHEDULES
WITH INDEPENDENT AUDITOR'S
REPORTS THEREON**

**FOR THE YEARS ENDED
JUNE 30, 2022 AND 2021**

NORTH COUNTRY EDUCATION SERVICES AGENCY
FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

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Independent Auditor's Report

To the Members of the Board and Management of
North Country Education Services Agency

Opinions

We have audited the accompanying financial statements of the governmental wide net position, government wide activities, balance sheet – government funds, reconciliation of governmental funds balance to the statement of net position, statement of revenues, expenditures and changes in fund balance – governmental funds, and reconciliation of statement of revenues, expenditures and changes in fund balances of governmental funds to the statement of activities of North Country Education Services Agency, as of the Year ended June 30, 2022 and 2021, and the related notes to the financial statements, which collectively comprise the North Country Education Services Agency's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, government wide activities, balance sheet – government funds, reconciliation of governmental funds balance to the statement of net position, statement of revenues, expenditures and changes in fund balance – governmental funds, and reconciliation of statement of revenues, expenditures and changes in fund balances of governmental funds to the statement of activities of the North Country Education Services Agency, as of June 30, 2022 and 2021, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

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 the North Country Education Services Agency 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.

**59 Franklin Street, 2nd Floor
Annapolis, MD 21401**

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 the North Country Education Services Agency ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

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 opinions. 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 the North Country Education Services Agency'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 the North Country Education Services Agency'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 opinions on the financial statements that collectively comprise the North Country Education Services Agency basic financial statements. The comparative schedules of pension obligations and other post-employment benefit (OPEB) obligations on pages 22-23 are presented for purposes of additional analysis and are 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 to the financial statements as a whole.

Alta CPA Group, LLC

December 21, 2022

NORTH COUNTRY EDUCATION SERVICES AGENCY
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2022 AND 2021

	2022	2021
ASSETS		
Current Assets:		
Cash	\$ 674,305	\$ 678,284
Investments	957,964	1,082,620
Receivables:		
Grants and Accounts Receivable	574,785	237,578
Interfund Due from	357,507	-
Prepaid Expenses	1,275	-
Total current assets	2,565,836	1,998,482
Property and Equipment:		
Land	35,000	35,000
Buildings	609,967	609,967
Equipment	47,846	17,618
Less: accumulated depreciation	(570,969)	(551,178)
Total property and equipment	121,844	111,407
Total assets	\$ 2,687,680	\$ 2,109,889
LIABILITIES AND NET ASSETS		
Current liabilities:		
Accounts Payable and Accrued Expenses	\$ 84,311	\$ 4,437
Due to Agency Funds	357,507	-
Deferred Revenues	309,147	114,994
Current liabilities	750,965	119,431
Long term liabilities, less current maturities :		
Contingency for unfunded pension & OPEB obligations:		
Agency share of NHRS net pension liabilities, deferred inflows and outflows of resources	1,141,723	1,250,187
Agency share of NHRS net OPEB liabilities, deferred inflows and outflows of resources	69,439	74,922
Total long term liabilities	1,211,162	1,325,109
Total liabilities	1,962,127	1,444,540
Net assets:		
Without donor restrictions:		
Board designated for equipment	7,500	5,000
Board designated for building Improvements	109,272	86,664
Net Investment in property and equipment	121,844	111,407
Available to operations	877,650	1,006,357
Deficit related to unfunded pension obligations	(1,211,162)	(1,325,109)
Total net assets without donor restrictions	(94,896)	(115,681)
With donor restrictions:		
Program purposes	820,449	781,030
Total net assets	725,553	665,349
Total liabilities and net assets	\$ 2,687,680	\$ 2,109,889

See auditor's report and accompanying notes to financial statements.

NORTH COUNTRY EDUCATION SERVICES AGENCY
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

	2022			2021		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
OPERATING REVENUES						
Federal grants	\$ 273,874	\$ -	\$ 273,874	\$ 225,174	\$ 1,730	\$ 226,904
State grants	376,858	244,628	621,486	239,776	-	239,776
Local government agencies	-	167,195	167,195	-	127,092	127,092
Other non-profit agencies	45,000	516,063	561,063	19,999	791,310	811,309
Donations	68	-	68	8,420	-	8,420
Program service revenue	1,025,841	-	1,025,841	1,504,177	-	1,504,177
Net assets released from restriction:	-	-	-	-	-	-
	<u>1,721,641</u>	<u>927,886</u>	<u>2,649,527</u>	<u>1,997,546</u>	<u>920,132</u>	<u>2,917,678</u>
OPERATING EXPENSES						
Program Services:						
NCES Programs	692,894	-	692,894	730,453	-	730,453
Substance Misuse Prevention	159,319	-	159,319	159,315	-	159,315
Coos Coalition	192,687	-	192,687	126,558	-	126,558
Coos County Director's Network	106,080	-	106,080	115,881	-	115,881
Adult Learner Services	142,716	-	142,716	90,712	-	90,712
NHCTA	209,080	-	209,080	119,322	-	119,322
SAP	71,647	-	71,647	92,000	-	92,000
PPP	-	-	-	38,737	-	38,737
Migrant	41,243	-	41,243	78,515	-	78,515
SEL	43,286	-	43,286	30,274	-	30,274
NHCF - Operating support	-	-	-	20,000	-	20,000
FFCLA CTSO	-	-	-	3,811	-	3,811
TSA CTSO	-	-	-	7,205	-	7,205
Tillotson - Hi SET	-	-	-	370	-	370
Community Engagement	8,679	-	8,679	166,887	-	166,887
NCP 4SEL	32,666	-	32,666	44,679	-	44,679
NHEYF	-	-	-	89,993	-	89,993
NERF	52,934	-	52,934	27,042	-	27,042
UCAR	-	-	-	57,500	-	57,500
School Counselors	6,165	-	6,165	27,476	-	27,476
ECERS CDN	289,345	-	289,345	62,507	-	62,507
NH Center for Learning	-	-	-	6,375	-	6,375
Total program services	<u>2,048,741</u>	<u>-</u>	<u>2,048,741</u>	<u>2,095,612</u>	<u>-</u>	<u>2,095,612</u>

See auditor's report and accompanying notes to financial statements.

NORTH COUNTRY EDUCATION SERVICES AGENCY
STATEMENTS OF ACTIVITIES (CONTINUED)
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

	2022			2021		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
OPERATING EXPENSES (CONTINUED):						
Supporting activities:						
Management and general	\$ 396,673	\$ -	\$ 396,673	\$ 429,443	\$ -	\$ 429,443
	<u>396,673</u>	<u>-</u>	<u>396,673</u>	<u>429,443</u>	<u>-</u>	<u>429,443</u>
Total expenses	<u>2,445,414</u>	<u>-</u>	<u>2,445,414</u>	<u>2,525,055</u>	<u>-</u>	<u>2,525,055</u>
NET OPERATING INCOME(LOSS)	(723,773)	927,886	204,113	(527,509)	920,132	392,623
NONOPERATING INCOME AND TRANSFERS AND RECLASSIFICATIONS						
Investment income	100,167	-	100,167	314,469	-	314,469
Increase(decrease) in fair value of investments	(248,276)	-	(248,276)	-	-	-
Unrelated business income - garage rent	4,200	-	4,200	4,200	-	4,200
Net assets released from restrictions	888,467	(888,467)	-	582,116	(582,116)	-
	<u>744,558</u>	<u>(888,467)</u>	<u>(143,909)</u>	<u>900,785</u>	<u>(582,116)</u>	<u>318,669</u>
CHANGE IN NET ASSETS	20,785	39,419	60,204	373,276	338,016	711,292
NET ASSETS (DEFICIT) - BEGINNING	(115,681)	781,030	665,349	(488,957)	443,014	(45,943)
NET ASSETS (DEFICIT) - ENDING	<u>\$ (94,896)</u>	<u>\$ 820,449</u>	<u>\$ 725,553</u>	<u>\$ (115,681)</u>	<u>\$ 781,030</u>	<u>\$ 665,349</u>

See auditor's report and accompanying notes to financial statements.

NORTH COUNTRY EDUCATION SERVICES AGENCY
STATEMENTS OF FUNCTIONAL EXPENSES
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

	2022			2021		
	Regular Educational Programs	Management and General	Total	Regular Educational Programs	Management and General	Total
Salaries and other compensation	\$ 622,973	\$ 280,347	\$ 903,320	\$ 655,306	\$ 259,451	\$ 914,757
Pension expense	78,315	39,744	118,059	63,921	36,393	100,314
Other Employee benefits	131,145	62,525	193,670	169,908	55,386	225,294
Payroll taxes	34,169	21,013	55,182	36,777	22,777	59,554
Staff development	87,535	1,186	88,721	47,995	519	48,514
Contracted services	703,396	6,500	709,896	727,325	6,800	734,125
Occupancy	98,581	4,268	102,849	55,136	4,470	59,606
Administrative expenses	118,821	14,373	133,194	41,909	27,846	69,755
Travel	33,043	2,573	35,616	22,797	639	23,436
Materials and supplies	191,446	217	191,663	228,089	-	228,089
Insurance	7,400	-	7,400	14,250	-	14,250
Depreciation	14,843	4,948	19,791	14,843	4,948	19,791
Decrease in estimated net pension liabilities (NHRS)	(69,417)	(39,047)	(108,464)	15,251	8,609	23,860
Increase in estimated net OPEB obligations (NHRS)	(3,509)	(1,974)	(5,483)	2,105	1,188	3,293
Tax on unrelated business income	-	-	-	-	417	417
Total expenses	\$ 2,048,741	\$ 396,673	\$ 2,445,414	\$ 2,095,612	\$ 429,443	\$ 2,525,055

See auditor's report and accompanying notes to financial statements.

NORTH COUNTRY EDUCATION SERVICES AGENCY
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

	<u>2022</u>	<u>2021</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Net operating income(loss)	\$ 204,113	\$ 392,623
Adjustments to reconcile to net cash provided by (used in) operating activities:		
Depreciation Expense	19,791	19,791
Difference between pension & OPEB expenses and NHRS plan contributions	(113,947)	27,153
Change in assets and liabilities:		
(Increase) decrease in assets:		
Accounts receivable	(337,207)	20,194
Prepaid expenses	(1,275)	-
Interfund Due From	(357,507)	-
Increase (decrease) in liabilities:		
Accounts payable	79,874	(802)
Due to Agency Funds	357,507	-
Deferred Revenues	194,153	84,172
	<u>45,502</u>	<u>543,131</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Unrelated business income - garage rent	4,200	4,200
Purchase of Equipment	(30,228)	-
Earnings on investments	100,167	314,469
Purchase of Investments	(123,620)	(314,097)
	<u>(49,481)</u>	<u>4,572</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
	<u>-</u>	<u>-</u>
NET INCREASE (DECREASE) IN CASH	(3,979)	547,703
CASH - BEGINNING	<u>678,284</u>	<u>130,581</u>
CASH - ENDING	<u>\$ 674,305</u>	<u>\$ 678,284</u>

See auditor's report and accompanying notes to financial statements.

NORTH COUNTRY EDUCATION SERVICES AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

North Country Education Services Agency is a voluntary, not-for-profit corporation, incorporated under the laws of the State of New Hampshire (RSA 292) organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, as amended. Its purpose is to provide member organizations and the persons served thereby, directly and indirectly, with educational, administrative and technological services, courses, facilities, and equipment generally and including, without thereby limiting such generality, educational consulting services and the coordination of services supplied by others, administrative and technological assistance, counselor and other specialized personnel, and specialized instruments, facilities and equipment. The degree of participation in and subscription to the services of the Agency by districts of the School Administrative Unit are determined by them individually. Membership in the organization is currently comprised of the eleven school administrative units and supervisory unions listed below. The management and controls of the affairs of this corporation are vested in and exercised by a Board of Directors consisting of eleven (11) superintendents, or their designee, of the New Hampshire School Administrative Units 3, 7, 9, 20, 35, 36, 58, 68, 77, 84, and members at large appointed by a majority of the board who are individuals or representatives from organizations who are committed to the betterment of education and the betterment of North Country Education Services Agency.

Financial Statement Presentation

The financial statements have been prepared in accordance with U.S. generally accepted accounting principles (GAAP), which require the Agency to report information regarding its 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 Agency. These net assets may be used at the discretion of management and the board of Directors.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. The donor restrictions are temporary in nature; those restrictions will be met by certain actions or by the passage of time.

Basis of Accounting

The Agency presents its financial statements on the accrual basis of accounting. Under this basis, exchange revenues and related accounts receivables are recognized when earned. Non-exchange revenues (grants, contributions, donations, etc.) are recognized when received. Expenses and related payables are recognized when title to goods and services passes to the Agency.

NORTH COUNTRY EDUCATION SERVICES AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Accounting Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

Cash consists of bank deposits held in checking and savings accounts. For purposes of reporting in the statements of cash flows, all highly liquid debt instruments, if any, purchased with a maturity of three months or less are considered to be cash equivalents.

Concentrations of Credit and Market Risk

Financial instruments that potentially expose the Agency to *credit risk* consist primarily of bank deposits and investments in participation units of the New Hampshire Public Deposit Investment Pool. It is the Agency's policy to deposit monies in high quality financial institutions and to limit risk by maintaining deposits within the Federal Depository Insurance Limits (FDIC) whenever possible. The Agency has not experienced any losses on its cash deposits during the years ended June 30, 2022 and 2021. *Market risk* is limited to fluctuations in the prices of mutual funds. Management monitors investments in high quality mutual funds and believes it is not exposed to significant market risk on those amounts.

Public Support and Revenues

Substantially, all revenue is derived from contract fees from member school districts and grants awarded by government agencies. Revenues from service fees are recognized on a monthly basis as services are invoiced. Some grants received from governments, private foundations and other not-for-profit entities require that eligible expenditures be made in order to recognize the revenue. Revenues from those sources are recognized in the period in which eligible expenditures are made. Secondary support is obtained from the rental of facilities, private donations, interest, dividends and capital gains on investments.

Contributions

Contributions received are recorded as increases in net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor-imposed restrictions. Contributions that are restricted by the donor are 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 increases in net assets with donor restrictions, depending on the nature of restrictions.

NORTH COUNTRY EDUCATION SERVICES AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Contributions (Continued)

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 statements of activities as net assets released from restrictions.

Contributed Services

From time to time, the Agency may receive donated services in carrying out the mission and fundraising activities of the Agency. Such donations meet the criteria for revenue recognition when all of the following conditions are met:

- Special skills are required
- The work is done by volunteers who have these skills
- The services would otherwise have to be purchased

The value of volunteer services is also recorded when the services create or improve upon a non-financial asset. In those cases, revenue is recognized in the amount of the value of the hours contributed or via the change in fair value of the altered asset. The Agency received no reportable donated services during the years ended June 30, 2022 and 2021.

Deferred Revenues and Refundable Advances

Service charges received in advance of the year to which they apply are reported as *deferred revenue* in the statements of financial position. Amounts received from grants in advance of the year to which relating eligible expenses have been incurred are reported as *refundable advances*.

Functional Allocation of Expenses

The costs of providing program services and supporting activities have been summarized on a functional basis in the statements of activities. Expenses are charged to program services based on direct costs incurred or estimated usage (for indirect costs). Any expenses not directly chargeable are allocated to functions based on the direct charges. Annually, an indirect cost rate is established by the Agency and approved by the State of New Hampshire Department of Education for this purpose.

Prepaid Expenses

Disbursements made in advance of the receipt of goods and services are recorded as prepaid expenses in the statements of financial position.

NORTH COUNTRY EDUCATION SERVICES AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Property and Equipment

- All costs of property and equipment, and the fair value of donated assets value in excess of \$5,000 and an initial economic useful life of greater than one accounting period are capitalized. Depreciation is computed by the straight line method, beginning in the month of acquisition at rates based on the following estimated useful lives:

	<u>Years</u>
Buildings	30
Equipment	5

Accumulated Unpaid Vacation and Sick Pay

Vacation time is granted to full-time employees in amounts of 5 to 20 days per year, depending on positions held. Such vacation time must be used prior to September 1 of the following year. Sick leave is accumulated at the rate of 1 work day earned for every 20 days worked, not to exceed 12 days annually; total accumulation of sick leave may not exceed 70 days. Accumulated unpaid vacation and sick pay is not accrued by the Agency. However, estimated accumulation does not exceed a normal year's allowance.

Income Taxes

The Agency is organized exclusively for tax-exempt charitable and educational purposes within the meaning of Section 501(a) and Section 501(c)(3) of the Internal Revenue Code of 1954, as amended. The Agency is not a private foundation within the meaning of Internal Revenue Code Section 509(a). During the years ended June 30, 2022 and 2021, the Agency had unrelated business income for the rental of facilities; the income taxes on which is included in the accompanying financial statements. Contributions to the Agency are deductible as allowed under Section 170(b)(1)(A)(vi) of the Code.

NOTE 2 - ASSETS

Deposits

All bank deposits as of June 30, 2022 and 2021, and substantially throughout the years then ended were fully insured by the Federal Deposit Insurance Corporation (FDIC) or collateralized with securities held by the pledging institution.

Cash Equivalents

Cash and cash equivalents consisted of operating funds held in a checking account and participation units in the New Hampshire Public Deposit Investment Pool (NHPDIP) at June 30, 2022 and 2021, and throughout the years then ended.

NORTH COUNTRY EDUCATION SERVICES AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

NOTE 2 - ASSETS (CONTINUED)

Investments

Financial assets and liabilities valued using level 1 inputs are based on unadjusted quoted market prices within active markets. Financial assets and liabilities valued using level 2 inputs are based primarily on quoted prices for similar assets or liabilities in active or inactive markets. For certain long term debt, the fair value was based on present value techniques using inputs derived principally or corroborated from market data. Financial assets and liabilities using level 3 inputs were primarily valued using management's assumptions about the assumptions market participants would utilize in pricing their asset or liability. Valuation techniques utilized to determine fair value are consistently applied.

The following tables present the Agency's fair value hierarchy for assets and liabilities measured at fair value on a recurring basis as of June 30:

<u>2022</u>	Quoted Market Prices in Active Markets (Level 1)	Other Observable Inputs (Level 2)	Unobservable Inputs (Level 3)	<u>Total</u>
Mutual funds	\$ <u>957,964</u>	\$ <u>---</u>	\$ <u>---</u>	\$ 957,964
Total	\$ <u>957,964</u>	\$ <u>---</u>	\$ <u>---</u>	\$ <u>957,964</u>

<u>2021</u>	Quoted Market Prices in Active Markets (Level 1)	Other Observable Inputs (Level 2)	Unobservable Inputs (Level 3)	<u>Total</u>
Mutual funds	\$ <u>1,082,640</u>	\$ <u>---</u>	\$ <u>---</u>	\$ <u>1,082,640</u>
Total	\$ <u>1,082,640</u>	\$ <u>---</u>	\$ <u>---</u>	\$ <u>1,082,640</u>

Accounts Receivable

Accounts receivable at June 30, 2022 and 2021 include service fees due from member school districts or program participants. All are considered to be collectible and no reserve for uncollected accounts has been established.

NORTH COUNTRY EDUCATION SERVICES AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

NOTE 2 - ASSETS (CONTINUED)

Grants Receivable

Grants receivable at June 30, 2022 and 2021 include amounts due from the Federal Government, the State of New Hampshire, other political subdivisions or private contributors for eligible costs expended on various grant programs. All are considered to be collectible and no reserve for uncollected accounts has been established.

Property and Equipment

A summary of changes in property and equipment for the fiscal years ended June 30, 2022 and 2021 are as follows:

	Balance July 1, 2021	Additions	Deductions	Balance June 30, 2022
Land	\$ 35,000	\$ -	\$ -	\$ 35,000
Buildings	609,967	-	-	609,967
Equipment and Furnishings	17,618	30,228	-	47,846
Total Fixed Assets	662,585	30,228	-	692,813
Less: Accumulated Depreciation	(551,178)	(19,791)	-	(570,969)
Net Fixed Assets	<u>\$ 111,407</u>	<u>\$ 10,437</u>	<u>\$ -</u>	<u>\$ 121,844</u>

	Balance July 1, 2020	Additions	Deductions	Balance June 30, 2021
Land	\$ 35,000	\$ -	\$ -	\$ 35,000
Buildings	609,967	-	-	609,967
Equipment and Furnishings	17,618	-	-	17,618
Total Fixed Assets	662,585	-	-	662,585
Less: Accumulated Depreciation	(531,387)	(19,791)	-	(551,178)
Net Fixed Assets	<u>\$ 131,198</u>	<u>\$ (19,791)</u>	<u>\$ -</u>	<u>\$ 111,407</u>

Risk Management

The Agency is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets, errors or omissions, injuries to employees, and natural disasters. During the fiscal year, the Agency was a member of the following public-entity risk pools, currently operating as a common risk management and insurance programs for member school districts, school administrative units and similar government-supported agencies.

The New Hampshire Public Risk Management Exchange (Primex³) Workers' Compensation and P/C GROUP are pooled risk management programs under RSA 5-B and RSA 281-A. The coverage period runs from July 1, 2021 to July 1, 2022. The pool's board has determined to retain risks

NORTH COUNTRY EDUCATION SERVICES AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

NOTE 2 - ASSETS (CONTINUED)

Risk Management (Continued)

based on the aggregate exposure and has allocated resources based on actuarial analysis for that purpose. A summary of coverages provided during the fiscal year by *Primex*³, deductibles, contributions, claims paid and credits or balances due are available from the Agency upon request.

Estimated net contribution billed for the year ending July 1, 2022 are as follows:

Property/Liability	\$	7,275
Workers' Compensation	\$	1,476

The Member Participation Agreement permits *Primex*³ to make additional assessments to members should there be a deficiency in Trust assets to meet its liabilities. At this time management understands that *Primex*³ foresees no likelihood of an additional assessment for this or any prior year. Claims have not exceeded insurance coverage in any of the past years.

NOTE 3 - LIABILITIES

Line of Credit

During years ended June 30, 2022 and 2021, the Agency had a \$100,000 line of credit available, secured by substantially all business property other than real estate. The note includes a variable interest rate equal to the Wall Street Journal Prime Rate plus 2%. Outstanding balances at June 30, 2022 and 2021 were zero.

Cost-Sharing Defined Benefit Pension Plan

Full-time employees participate in the State of New Hampshire Retirement System (NHRS), a public employee retirement system that administers one cost-sharing multiple-employer defined benefit pension plan (Pension Plan) and four separate cost-sharing multiple-employer postemployment medical subsidy healthcare plans. The Pension Plan was established in 1967 by RSA 100-A:2 and is qualified as a tax-exempt organization under Sections 401(a) and 501(a) of the Internal Revenue Code. The Pension Plan is a contributory, defined benefit plan providing service, disability, death and vested retirement benefits to members and their beneficiaries. Substantially all full-time state employees, public school teachers and administrators, permanent firefighters and permanent police officers within the State are eligible and required to participate in the Pension Plan.

NORTH COUNTRY EDUCATION SERVICES AGENCY
 NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

NOTE 3 - LIABILITIES (CONTINUED)

Cost-Sharing Defined Benefit Pension Plan (Continued)

Full-time employees of political subdivisions, including counties, municipalities and school districts, are also eligible to participate as a group if the governing body of the political subdivision has elected participation.

NHRS is divided into two membership groups. By statute, Group I (employee and teacher) members contribute 7% of their salary to NHRS. While member rates are set by statute, employer rates are set by the NHRS Board of Trustees every two years after a biennial actuarial valuation is conducted using the *Entry Age Normal* actuarial method. Employer contributions are assessed at five different rates, one each for state employees, political subdivisions employees, teachers, police and fire. NHRS employers are required by the New Hampshire Constitution to pay 100% of the actuarial sound employer contribution rate as certified by the NHRS Board of Trustees to fully fund the pension plan and to pay down the retirement system's unfunded actuarial accrued liability over a closed amortization period. Currently, employer contribution rates for the period July 1, 2021 through June 30, 2023 are as follows:

	Pension	Medical Subsidy	Total
Employees	13.75%	0.31%	14.06%
Teachers'	19.48%	1.54%	21.02%

For reporting purposes, the Agency recognizes their proportionate share of collective net pension liability, deferred outflows of resources, deferred inflows of resources and pension expense. Estimated collective amounts have been allocated by NHRS based on employer contributions during the respective fiscal years. Contributions to the plan are recognized when legally due, based on statutory requirements. This information along with significant assumptions and inputs for total pension liabilities, the NHRS's fiduciary net position and current year sources of changes to net pension liabilities are available for the plan as a whole as well as audited cost-sharing schedules by individual members in the System's Comprehensive Annual Financial Report and other annual reports are available from the NHRS located at Regional Drive ~ Concord, NH 03301-8509 or on its web site at: <https://www.nhrs.org> and <https://www.nhrs.org/employers/employer-resources/gasb/gasb-reports>.

NORTH COUNTRY EDUCATION SERVICES AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

NOTE 3 - LIABILITIES (CONTINUED)

Cost-Sharing Defined Benefit Pension Plan (Continued)

Benefit amounts and eligibility requirements for the cost-sharing multiple-employer postemployment medical subsidy plan (OPEB Plan) are set by state law (RSA 100-A:52, RSA 100-A:52-a and RSA 100-A:52-b), and members are designated in statute by type. The four membership types are Group II, Police Officers and Firefighters; Group I, Teachers; Group I, Political Subdivision Employees; and group I, State Employees. The OPEB Plan provides a medical insurance subsidy to qualified retired members.

The medical insurance subsidy is a payment made by NHRS to the former employer or its insurance administrator toward the cost of health insurance for a qualified retiree, his/her qualified spouse, and his/her certified dependent children with a disability who are living in the household and being cared for by the retiree. If the health insurance premium amount is less than the medical subsidy amount, then only the health insurance premium amount will be paid. If the health insurance premium amount exceeds the medical subsidy amount, then the retiree or other qualified person is responsible for paying any portion that the employer does not pay.

Group I benefits are based on creditable service, age and retirement date. Group II benefits are based on hire date, age and creditable service. The OPEB plan is closed to new entrants.

Maximum medical subsidy rates paid during fiscal years 2021 (the most recently available valuation dates) were as follows:

- For qualified retirees not eligible for Medicare, the amounts were \$375.56 for a single-person plan and \$751.12 for a two-person plan.
- For those qualified retirees eligible for Medicare, the amounts were \$236.84 for a single-person plan and \$473.68 for a two-person plan.

For reporting purposes, the Agency recognizes their proportionate share of collective OPEB liability, deferred outflows of resources, deferred inflows of resources and OPEB expense. However, those amounts were not available for inclusion in this report. As provided in the reports above, collective amounts have been allocated based on employer contributions during the respective fiscal years. Contributions to the plan are recognized when legally due, based on statutory requirements. This information along with significant assumptions and inputs for total OPEB liabilities, the NHRS's fiduciary net position and current year sources of changes to net pension liabilities are available for the plan as a whole as well as audited cost-sharing schedules by individual members in the System's Comprehensive Annual Financial Report and other annual reports are available from the NHRS located at Regional Drive ~ Concord, NH 03301-8509 or on its web site at: <https://www.nhrs.org> and <https://www.nhrs.org/employers/employer-resources/gasb/gasb-reports>.

NORTH COUNTRY EDUCATION SERVICES AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

NOTE 4 - NET ASSETS

Board Designated for Equipment

During the 2020 fiscal year, the board established a reserve for equipment replacements. Balances in the reserve account as of June 30, 2022 and 2021 available for that purpose were \$7,500 and \$5,000, respectively.

Board Designated for Building Improvements

The Board has designated amounts for building repairs and improvements. Balances of the reserve account available for that purpose as of June 20, 2022 and 2021 were \$109,272 and \$86,664 respectively.

Net Assets with Donor Restrictions

Restricted for Program Purposes. Net assets restricted by grantors for program purposes include the following:

	2022	2021
NHCTA	\$ 196,035	\$ 254,071
Coos County Director's Network	199,415	130,190
SEL	53,251	-
NHCF Operating Support	20,000	-
PDG	-	144,717
NCP for SEL	16,470	51,747
School Counselors	12,065	18,715
Coos Coalition	323,167	181,590
Adult Learner Services	46	-
	<u>\$ 820,449</u>	<u>\$ 781,030</u>

NOTE 5 - SUMMARY DISCLOSURE OF SIGNIFICANT CONTINGENCIES

Grants

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally State oversight agencies or the Federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the Agency. The amount which may be disallowed by the grantor cannot be determined at this time although the Agency expects such amounts, if any, to be immaterial.

SUPPLEMENTARY INFORMATION

NORTH COUNTRY EDUCATION SERVICES AGENCY
COMPARATIVE SCHEDULE OF PENSION OBLIGATIONS
AS OF JUNE 30, 2022

Estimated future pension obligations - New Hampshire Retirement System (NHRS). Selected comparative information from NHRS's audited financial statements and cost-sharing schedules that is specific to the Agency is as follows:

	Actuarial Valuation as of June 30,								
	2013	2014	2015	2016	2017	2018	2019	2020	2021
Proportionate share	0.03138606%	0.03000652%	0.02908921%	0.02839177%	0.02942595%	0.02299710%	0.02536250%	0.02078124%	0.00200441%
Employer contribution	\$ 78,043	\$ 97,348	\$ 97,590	\$ 101,665	\$ 107,800	\$ 97,199	\$ 89,370	\$ 92,319	\$ 92,088
Net Pension Liability	\$ 1,350,788	\$ 1,126,320	\$ 1,152,377	\$ 1,509,759	\$ 1,447,166	\$ 1,107,357	\$ 988,133	\$ 1,329,200	\$ 888,340
Deferred outflows of resources:									
Differences between expected and actual experience	base year	-	-	4,196	3,281	8,839	5,464	35,895	24,875
Net difference between projected and actual investment earnings on pension plan investments	base year	-	-	94,458	145,315	-	-	82,212	-
Changes of assumptions	base year	-	-	185,803	36,237	76,635	35,454	131,484	92,782
Changes in proportion and differences between employer contributions and share of contributions	base year	-	-	-	-	27,148	18,059	18,259	6,928
Total deferred outflows of resources	\$ -	\$ -	\$ -	\$ 284,457	\$ 184,833	\$ 112,622	\$ 58,977	\$ 267,850	\$ 124,585
Deferred inflows of resources:									
Differences between expected and actual experience	base year	-	25,288	19,065	18,418	8,966	21,248	14,272	9,300
Net difference between projected and actual investment earnings on pension plan investments	base year	144,114	30,799	-	18,430	25,625	8,072	-	248,448
Changes in proportion and differences between employer contributions and share of contributions	base year	48,784	69,834	75,311	51,814	258,881	267,851	174,565	120,220
Total deferred inflows of resources	\$ -	\$ 192,898	\$ 125,921	\$ 94,376	\$ 88,662	\$ 293,472	\$ 297,171	\$ 188,837	\$ 377,968
Pension expense:									
Proportionate share of plan pension expense	base year	76,366	74,458	166,542	153,526	110,012	122,480	198,014	65,439
Net amortization of deferred amounts from changes in proportion and differences between employer contributions and proportionate share of contributions	base year	(10,588)	(17,788)	(23,497)	(14,409)	(75,601)	(94,990)	(81,836)	(81,814)
Total employer pension expense	\$ -	\$ 65,778	\$ 56,670	\$ 143,045	\$ 139,117	\$ 34,411	\$ 27,490	\$ 116,178	\$ (16,375)

This information should be read in conjunction with the audited actuarial reports presented by the NHRS. This information along with significant assumptions and inputs for total pension liabilities, the NHRS's fiduciary net position and current year sources of changes to net pension liabilities are available for the plan as a whole as well as audited cost-sharing schedules by individual members in the System's Comprehensive Annual Financial Report and other annual reports are available from the NHRS located at Regional Drive ~ Concord, NH 03301-8509 or on its web site at <https://www.nhrs.org/funding-and-investments/reports-valuations/annual-report-archive> and <https://www.nhrs.org/employers/gasb/gasb-67-68-reports>. As noted there in, the preparation of those reports requires management to make a number of estimates and assumptions relating to the reported amounts. Due to the inherent nature and uncertainty of those estimates, actual results could differ, and the differences could be material. As of June 30, 2022, the Agency has recognized all statutorily required contributions to the plan. Unless additional assessments are imposed by the NHRS Board due to insolvency or some other circumstances, all future obligations to the plan will become due as a percentage of qualifying wages as they are paid by the Agency. At this time, management understands that the NHRS foresees no likelihood of additional assessment beyond normal contribution rates, which are established every two years by a statutorily-governed rate-setting process. All future obligations of the Agency to the NHRS will be paid from operations as they become due.

NORTH COUNTRY EDUCATION SERVICES AGENCY
COMPARATIVE SCHEDULE OF OTHER POST-EMPLOYMENT BENEFIT (OPEB)
AS OF JUNE 30, 2022

Estimated future OPEB obligations - New Hampshire Retirement System (NHRS). Selected comparative information from NHRS's audited financial statements and cost-sharing schedules that is specific to the Agency is as follows:

	Actuarial Valuation as of June 30,					
	2016	2017	2018	2019	2020	2021
Proportionate share	0.03170407%	0.03325286%	0.00185088%	0.01601588%	0.01741811%	0.01711993%
Employer contribution	\$ 18,422	\$ 19,709	\$ 8,187	\$ 7,309	\$ 8,085	\$ 8,227
Net OPEB Liability	\$ 153,481	\$ 152,043	\$ 84,742	\$ 70,215	\$ 76,241	\$ 68,558
Deferred outflows of resources:						
Differences between expected and actual	base year		497			
Net difference between projected and actual investment earnings on OPEB plan investments	base year				285	
Changes of assumptions	base year				490	
Changes in proportion and differences between employer contributions and share of contributions	base year	2,253			765	
Total deferred outflows of resources	\$ -	\$ 2,253	\$ 497	\$ -	\$ 1,540	\$ -
Deferred inflows of resources:						
experience	base year			122	221	14
Net difference between projected and actual investment earnings on OPEB plan investments	base year	480	269	79		856
Changes in proportion	base year		14,348	1,213		11
Total deferred inflows of resources	\$ -	\$ 480	\$ 14,617	\$ 1,414	\$ 221	\$ 881
OPEB expense:						
Proportionate share of plan OPEB expense	base year	11,253	7,805	4,595	7,189	3,265
Net amortization of deferred amounts from changes in proportion	base year	5,245	(51,026)	(24,519)	4,187	(520)
Total employer OPEB expense	\$ -	\$ 16,498	\$ (43,221)	\$ (19,924)	\$ 11,376	\$ 2,745

This information should be read in conjunction with the audited actuarial reports presented by the NHRS. This information along with significant assumptions and inputs for total OPEB liabilities, the NHRS's fiduciary net position and current year sources of changes to net OPEB liabilities are available for the plan as a whole as well as audited cost-sharing schedules by individual members in the System's Comprehensive Annual Financial Report and other annual reports are available from the NHRS located at Regional Drive ~ Concord, NH 03301-8509 or on its web site at:

<https://www.nhrs.org/employers/employer-resources/gasb/gasb-reports>

As noted there in, the preparation of those reports requires management to make a number of estimates and assumptions relating to the reported amounts. Due to the inherent nature and uncertainty of those estimates, actual results could differ, and the differences could be material. As of June 30, 2022, the Agency has recognized all statutorily required contributions to the plan. Unless additional assessments are imposed by the NHRS Board due to insolvency or some other circumstances, all future obligations to the plan will become due as a percentage of qualifying wages as they are paid by the Agency. At this time, management understands that that the NHRS foresees no likelihood of additional assessment beyond normal contribution rates, which are established every two years by a statutorily-governed rate-setting process. All future obligations of the Agency to the NHRS will be paid by current appropriations as they become due.



Board of Directors
FY 2022-2023

Dr. Marion Anastasia
Superintendent SAU 36

Judith McGann
Finance Member
Superintendent SAU 68

David Backler
NCES Board President
Finance Member
Superintendent SAU 20

Randall Pillotte
Member at Large
Tri-County CAP

Paul Bousquet
Member at Large

Robin Scott
Member at Large
WMCC-Berlin

William Hart
Superintendent SAU 84

Kate Harrington Segal
Superintendent SAU 35

Ronna HasBrouck
Vice President
Superintendent SAU 58

Pamela Stimpson
Superintendent Designee SAU 9
Director of Special Services SAU 9

Leah Holz
District Administrator SAU 77

Dr. Debra Taylor
Superintendent SAU 7

Bernard Keenan
Member at Large

Alicia Villeneuve
Member at Large

Kathleen Kelley
Finance Member
Member at Large
NCES Treasurer/Secretary

Robert Mills
Finance Member &
Member at Large

Julie King
Finance Member
Superintendent SAU 3

Project Director

~STUDENT-FOCUSED EDUCATOR, FACILITATOR & DIRECTOR~

"XXXX has used engaging activities for social emotional learning & mindfulness as a vehicle to empower the students he works with to lead and promote the benefits of a healthy lifestyle."

-Wendy Hamill, Guidance Director Laconia Public School

INTRODUCTION

Dynamic and passionate professional who has a proven and accomplished record of working with students of all ages; over twenty successful years utilizing his knowledge and skills to meet the unique needs of the community from a wide range of backgrounds. Has introduced a number of innovative programs, clubs and intramural sports based on needs assessments such as Youth Leadership Through Adventure (an adventure approach to teaching service learning and leadership skills) Wilderness Youth Leadership Development (an adventure approach to student wellness.)

EDUCATION & CERTIFICATIONS

Bachelor of Science 1996-2001 Plymouth State College
Major: Physical Education
Minor: Health
Option: Recreation Leadership

Plymouth, NH

Certified Project SUCCESS Counselor
Certified Prime for Life Instructor
Certified Life Skills Instructor
Certified SOS (Signs Of Suicide) Facilitator
Certified Project Venture Train the Trainer
Certified Crisis Prevention Intervention
Certified RENEW Facilitator

PROFESSIONAL EXPERIENCE

A.D.A.P.T., Inc. ~ Campton, NH **1999-Present**
CEO, Student Assistance Coordinator, creator and lead facilitator of YLTA, WYLD
Determining the mission and purpose of the organization. Leading and inspiring all aspects of the organization including planning, administering needs assessments, budgeting, programming, financial reporting, payroll, resource management, human resources, fundraising, grant writing, social enterprise, public relations, special events and the training and supervision of staff. Implementing the Evidence Based Intervention Project SUCCESS at Lin-Wood Public School with fidelity. Supporting the mission of the organization and creating sustainable model programs.

Profile Middle High School **2013-2019**
Student Assistance Coordinator
Implementing the Evidence Based Intervention Project SUCCESS at Profile Public School with fidelity. Coordination of prevention and intervention strategies through innovative initiatives in coordination with community agencies including the Littleton area task force. YLTA advisor, Co-advisor Student Council, adventure fitness class facilitator. Assist with mental health concerns, behavioral concerns, positive behavioral

support, academic, and classroom support, consultation with teachers, parents, and administrators as well as provide individual and group interventions. To identify and help students who may be experiencing personal, family, and/or alcohol and other drug problems which may be interfering with their ability to perform at school. Screen students when appropriate using the GAIN (Global Appraisal of Individual Needs). Create and establish support groups or implement short term counseling to help students cope with stressful events in their lives. Work with school administration to adhere to procedures around alcohol and/or other drug violations.

O.C.T.A.A. (On Campus Talking About Alcohol) ~ Plymouth, NH 2008-2020
Instructor Plymouth State University

Facilitating the Evidence Based Intervention Prime for Life for University alcohol & Marijuana policy violators on a bi-weekly basis.

The Center for Adolescent Health/Dartmouth-Hitchcock Clinic ~ Plymouth, NH 2006-2010
Director of Experiential Programming

Implementation of culturally sensitive experiential programming for at-risk youth; including rock climbing, backpacking, snowshoeing, white water rafting and service learning.

Lin-Wood Public School ~ Lincoln, NH 1999-2013

Student Assistant Coordinator

Assist with mental health concerns, behavioral concerns, positive behavioral support, academic, and classroom support, consultation with teachers, parents, and administrators as well as provide individual and group interventions. To identify and help students who may be experiencing personal, family, and/or alcohol and other drug problems which may be interfering with their ability to perform at school. Screen students when appropriate using the GAIN (Global Appraisal of Individual Needs). Create and establish support groups or implement short term counseling to help students cope with stressful events in their lives. Work with school administration to adhere to procedures around alcohol and/or other drug violations.

Sean P. O'Brien

Professional References:

[Redacted]

[Redacted]

[Redacted]

Co-Facilitator

EXPERIENCE

2021-PRESENT

ASSISTANT TEACHER, MOUNTAIN VILLAGE CHARTER SCHOOL

- Provide rehabilitative assistance for students who require social and/or behavioral support during the school day
- Assist teachers as they create an environment where standards for classroom behavior are clear and consistent
- Have excellent communication skills and an ability to work well with colleagues, administration, and parents
- Assist teachers to provide consistent routines for managing all parts of students' independent and group work
- Assist teachers to monitor learning progress closely and maintain records of students' performance
- Establish and model appropriate working relationships with students
- Be able to differentiate instruction based on the needs of students
- Assist teachers and program coordinators to manage student behavior within school and classroom structures

2018 – 2021

SUBSTITUTE TEACHER/ SUBSTITUTE PARAPROFESSIONAL, HENNIKER COMMUNITY SCHOOL

- Provide rehabilitative assistance for students who require social and/or behavioral support during the school day
- Assist teachers as they create an environment where standards for classroom behavior are clear and consistent
- Have excellent communication skills and an ability to work well with colleagues, administration, and parents
- Assist teachers to provide consistent routines for managing all parts of students' independent and group work
- Assist teachers to monitor learning progress closely and maintain records of students' performance
- Establish and model appropriate working relationships with students

- Be able to differentiate instruction based on the needs of students
- Assist teachers and program coordinators to manage student behavior within school and classroom structures

2017 – 2021

LIFT ATTENDANT/TUBING PARK SUPERVISOR, PATS PEAK SKI RESORT

- Ensures all safety standards of equipment and tubing lanes are met
- Responsible for checking, inspecting, and maintaining all equipment, park structures, and pathways
- Handles the daily set-up, closure, and management of snow hill
- Responsible for snow removal coordination
- Assists with snow making operations
- Supervises parking lot flow during peak sessions
- Ensures that all staff meet customer service and performance standards
- Responds to onsite medical emergencies
- Oversees outside activities for group events and assists with guest reservations

2017-2021

Camp Counselor/Outdoor Activities Coordinator/Aquatics Director, 4-H Camp Wabasso, YMCA Camp Cosby (Summer)

- Supervision of campers
- Create and implement games
- Facilitate set up and take down of programs
- Teach activities
- Ensures the safety standards of outdoor/aquatic equipment.
- Handle daily schedule
- Establish and model appropriate working relationships with students
- Have excellent communication skills and an ability to work well with colleagues, administration, and parents

EDUCATION

AUGUST 2017- MAY 2021

OUTDOOR EDUCATION, NEW ENGLAND COLLEGE

Student Clubs/ Organizations:

- Adventure Bound 2017-Present
- Dance Club 2017-2018
- Residential Life and Housing 2018-2020
- Student Ambassador 2018-2019

SEPTEMBER 2013 – MAY 2017

CULINARY ARTS PROGRAM, SHAWSHEEN VALLEY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

Extra-Curricular Activities:

- Football 2013-2017
- Freshman Orientation Leader 2015-2017

- Shawsheen CARES 2015-2017

SKILLS

2017-Present

LIFEGUARD

2017-Present

FIRST AID/AED

2018-Present

WILDERNESS FIRST RESPONDER

2017 **LEADERSHIP IN SUICIDE PREVENTION AWARD**

2017 **SKILLS USA COMPETITOR**

2017 **HANSCOM AFB YOUTH OF THE YEAR AWARD**

2017 **Massachusetts Military Youth of the Year Award**

VOLUNTEER AND COMMUNITY ACTIVITIES

2018- *Henniker Community School 1st grade*

2016 - *Counselor Assistant 4-H Camp Wabasso*

2015 -2017 - *Hanscom Air Force Base Youth Center Teen Council*

2015 - *Hanscom Middle School Volunteer Baseball Coach*

Co-Facilitator

Education

Plymouth State University, Plymouth NH, May 2023

- Bachelor of Science, Adventure Education, *summa cum laude*.
- Bachelor of Science, Interdisciplinary Studies in Holistic Human Development, *summa cum laude*.
- GPA 3.94

Lifeguard Certified, Red Cross, May 2021-current

- Shallow Water and Poolside Certified

Wilderness First Responder, S.O.L.O, May 2022-current

- Certified Wilderness First Responder since 2019

Leave No Trace Trainer Certified, Leave No Trace Org, 2019-current

Distinctions and Honors

Distinguished Graduate of Adventure Education, Plymouth State University, May 2022

Honors Student Program, Plymouth State University, Jan 2019-May 2022.

Presidents List, Plymouth State University, August 2018-May 2022

Leadership and Teaching Experience

Outdoor Guide, Alpine Adventures, Lincoln NH, May 2022-current

- Guided participants through zipline courses with a dual clipping lanyard and trolley system
- Operated manual braking systems up to 55 mph
- Guided participants through high ropes course elements
- Led small participant groups through 2-to-5-mile snowshoeing trips
- Assisted office manager in reservations, general information, and inventory distribution
- Maintained trails
- Assisted in general maintenance of zipline and high ropes course elements and gear

Environmental Camp Leader, Junior Squam Lake Association, Holderness NH Summer 2022

- Led various hiking, canoeing, kayaking, and swimming based activities
 - Campers aged 7-16, with a specific focus working with 13-16 year olds
- Managed Leaders in training (16-17-year-olds)
- Assisted in counselor training
- Taught natural history lessons specific to New Hampshire and the Squam Lake Watershed
- Taught technical skills in canoeing, hiking, and camping
- Planned and led 1- and 2-night camping overnights
- Taught and enforced LNT standards
- Managed rock-climbing wall and belayed campers

AP 3501 Outdoor Skills Clinical Course Teaching Assistant, Plymouth State University, Spring 2022

- Taught technical skills, Wilderness First Responder competencies, and natural history lessons to college aged students
- Led small group practices in clinical skills
- Passed students based on competent skill performance
- Assembled and distributed class resources
- Assisted in creating an alternative classroom and curriculum

Afterschool Councilor, ADAPT @ Thorton Central School, Thorton NH, School years 2019-2022.

- Maintained afterschool routine and structure for 20-30 kids ages 5-10
- Led hikes, mindfulness, team building, and creative expression activities
- Taught students communication and social skills
- Created and led Jr. WYLD
- Worked with students with a variety of developmental and mental challenges
- Assisted children with homework assignments
- Worked with other counselors of various ages and experiences

Outdoor Orientation Logistics Coordinator, Plymouth State University, Plymouth NH, Fall 2021

- Assisted orientation leaders with packing gear and food rations
- Tested and organized gear for backpacking and canoeing expeditions
- Assisted orientation director

Summer Councilor, ADAPT @ Thornton Central School, Thornton, NH, 2019-2021.

- Led hikes, nature walks, and paddle boarding trips for grades 1st-4th
- Assisted in creating a human to nature connection for campers
- Facilitated team building and challenge activities
- Lifeguarded water sports
- Worked with behavioral and learning issues
- Drove 12 and 15 passenger vans

S.O.A.R Program Coordinator, Plymouth State University, Plymouth, NH, Fall 2020-Spring 2021

- Developed outdoor programming for Plymouth State students and staff
- Managed college age outdoor leaders
- Distributed gear and managed gear inventory
- Tracked Adventure Education students' leadership hours
- Maintained Plymouth State University's Outdoor Center website via WordPress
- Assisted in digital media creation
- Provided additional support to PSU Adventure Education professors and students

Winter Activities Leader, Russel Elementary School, Rumney NH, Winter 2020

- Lead winter snowshoeing for grades k-5th through outdoor games and trail exploration
- Provided nature education
- Managed gear and gear demos

Winter Activities Natural History Program Coordinator, Plymouth Elementary School, Plymouth NH, Winter 2020

- Developed natural history-based programming for grades k-4th
- Managed 3 other adult facilitators and 2-3 Youth leaders

Various Facilitation, Plymouth State S.O.A.R and C.A.L.E programs, Plymouth State University, Plymouth NH, fall 2018-Spring 2020

- Lead college age students on various day trips
 - Hiking
 - Cross Country Skiing
- Provided programming for Plymouth Elementary School winter activities
 - Snow Shoeing
 - Children aged 5-12, mixed group
 - Facilitated additional outdoor games and activities
- Drove 15 passenger vans

Freshman Orientation Facilitator, Plymouth State University, Plymouth NH August 2020

- Facilitated name games and icebreaker activities for incoming freshman
- Managed high ropes course elements
- Instructed first-time climbers on high ropes course elements
- Belayed participants

Wilderness Youth Leadership Development (WYLD) Instructor, ADAPT @ Various Locations (Bethlehem Elementary School, Gorham Middle School, Littleton Highschool), Thornton NH, Winter 2020-2021

- Led students ages 11-14 on winter outdoor programming
 - Snowshoeing
 - Cross Country Skiing
 - Winter Hiking
- Taught lessons on gear selection, Leave no Trace Principles, and technical skills
- Drove 12-15 passenger vans

Summer Councilor, Bethlehem Recreation Department, Bethlehem NH, Summer 2019

- Managed groups of 20+ children in education and recreational experience
- Chaperoned fieldtrips in a variety of outdoor and indoor locations
- Assisted facilitation in swim lessons
- Provided disciplinary action and resulting parental communication

Additional Work Experience

Plymouth State Outdoor Center, Plymouth State University, Plymouth NH, Fall 2020-Spring 2022

- Managed gear inventory and provided rental services
- Provided gear recommendations for Plymouth State students and staff
- Repaired damaged gear
- Logged rented gear through an electronic management system
- Provided communication services between the Outdoor Center and the student body

Lifeguard for Plymouth Elementary School, Plymouth NH, Jan-Feb 2022

- Provided Lifeguard services for Plymouth Elementary School

Barista and Register Manager, Common Man Roadside, Plymouth Nh, 2019-2020

- Provided cashier services to customers
- Stocked merchandise
- Provided barista services and maintained barista counter

Customer Service Representative, Chutters, Littleton NH, 2016-2020

- Provided customer and cashier services
- Stocked and managed inventory
- Managed and trained new employees
- Independently ran satellite locations as Manger on Duty

Areas of Technical Expertise

- Open Canoe Flatwater
- Expedition Canoe Skills (lining, tracking, poling, portaging, big lake)
- Extended Expedition Planning & Management
- Risk management and assessment
- Top Rope Rock Climbing (Up to 5.10a)
- Lead Rock Climbing (Up to 5.8)
- Whitewater Kayaking (Up to class III)
- Hiking
- Gear management and repair
- Ziplining and High Ropes Courses
- Backpacking
- Snow Shoeing
- Skiing (Classic/Skate, Alpine)

North Country Education Services
Direct Prevention Services 2023-2024
Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Anna Bays	Program Facilitator	\$42,500	100%	\$42,500
Sean O'Brien	Program Director	\$90,000	40%	\$35,000
Patrick Baker	Program Facilitator	\$42,500	100%	\$42,500
				\$120,000



Lori A. Sbiblette
Commissioner

Katja S. Fox
Director

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

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

JUN13'22 PM 3:21 RCUD

GAC
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May 19, 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 for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to amend existing contracts with the Contractors listed below for the continued provision of evidence-informed substance misuse prevention direct services to youth and their parents and caregivers, by increasing the total price limitation by \$819,327 from \$4,308,906 to \$5,128,233 and by extending the completion dates from June 30, 2022 to June 30, 2023, effective July 1, 2022 or upon Governor and Council approval, whichever is later. 100% Other Funds (Governor's Commission).

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
Boys and Girls Club of Greater Salem, Inc.	180086	Salem, Nashua & Souhegan Valley	\$1,086,844	\$216,488	\$1,303,332	O: 08/23/17 #20 A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 06/30/21 #25
New England Teen Institute, Inc. <i>formerly New Hampshire Teen Institute for the Prevention of Alcohol and Other Drug Abuse</i>	166624	Statewide	\$1,190,422	\$215,655	\$1,406,077	O: 06/21/17 Late Item B A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 06/30/21 #25
North Country Education Services Agency	154707	Northern Grafton & Coos County	\$863,260	\$172,065	\$1,035,325	O: 08/23/17 #20 A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 06/30/21 #25
The Upper Room, A Family Resource Center	246053	Rockingham County & surrounding communities	\$475,291	\$87,109	\$562,400	O: 06/21/17 Late Item B A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 06/30/21 #25

The Youth Council	154886	Nashua North & Nashua South High Schools	\$693,089	\$128,010	\$821,099	O: 06/21/17 Late Item B A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 06/30/21 #25
		Total:	\$4,308,906	\$819,327	\$5,128,233	

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

See attached fiscal details.

EXPLANATION

The purpose of this request is to continue to provide substance misuse prevention direct services to youth and related programming for their parents and caregivers. The Governor's Commission on Alcohol and Other Drugs (Commission) approved the funding allocation on March 4, 2022. This amendment will allow the contractors to continue to provide direct prevention services and promoting positive youth development with the goal to prevent and reduce the misuse of alcohol, marijuana, prescription drugs, opioids, stimulants and other drugs. The Department is seeking to extend the contracts beyond the completion date and available renewal options in response to a funding directive from the Governor's Commission on Alcohol and Other Drugs. In accordance with RSA 12-J, the Department carries out the administrative functions of the Commission.

Approximately 4000 individuals will be served July 1, 2022 through June 30, 2023

The services provided through these contracts will continue to target youth between the ages of 10 and 20 who are at risk of engaging in the misuse of alcohol and other drugs. Risk factors include youth experiencing poor academic performance; behavioral problems at school or have dropped out of school; involvement with the juvenile justice system; and children whose parents or caregivers are engaged in the active misuse of alcohol and or other drugs.

Each Contractor will continue providing evidence-informed programs that include education, counseling, and healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programs include individual or group education and awareness about the risks and consequences of substance misuse, assistance in helping youth acquire the skills necessary to resist peer pressure to use alcohol or other drugs, engagement in the development and promotion of social activities that do not include the use of substances, and developing healthy coping skills to deal with stressful circumstances in their life at home or school. These programs also engage parents and caregivers through online newsletters, virtual trainings, and individual meetings to assist with developing skills to promote improved communication within the family about substance misuse.

In SFY '22 the vendors provided substance misuse prevention services to 3,893 youth identified as being at a high risk of developing a substance misuse disorder. Of the program participants surveyed in SFY '22, 93% reported using a healthy coping skill learned in the program to handle a stress they experienced and 97% reported they would choose to abstain from using alcohol until the legal age to drink. Based on these performance measures, the Commission approved to continue providing funding for SFY '23.

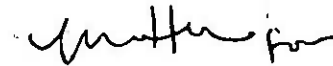
The Department will continue monitoring contracted services through regularly scheduled meetings and by reviewing monthly and quarterly reports submitted by the Contractors.

Should the Governor and Executive Council not authorize this request, adolescents at risk of developing a substance use disorder are unlikely to have access to substance misuse prevention programming intended to prevent the use of substances, or mitigate the progression of substance misuse. Additionally, education about the risk and consequences associated with adolescent use of alcohol and other drugs, and supports regarding communication skills to talk about those risks will not be available to parents.

Source of Federal Funds: 100% Other Funds (Governor's Commission)

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

Respectfully submitted,



Lori A. Shibinette
Commissioner

Attachment 4
Prevention Direct Services
Financial Details

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

New Hampshire Teen Institute V#166624

PO #1058422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$107,744	\$0	\$107,744
Sub-total			\$107,744	\$0	\$107,744

The Upper Room V#174210

PO #1057481

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$38,811	\$0	\$38,811
Sub-total			\$38,811	\$0	\$38,811

The Youth Council V#154886

PO #1058421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$50,103	\$0	\$50,103
Sub-total			\$50,103	\$0	\$50,103
Total SFY17			\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Boys & Girls Club of Greater Salem V#180066

PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,892	\$0	\$220,892
2019	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2020	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2021	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2022	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2023	074-500585	Grants for Public Asst and Relief	\$0	\$196,488	\$196,488
Sub-total			\$1,086,844	\$196,488	\$1,283,332

New Hampshire Teen Institute V#166624

PO #1058422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,058	\$0	\$220,058
2019	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2020	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2021	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2022	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2023	074-500585	Grants for Public Asst and Relief	\$0	\$195,655	\$195,655
Sub-total			\$1,082,678	\$195,655	\$1,278,333

Attachment 4
Prevention Direct Services
Financial Details

North Country Education Services V#154707

PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$175,000	\$0	\$175,000
2019	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2020	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2021	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2022	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2023	074-500585	Grants for Public Asst and Relief	\$0	\$152,065	\$152,065
Sub-total			\$863,280	\$152,065	\$1,015,325

The Upper Room V#174210

PO #1057481

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$90,044	\$0	\$90,044
2019	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2020	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2021	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2022	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2023	074-500585	Grants for Public Asst and Relief	\$0	\$87,109	\$87,109
Sub-total			\$438,480	\$87,109	\$505,589

The Youth Council V#154886

PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised, Modified Budget
2018	102-500734	Contracts for Prog Svc	\$130,948	\$0	\$130,948
2019	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2020	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2021	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2022	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2023	074-500585	Grants for Public Asst and Relief	\$0	\$108,010	\$108,010
Sub-total			\$642,988	\$108,010	\$750,998

05-95-92-920510-1981 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, SABG ADDITIONAL (100% Federal)

Boys & Girls Club of Greater Salem V#160068

PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

New Hampshire Teen Institute V#168624

PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
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Attachment 4
Prevention Direct Services
Financial Details

2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

North Country Education Services V#154707

PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

The Upper Room V#174210

PO #1075470

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

The Youth Council V#154888

PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000
Grand Total			\$4,308,906	\$719,327	\$5,028,233

Total by Year

Total SFY17			\$194,658	\$0	\$194,658
Total SFY18			\$838,940	\$0	\$838,940
Total SFY19			\$819,327	\$0	\$819,327
Total SFY20			\$819,327	\$0	\$819,327
Total SFY21			\$819,327	\$0	\$819,327
Total SFY22			\$819,327	\$0	\$819,327
Total SFY23			\$0	\$819,327	\$819,327
Grand Total			\$4,308,906	\$819,327	\$5,128,233

Total by Agency

Boys & Girls Club of Greater Salem V#180066	PO #1058002	\$1,086,844	\$218,488	\$1,303,332
New Hampshire Teen Institute V#168624	PO #1056422	\$1,190,422	\$215,655	\$1,406,077
North Country Education Services V#154707	PO #1058007	\$883,260	\$172,065	\$1,035,325
The Upper Room V#174210	PO #1075470	\$475,291	\$87,109	\$562,400
The Youth Council V#154888	PO #1056421	\$693,089	\$128,010	\$821,099
Total by Agency		\$4,308,906	\$819,327	\$5,128,233

**State of New Hampshire
Department of Health and Human Services
Amendment #4**

This Amendment to the Substance Misuse Prevention Direct Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and North Country Education Services Agency ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on August 23, 2017, (Item #20), as amended on June 20, 2018, (Item #37), as amended on June 24, 2020, (Item #35) and most recently amended on June 30, 2021 (Item #25), 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 18, 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 and increase the price limitation 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, 2023
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$1,035,325
3. Modify Exhibit B, Method and Conditions Precedent to Payment, Section 4., Subsection 4.2. to read:
4.2. Expenses shall be reported for reimbursement by budget line item in accordance with Exhibit B-1 Budget through Exhibit B-6 Budget - Amendment #4 with an invoice template approved by the Department.
4. Add Exhibit B-6 Budget – Amendment #4, 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 July 1, 2022, or upon Governor and Council approval, whichever is later.

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

5/25/2022

Date

DocuSigned by:

Katja S. Fox

Name: Katja S. Fox

Title: Director

North Country Education Services Agency

5/25/2022

Date

DocuSigned by:

Lori Langlois

Name: Lori Langlois

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

5/26/2022

Date

DocuSigned by:
Robyn Guarino
748734844041460

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>North Country Education Services</u> Budget Request for: <u>Substance Misuse Prevention Direct Services</u> Budget Period <u>July 1, 2022 through June 30, 2023 (SYF23)</u> Indirect Cost Rate (if applicable) <u>8.00%</u>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$119,400
2. Fringe Benefits	\$4,000
3. Consultants	\$0
4. Equipment Kayaks, Canoes, Skis	\$8,750
5.(a) Supplies - Educational	
5.(b) Supplies - Lab	\$1,000
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$969
6. Travel	\$7,000
7. Software	\$0
8. (a) Other - Marketing/Communications	\$1,000
8. (b) Other - Education and Training	\$3,500
8. (c) Other - Other (specify below)	
Other General Liability Insurance	\$5,000
Other Telephone/Internet	\$1,200
Other Occupancy	\$7,500
Other (please specify)	\$0
9. Subrecipient Contracts	\$0
Total Direct Costs	\$159,319
Total Indirect Costs	\$12,746
TOTAL	\$172,065



Lori A. Shibette
Commissioner

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
GOVERNOR'S COMMISSION ON ALCOHOL & OTHER DRUGS

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9564 1-800-804-0909
Fax: 603-271-6105 TDD Access: 1-800-735-2964 www.dhhs.nh.gov/dcbcs/bdas

June 16, 2021

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to enter into Sole Source amendments to existing contracts with the Contractors listed below for the provision of evidence-informed substance misuse prevention direct services to youth, and their parents and caregivers, by increasing the total price limitation by \$691,317 from \$3,489,579 to \$4,180,896 and extending the completion dates from June 30, 2021 to June 30, 2022 effective upon Governor and Council approval. 100% Other Funds (Governor's Commission on Alcohol and Other Drugs).

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

Vendor Name	Vendor Number	Location	Contract Amount	Increase/ (Decrease)	Modified Contract Amount	G&C Approval
Boys and Girls Club of Greater Salem	160066	Salem, Nashua & Souhegan Valley	\$870,356	\$216,488	\$1,086,844	O: 08/23/17, Item #20 A1: 06/20/18, Item #37 A2: 06/24/20, Item #35
North Country Education Services	154707	Northern Grafton & Coos County	\$691,195	\$172,065	\$863,260	O: 08/23/17, Item #20 A1: 06/20/18, Item #37 A2: 06/24/20, Item #35
New Hampshire Teen Institute	166624	Statewide	\$974,767	\$215,655	\$1,190,422	O: 06/21/17, Late Item B A1: 06/20/18, Item #37 A2: 06/24/20, Item #35
The Upper Room	246053	Rockingham County & Surrounding Communities	\$388,182	\$87,109	\$475,291	O: 06/21/17, Late Item B A1: 06/20/18, Item #37 A2: 06/24/20, Item #35

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 4

*The Youth Council	154886	Nashua North & Nashua South High Schools	\$585,079	\$0	\$585,079	O: 06/21/17, Late Item B A1: 06/20/18, Item #37 A2: 06/24/20, Item #35
Total:			\$3,489,579	\$691,317	\$4,180,896	
* The Department intends to submit an amendment request for The Youth Council contract to a future Governor and Executive Council meeting.						

Funds are anticipated to be available in the following accounts for State Fiscal Year 2022, with the authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified.

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

State Fiscal Year	Class / Account	Class Title	Job Number	Current (Modified) Budget	Increased (Decreased) Amount	Revised Modified Budget
2017	102-500731	Contracts for Prog Svc	49158502	\$194,658	\$0	\$194,658
			Subtotal	\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

State Fiscal Year	Class / Account	Class Title	Job Number	Current (Modified) Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102-500731	Contracts for Prog Svc	92058502	\$838,940	\$0	\$838,940
2019	102-500731	Contracts for Prog Svc	92058502	\$819,327	\$0	\$819,327
2020	102-500731	Contracts for Prog Svc	92058502	\$819,327	\$0	\$819,327
2021	102-500731	Contracts for Prog Svc	92058502	\$819,327	\$0	\$819,327
2022	102-500731	Contracts for Prog Svc	92058502	\$0	\$691,317	\$691,317
			Subtotal	\$3,294,921	\$691,317	\$3,986,238
			Total	\$3,489,579	\$691,317	\$4,180,896

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 4

See attached Fiscal Details

EXPLANATION

This request is **Sole Source** because the Department is seeking to extend the contracts beyond their completion dates and there are no renewal options remaining in the contracts. The Department is seeking to amend the existing contracts on behalf of the Governor's Commission on Alcohol and Other Drugs to continue supporting services provided through these contracts, which were originally funded by Senate Bill 533 of the 2016 Regular Legislative Session. Further funding for these programs was approved by the Governor's Commission on February 19, 2021, which did not leave sufficient time to procure for these services before the existing contracts expire.

The purpose of this request is to continue providing substance misuse prevention direct services to youth and related programming for their parents and caregivers. The services provided through these contracts target youth between 10 and 20 years of age who are at risk of engaging in the misuse of alcohol and the illicit use of drugs. Risk factors include youth experiencing poor academic performance; behavioral problems at school or have dropped out of school; involvement with the juvenile justice system; and children whose parents or caregivers are engaged in the active misuse of alcohol and or illicit drugs.

Approximately 4,000 individuals will be served from June 30, 2021 through June 30, 2022.

The goal of these contracted prevention programs is to prevent the onset and use of alcohol and drugs and to increase parental and caregiver knowledge regarding the negative effects that substance misuse has on their child(ren), improve parental and caregiver communication skills, and increase parental and caregiver monitoring of their child(ren)'s behavior and activities. These programs promote positive youth development with the goal of preventing and reducing the misuse of alcohol, marijuana, prescription drugs, opioids, stimulants and other drugs.

Each Contractor has chosen approved evidence-informed programs that include education and counseling, and healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programs include individual or group education and awareness about the risks and consequences of substance misuse, assistance in helping youth acquire the skills necessary to resist negative peer pressure for using alcohol or other drugs, engagement in the development and promotion of alternative social activities, and developing healthy coping skills to deal with stressful circumstances in their life at home or school. These programs also engage parents and caregivers to assist with the skills to promote improved communication within the family about substance misuse.

All Contractors providing direct prevention services through these contracts are required to establish ongoing working collaborative relationships with community-based organizations including, health and social service agencies and schools, and the Regional Public Health Network in their area. The Contractors are also required to conduct outreach to youth and their parents and caregivers to make them aware of these services and how to access them.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 4 of 4

The intended outcomes for participants include;

- Increase in the perception of risk of substance use.
- Increase in the use of at least two (2) new coping skills to manage stress.
- Increase in parental communication regarding the risk and consequences of adolescent substance use.

Should the Governor and Council not authorize this request, approximately 4,000 youth who are at high risk for developing a substance misuse disorder may not have access to comprehensive substance misuse prevention services.

Area served: Statewide.

Source of Funds: 100% Other Funds.

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

Respectfully submitted,



Lori A. Shibnette
Commissioner.

Attachment A
Financial Details

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

New Hampshire Teen Institute V#166824 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$107,744	\$0	\$107,744
Sub-total			\$107,744	\$0	\$107,744

The Upper Room V#174210 PO #1057461

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$38,811	\$0	\$38,811
Sub-total			\$38,811	\$0	\$38,811

The Youth Council V#154888 PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$50,103	\$0	\$50,103
Sub-total			\$50,103	\$0	\$50,103
Total SFY17			\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Boys & Girls Club of Greater Salem V#160086 PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,892	\$0	\$220,892
2019	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2020	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2021	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2022	102-500734	Contracts for Prog Svc	\$0	\$216,488	\$216,488
Sub-total			\$870,356	\$216,488	\$1,086,844

New Hampshire Teen Institute V#166824 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,058	\$0	\$220,058
2019	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2020	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2021	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2022	102-500734	Contracts for Prog Svc	\$0	\$215,655	\$215,655
Sub-total			\$867,023	\$215,655	\$1,082,678

Attachment A
Financial Details

North Country Education Services V#154707					PO #1058007
State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$175,000	\$0	\$175,000
2019	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2020	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2021	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2022	102-500734	Contracts for Prog Svc	\$0	\$172,065	\$172,065
Sub-total			\$691,195	\$172,065	\$863,260

The Upper Room V#174210					PO #1057461
State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$90,044	\$0	\$90,044
2019	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2020	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2021	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2022	102-500734	Contracts for Prog Svc	\$0	\$87,109	\$87,109
Sub-total			\$351,371	\$87,109	\$438,480

The Youth Council V#154888					PO #1056421
State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$130,946	\$0	\$130,946
2019	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2020	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2021	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2022	102-500734	Contracts for Prog Svc	\$0	\$0	\$0
Sub-total			\$514,976	\$0	\$514,976
Grand Total			\$3,489,579	\$691,317	\$4,180,896

Total by Year					
Total SFY17			\$194,858	\$0	\$194,858
Total SFY18			\$836,940	\$0	\$836,940
Total SFY19			\$819,327	\$0	\$819,327
Total SFY20			\$819,327	\$0	\$819,327
Total SFY21			\$819,327	\$0	\$819,327
Total SFY22			\$0	\$0	\$691,317
Grand Total			\$3,489,579	\$0	\$4,180,896

Total by Agency					
Boys & Girls Club of Greater Salem V#160066	PO #1058002		\$870,356	\$216,488	\$1,086,844
New Hampshire Teen Institute V#168624	PO #1056422		\$974,767	\$215,655	\$1,190,422
North Country Education Services V#154707	PO #1058007		\$691,195	\$172,065	\$863,260
The Upper Room V#174210	PO #1057461		\$388,182	\$87,109	\$475,291
The Youth Council V#154888	PO #1056421		\$565,079	\$0	\$565,079
Total by Agency			\$3,489,579	\$691,317	\$4,180,896



Lori A. Sibley
Commissioner

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
GOVERNOR'S COMMISSION ON ALCOHOL & OTHER DRUGS

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9564 1-800-804-0909
Fax: 603-271-6105 TDD Access: 1-800-735-2964 www.dhhs.nh.gov/dcbca/bdas

June 10, 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 for Behavioral Health, to amend existing contracts with the vendors listed below for the provision of evidenced informed substance misuse prevention direct services to youth, and their parents and caregivers, by increasing the total price limitation by \$819,327 from \$2,670,252 to \$3,489,579 and by extending the completion dates from July 1, 2020 to June 30, 2021 effective upon Governor and Council approval. The original contracts were approved by Governor and Council on June 21, 2017, Late Item B, and most recently amended with Governor and Council approval on June 20, 2018, item #37. 100% Other Funds:

Vendor Name	Vendor Number	Location	Contract Amount	Increase/ (Decrease)	Modified Contract Amount	G&C Approval
Boys and Girls Club of Greater Salem	160066	Salem, Nashua & Souhegan Valley	\$653,868	\$216,488	\$870,356	O: 08/23/17, Item #20 A1: 06/20/18, Item #37
North Country Education Services	154707	Northern Grafton & Coos County	\$519,130	\$172,065	\$691,195	O: 08/23/17, Item #20 A1: 06/20/18, Item #37
New Hampshire Teen Institute	166624	Statewide	\$759,112	\$215,655	\$974,767	O: 06/21/17, Late Item B A1: 06/20/18, Item #37
The Upper Room	246053	Rockingham County & Surrounding Communities	\$301,073	\$87,109	\$388,182	O: 06/21/17, Late Item B A1: 06/20/18, Item #37
The Youth Council	154886	Nashua North & Nashua South High Schools	\$437,069	\$128,010	\$565,079	O: 06/21/17, Late Item B A1: 06/20/18, Item #37
Total:			\$2,670,252	\$819,327	\$3,489,579	

Funds are available in the following account(s) for State Fiscal Year 2021, with authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified.

His Excellency, Governor Christopher T. Sununu
 and the Honorable Council
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05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

State Fiscal Year	Class / Account	Class Title	Job Number	Current (Modified) Budget	Increased (Decreased) Amount	Revised Modified Budget
2017	102-500731	Contracts for Prog Svc	49158502	\$194,658	\$0	\$194,658
			Subtotal	\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

State Fiscal Year	Class / Account	Class Title	Job Number	Current (Modified) Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102-500731	Contracts for Prog Svc	92058502	\$836,940	\$0	\$836,940
2019	102-500731	Contracts for Prog Svc	92058502	\$819,327	\$0	\$819,327
2020	102-500731	Contracts for Prog Svc	92058502	\$819,327	\$0	\$819,327
2021	102-500731	Contracts for Prog Svc	92058502	\$0	\$819,327	\$819,327
			Subtotal	\$2,475,594	\$819,327	\$3,294,921
			Total	\$2,670,262	\$819,327	\$3,489,579

See Fiscal Details for Distribution of Funds

EXPLANATION

As previously stated, the original contract was approved by Governor and Council on June 21, 2017, Late Item #8. It was then subsequently amended with Governor and Council approval on June 20, 2018, Item #37.

The purpose of this request is to exercise a renewal option to continue providing substance misuse prevention direct services to youth and related programming for their parents and caregivers. Targets for this program include youth between ten (10) and twenty (20) years of age who are at risk of engaging in the misuse of alcohol and the illicit use of drugs. Risk factors include youth experiencing poor academic performance, behavioral problems at school or that have dropped out of school that are involved with the juvenile justice system and children whose parents or caregivers are engaged in the active misuse of alcohol and or illicit drugs.

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

The opioid epidemic in New Hampshire led to the passage of Senate Bill 533 (2016) making additional resources available to the Governor's Commission on Alcohol and Drug Abuse Prevention, Treatment and Recovery. The Commission identified a portion of the funding allocated under SB 533 for prevention direct services that target youth, including those proposed in this request.

Approximately 2,000 individuals will be served from June 30, 2020 through June 30, 2021. The goal of these contracted prevention programs is to prevent the onset and use of alcohol and drugs and to increase parental and caregiver knowledge regarding the negative effects that substance misuse has on their child(ren), improving parental and caregiver knowledge and communication skills, and to increase parental and caregiver monitoring of their child(ren)'s behavior and activities. These programs promote positive youth development with the goal of preventing and reducing the misuse of alcohol, marijuana, prescription drugs and opioids.

Each vendor has chosen approved evidenced informed programs that include education and counseling, and information on healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programs include individual or group education and awareness about the serious and sometimes deadly consequence of substance misuse and assistance in helping youth acquire the skills necessary to resist negative peer pressure for using alcohol or other drugs, their engagement in the development and promotion of alternative social activities, and to assist participating youth in developing other mechanisms for coping with stressful circumstances in their life at home or school. These programs also involve parents and caregivers to promote improved communication within the family about this topic.

All vendors providing direct prevention services through these contracts are required to establish ongoing working collaborative relationships with community-based organizations including health and social service agencies and schools, and the Regional Public Health Network in their area. The contractors are also required to conduct outreach to youth and their parents and caregivers to make them aware of these services and how to access them.

As referenced in Exhibit C-1, Revisions to General Provisions, of the original 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. The Department is exercising its option to renew services for one (1) of the one (1) years available.

Should the Governor and Executive Council not authorize this request, approximately 4,000 youth who are at high risk for developing a substance misuse disorder may not have access to comprehensive substance misuse prevention services.

Area served: Statewide.

Source of Funds: 100% Other Funds.

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

Respectfully submitted


Lori A. Shibinette
Commissioner

Attachment A
Financial Details

05-93-49-491510-2889 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

New Hampshire Teen Institute V#166624

PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$107,744	\$0	\$107,744
Sub-total			\$107,744	\$0	\$107,744

The Upper Room V#174210

PO #1057461

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$36,811	\$0	\$36,811
Sub-total			\$36,811	\$0	\$36,811

The Youth Council V#154886

PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$50,103	\$0	\$50,103
Sub-total			\$50,103	\$0	\$50,103
Total SFY17			\$194,658	\$0	\$194,658

05-83-92-920510-33820000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Boys & Girls Club of Greater Salem V#160066

PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,892	\$0	\$220,892
2019	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2020	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2021	102-500734	Contracts for Prog Svc	\$0	\$216,488	\$216,488
Sub-total			\$653,868	\$216,488	\$870,356

New Hampshire Teen Institute V#166624

PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,058	\$0	\$220,058
2019	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2020	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2021	102-500734	Contracts for Prog Svc	\$0	\$215,655	\$215,655
Sub-total			\$651,368	\$215,655	\$867,023

Attachment A
Financial Details

North Country Education Services V#154707					PO #1058007
State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$175,000	\$0	\$175,000
2019	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2020	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2021	102-500734	Contracts for Prog Svc	\$0	\$172,065	\$172,065
Sub-total			\$519,130	\$172,065	\$691,195

The Upper Room V#174210					PO #1057481
State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$90,044	\$0	\$90,044
2019	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2020	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2021	102-500734	Contracts for Prog Svc	\$0	\$87,109	\$87,109
Sub-total			\$264,262	\$87,109	\$351,371

The Youth Council V#154888					PO #1056421
State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$130,948	\$0	\$130,948
2019	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2020	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2021	102-500734	Contracts for Prog Svc	\$0	\$128,010	\$128,010
Sub-total			\$386,966	\$128,010	\$514,976
Grand Total			\$2,670,252	\$819,327	\$3,489,579

Total by Year					
Total SFY17			\$194,858	\$0	\$194,858
Total SFY18			\$836,940	\$0	\$836,940
Total SFY19			\$819,327	\$0	\$819,327
Total SFY20			\$819,327	\$0	\$819,327
Total SFY21			\$0	\$819,327	\$819,327

Grand Total			\$2,670,252	\$819,327	\$3,489,579
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Total by Agency					
Boys & Girls Club of Greater Salem V#160068	PO #1058002		\$853,868	\$218,488	\$870,356
New Hampshire Teen Institute V#166624	PO #1056422		\$750,112	\$215,855	\$974,767
North Country Education Services V#154707	PO #1058007		\$519,130	\$172,065	\$691,195
The Upper Room V#174210	PO #1057481		\$301,073	\$87,109	\$388,182
The Youth Council V#154888	PO #1056421		\$437,069	\$128,010	\$565,079
Total by Agency			\$2,670,252	\$819,327	\$3,489,579

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Jeffrey A. Meyers
Commissioner

Christine Tappes
Associate Commissioner

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

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9546 1-800-852-3345 Ext. 9546
Fax: 603-271-4232 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

May 3, 2018

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, Bureau of Drug and Alcohol Services, to exercise renewal options with the vendors listed in the table below for the provision of evidenced informed substance misuse prevention direct services to youth and their parents/caregivers by increasing the price limitation by \$1,638,654 from \$1,031,598 to an amount not to exceed \$2,670,252 and extending the completion from June 30, 2018 to June 30, 2020 effective upon Governor and Executive Council approval. 100% Other Funds.

Vendor	Vendor Number	Area Served	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Boys and Girls Club of Greater Salem	160066	Salem, Nashua & Souhegan Valley	\$220,892	\$432,976	\$653,868	O: 08/23/17 #20
North Country Education Services	154707	Northern Grafton & COOS County	\$175,000	\$344,130	\$519,130	O: 08/23/17 #20
New Hampshire Teen Institute	168624	Statewide	\$327,802	\$431,310	\$759,112	O: 06/21/17 Late Item B
The Upper Room	246053	Rockingham County & Surrounding Communities	\$126,855	\$174,218	\$301,073	O: 06/21/17 Late Item B
The Youth Council	154886	Nashua North & Nashua South High Schools	\$181,049	\$256,020	\$437,069	O: 06/21/17 Late Item B

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 4

Funding is available in following account in State Fiscal Years 2019 and anticipated to be available in State Fiscal Year 2020 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust encumbrances between State Fiscal Years through the Budget Office, without further approval from the Governor and Executive Council, if needed and justified.

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Fiscal Year	Class	Title	Current Budget	Increased (Decreased) Amount	Amount
2017	102-500731	Contracts for Program Services	\$194,658	\$0.00	\$194,658
		Sub-Total:	\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Fiscal Year	Class	Title	Current Budget	Increased (Decreased) Amount	Amount
2018	102-500731	Contracts for Program Services	\$836,940	\$0.00	\$836,940
2019	102-500731	Contracts for Program Services	\$0.00	\$819,327	\$819,327
2020	102-500731	Contracts for Program Services	\$0.00	\$819,327	\$819,327
		Sub-Total:	\$836,940	\$1,638,654	\$2,475,594
		Grand Total:	\$1,031,598	\$1,638,654	\$2,670,252

See Fiscal Details for Distribution of Funds

EXPLANATION

The purpose of this request is to exercise a renewal options in the agreements with the vendors listed in the above table to continue providing substance misuse prevention direct services to youth and related programming for their parents/caregivers. Targets for this program include youth between ten (10) and twenty (20) years of age who are at risk of engaging in the misuse of alcohol and illicit use of drugs. Risk factors include youth experiencing poor academic performance or behavioral problems at school or that have dropped out of school, that are involved with the juvenile justice system, as well as children whose parents/caregivers are engaged in the active misuse of alcohol and or illicit drugs.

The goal of these contracted prevention programs is to delay of the onset and use of alcohol and drugs and to increase parental knowledge about the negative effects of substance misuse has on their child(ren), improving parental knowledge and communication skills and to increase parental monitoring of their child(ren)'s behavior and activities. These programs promote positive youth development with the goal of preventing and reducing the misuse of alcohol, marijuana, prescription drugs and opioids.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 4

Each vendor has chosen approved evidenced informed programs that include education and counseling, as well as information on healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programming includes individual or group education and awareness about the serious and sometimes deadly consequence of substance misuse and assistance in helping students acquire the skills necessary to resist negative peer pressure for using alcohol or other drugs, their engagement in the development and promotion of alternative social activities and to assist participating youth in developing other mechanisms for coping with stressful circumstances in their life at home or at school. These programs also involve parents/caregivers and promote improved communication within the family about this topic.

The Department is satisfied with the program outcomes of the services provided by these five vendors. Collectively, in the first three quarters of the fiscal year they have served 2,588 in a variety of evidenced-based programming and provided prevention education to 1,758 parents and caregivers. Youth participating in the programs have stated they have an increase knowledge in knowing they have a trustworthy adult they can turn to for advice if they were having a problem, an increased sense of mastery over their emotions and have learned healthy coping skills to deal with stress; and an increase in their sense of confidence and satisfaction with who they are a person.

The reports from the providers are attached. As such, the Department is requesting to exercise the renewal option available in Exhibit C-1, Revisions to General Provisions, paragraph 3 of each of the agreements for two (2) additional years.

All vendors providing direct prevention services through these contracts are required to establish ongoing working collaborative relationships with community based organizations including, health and social service agencies and schools, as well as the Regional Public Health Network in their area. The contractors are also required to conduct outreach to youth and their parents/caregivers to make them aware of these services and how to access them.

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

Should the Governor and Executive Council not approve this request, approximately 4,000 youth who are at high risk for developing a substance misuse disorder may not have access to comprehensive substance misuse prevention services.

Area Served: Statewide

Source of Funds: 100% Other Funds

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 4 of 4

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


Respectfully submitted,

Thomas Pristow
Deputy Commissioner


Approved by:

Jeffrey A. Meyers
Commissioner

Attachment A
Financial Details

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

New Hampshire Teen Institute V#166624 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$107,744	\$0	\$107,744
Sub-total			\$107,744	\$0	\$107,744

The Upper Room V#174210 PO #1057461

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$36,811	\$0	\$36,811
Sub-total			\$36,811	\$0	\$36,811

The Youth Council V#134885 PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$50,103	\$0	\$50,103
Sub-total			\$50,103	\$0	\$50,103
Total SFY17			\$194,658	\$0	\$194,658

03-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Boys & Girls Club of Greater Salem V#160066 PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,892	\$0	\$220,892
2019	102-500734	Contracts for Prog Svc	\$0	\$216,488	\$216,488
2020	102-500734	Contracts for Prog Svc	\$0	\$216,488	\$216,488
Sub-total			\$220,892	\$432,976	\$653,868

New Hampshire Teen Institute V#166624 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,058	\$0	\$220,058
2019	102-500734	Contracts for Prog Svc	\$0	\$215,655	\$215,655
2020	102-500734	Contracts for Prog Svc	\$0	\$215,655	\$215,655
Sub-total			\$220,058	\$431,310	\$651,368

North County Education Services V#154707 PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$175,000	\$0	\$175,000
2019	102-500734	Contracts for Prog Svc	\$0	\$172,065	\$172,065
2020	102-500734	Contracts for Prog Svc	\$0	\$172,065	\$172,065
Sub-total			\$175,000	\$344,130	\$519,130

The Upper Room V#174210 PO #1057461

Attachment A
Financial Details

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$90,044	\$0	\$90,044
2019	102-500734	Contracts for Prog Svc	\$0	\$87,109	\$87,109
2020	102-500734	Contracts for Prog Svc	\$0	\$87,109	\$87,109
Sub-total			\$90,044	\$174,218	\$264,262

The Youth Council V#154888

PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$130,946	\$0	\$130,946
2019	102-500734	Contracts for Prog Svc	\$0	\$128,010	\$128,010
2020	102-500734	Contracts for Prog Svc	\$0	\$128,010	\$128,010
Sub-total			\$130,946	\$256,020	\$386,966
Total SFY18			\$836,940	\$0	\$836,940
Total SFY19			\$0	\$819,327	\$819,327
Total SFY20			\$0	\$819,327	\$819,327
Grand Total			\$1,031,598	\$1,638,654	\$2,670,252

Boys & Girls Club of Greater Salem V#180058	PO #1058002	\$220,892	\$432,978	\$653,868
New Hampshire Teen Institute V#166624	PO #1056422	\$327,802	\$431,310	\$759,112
North Country Education Services V#154707	PO #1058007	\$175,000	\$344,130	\$519,130
The Upper Room V#174210	PO #1057461	\$128,855	\$174,218	\$303,073
The Youth Council V#154888	PO #1056421	\$181,049	\$256,020	\$437,069
Total by Agency		\$1,031,598	\$1,638,654	\$2,670,252



Jeffrey A. Meyers
Commissioner

Katja S. Fox
Director

20 mac

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

105 PLEASANT STREET, CONCORD, NH 03301
603-271-6738 1-800-804-0909
Fax: 603-271-6105 TDD Access: 1-800-735-2964

July 14, 2017

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 to enter into agreements with the vendors listed in the table below for the provision of evidenced informed substance misuse prevention direct services to youth and their parents/caregivers in an amount not to exceed \$395,892 effective upon Governor and Executive Council approval through June 30, 2018. 100% Other Funds.

Vendor	Vendor Number	Area Served	Total Amount
Boys & Girls Club of Greater Salem	TBD	Salem, Nashua, and Souhegan Valley	\$220,892
North Country Education Services Agency	TBD	Northern Grafton and COOS County	\$175,000
		Total:	\$395,892

Funds are available in the following account for State Fiscal Year 2018.

05-95-49-920510-2989 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

SFY	Class/Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	49158504	\$395,892
			Sub-total SFY17	\$395,892

EXPLANATION

The purpose of this request is enter into two (2) agreements with vendors who will provide substance misuse prevention direct services to youth and related programming for their parents/caregivers. Targets for this program include youth between ten (10) and twenty (20) years of age who are at risk of engaging in the misuse of alcohol and illicit use of drugs. Risk factors include youth experiencing poor academic performance or behavioral problems at school or that have dropped out of school, that are involved with the juvenile justice system, as

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 3

well as children whose parents/caregivers are engaged in the active misuse of alcohol and or illicit drugs.

The opioid epidemic in New Hampshire led to the passage of Senate Bill 533 (2016) making additional resources available to the Governor's Commission on Alcohol and Drug Abuse Prevention, Treatment and Recovery. The Commission identified a portion of the funding allocated under SB 533 for prevention direct services that target youth, such as those proposed in this request.

The goal of these contracted prevention programs is to delay of the onset and use of alcohol and drugs and to increase parental knowledge about the negative effects of substance misuse has on their child(ren), improving parental knowledge and communication skills and to increase parental monitoring of their child(ren)'s behavior and activities. These programs promote positive youth development with the goal of preventing and reducing the misuse of alcohol, marijuana, prescription drugs and opioids.

Each vendor has chosen approved evidenced informed programs that include education and counseling, as well as information on healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programming includes individual or group education and awareness about the serious and sometimes deadly consequence of substance misuse and assistance in helping students acquire the skills necessary to resist negative peer pressure for using alcohol or other drugs, their engagement in the development and promotion of alternative social activities and to assist participating youth in developing other mechanisms for coping with stressful circumstances in their life at home or at school. These programs also involve parents/caregivers and promote improved communication within the family about this topic.

All vendors providing direct prevention services through these contracts are required to establish ongoing working collaborative relationships with community based organizations including, health and social service agencies and schools, as well as the Regional Public Health Network in their area. The contractors are also required to conduct outreach to youth and their parents/caregivers to make them aware of these services and how to access them.

These contracts were competitively bid. The Department published a Request for Proposal on the Department of Health and Human Services website (RFP-2017-BDAS-04-SUBST) from March 21, 2017 through April 25, 2017. Four (4) proposals were received and evaluated. Because there is great need for diversified statewide services, the two (2) highest scoring were selected to receive funding for proposed services. The bid sheet is attached.

These contracts include language in Exhibit C-1, Paragraph 3 that allows the Department to renew contracted services for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and approval by the Governor and Executive Council.

The Department's goal is that, through these contracts and other complementary strategies, the State of New Hampshire will experience a reduction in drug misuse prevalence rates among youth and the related consequences.

Should the Governor and Executive Council not approve this request, approximately 4,000 youth who are at high risk for developing a substance misuse disorder may not have access to comprehensive substance misuse prevention services.

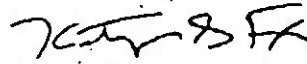
His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 3

Area Served: Statewide

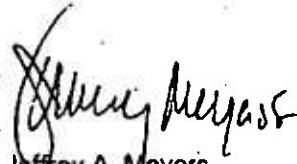
Source of Funds: 100% Other Funds

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

Respectfully submitted,



Katja S. Fox
Director



Approved by:
Jeffrey A. Meyers
Commissioner

**State of New Hampshire
Department of Health and Human Services
Amendment #5**

This Amendment to the Substance Misuse Prevention Direct Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and The Upper Room, A Family Resource Center ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 21, 2017, (Late Item #B), as amended on June 20, 2018, (Item #37), June 24, 2020, (Item #35), June 30, 2021 (Item #25), and as most recently amended June 29, 2022, (Item #27), 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 18, 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 and increase the price limitation 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:
\$649,509
3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:
Robert W. Moore, Director.
4. Modify Exhibit B, Method and Conditions Precedent to Payment, Section 4, Subsection 4.2. to read:
4.2. Expenses shall be reported for reimbursement by budget line item in accordance with Exhibit B-1 Budget through Exhibit B-7 Budget - Amendment #5, with an Invoice template approved by the Department.
5. Add Exhibit B-7 Budget – Amendment #5, 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 July 1, 2023 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

5/15/2023

Date

DocuSigned by:
Katja S. Fox
Name: Katja S. Fox
Title: Director

5/9/2023

Date

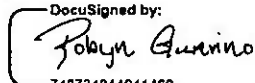
The Upper Room, A Family Resource Center
Brenda Guggisberg
Name: Brenda Guggisberg
Title: Executive Director

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

OFFICE OF THE ATTORNEY GENERAL

5/24/2023

Date

DocuSigned by:

748734841011180
Name: Robyn Guarino
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Exhibit B-7 Budget - Amendment #5 RFP-2017-BDAS-01-SUBST-02-A05

New Hampshire Department of Health and Human Services Complete one budget form for each budget period.			
Contractor Name: <i>The Upper Room</i>			
Budget Request for: <i>Substance Misuse Prevention Direct Services</i>			
Budget Period: <i>SFY2024 July 1, 2023 through June 30, 2024</i>			
Indirect Cost Rate (if applicable) <i>0.00%</i>			
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match	Budget Narrative <i>Explain specific line item costs included and their direct relationship to meeting the objectives</i>
1. Salary & Wages	\$83,104		Salary, and Program Coordinator, and support staff.
2. Fringe Benefits	\$10,588	\$0	12% fica, medicare, and health insurance.
3. Consultants	\$0	\$0	\$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	\$0	\$0
5(a) Supplies - Educational	\$1,000		Supplies related to educational pieces of the program.
5(b) Supplies - Lab	\$0	\$0	\$0
5(c) Supplies - Pharmacy	\$0	\$0	\$0
5(d) Supplies - Medical	\$0	\$0	\$0
5(e) Supplies Office	\$1,275		Office supplies for projects, folders, markers, pens etc.
6. Travel	\$401	\$0	For staff travel for programs, trainings.
7. Software	\$0	\$0	\$0
8. (a) Other - Marketing/ Communications	\$275		Supplies, business cards, program branding materials.
8. (b) Other - Education and Training	\$375	\$0	Staff trainings.
8. (c) Other - Other (specify below)			
<i>Other (Repairs and Maintenance)</i>	\$4,445		Replacement of broken or non useable items.
<i>Other (Occupancy)</i>	\$2,100		Utilities, oil, general space use, materials
<i>Other (Phone, postage, audit, legal, insurance)</i>	\$3,548		Phone, postage, audit, legal, insurance costs.
<i>Other (please specify)</i>	\$0		\$0
9. Subrecipient Contracts	\$0	\$0	\$0
Total Direct Costs	\$87,109	\$0	\$0
Total Indirect Costs	\$0	\$0	\$0
TOTAL	\$87,109	\$0	\$0

BC

Contractor Initials

5/9/2023

Date

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 THE UPPER ROOM, A FAMILY RESOURCE CENTER is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on July 30, 1986. 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: 81048

Certificate Number: 0006197487



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 5th 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, MATHEW V. SOLSO, 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 The Upper Room, a Family resource Center
(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 9, 2023 at which a quorum of the Directors/shareholders were present and voting.
(Date)

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

is duly authorized on behalf of The Upper Room, a Family Resource 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: 5/17/2023



Signature of Elected Officer
Name: MATHEW V SOLSO
Title: BOARD PRESIDENT

Mission Statement

The Upper Rooms Mission, Vision, Values

Mission:

“Strengthening individuals and families by providing them with the education, services and resources needed to live healthy self-sufficient lives”.

Vision:

“It is our vision that we work to create a strong, vibrant and self-sustaining community where conflict and hunger, homelessness and poverty, and ignorance and intolerance no longer exist. We look to the day where all families thrive, and children have within their reach the tools to succeed. We will work to achieve our vision by living our mission and honoring our values each day.”

We aspire to be an organization that:

Is responsive to the community

Is compassionate and non-judgmental

Respects Diversity

Empowers each individual and family

Works as a team

Encourage innovative and creative ideas

Maintains strong ethics and integrity

Forms 990 / 990-EZ Return Summary

For calendar year 2021, or tax year beginning 07/01/21, and ending 06/30/22

THE UPPER ROOM, A FAMILY RESOURCE CENTER 02-0400769

Net Asset / Fund Balance at Beginning of Year		<u>1,576,178</u>
Revenue		
Contributions	<u>854,714</u>	
Program service revenue	<u>467,866</u>	
Investment income	<u>1,774</u>	
Capital gain / loss		
Fundraising / Gaming:		
Gross revenue	<u>630,255</u>	
Direct expenses	<u>421,483</u>	
Net Income	<u>208,772</u>	
Other income	<u>0</u>	
Total revenue		<u>1,533,126</u>
Expenses		
Program services	<u>1,054,062</u>	
Management and general	<u>116,493</u>	
Fundraising	<u>16,333</u>	
Total expenses		<u>1,186,888</u>
Excess / (deficit)		<u>346,238</u>
Changes		
Net Asset / Fund Balance at End of Year		<u><u>1,922,416</u></u>

Reconciliation of Revenue	
Total revenue per financial statements	<u>1,533,126</u>
Less:	
Unrealized gains	_____
Donated services	_____
Recoveries	_____
Other	_____
Plus:	
Investment expenses	_____
Other	_____
Total revenue per return	<u><u>1,533,126</u></u>

Reconciliation of Expenses	
Total expenses per financial statements	<u>1,186,888</u>
Less:	
Donated services	_____
Prior year adjustments	_____
Losses	_____
Other	_____
Plus:	
Investment expenses	_____
Other	_____
Total expenses per return	<u><u>1,186,888</u></u>

	Balance Sheet		
	Beginning	Ending	Differences
Assets	<u>1,640,078</u>	<u>2,012,046</u>	
Liabilities	<u>63,900</u>	<u>89,630</u>	
Net assets	<u><u>1,576,178</u></u>	<u><u>1,922,416</u></u>	<u>346,238</u>

Miscellaneous Information

Amended return _____
Return / extended due date 11/15/22
Failure to file penalty _____

Form **8879-TE**

**IRS e-file Signature Authorization
for a Tax Exempt Entity**

OMB No. 1545-0047

For calendar year 2021, or fiscal year beginning 7/01 2021, and ending 6/30 2022

2021

Department of the Treasury
Internal Revenue Service

▶ Do not send to the IRS. Keep for your records.
▶ Go to www.irs.gov/Form8879TE for the latest information.

Name of filer

**THE UPPER ROOM, A FAMILY RESOURCE
CENTER**

EIN or SSN

02-0400769

Name and title of officer or person subject to tax

**TYLER HALL
TREASURER**

Part I | Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a Form 990 check here	<input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	<u>1,533,126</u>
2a Form 990-EZ check here	<input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b	
3a Form 1120-POL check here	<input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b	
4a Form 990-PF check here	<input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a Form 8868 check here	<input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b	
6a Form 990-T check here	<input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b	
7a Form 4720 check here	<input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b	
8a Form 5227 check here	<input type="checkbox"/>	b FMV of assets at end of tax year (Form 5227, Item D)	8b	
9a Form 5330 check here	<input type="checkbox"/>	b Tax due (Form 5330, Part II, line 19)	9b	
10a Form 8038-CP check here	<input type="checkbox"/>	b Amount of credit payment requested (Form 8038-CP, Part III, line 22)	10b	

Part II | Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that I am an officer of the above entity or I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2021 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

I authorize PENCHANSKY & CO.II, PLLC to enter my PIN 12346 as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the tax year 2021 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2021 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax ▶

Date ▶ 09/30/22

Part III | Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

02110312347

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2021 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶

David C. Plante CPA

Date ▶ 09/30/22

ERO Must Retain This Form — See Instructions

Do Not Submit This Form to the IRS Unless Requested To Do So

For Privacy Act and Paperwork Reduction Act Notice, see back of form.

Form **8879-TE** (2021)

DAA

Form **990**

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2021

Do not enter social security numbers on this form as it may be made public.
Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

A For the 2021 calendar year, or tax year beginning **07/01/21**, and ending **06/30/22**

- B** Check if applicable:
- Address change
 - Name change
 - Initial return
 - Final return/terminated
 - Amended return
 - Application pending

C Name of organization **THE UPPER ROOM, A FAMILY RESOURCE CENTER**

Doing business as

Number and street (or P.O. box if mail is not delivered to street address) Room/suite
36 TSIENNETO ROAD P.O. BOX 1017

City or town, state or province, country, and ZIP or foreign postal code
DERRY NH 03038

D Employer identification number
02-0400769

E Telephone number

G Gross receipts \$ **1,954,609**

F Name and address of principal officer:
CHARLENE PUZZO

H(a) Is this a group return for subordinates? Yes No
H(b) Are all subordinates included? Yes No
If "No," attach a list. See instructions

I Tax-exempt status: 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527

J Website: **URTEACHERS.ORG**

K Form of organization: Corporation Trust Association Other

H(c) Group exemption number

L Year of formation: **M** State of legal domicile:

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: TO PROVIDE INDIVIDUALS AND FAMILIES WITH THE SERVICES AND RESOURCES THEY NEED TO LIVE HAPPIER, HEALTHIER AND MORE SELF SUFFICIENT LIVES.			
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.			
	3	Number of voting members of the governing body (Part VI, line 1a)	3	12
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	12
	5	Total number of individuals employed in calendar year 2021 (Part V, line 2a)	5	32
	6	Total number of volunteers (estimate if necessary)	6	0
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
7b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0	
Revenue	8	Contributions and grants (Part VIII, line 1h)	Prior Year 494,347	Current Year 854,714
	9	Program service revenue (Part VIII, line 2g)	559,761	467,866
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	3,566	1,774
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	350,071	208,772
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	1,407,745	1,533,126
	Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	
14		Benefits paid to or for members (Part IX, column (A), line 4)		0
15		Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	708,043	843,666
16a		Professional fundraising fees (Part IX, column (A), line 11e)		0
b		Total fundraising expenses (Part IX, column (D), line 25) 16,333		
17		Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	211,802	343,222
18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	919,845	1,186,888	
19	Revenue less expenses. Subtract line 18 from line 12	487,900	346,238	
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	Beginning of Current Year 1,640,078	End of Year 2,012,046
	21	Total liabilities (Part X, line 26)	63,900	89,630
	22	Net assets or fund balances. Subtract line 21 from line 20	1,576,178	1,922,416

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer: **TYLER HALL** Date: _____
Type or print name and title: **TREASURER**

Paid Preparer Use Only

Print/Type preparer's name: **David C. Plante CPA** Preparer's signature: **David C. Plante CPA** Date: **09/30/22** Check if PTIN self-employed: **P00643348**

Firm's name: **PENCHANSKY & CO.II, PLLC** Firm's EIN: **84-2138208**

Firm's address: **70 STARK ST MANCHESTER, NH 03101** Phone no.: **603-647-2400**

May the IRS discuss this return with the preparer shown above? See instructions Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:

TO PROVIDE INDIVIDUALS AND FAMILIES WITH THE SERVICES AND RESOURCES THEY NEED TO LIVE HAPPIER, HEALTHIER AND MORE SELF SUFFICIENT LIVES.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ **1,054,062** including grants of \$) (Revenue \$)
PROVIDE SERVICES TO STRENGTHEN AND SUPPORT FAMILIES AND PROVIDE ACCESS TO RESOURCES AND SERVICES TO HELP PEOPLE LIVE HEALTHIER AND BECOME MORE SELF SUFFICIENT

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)
N/A

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)
N/A

4d Other program services (Describe on Schedule O.)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses **▶ 1,054,062**

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?		X
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? If "Yes," complete Schedule C, Part III		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		X
9. Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? If "Yes," complete Schedule D, Part V	X	
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	X	
b Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII		X
c Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX		X
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X	X	
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I. See instructions		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II	X	
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III	X	
20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		X

Part IV Checklist of Required Schedules (continued)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		X
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part II		X
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? If "Yes," complete Schedule L, Part III		X
28 Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? If "Yes," complete Schedule L, Part IV		X
b A family member of any individual described in line 28a? If "Yes," complete Schedule L, Part IV		X
c A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? If "Yes," complete Schedule L, Part IV		X
29 Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		X
34 Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		X
38 Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O.		X

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

	Yes	No
1a Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable		
b Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable		
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		

1a	3
1b	0
1c	

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)		Yes	No		
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	32		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file. See instructions.	2b			X
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a			X
b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	3b			
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a			X
b	If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).				
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a			X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b			X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c			
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a			X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b			
7	Organizations that may receive deductible contributions under section 170(c).				
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a			X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b			
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c			X
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e			X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f			X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g			X
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h			X
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8			
9	Sponsoring organizations maintaining donor advised funds.				
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a			
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b			
10	Section 501(c)(7) organizations. Enter:				
a	Initiation fees and capital contributions included on Part VIII, line 12	10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b			
11	Section 501(c)(12) organizations. Enter:				
a	Gross income from members or shareholders	11a			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b			
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a			
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b			
13	Section 501(c)(29) qualified nonprofit health insurance issuers.				
a	Is the organization licensed to issue qualified health plans in more than one state? Note: See the instructions for additional information the organization must report on Schedule O.	13a			
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b			
c	Enter the amount of reserves on hand	13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a			X
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b			
15	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	15			X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16			X
17	Section 501(c)(21) organizations. Did the trust, any disqualified person, or mine operator engage in activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.	17			

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

Table with 3 columns: Question, Yes, No. Rows include: 1a Enter the number of voting members... 1b Enter the number of voting members included... 2 Did any officer, director, trustee, or key employee have a family relationship... 3 Did the organization delegate control over management duties... 4 Did the organization make any significant changes to its governing documents... 5 Did the organization become aware during the year of a significant diversion of the organization's assets... 6 Did the organization have members or stockholders... 7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? 7b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? 8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: a The governing body? b Each committee with authority to act on behalf of the governing body? 9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O.

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

Table with 3 columns: Question, Yes, No. Rows include: 10a Did the organization have local chapters, branches, or affiliates? 10b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? 11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? 11b Describe on Schedule O the process, if any, used by the organization to review this Form 990. 12a Did the organization have a written conflict of interest policy? If "No," go to line 13 12b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? 12c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done 13 Did the organization have a written whistleblower policy? 14 Did the organization have a written document retention and destruction policy? 15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision? a The organization's CEO, Executive Director, or top management official b Other officers or key employees of the organization If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions. 16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? 16b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed None
18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply. Own website Another's website Upon request Other (explain on Schedule O)
19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
20 State the name, address, and telephone number of the person who possesses the organization's books and records

ORGANIZATION DERRY

36 TSEINNETO RD

NH 03038

603-437-8477

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's current officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
 - List all of the organization's current key employees, if any. See instructions for definition of "key employee."
 - List the organization's five current highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
 - List all of the organization's former officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
 - List all of the organization's former directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- See the instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) BRENDA GIGGISBERG	40.00									
EXECUTIVE DIRECTOR	0.00	X		X			93,686	0	0	
(2) ROBERT ST AMAND	10.00									
SECRETARY	0.00	X					0	0	0	
(3) ELIZABETH BERGERON	5.00									
DIRECTOR	0.00	X					0	0	0	
(4) ALEXIS BROPHY	5.00									
DIRECTOR	0.00	X					0	0	0	
(5) TYLER HALL	10.00									
TREASURER	0.00	X					0	0	0	
(6) JEREMY LANE	5.00									
DIRECTOR	0.00	X					0	0	0	
(7) CHARLENE PUZZO	10.00									
PRESIDENT	0.00	X					0	0	0	
(8) MAT SOLSO	10.00									
PRESIDENT ELECT	0.00	X					0	0	0	
(9) GALE STANLEY	5.00									
DIRECTOR	0.00	X					0	0	0	
(10) MATT VASIL	10.00									
DIRECTOR	0.00	X		X			0	0	0	
(11) EMILY WHALEN	10.00									
PAST PRESIDENT	0.00	X					0	0	0	

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(12) ROBYN WHITE	5.00									
DIRECTOR	0.00	X						0	0	
(13) JACOB D WIESMAN	5.00									
DIRECTOR	0.00	X						0	0	
1b Subtotal								93,686		
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)								93,686		

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **0**

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**

Part VIII Statement of Revenue
 Check if Schedule O contains a response or note to any line in this Part VIII

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants and Other Similar Amounts	1a	Federated campaigns					
	1b	Membership dues					
	1c	Fundraising events					
	1d	Related organizations					
	1e	Government grants (contributions)					
	1f	All other contributions, gifts, grants, and similar amounts not included above	854,714				
	1g	Noncash contributions included in lines 1a-1f	\$				
	h Total. Add lines 1a-1f			854,714			
Program Service Revenue			Business Code				
	2a	PROGRAM SERVICE		460,478	460,478		
	b	PARTICIPANT FEES		7,388	7,388		
	c						
	d						
	e						
	f	All other program service revenue					
g Total. Add lines 2a-2f			467,866				
Other Revenue	3		Investment income (including dividends, interest, and other similar amounts)	1,774	1,774		
	4		Income from investment of tax-exempt bond proceeds				
	5		Royalties				
	6a			(i) Real			
				(ii) Personal			
		6a		Gross rents			
	6b		Less: rental expenses				
	6c		Rental inc. or (loss)				
	d		Net rental income or (loss)				
	7a			(i) Securities			
				(ii) Other			
		7a		Gross amount from sales of assets other than inventory			
	7b		Less: cost or other basis and sales exps.				
7c		Gain or (loss)					
d		Net gain or (loss)					
8a		Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	116,575				
8b		Less: direct expenses	25,975				
c		Net income or (loss) from fundraising events	90,600			90,600	
9a		Gross income from gaming activities. See Part IV, line 19	513,680				
9b		Less: direct expenses	395,508				
c		Net income or (loss) from gaming activities	118,172	118,172			
10a		Gross sales of inventory, less returns and allowances					
10b		Less: cost of goods sold					
c		Net income or (loss) from sales of inventory					
Miscellaneous Revenue			Business Code				
	11a						
	b						
	c						
	d	All other revenue					
	e Total.		Add lines 11a-11d				
12 Total revenue. See instructions			1,533,126	587,812	0	90,600	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	93,686	70,264	23,422	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	672,095	604,120	53,567	14,408
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	14,453	11,812	2,641	
10 Payroll taxes	63,432	55,917	6,325	1,190
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	59,671	50,624	8,623	424
12 Advertising and promotion				
13 Office expenses	50,522	31,096	19,115	311
14 Information technology				
15 Royalties				
16 Occupancy	47,188	46,541	647	
17 Travel	12,144	12,120	24	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	15,314	15,314		
23 Insurance	13,772	13,610	162	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a GRANT EXPENSE	107,877	107,877		
b SUPPLIES	36,734	34,767	1,967	
c				
d				
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	1,186,888	1,054,062	116,493	16,333
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year	
Assets	1	Cash—non-interest-bearing	1,395,240	1	1,681,561
	2	Savings and temporary cash investments		2	
	3	Pledges and grants receivable, net		3	104,428
	4	Accounts receivable, net	110,620	4	72,785
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use		8	
	9	Prepaid expenses and deferred charges	4,898	9	6,120
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	165,881		
	10b	Less: accumulated depreciation	100,515		
	11	Investments—publicly traded securities	80,680	10c	65,366
	12	Investments—other securities. See Part IV, line 11	48,640	11	81,786
	13	Investments—program-related. See Part IV, line 11		12	
	14	Intangible assets		13	
	15	Other assets. See Part IV, line 11		14	
16	Total assets. Add lines 1 through 15 (must equal line 33)	1,640,078	15	2,012,046	
Liabilities	17	Accounts payable and accrued expenses	21,059	16	39,331
	18	Grants payable		17	
	19	Deferred revenue		18	
	20	Tax-exempt bond liabilities		19	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		20	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		21	
	23	Secured mortgages and notes payable to unrelated third parties		22	
	24	Unsecured notes and loans payable to unrelated third parties		23	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	42,841	24	50,299
	26	Total liabilities. Add lines 17 through 25	63,900	25	89,630
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.				
	27	Net assets without donor restrictions	1,519,338	26	1,813,138
	28	Net assets with donor restrictions	56,840	27	109,278
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.				
	29	Capital stock or trust principal, or current funds		28	
	30	Paid-in or capital surplus, or land, building, or equipment fund		29	
	31	Retained earnings, endowment, accumulated income, or other funds		30	
	32	Total net assets or fund balances	1,576,178	31	1,922,416
33	Total liabilities and net assets/fund balances	1,640,078	32	2,012,046	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	1,533,126
2	Total expenses (must equal Part IX, column (A), line 25)	2	1,186,888
3	Revenue less expenses. Subtract line 2 from line 1	3	346,238
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	1,576,178
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	1,922,416

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
b Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.		
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits		

SCHEDULE A
(Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public
Inspection

Name of the organization

**THE UPPER ROOM, A FAMILY RESOURCE
CENTER**

Employer identification number

02-0400769

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
- 2 A school described in section 170(b)(1)(A)(ii). (Attach Schedule E (Form 990).)
- 3 A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
- 4 A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state: _____
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv). (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 8 A community trust described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 9 An agricultural research organization described in section 170(b)(1)(A)(ix) operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See section 509(a)(4).
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See section 509(a)(3). Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. You must complete Part IV, Sections A and B.
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). You must complete Part IV, Sections A and C.
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). You must complete Part IV, Sections A, D, and E.
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). You must complete Part IV, Sections A and D, and Part V.
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s). _____

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)
 (Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	119,849	369,763	498,731	494,347	854,714	2,337,404
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	119,849	369,763	498,731	494,347	854,714	2,337,404
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						2,337,404

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
7 Amounts from line 4	119,849	369,763	498,731	494,347	854,714	2,337,404
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on	73,414	108,365	108,591	98,443	89,600	478,413
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						2,815,817

12 Gross receipts from related activities, etc. (see instructions) 12 4,672,616

13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here

Section C. Computation of Public Support Percentage

14 Public support percentage for 2021 (line 6, column (f) divided by line 11, column (f))	14	83.01 %
15 Public support percentage from 2020 Schedule A, Part II, line 14	15	79.18 %

- 16a 33 1/3% support test—2021. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization
- b 33 1/3% support test—2020. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization
- 17a 10%-facts-and-circumstances test—2021. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization
- b 10%-facts-and-circumstances test—2020. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization
- 18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Table with 7 columns: (a) 2017, (b) 2018, (c) 2019, (d) 2020, (e) 2021, (f) Total. Rows include: 1 Gifts, grants, contributions, and membership fees received; 2 Gross receipts from admissions, merchandise sold or services performed; 3 Gross receipts from activities that are not an unrelated trade or business under section 513; 4 Tax revenues levied for the organization's benefit; 5 The value of services or facilities furnished by a governmental unit; 6 Total; 7a Amounts included on lines 1, 2, and 3 received from disqualified persons; 7b Amounts included on lines 2 and 3 received from other than disqualified persons; 7c Add lines 7a and 7b; 8 Public support.

Section B. Total Support

Table with 7 columns: (a) 2017, (b) 2018, (c) 2019, (d) 2020, (e) 2021, (f) Total. Rows include: 9 Amounts from line 6; 10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources; 10b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975; 10c Add lines 10a and 10b; 11 Net income from unrelated business activities not included on line 10b; 12 Other income. Do not include gain or loss from the sale of capital assets; 13 Total support; 14 First 5 years.

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here

Section C. Computation of Public Support Percentage

Table with 3 columns: Description, Value, Percentage. Row 15: Public support percentage for 2021 (line 8, column (f), divided by line 13, column (f)) 15 %; Row 16: Public support percentage from 2020 Schedule A, Part III, line 15 16 %

Section D. Computation of Investment Income Percentage

Table with 3 columns: Description, Value, Percentage. Row 17: Investment income percentage for 2021 (line 10c, column (f), divided by line 13, column (f)) 17 %; Row 18: Investment income percentage from 2020 Schedule A, Part III, line 17 18 %

19a 33 1/3% support tests—2021. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

b 33 1/3% support tests—2020. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

Table with 3 columns: Question, Yes, No. Rows 1-10b detailing supporting organization requirements.

Part IV Supporting Organizations (continued)

- 11 Has the organization accepted a gift or contribution from any of the following persons?
- a A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?
 - b A family member of a person described on line 11a above?
 - c A 35% controlled entity of a person described on line 11a or 11b above? If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.

	Yes	No
11a		
11b		
11c		

Section B. Type I Supporting Organizations

- 1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.
- 2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.

	Yes	No
1		
2		

Section C. Type II Supporting Organizations

- 1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).

	Yes	No
1		

Section D. All Type III Supporting Organizations

- 1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?
- 2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).
- 3 By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.

	Yes	No
1		
2		
3		

Section E. Type III Functionally Integrated Supporting Organizations

- i Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).
 - a The organization satisfied the Activities Test. Complete line 2 below.
 - b The organization is the parent of each of its supported organizations. Complete line 3 below.
 - c The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).

2 Activities Test. Answer lines 2a and 2b below.

- a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.
 - b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.
- 3 Parent of Supported Organizations. Answer lines 3a and 3b below.
- a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? If "Yes" or "No," provide details in Part VI.
 - b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.

	Yes	No
2a		
2b		
3a		
3b		

Part V. Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See Instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	
Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	
Section C – Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Part V | Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions		Current Year		
1	Amounts paid to supported organizations to accomplish exempt purposes			
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity			
3	Administrative expenses paid to accomplish exempt purposes of supported organizations			
4	Amounts paid to acquire exempt-use assets			
5	Qualified set-aside amounts (prior IRS approval required—provide details in Part VI)			
6	Other distributions (describe in Part VI). See instructions.			
7	Total annual distributions. Add lines 1 through 6.			
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.			
9	Distributable amount for 2021 from Section C, line 6			
10	Line 8 amount divided by line 9 amount			
Section E - Distribution Allocations (see instructions)		(i) Excess Distributions	(ii) Underdistributions Pre-2021	(iii) Distributable Amount for 2021
1	Distributable amount for 2021 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2021 (reasonable cause required—explain in Part VI). See instructions.			
3	Excess distributions carryover, if any, to 2021			
a	From 2016			
b	From 2017			
c	From 2018			
d	From 2019			
e	From 2020			
f	Total of lines 3a through 3e			
g	Applied to underdistributions of prior years			
h	Applied to 2021 distributable amount			
i	Carryover from 2016 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4	Distributions for 2021 from Section D, line 7: \$			
a	Applied to underdistributions of prior years			
b	Applied to 2021 distributable amount			
c	Remainder. Subtract lines 4a and 4b from line 4.			
5	Remaining underdistributions for years prior to 2021, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.			
6	Remaining underdistributions for 2021 Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
7	Excess distributions carryover to 2022. Add lines 3j and 4c.			
8	Breakdown of line 7:			
a	Excess from 2017			
b	Excess from 2018			
c	Excess from 2019			
d	Excess from 2020			
e	Excess from 2021			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Area with horizontal dashed lines for supplemental information.

SCHEDULE D (Form 990)

Department of the Treasury Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization

THE UPPER ROOM, A FAMILY RESOURCE CENTER

Employer identification number

02-0400769

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

Table with 2 columns: (a) Donor advised funds, (b) Funds and other accounts. Rows 1-4: Total number at end of year, Aggregate value of contributions to (during year), Aggregate value of grants from (during year), Aggregate value at end of year.

- 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

- 1 Purpose(s) of conservation easements held by the organization (check all that apply).
Preservation of land for public use (for example, recreation or education)
Protection of natural habitat
Preservation of open space
Preservation of a historically important land area
Preservation of a certified historic structure

Table with 2 columns: Held at the End of the Tax Year. Rows 2a-2d: Total number of conservation easements, Total acreage restricted by conservation easements, Number of conservation easements on a certified historic structure included in (a), Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register.

- 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year
4 Number of states where property subject to conservation easement is located
5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?
6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year
7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year
8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?
9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

- 1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.
b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:
(i) Revenue included on Form 990, Part VIII, line 1
(ii) Assets included in Form 990, Part X
2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:
a Revenue included on Form 990, Part VIII, line 1
b Assets included in Form 990, Part X

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):
- a Public exhibition
 - b Scholarly research
 - c Preservation for future generations
 - d Loan or exchange program
 - e Other
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|---------------------------------|--------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment %
 - b Permanent endowment %
 - c Term endowment %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- | | Yes | No |
|-----------------------------|-----|----|
| (i) Unrelated organizations | | X |
| (ii) Related organizations | | X |
- b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? Yes No
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment				
e Other		165,881	100,515	65,366
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				65,366

Part VII Investments – Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 12.)		

Part VIII Investments – Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 13.)		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.)	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) ACCRUED PAYROLL AND TAXES	39,349
(3) OTHER CURRENT LIABILITES	10,950
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.)	50,299

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	1,533,126
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
	a Net unrealized gains (losses) on investments	2a		
	b Donated services and use of facilities	2b		
	c Recoveries of prior year grants	2c		
	d Other (Describe in Part XIII.)	2d		
	e Add lines 2a through 2d	2e		
3	Subtract line 2e from line 1		3	1,533,126
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
	a Investment expenses not included on Form 990, Part VIII, line 7b	4a		
	b Other (Describe in Part XIII.)	4b		
	c Add lines 4a and 4b	4c		
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)		5	1,533,126

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	1,186,888
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
	a Donated services and use of facilities	2a		
	b Prior year adjustments	2b		
	c Other losses	2c		
	d Other (Describe in Part XIII.)	2d		
	e Add lines 2a through 2d	2e		
3	Subtract line 2e from line 1		3	1,186,888
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
	a Investment expenses not included on Form 990, Part VIII, line 7b	4a		
	b Other (Describe in Part XIII.)	4b		
	c Add lines 4a and 4b	4c		
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)		5	1,186,888

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

Part XI, Line 2d - Revenue Amounts Included in Financials - Other

AUCTION EXPENSES	\$	0
INKIND CONTRIBUTIONS	\$	0

Part XII, Line 2d - Expense Amounts Included in Financials - Other

AUCTION EXPENSES	\$	0
INKIND EXPENSES	\$	0

Part XIII | Supplemental Information (continued)

Area with horizontal dashed lines for supplemental information.

**SCHEDULE G
(Form 990)**

Supplemental Information Regarding Fundraising or Gaming Activities

Complete if the organization answered "Yes" on Form 990, Part IV, line 17, 18, or 19, or if the organization entered more than \$15,000 on Form 990-EZ, line 6a.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Name of the organization

**THE UPPER ROOM, A FAMILY RESOURCE
CENTER**

Employer identification number

02-0400769

Part I Fundraising Activities. Complete if the organization answered "Yes" on Form 990, Part IV, line 17. Form 990-EZ filers are not required to complete this part.

1 Indicate whether the organization raised funds through any of the following activities. Check all that apply.

- a Mail solicitations
- b Internet and email solicitations
- c Phone solicitations
- d In-person solicitations
- e Solicitation of non-government grants
- f Solicitation of government grants
- g Special fundraising events

2a Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services? Yes No

b If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least \$5,000 by the organization.

(i) Name and address of individual or entity (fundraiser)	(ii) Activity	(iii) Did fundraiser have custody or control of contributions?		(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in col. (i)	(vi) Amount paid to (or retained by) organization
		Yes	No			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total						

3 List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

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Schedule G (Form 990) 2021 THE UPPER ROOM, A FAMILY RESOURCE 02-0400769

11 Does the organization conduct gaming activities with nonmembers? Yes No

12 Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming? Yes No

13 Indicate the percentage of gaming activity conducted in:

a The organization's facility	13a	%
b An outside facility	13b	%

14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶ ORGANIZATION
 36 TSEINNETO RD
 Address ▶ DERRY NH 03038

15a Does the organization have a contract with a third party from whom the organization receives gaming revenue? Yes No

b If "Yes," enter the amount of gaming revenue received by the organization ▶ \$ and the amount of gaming revenue retained by the third party ▶ \$

c If "Yes," enter name and address of the third party:

Name ▶
 Address ▶

16 Gaming manager information:

Name ▶ BRENDA GUGGISBERG

Gaming manager compensation ▶ \$

Description of services provided ▶ RECORD KEEPING, BANK DEPOSITS

Director/officer Employee Independent contractor

17 Mandatory distributions:

a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? Yes No

b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ \$

Part IV Supplemental Information. Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions.

SCHEDULE O
(Form 990)

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Name of the organization THE UPPER ROOM, A FAMILY RESOURCE CENTER

Employer identification number
02-0400769

Form 990, Part VI, Line 11b - Organization's Process to Review Form 990
FORM 990 AND ATTACHED SCHEDULES ARE REVIEWED BY MANAGEMENT AND BOARD OF DIRECTORS PRIOR TO FILING

Form 990, Part VI, Line 12c - Enforcement of Conflicts Policy
ORGANIZATION MONITORS CONFLICT OF INTEREST POLICY WITH ANNUAL POLLING OF BOARD MEMBERS

Form 990, Part VI, Line 15a - Compensation Process for Top Official
EXECUTIVE DIRECTOR'S PERFORMANCE IS REVIEWED ANNUALLY BY EXECUTIVE COMMITTEE

Form 990, Part VI, Line 19 - Governing Documents Disclosure Explanation
No documents available to the public

Form 990, Part XI, Line 9 - Other Changes in Net Assets Explanation

AUCTION EXPENSES	\$	0
INKIND CONTRIBUTIONS	\$	0
AUCTION EXPENSES	\$	0
INKIND EXPENSES	\$	0
IN KIND EXPENSES	\$	0

Form **4562**

Depreciation and Amortization
(Including Information on Listed Property)

OMB No. 1545-0172

2021

Department of the Treasury
Internal Revenue Service (99)

▶ Go to www.irs.gov/Form4562 for instructions and the latest information.

Attachment Sequence No. **179**

Name(s) shown on return **THE UPPER ROOM, A FAMILY RESOURCE CENTER**

Identifying number
02-0400769

Business or activity to which this form relates

Indirect Depreciation

Part I Election To Expense Certain Property Under Section 179

Note: If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount (see instructions)	1	1,050,000
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	2,620,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	
6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the smaller of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2020 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5. See instructions	11	
12	Section 179 expense deduction. Add lines 9 and 10, but don't enter more than line 11	12	
13	Carryover of disallowed deduction to 2022. Add lines 9 and 10, less line 12	▶ 13	

Note: Don't use Part II or Part III below for listed property. Instead, use Part V.

Part II Special Depreciation Allowance and Other Depreciation (Don't include listed property. See instructions.)

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year. See instructions	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	15,314

Part III MACRS Depreciation (Don't include listed property. See instructions.)

Section A

17	MACRS deductions for assets placed in service in tax years beginning before 2021	17	0
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here	▶	

Section B—Assets Placed in Service During 2021 Tax Year Using the General Depreciation System

(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only—see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a 3-year property						
b 5-year property						
c 7-year property						
d 10-year property						
e 15-year property						
f 20-year property						
g 25-year property			25 yrs.		S/L	
h Residential rental property			27.5 yrs.	MM	S/L	
			27.5 yrs.	MM	S/L	
i Nonresidential real property			39 yrs.	MM	S/L	
				MM	S/L	

Section C—Assets Placed in Service During 2021 Tax Year Using the Alternative Depreciation System

20a Class life					S/L	
b 12-year			12 yrs.		S/L	
c 30-year			30 yrs.	MM	S/L	
d 40-year			40 yrs.	MM	S/L	

Part IV Summary (See instructions.)

21	Listed property. Enter amount from line 28	21	
22	Total. Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations—see instructions	22	15,314
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

For Paperwork Reduction Act Notice, see separate instructions.

DAA

UPPERROOM THE UPPER ROOM, A FAMILY RESOURCE

09/30/2022 9:21 AM

02-0400769

Federal Asset Report

FYE: 6/30/2022

Form 990, Page 1

Asset	Description	Date In Service	Cost	Bus %	Sec 179B	Bonus	Basis for Depr.	PerConv Meth	Prior	Current
Other Depreciation:										
1	PRIOR FURNITURE	1/01/97	7,500				7,500	5 MO S/L	7,500	0
2	CABLING	8/31/01	1,790				1,790	10 MO S/L	1,790	0
3	SHED	4/12/06	1,500				1,500	7 MO S/L	1,500	0
4	L & B BUILDERS IMPROVEMNTS	2/23/06	2,800				2,800	20 MO S/L	2,183	140
5	EQUIPMENT	5/10/06	4,230				4,230	5 MO S/L	4,230	0
6	PAVING	2/01/07	4,700				4,700	20 MO S/L	3,427	235
7	MODERNFOLD OPERABLE	1/05/10	9,125				9,125	20 MO S/L	5,246	456
8	PARTITION WALL	9/01/10	5,840				5,840	19 MO S/L	3,226	308
9	REPLACEMENT WINDOWS	11/15/10	3,618				3,618	19 MO S/L	1,998	190
10	FURNACE	10/22/10	6,075				6,075	15 MO S/L	4,252	405
11	KITCHEN REMODEL	4/15/15	9,042				9,042	20 MO S/L	2,807	452
12	CENTURY COPIER	8/28/14	1,495				1,495	5 MO S/L	1,495	0
13	SERVER & RELATED	8/15/14	8,516				8,516	5 MO S/L	8,516	0
14	Fire Alarm Panel - net of Ins Proceeds	2/15/16	1,295				1,295	20 MO S/L	351	65
15	Septic Pump	3/09/16	1,782				1,782	20 MO S/L	475	89
16	Appliances	8/04/15	2,500				2,500	7 MO S/L	2,113	357
17	HP ProBook 440G4 - MB	5/30/17	530				530	5 MO S/L	433	97
18	HP ProBook 440G4 - EW	5/30/17	530				530	5 MO S/L	433	97
19	HP ProBook 440G4 - SS	5/30/17	530				530	5 MO S/L	433	97
20	HP ProBook 440G4 - BG	5/30/17	530				530	5 MO S/L	433	97
21	HP Colorjet Pro Printer	5/30/17	349				349	5 MO S/L	285	64
22	HP ProBook 440G4 - DC	5/30/17	530				530	5 MO S/L	433	97
23	HP ColorJet Pro Printer - DC	5/30/17	349				349	5 MO S/L	285	64
24	HP ProBook 440G4 - CSLO/Intern	5/30/17	530				530	5 MO S/L	433	97
25	Dell Inspiron 24 - Reception	5/30/17	749				749	5 MO S/L	612	137
26	HP Pro Book 440 G4 - CF	5/30/17	530				530	5 MO S/L	433	97
27	HP ProBook 440G4 - GDJD	5/30/17	530				530	5 MO S/L	433	97
28	HP ProBook 440G4 - MJ	5/30/17	530				530	5 MO S/L	433	97
29	HP ProBook 440G4 - JL	5/30/17	530				530	5 MO S/L	433	97
30	HP ProBook 440G4 - AY	5/30/17	530				530	5 MO S/L	433	97
31	HP ColorJet Printer - AY	5/30/17	349				349	5 MO S/L	285	64
32	Dell Inspiron 24 - ER	5/30/17	749				749	5 MO S/L	612	137
34	Samsung Galaxy A Tab	5/30/17	285				285	5 MO S/L	233	52
35	Samsung Galaxy A Tab	5/30/17	285				285	5 MO S/L	233	52
36	Dell Work Station - RK	5/31/17	749				749	5 MO S/L	612	137
37	Printer - RK	5/31/17	199				199	5 MO S/L	163	36
38	Work Station	5/31/17	749				749	5 MO S/L	612	137
39	Printer - KB	6/01/17	349				349	5 MO S/L	285	64
40	Staples Camcorder	6/04/17	350				350	5 MO S/L	286	64
41	Cabinet, Computers and printers	6/04/17	3,988				3,988	5 MO S/L	3,257	731
42	Computer System & Setup	6/30/17	14,253				14,253	5 MO S/L	11,402	2,851
46	Dell Optiplex	2/04/18	719				719	5 MO S/L	491	144
47	Well Pump & Tank	11/29/18	5,803				5,803	7 MO S/L	2,142	829
48	Phone System	3/02/20	3,073				3,073	7 MO S/L	585	439
49	Server	3/16/20	7,555				7,555	5 MO S/L	1,889	1,511
50	Laptops	4/14/20	6,603				6,603	5 MO S/L	1,651	1,321
51	Boiler	8/06/19	11,262				11,262	15 MO S/L	1,439	751
52	Air Conditioning	9/03/19	16,122				16,122	15 MO S/L	1,970	1,075
53	Shed #1	6/18/21	6,677				6,677	15 MO S/L	0	445
54	Shed #2	6/18/21	6,677				6,677	15 MO S/L	0	445
Total Other Depreciation			165,881				165,881		85,201	15,314
Total ACRS and Other Depreciation			165,881				165,881		85,201	15,314
Grand Totals			165,881				165,881		85,201	15,314
Less: Dispositions and Transfers			0				0		0	0
Less: Start-up/Org Expense			0				0		0	0
Net Grand Totals			165,881				165,881		85,201	15,314

02-0400769

NH Asset Report

FYE: 6/30/2022

Form 990, Page 1

Asset	Description	Date In Service	Cost	Basis for Depr	NH Prior	NH Current	Federal Current	Difference Fed - NH
Other Depreciation:								
1	PRIOR FURNITURE	1/01/97	7,500	7,500	7,500	0	0	0
2	CABLING	8/31/01	1,790	1,790	1,790	0	0	0
3	SHED	4/12/06	1,500	1,500	1,500	0	0	0
4	L & B BUILDERS IMPROVEMNTS	2/23/06	2,800	2,800	2,147	140	140	0
5	EQUIPMENT	5/10/06	4,230	4,230	4,230	0	0	0
6	PAVING	2/01/07	4,700	4,700	3,388	235	235	0
7	MODERNFOLD OPERABLE	1/05/10	9,125	9,125	5,247	456	456	0
8	PARTITION WALL	9/01/10	5,840	5,840	3,330	307	308	1
9	REPLACEMENT WINDOWS	11/15/10	3,618	3,618	2,031	191	190	-1
10	FURNACE	10/22/10	6,075	6,075	4,320	405	405	0
11	KITCHEN REMODEL	4/15/15	9,042	9,042	2,826	452	452	0
12	CENTURY COPIER	8/28/14	1,495	1,495	1,495	0	0	0
13	SERVER & RELATED	8/15/14	8,516	8,516	8,516	0	0	0
14	Fire Alarm Panel - net of Ins Proceeds	2/15/16	1,295	1,295	351	65	65	0
15	Septic Pump	3/09/16	1,782	1,782	475	89	89	0
16	Appliances	8/04/15	2,500	2,500	2,113	357	357	0
17	HP ProBook 440G4 - MB	5/30/17	530	530	433	97	97	0
18	HP ProBook 440G4 - EW	5/30/17	530	530	433	97	97	0
19	HP ProBook 440G4 - SS	5/30/17	530	530	433	97	97	0
20	HP ProBook 440G4 - BG	5/30/17	530	530	433	97	97	0
21	HP Colorjet Pro Printer	5/30/17	349	349	285	64	64	0
22	HP ProBook 440G4 - DC	5/30/17	530	530	433	97	97	0
23	HP ColorJet Pro Printer - DC	5/30/17	349	349	285	64	64	0
24	HP ProBook 440G4 - CSLO/Intem	5/30/17	530	530	433	97	97	0
25	Dell Inspiron 24 - Reception	5/30/17	749	749	612	137	137	0
26	HP Pro Book 440 G4 - CF	5/30/17	530	530	433	97	97	0
27	HP ProBook 440G4 - GDJD	5/30/17	530	530	433	97	97	0
28	HP ProBook 440G4 - MJ	5/30/17	530	530	433	97	97	0
29	HP ProBook 440G4 - JL	5/30/17	530	530	433	97	97	0
30	HP ProBook 440G4 - AY	5/30/17	530	530	433	97	97	0
31	HP ColorJet Printer - AY	5/30/17	349	349	285	64	64	0
32	Dell Inspiron 24 - ER	5/30/17	749	749	612	137	137	0
34	Samsung Galaxy A Tab	5/30/17	285	285	233	52	52	0
35	Samsung Galaxy A Tab	5/30/17	285	285	233	52	52	0
36	Dell Work Station - RK	5/31/17	749	749	612	137	137	0
37	Printer - RK	5/31/17	199	199	163	36	36	0
38	Work Station	5/31/17	749	749	612	137	137	0
39	Printer - KB	6/01/17	349	349	285	64	64	0
40	Staples Camcorder	6/04/17	350	350	286	64	64	0
41	Cabinet, Computers and printers	6/04/17	3,988	3,988	3,257	731	731	0
42	Computer System & Setup	6/30/17	14,253	14,253	11,402	2,851	2,851	0
46	Dell Optiplex	2/04/18	719	719	491	144	144	0
47	Well Pump & Tank	11/29/18	5,803	5,803	2,142	829	829	0
48	Phone System	3/02/20	3,073	3,073	585	439	439	0
49	Server	3/16/20	7,555	7,555	1,889	1,511	1,511	0
50	Laptops	4/14/20	6,603	6,603	1,651	1,321	1,321	0
51	Boiler	8/06/19	11,262	11,262	1,439	751	751	0
52	Air Conditioning	9/03/19	16,122	16,122	1,970	1,075	1,075	0
53	Shed #1	6/18/21	6,677	6,677	0	445	445	0
54	Shed #2	6/18/21	6,677	6,677	0	445	445	0
Total Other Depreciation			165,881	165,881	85,351	15,314	15,314	0
Total ACRS and Other Depreciation			165,881	165,881	85,351	15,314	15,314	0
Grand Totals			165,881	165,881	85,351	15,314	15,314	0
Less: Dispositions			0	0	0	0	0	0
Less: Start-up/Org Expense			0	0	0	0	0	0
Net Grand Totals			165,881	165,881	85,351	15,314	15,314	0

UPPERROOM THE UPPER ROOM, A FAMILY RESOURCE

09/30/2022 9:21 AM

02-0400769

Depreciation Adjustment Report

FYE: 6/30/2022

All Business Activities

<u>Form</u>	<u>Unit</u>	<u>Asset</u>	<u>Description</u>	<u>Tax</u>	<u>AMT</u>	<u>AMT Adjustments/ Preferences</u>
There are no assets that meet the criteria of this report						

02-0400769

Future Depreciation Report**FYE: 6/30/23**

FYE: 6/30/2022

Form 990, Page 1

Asset	Description	Date In Service	Cost	Tax	AMT
Other Depreciation:					
1	PRIOR FURNITURE	1/01/97	7,500	0	0
2	CABLING	8/31/01	1,790	0	0
3	SHED	4/12/06	1,500	0	0
4	L & B BUILDERS IMPROVEMNTS	2/23/06	2,800	140	0
5	EQUIPMENT	5/10/06	4,230	0	0
6	PAVING	2/01/07	4,700	235	0
7	MODERNFOLD OPERABLE	1/05/10	9,125	456	0
8	PARTITION WALL	9/01/10	5,840	307	0
9	REPLACEMENT WINDOWS	11/15/10	3,618	190	0
10	FURNACE	10/22/10	6,075	405	0
11	KITCHEN REMODEL	4/15/15	9,042	452	0
12	CENTURY COPIER	8/28/14	1,495	0	0
13	SERVER & RELATED	8/15/14	8,516	0	0
14	Fire Alarm Panel - net of Ins Proceeds	2/15/16	1,295	64	0
15	Septic Pump	3/09/16	1,782	89	0
16	Appliances	8/04/15	2,500	30	0
17	HP ProBook 440G4 - MB	5/30/17	530	0	0
18	HP ProBook 440G4 - EW	5/30/17	530	0	0
19	HP ProBook 440G4 - SS	5/30/17	530	0	0
20	HP ProBook 440G4 - BG	5/30/17	530	0	0
21	HP Colorjet Pro Printer	5/30/17	349	0	0
22	HP ProBook 440G4 - DC	5/30/17	530	0	0
23	HP ColorJet Pro Printer - DC	5/30/17	349	0	0
24	HP ProBook 440G4 - CSLO/Intern	5/30/17	530	0	0
25	Dell Inspirion 24 - Reception	5/30/17	749	0	0
26	HP Pro Book 440 G4 - CF	5/30/17	530	0	0
27	HP ProBook 440G4 - GDJD	5/30/17	530	0	0
28	HP ProBook 440G4 - MJ	5/30/17	530	0	0
29	HP ProBook 440G4 - JL	5/30/17	530	0	0
30	HP ProBook 440G4 - AY	5/30/17	530	0	0
31	HP ColorJet Printer - AY	5/30/17	349	0	0
32	Dell Inspirion 24 - ER	5/30/17	749	0	0
34	Samsung Galaxy A Tab	5/30/17	285	0	0
35	Samsung Galaxy A Tab	5/30/17	285	0	0
36	Dell Work Station - RK	5/31/17	749	0	0
37	Printer - RK	5/31/17	199	0	0
38	Work Station	5/31/17	749	0	0
39	Printer - KB	6/01/17	349	0	0
40	Staples Camcorder	6/04/17	350	0	0
41	Cabinet, Computers and printers	6/04/17	3,988	0	0
42	Computer System & Setup	6/30/17	14,253	0	0
46	Dell Optiplex	2/04/18	719	84	0
47	Well Pump & Tank	11/29/18	5,803	829	0
48	Phone System	3/02/20	3,073	439	0
49	Server	3/16/20	7,555	1,510	0
50	Laptops	4/14/20	6,603	1,320	0
51	Boiler	8/06/19	11,262	751	0
52	Air Conditioning	9/03/19	16,122	1,075	0
53	Shed #1	6/18/21	6,677	445	0
54	Shed #2	6/18/21	6,677	445	0
	Total Other Depreciation		165,881	9,266	0
	Total ACRS and Other Depreciation		165,881	9,266	0
	Grand Totals		165,881	9,266	0

Asset	Description	Date In Service	Cost	NH
Other Depreciation:				
1	PRIOR FURNITURE	1/01/97	7,500	0
2	CABLING	8/31/01	1,790	0
3	SHED	4/12/06	1,500	0
4	L & B BUILDERS IMPROVEMNTS	2/23/06	2,800	140
5	EQUIPMENT	5/10/06	4,230	0
6	PAVING	2/01/07	4,700	235
7	MODERNFOLD OPERABLE	1/05/10	9,125	456
8	PARTITION WALL	9/01/10	5,840	308
9	REPLACEMENT WINDOWS	11/15/10	3,618	190
10	FURNACE	10/22/10	6,075	405
11	KITCHEN REMODEL	4/15/15	9,042	452
12	CENTURY COPIER	8/28/14	1,495	0
13	SERVER & RELATED	8/15/14	8,516	0
14	Fire Alarm Panel - net of Ins Proceeds	2/15/16	1,295	64
15	Septic Pump	3/09/16	1,782	89
16	Appliances	8/04/15	2,500	30
17	HP ProBook 440G4 - MB	5/30/17	530	0
18	HP ProBook 440G4 - EW	5/30/17	530	0
19	HP ProBook 440G4 - SS	5/30/17	530	0
20	HP ProBook 440G4 - BG	5/30/17	530	0
21	HP Colorjet Pro Printer	5/30/17	349	0
22	HP ProBook 440G4 - DC	5/30/17	530	0
23	HP ColorJet Pro Printer - DC	5/30/17	349	0
24	HP ProBook 440G4 - CSLO/Intern	5/30/17	530	0
25	Dell Inspiron 24 - Reception	5/30/17	749	0
26	HP Pro Book 440 G4 - CF	5/30/17	530	0
27	HP ProBook 440G4 - GDJD	5/30/17	530	0
28	HP ProBook 440G4 - MJ	5/30/17	530	0
29	HP ProBook 440G4 - JL	5/30/17	530	0
30	HP ProBook 440G4 - AY	5/30/17	530	0
31	HP ColorJet Printer - AY	5/30/17	349	0
32	Dell Inspiron 24 - ER	5/30/17	749	0
34	Samsung Galaxy A Tab	5/30/17	285	0
35	Samsung Galaxy A Tab	5/30/17	285	0
36	Dell Work Station - RK	5/31/17	749	0
37	Printer - RK	5/31/17	199	0
38	Work Station	5/31/17	749	0
39	Printer - KB	6/01/17	349	0
40	Staples Camcorder	6/04/17	350	0
41	Cabinet, Computers and printers	6/04/17	3,988	0
42	Computer System & Setup	6/30/17	14,253	0
46	Dell Optiplex	2/04/18	719	84
47	Well Pump & Tank	11/29/18	5,803	829
48	Phone System	3/02/20	3,073	439
49	Server	3/16/20	7,555	1,510
50	Laptops	4/14/20	6,603	1,320
51	Boiler	8/06/19	11,262	751
52	Air Conditioning	9/03/19	16,122	1,075
53	Shed #1	6/18/21	6,677	445
54	Shed #2	6/18/21	6,677	445
Total Other Depreciation			165,881	9,267
Total ACRS and Other Depreciation			165,881	9,267
Grand Totals			165,881	9,267

Form 990	Event Income and Deduction Worksheet	2021
Name THE UPPER ROOM, A FAMILY RESOURCE		Taxpayer Identification Number 02-0400769
Description BINGO/LUCKY SEVEN/POKER		

Use this worksheet to verify data entered for a specific activity on your form 990/990EZ

Income & Expense Summary:

1. Gross receipts or sales	1. <u>513,680</u>
2. Advertising income	2. _____
3. Circulation income	3. _____
4. Other income	4. _____
5. Returns and allowances	5. _____
6. Contributions received	6. _____
7. Total revenue. Add lines 1 through 6	7. <u>513,680</u>
8. Cost of Goods Sold	8. _____
9. Employment Expense	9. _____
10. Fees for services	10. _____
11. Indirect Expense	11. _____
12. Depreciation Expense	12. _____
13. Exempt Activity Expense	13. <u>395,508</u>
14. Fundraising Expense	14. _____
15. Total expenses. Add lines 8 through 14	15. <u>395,508</u>
16. Net Income/Loss. Line 7 minus Line 15	16. <u>118,172</u>

Expense Details - Cost of Goods Sold:

Beginning inventory	_____
Purchases	_____
Labor	_____
Section 263A costs	_____
Other costs	_____
Ending inventory	_____
Total Cost of Goods Sold	_____

Expense Details - Employment Expense:

Compensation of officers	_____
Other salaries and wages	_____
Pension plan contributions	_____
Other employee benefits	_____
Payroll taxes	_____
Total Employment Expense	_____

Expense Details - Fees for Services:

Management	_____
Legal	_____
Accounting	_____
Lobbying	_____
Professional fundraising	_____
Investment management	_____
Other	_____
Total Fees for Services	_____

Information is indicated for use on Form 990-T, Schedule A:

Schedule A, UBIT Activity Code	_____	Seq #	_____
<input type="checkbox"/>	Part V, Debt Financing		
<input type="checkbox"/>	Part VI, Controlled Org Income		
<input type="checkbox"/>	Part VII, Investments for C(7)(9)(17)		
<input type="checkbox"/>	Part VIII, Exploited Activities		
<input type="checkbox"/>	Part IX, Advertising Income		

Expense Details - Indirect Expense:

Advertising and promotion	_____
Office	_____
Printing/publication/postage	_____
Info technology/Maintenance	_____
Royalties & License Fees	_____
Occupancy/Real Estate Taxes	_____
Travel & Repairs	_____
Travel/entertainment (officials)	_____
Conferences/meetings	_____
Interest	_____
Insurance	_____
Total Indirect Expense	_____

Expense Details - Depreciation Expense:

On investment property	_____
On non-investment property	_____
Amortization	_____
Depletion	_____
Total Depreciation Expense	_____

Expense Details - Exempt Activity Expense:

Repairs and Maintenance	_____
Bad debts	_____
Taxes/licenses	_____
Charitable contributions	_____
Dividend recd deductions	_____
Readership costs	_____
Other expenses	<u>395,508</u>
Total Exempt Activity Expense	<u>395,508</u>

Expense Details - Fundraising Expense:

Cash prizes	_____
Non-cash prizes	_____
Rent and facility costs	_____
Food & beverages (Part II only)	_____
Entertainment (Part II only)	_____
Other direct expenses	_____
Total Fundraising Expense	_____

Allocation of Expense to Program Service Accomplishments:

First	_____
Second	_____
Third	_____
All other	_____

Form 990	Event Income and Deduction Worksheet	2021
Description AUCTION/OTHER		
Name THE UPPER ROOM, A FAMILY RESOURCE		Taxpayer Identification Number 02-0400769

Use this worksheet to verify data entered for a specific activity on your form 990/990EZ

Income & Expense Summary:

1. Gross receipts or sales	1.		116,575
2. Advertising income	2.		
3. Circulation income	3.		
4. Other income	4.		
5. Returns and allowances	5.		
6. Contributions received	6.		
7. Total revenue. Add lines 1 through 6	7.		116,575
8. Cost of Goods Sold	8.		
9. Employment Expense	9.		
10. Fees for services	10.		
11. Indirect Expense	11.		
12. Depreciation Expense	12.		
13. Exempt Activity Expense	13.		25,975
14. Fundraising Expense	14.		
15. Total expenses. Add lines 8 through 14	15.		25,975
16. Net Income/Loss. Line 7 minus Line 15	16.		90,600

Expense Details - Cost of Goods Sold:

Beginning inventory	_____
Purchases	_____
Labor	_____
Section 263A costs	_____
Other costs	_____
Ending inventory	_____
Total Cost of Goods Sold	_____

Expense Details - Employment Expense:

Compensation of officers	_____
Other salaries and wages	_____
Pension plan contributions	_____
Other employee benefits	_____
Payroll taxes	_____
Total Employment Expense	_____

Expense Details - Fees for Services:

Management	_____
Legal	_____
Accounting	_____
Lobbying	_____
Professional fundraising	_____
Investment management	_____
Other	_____
Total Fees for Services	_____

Information is indicated for use on Form 990-T, Schedule A:

Schedule A, UBIT Activity Code _____ Seq # _____

- Part V, Debt Financing
- Part VI, Controlled Org Income
- Part VII, Investments for C(7)(9)(17)
- Part VIII, Exploited Activities
- Part IX, Advertising Income

Expense Details - Indirect Expense:

Advertising and promotion	_____
Office	_____
Printing/publication/postage	_____
Info technology/Maintenance	_____
Royalties & License Fees	_____
Occupancy/Real Estate Taxes	_____
Travel & Repairs	_____
Travel/entertainment (officials)	_____
Conferences/meetings	_____
Interest	_____
Insurance	_____
Total Indirect Expense	_____

Expense Details - Depreciation Expense:

On investment property	_____
On non-investment property	_____
Amortization	_____
Depletion	_____
Total Depreciation Expense	_____

Expense Details - Exempt Activity Expense:

Repairs and Maintenance	_____
Bad debts	_____
Taxes/licenses	_____
Charitable contributions	_____
Dividend recd deductions	_____
Readership costs	_____
Other expenses	25,975
Total Exempt Activity Expense	25,975

Expense Details - Fundraising Expense:

Cash prizes	_____
Non-cash prizes	_____
Rent and facility costs	_____
Food & beverages (Part II only)	_____
Entertainment (Part II only)	_____
Other direct expenses	_____
Total Fundraising Expense	_____

Allocation of Expense to Program Service Accomplishments:

First	_____
Second	_____
Third	_____
All other	_____

Form 990	Two Year Comparison Report	2020 & 2021
For calendar year 2021, or tax year beginning 07/01/21 , ending 06/30/22		

Name **THE UPPER ROOM, A FAMILY RESOURCE CENTER** Taxpayer Identification Number **02-0400769**

		2020	2021	Differences
Revenue	1. Contributions, gifts, grants	494,347	854,714	360,367
	2. Membership dues and assessments			
	3. Government contributions and grants			
	4. Program service revenue	559,761	467,866	-91,895
	5. Investment income	3,566	1,774	-1,792
	6. Proceeds from tax exempt bonds			
	7. Net gain or (loss) from sale of assets other than inventory			
	8. Net income or (loss) from fundraising events	99,443	90,600	-8,843
	9. Net income or (loss) from gaming	138,528	118,172	-20,356
	10. Net gain or (loss) on sales of inventory			
	11. Other revenue	112,100		-112,100
	12. Total revenue. Add lines 1 through 11	1,407,745	1,533,126	125,381
Expenses	13. Grants and similar amounts paid			
	14. Benefits paid to or for members			
	15. Compensation of officers, directors, trustees, etc.	74,984	93,686	18,702
	16. Salaries, other compensation, and employee benefits	633,059	749,980	116,921
	17. Professional fundraising fees			
	18. Other professional fees	25,758	59,671	33,913
	19. Occupancy, rent, utilities, and maintenance	49,981	47,188	-2,793
	20. Depreciation and Depletion	14,684	15,314	630
	21. Other expenses	121,379	221,049	99,670
	22. Total expenses. Add lines 13 through 21	919,845	1,186,888	267,043
	23. Excess or (Deficit). Subtract line 22 from line 12	487,900	346,238	-141,662
Other Information	24. Total exempt revenue	1,407,745	1,533,126	125,381
	25. Total unrelated revenue			
	26. Total excludable revenue	913,398	678,412	-234,986
	27. Total assets	1,640,078	2,012,046	371,968
	28. Total liabilities	63,900	89,630	25,730
	29. Retained earnings	1,576,178	1,922,416	346,238
	30. Number of voting members of governing body	11	12	
	31. Number of independent voting members of governing body	11	12	
	32. Number of employees	27	32	
	33. Number of volunteers	65		

Form 990	Tax Return History	2021
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Name THE UPPER ROOM, A FAMILY RESOURCE CENTER	Employer Identification Number 02-0400769
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	2017	2018	2019	2020	2021	2022
Contributions, gifts, grants	119,849	369,763	498,731	494,347	854,714	
Membership dues						
Program service revenue	659,333	428,774	372,217	559,761	467,866	
Capital gain or loss						
Investment income	2,735	2,888	4,634	3,566	1,774	
Fundraising revenue (Income/loss)	74,414	130,385	109,591	99,443	90,600	
Gaming revenue (income/loss)	65,461	90,204	41,467	138,528	118,172	
Other revenue	5,620	1,990	2,640	112,100		
Total revenue	927,412	1,024,004	1,029,280	1,407,745	1,533,126	
Grants and similar amounts paid						
Benefits paid to or for members						
Compensation of officers, etc.				74,984	93,686	
Other compensation	577,102	591,914	615,145	633,059	749,980	
Professional fees	34,025	32,276	23,795	25,758	59,671	
Occupancy costs	33,790	46,743	58,253	49,981	47,188	
Depreciation and depletion	10,678	11,240	12,277	14,684	15,314	
Other expenses	62,943	82,809	63,752	121,379	221,049	
Total expenses	718,538	764,982	773,222	919,845	1,186,888	
Excess or (Deficit)	208,874	259,022	256,058	487,900	346,238	
Total exempt revenue	927,412	1,024,004	1,029,280	1,407,745	1,533,126	
Total unrelated revenue						
Total excludable revenue	807,563	654,241	530,549	913,398	678,412	
Total Assets	611,857	878,314	1,259,903	1,640,078	2,012,046	
Total Liabilities	38,659	46,094	171,625	63,900	89,630	
Net Fund Balances	573,198	832,220	1,088,278	1,576,178	1,922,416	

UPPERROOM THE UPPER ROOM, A FAMILY RESOURCE

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02-0400769

Federal Statements

FYE: 6/30/2022

Form 990, Part IX, Line 11g - Other Fees for Service (Non-employee)

<u>Description</u>	<u>Total Expenses</u>	<u>Program Service</u>	<u>Management & General</u>	<u>Fund Raising</u>
PROFESSIONAL FEES	\$ 59,671	\$ 50,624	\$ 8,623	\$ 424
Total	<u>\$ 59,671</u>	<u>\$ 50,624</u>	<u>\$ 8,623</u>	<u>\$ 424</u>

UPPERROOM THE UPPER ROOM, A FAMILY RESOURCE

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Federal Statements

FYE: 6/30/2022

Schedule A, Part II, Line 1(e)

Description	Amount
GRANTS	\$ 800,840
CONTRIBUTIONS	53,874
Total	\$ <u>854,714</u>

Schedule A, Part II, Line 9(e)

Description	Amount
AUCTION/OTHER	\$ 90,600
Less: Deductions	-1,000
Total	\$ <u>89,600</u>

Schedule A, Part II, Line 12 - Current year

Description	Amount
PROGRAM SERVICE	\$ 460,478
PARTICIPANT FEES	7,388
Taxable Interest on Savings and Temporary Cash Investments	1,774
COVID RELIEF INCOME	
BINGO/LUCKY SEVEN/POKER	<u>513,680</u>
Total	\$ <u>983,320</u>

02-0400769

Federal Statements

FYE: 6/30/2022

BINGO/LUCKY SEVEN/POKER

Other Direct Fundraising or Gaming Expenses

<u>Description</u>	<u>Amount</u>
SUPPLIES	\$
STATE TAXES	
Total	\$ <u>0</u>

02-0400769

Federal Statements

FYE: 6/30/2022

Cash - BOY

<u>Code</u>	<u>Description</u>	<u>Amount</u>
		\$ 1,395,240
Total		<u>\$ 1,395,240</u>

Cash - EOY

<u>Description</u>	<u>Amount</u>
	\$ 1,681,561
Total	<u>\$ 1,681,561</u>

Unsecured notes - EOY

<u>Description</u>	<u>Amount</u>
PPP LOAN	\$
Total	<u>\$ 0</u>

BINGO/LUCKY SEVEN/POKER

Gross receipts

<u>Description</u>	<u>Amount</u>
BINGO/LUCKY SEVEN	\$ 513,680
Total	<u>\$ 513,680</u>

The UPPER ROOM, a Family Resource Center BOARD OF DIRECTORS

36 Tsienneto Road, Derry, NH 03038; (603) 437-8477 Updated: 1/23/23 (bg)

The full board meets the 3rd Wednesday of scheduled months at 6:30 PM (Feb., Apr., May, June, Aug., Oct., Nov., Dec.). The Executive Committee meets the 1st Wednesday of the month at 6:30 PM. The Finance Committee meets quarterly with monthly reviews.

Brenda Guggisberg, Executive Director, (8/2016)

Charlene Puzzo, President (9/2016), Contractor at Harvard Medical School

Mat Solso, President Elect (09/2020)

Tyler Hall, Treasurer (3/2018) Perkins and Company Accountant

Robert St. Amand, Secretary (1/2020) Retired Business Owner

Jeremy Lane (8/2013), Marketing

Gale Stanley, (4/2010) Retired Special Ed. Teacher

Alexis Brophy (9/2016) RE/MAX Real Estate

Elizabeth Bergeron, (12/2019) Controller at FCP, Inc. d/b/a Family Continuity

Matt Vasil, (1/2022) Baker, Newman, Noyes

Christen Evans (11/2022) Bank of America

Advisory:

Jacob D Wiesmann, (6/2012) CFO Portsmouth Regional Medical Center

Carol S. Larson

Skills:

- Self-Motivated Professional
 - Reliable
 - Bank Reconciliations
 - Accounts Receivable
 - Microsoft Word
 - Quickbooks Pro & Online
 - Strong Work Ethic
 - Detail Oriented
 - Payroll (Multi-state)
 - State Sales Tax Reporting
 - ADP PC Payroll
 - CODA Financials
 - Resourceful
 - Strong Organizational Skills
 - Accounts Payable
 - Microsoft Excel
 - Harpers Payroll
 - Business Cents Payroll Services
-

Experience:

October 2018 – Present: **Finance & Benefits Director** - Part-Time (30 hrs/wk)
The Upper Room / Derry NH
Non-Profit Family Resource Center

Payroll: Bi-Weekly for 30 employees using Business Cents Payroll Services.
Includes input of hours, tracking PTO, benefit deductions, etc.

Other Duties: Accounts Payable, Accounts Receivable, Budgets, Assist with yearly audit.

April 2010 - Present: **Bookkeeper** - Part-Time (15-20 hours month)
Cellular-Freedom / Manchester NH
Cell Phone Store

Responsible for making sure all the accounting transactions for the company are entered in Quickbooks Online on a weekly or monthly basis.

Posting payroll from Paychex reports, editing transactions downloaded in Quickbooks Online from banks and adding any transactions that might be missing.

Reconciliations of monthly bank statements, Balance Sheet and P&L accounts.
At year-end get all reports over to CPA for tax return filings.

Sept 2014 – Nov 2017: **Staff Accountant**
Normandeau Associates, Inc. / Bedford NH
Environmental Consulting Company

Payroll: Bi-Weekly In-house System for 250 employees in multiple states.
Pay & process monthly, quarterly, annual tax returns.

Expenses: Process weekly expense reports for employees.
Reconciliations of monthly bank statements, Balance Sheet and P&L accounts.
Assist in month end close and yearend audit.

Sept 2007 – Sept 2014: **Staff Accountant**
UNIT4 Business Software, Inc. / Manchester, NH
Accounting Software Company

Payroll: Semi-monthly payroll for employees in multiple states within the United States and Canada (Approximately 150 employees total)

Other Duties: Accounts Payable, Accounts Receivable, Employee Expenses, Sales Tax Reporting, Reconciliations of monthly bank statements, Balance Sheet and P&L accounts.
Assist in month end close and year-end audit.

July 2006 – May 2007:

Assistant Controller.

Moore Center Services, Inc. / Manchester, NH.

A non-profit organization that serves people with intellectual, developmental and personal challenges.

Prepared Monthly Financial Statements.

Reconciled monthly bank statements & Balance sheet accounts.

Maintained & monitored A/R aging report.

Assisted management with any financial questions & assisted Controller with projects.

1995 – July 2006:

Bookkeeper

Greater Lawrence Educational Collaborative / Methuen, MA.

Consortium of Massachusetts towns serving mentally & physically challenged children.

Payroll: Preparation, Processing, Distribution of Bi-weekly Payroll for 200+ employees.

A/P: Preparation & processing of payables for an \$11 million organization.

A/R: Generated monthly & quarterly invoices based on tuition & enrollment.

Maintained Aging report and made collection calls as needed.

HR duties: Administration of employee benefits and pension plans, Employee verifications,

Unemployment reporting, COBRA, Open enrollment, S.S. wage forms.

Implemented new payroll system (ADP to Harpers)

Assisted in fiscal year end audit & other duties assigned by Finance Manager.

Interim Treasurer (1998 – May 1999)

Responsible for all aspects of the Accounting Dept: Payroll, A/P, A/R, G/L,

Budget Administration, Bank Reconciliations, G/L Account Reconciliations and

Supervised Accounting Staff

1983 – 1995:

Accounting Clerk

W.E. Andrews Co., Inc. / Bedford, MA

Printing Company

Maintained Cash receipts & Disbursements, Processed all Payroll taxes & Quarterly taxes, Reconciled Payroll and Accounts Payable bank statements, maintained Workman's Comp reports, Administration of employee benefits (medical, life, credit unions), Prepared and distributed weekly expenses.

Education:

June 2004

Franklin Pierce College

Salem, NH

B.S. In Accounting

Elizabeth Graziano

Education:

Master of Education in Special Education

University of New Hampshire, 1997

Bachelor of Science in Speech and Language Pathology

University of New Hampshire, 1992

Certifications:

SASSI Administration and Clinical Interpretation

Coaching Children and Teens with ADHD certificate- UNH

RENEW-UNH

CPI- Pinkerton Academy

Experience:

Program Facilitator- Upper Room, Derry, NH 2018-Present

Facilitate parent and caregiver café for the purpose of supporting parents in gaining ideas, knowledge and skills to address common and challenging events that present with their youth.

Special Education Program Coordinator – Pinkerton Academy 2015-present

Develops programming for students impacted by autism, ADHD, learning and emotional disabilities. Serves as PA representative at all special education meetings. Coordinates testing for special education department consisting of 550 identified students. Conducts observations and the services as direct supervisor of the resource room teachers and program paraprofessionals. Acts as program administrator for all technology based remedial programs (i.e. iReady). Develops and conducts pertinent trainings and department meetings. Facilitates the development and implementation of remedial instruction.

Coordinator of Student Services/Special Education Teacher-Merrimack High School- 2012-2015

Served as department head for a special education staff comprised of 60 special education teachers and paraprofessionals. Served as LEA in all special education meetings including progress, IEP, and eligibility, evaluated paraprofessionals and special education teachers, developed and maintained a budget, coordinated ESY services, created staff schedules and participated in the building level leadership team.

Coordinator of Student Services- Raymond High School-2011-2012

Served as one of the three administrators at RHS. Responsible for the organization and functioning of the special education department. Participated in the leadership team meetings, student intervention team and department head meetings. Acted as the administrator in charge in the absence of the principal and asst. principal. Served as LEA at all annual review, evaluation and transition meetings, conducted staff evaluations, coordinated related services, coordinated GED options program and RENEW program, and developed ESY programs.

Out of District Coordinator/Transition Coordinator- Raymond School District- 2005-2011

Determined the most appropriate out of district program for students in need of an alternative placement. Managed all aspects of their individual education programs, evaluations, transportation and ESY services. Served as court liaison and coordinated services with the juvenile justice system, mental health agencies and child and family services. Conducted academic evaluations in order to assess present levels of performance.

Special Education Teacher-Pembroke Academy 2001-2003

Case Managed 25 special education students with a myriad of identifications. Created and implemented programming in the resource room to target remedial skills and goal setting. Conducted academic evaluations to determine present levels and develop instruction. Facilitated all special education meetings and completed all relevant documents according to the special education law.

Special Education Teacher- Hooksett Middle School- 2000-2001

Case Managed 25 middle school students, held study skills classes and taught small group reading and math to students with significant learning and behavioral disabilities. Developed behavioral plans and alternative curriculum for students with emotional disabilities. Worked with study skills counseling staff to implement social skills program into the resource room. Modified curriculum in conjunction with the middle school team to diversify instruction.

Special Education Teacher- Rundlett Middle School- 1997-2001

Case Managed 30 middle school students, held study skills classes and taught small group reading and math to students with significant learning and behavioral disabilities. Developed behavioral plans and alternative curriculum for students with emotional disabilities. Worked with study skills counseling staff to implement social skills program into the resource room. Modified curriculum in conjunction with the middle school team to diversify instruction.

Kelsey L. Mayland

EDUCATION

University of New Hampshire/ Department of Labor	Remote
<i>Building Futures Together</i> Certificate in Behavioral Health	October 2021-May 2022
Apprenticeship Program	March 2022 - March 2023
Southern New Hampshire University	Manchester, NH
<i>Bachelor of Science</i> , Justice Studies Minor in Business	December 2016
GPA 3.8, President's List Nu Iota Honor Society SNHU Justice Studies Association Transfer Admissions Student Worker	
New Hampshire Technical Institute	Concord, NH
<i>Associate of Science</i> , Criminal Justice	May 2015
GPA 3.93, Dean's List Phi Theta Kappa Honor Society Criminal Justice Club Certified Victim Witness Advocate	

RELATED EXPERIENCE

<i>Greater Derry Juvenile Diversion/ Adolescent Wellness Program Coordinator</i>	
The Upper Room, Derry, NH	July 2022-Present
<ul style="list-style-type: none"> • Coordinate all programs and services offered through the GDJD and AWP Programs • Support youth through the diversion process and services that offer restorative justice principles • Manage all programs and services including Community Service Learning 	
<i>Adolescent Wellness Program Coordinator/Agency Navigator</i>	May 2021-Present
The Upper Room, Derry NH	
<ul style="list-style-type: none"> • Coordinate anger management course, substance misuse prevention course, drop in group for teens and a parent support group; oversee vape education workshop and suspension program; work closely with and manage up to 5 employees; track data and submit reports • Communicate with individual clients to make connections and assist with obtaining goals; network with community organizations to gain knowledge and resources for clients • Offer support to the Diversion program 	
<i>Volunteer, The Upper Room, Derry, NH</i>	May 2015-May 2021
<ul style="list-style-type: none"> • Serve as an integral member of a team supporting participants in The Greater Derry Juvenile Diversion Program dedicated to empowering youth to make responsible decisions while offering an alternative to court intervention • Communicate with youth and ask questions to develop an appropriate contract and determine participation in activities such as restitution, community service, and referrals to alternative programs • Ensure participants complete assigned activities and organize documentation to close case files 	
<i>Educational Youth Mentor</i>	Aug 2017-July 2018
The Upper Room, Derry NH	
<ul style="list-style-type: none"> • Provided support to students 16-21 to prepare them for HiSET tests; created and presented lessons on all subject matters; helped students to explore potential colleges; assisted with resume and cover letter writing and general job preparedness • Facilitated community service program for youth ages 12-17; communicated with diverse members of the community to organize and facilitate the completion of projects; explained community interactions and life lessons to support youth 	
<i>Youth Specialist, NH-JAG, Manchester, NH (Closed)</i>	April 2017-June 2017
<ul style="list-style-type: none"> • Provided support to students 16-24 through one-on-one guidance and counseling, mentoring and assistance with life skills; assisted with test preparation, identifying training programs and jobs, and enrolling in college • Organized materials and entered student information into the database to ensure accuracy and create a structured environment; served as a liaison to schedule appointments with organizations and students • Offered continued follow-up services to students to ensure long-term success and program completion 	
<i>Intern, Sununu Youth Services Center (SYSC), Manchester, NH</i>	May 2016-Aug 2016
<i>Intern, Webster House, Manchester, NH</i>	June 2014-July 2014

ADDITIONAL EXPERIENCE

<i>Legal Assistant, Sheehan Phinney Bass & Green PA, Manchester, NH</i>	Oct 2018-May 2021
<i>Admissions / Office Assistant (Temporary): Granite State Trade School, Raymond, NH</i>	June 2018-Oct 2018
<i>Office Assistant/Assembler, Hamilton Precision, LLC, Laconia, NH</i>	Nov 2016-April 2017
<i>Lead Sales Clerk, Shooters Outpost, Hooksett, NH</i>	Dec 2012-Nov 2016

SKILLS AND INTERESTS

- **Skills:** Worldox, QuickBooks, Microsoft Word, PowerPoint and Excel; moderate Spanish
- **Interests:** Helping others, planning events, snowboarding, kayaking, four wheeling, hiking, family

ELIZABETH O'CONNELL

Summary

Skilled program coordinator and facilitator with an extensive background in wellness and prevention education for adolescents and young adults as well as substance misuse prevention and recovery support. Organized, resourceful, detailed-oriented, and eager to learn, I collaborate well with team members to deliver exceptional work.

Skills

- State and Federal Policy and Procedure implementation/monitoring
- Policies and Procedures- Best Practices
- Program development and implementation
- Staff development
- Supervision
- Professional relationships
- Project coordination
- Self-motivated
- Partnership development
- Performance standards and analysis
- Presentation delivery
- Report generation
- Group Facilitation

Experience

The Upper Room | Derry, NH **Young Adult Strategies Coordinator** *2018 – Current*

- Provide evidence-based substance misuse prevention education and support to young adults in the South-Central Public Health Network communities
- Facilitated partnerships with communities and stakeholders to boost project awareness.
- Analyzed program effectiveness and provided feedback to modify, adapt and optimize strategic planning.
- Planned and scheduled regular and special event programs to meet established goals.
- Delivered substance misuse prevention workshops
- Liaised between organizations, partners, stakeholders, and members to promote and improve services and communication.
- Managed program budgets.

Adolescent Wellness Facilitator *2021- Current*

- Facilitated substance misuse prevention and anger management curriculums for adolescent groups.
- Complete participant intake; Delivery of curriculum with fidelity; write and submit reports; Provide exit interviews with participant and parent
- Utilize teamwork skills with program coordinator and co-facilitator to deliver exceptional service

WIC Program, SNHS, Inc. **Manchester, NH** **Nutrition Coordinator** *01/2008 - 01/2014*

- Coordinated programming to follow State of New Hampshire policies and procedures for the Women, Infants and Children's' program in Hillsboro and Rockingham Counties.
 - Hired, trained, and supervised all nutrition staff to ensure they met the standards of programming.
 - Worked in coordination with the program director and coordinators to ensure strong delivery of program services.
 - Provided nutrition counseling for women and their infants and children. Implemented small group education for participants.
-

Education and Training

University of New Hampshire | Durham, NH
Bachelor of Science in Nutritional Science
2000

Certifications

Mental Health First Aid Instructor
SAPST trained
Project SUCCESS trained
Certified Prevention Specialist
Certified Recovery Support Worker- in process

Notable Assets

Experienced Motivational Interviewer
Continued Education in the Continuum of Care for Substance Use Disorders

MIMI C. BERGERE

2021-Present **The Upper Room; Derry, NH**

Youth Support Specialist

- Instructor, The Rejuven8 Program
- Weekly, Monthly Reporting
- Intake Meetings with Students and Parents
- Instructor for Take Control, a youth anger management series.

2016-2019 **Granite State Independent Living, Manchester NH**

Lead Transition Specialist

- Lead Instructor for 14 Week Career Readiness Program
- Coordinated services for thirteen area high schools
- Botvin Certified/ Transition Specialist Certified
- Event and Public Relations Planning and projects.

2014-2015 **YWCA NH; Manchester, NH**

Youth & Community Programs Coordinator

- Supervisor of Volunteer & Intern Programs; including Crisis Services
- Community Trainer and Outreach Provider; Expansion of community partners
- Advocate for clients in crisis; Domestic Violence/Sexual Assault
- Youth Asset Development Specialist and trainer: Botvin LifeSkills, PACT
- Marketing/Facilitation of Parent Support & Education programs
- Manger of Family Education Collaborative; multiple community partners.
- Focused case management work with teen/young parents.

2013 **Child & Family Services; Group Home, Concord NH**

Youth Counselor/House Manager (PT)

- * Supervision & counseling for adjudicated/abused & neglected youth.
- * Medication Certification

2006-2012 **Dover Housing Authority; Seymour Osman Community Center**

The Quantum Program Director/High School

- After school academic and youth asset development for "at risk" teens.
- Job readiness /high school level curriculum educator.
- Created and implemented all developmental programming & activities.
- Created evaluation tools & tracking student progress in multiple areas.
- Coordination of social, emotional and career skills programming/service learning projects/ cultural arts activities and curriculum.
- Mentoring Program Director
- Support services for parents, families and school personnel.

*99% of Quantum graduates accepted to post-secondary institutions
99% of students had no negative interaction with law enforcement*

2000-2004 **Granite State Youth Mentors, State Mentoring Partnership**

Executive Director

- Creation of services and programs for new statewide agency supporting all youth mentoring programs.
- Reported to Phil McLaughlin, NH Attorney General and NH Charitable Foundation.
- Direction and coordination of statewide public awareness strategies.
- Programmatic training institutes and technical support for 40 local programs.
- Community outreach workshops to business and state organizations.
- Federal/State grant administration/Grant writing.
- Supervision of all operations and program staff.
- Author of Training Manuals and presenter of training services.
- Member of Public Policy Council, National Mentoring Partnership.

Increased mentoring matches statewide by 75%

1994-2000 **New Hampshire Partners in Education, Barrington, N.H.**

Executive Director

- Responsible for creation and administration of operational budget for educational agency serving NH schools and school volunteers.
- Direction and coordination of all programs, awards events and training workshops.
- Presentation of community outreach workshops.
- Direction of fundraising activities; grant writing.
- Supervision of professional staff of four.
- Public speaking to civic/youth/educational/business groups.
- Writing and editing of educational materials.
- Consultant to business and school staff in establishing/retaining volunteers.

Founder of NH School-Based Mentor Program, Rochester Middle School

Education

University of California at Berkeley ~ Berkeley, CA

BA with honors from the School of Journalism

Numerous certifications in teen suicide prevention, bullying, oppositional defiant disorder, trauma informed counseling of children experiencing Domestic Violence, Sexual Assault, ADHD, Positive Youth Development, Addiction & Recovery. Crisis Services/Confidentiality Certification 2014/ United Way Speakers Bureau Certification 2014/Certified in Quality Standards of Family Strengthening & Support 2015 (NH Children's Trust)

Susan L. Buck

Professional Summary

Accomplished, innovative professional educator and school counselor with a genuine interest in students' cognitive and social growth. Actively involved in all areas of education including, professional communities, student career preparation, and exploring technology. A self-driven leader with excellent communication and interpersonal skills who enjoys effectively collaborating with all levels of staff members, and fosters quality relationships with students and parents.

Core Strengths

- Promote student success, provide preventative services and respond to identified student needs.
- Consult and collaborate effectively with parents/guardians, teachers and administrators regarding students with identified concerns and needs.
- Design classroom lessons that address academic, career, and personal/social development for all students.
- Establish and maintain cooperative relationships with parents to assist with the educational, personal, social adjustments of their children.
- Prepare and formulate master schedules and class schedules for all middle level students.
- Coordinate administration of standardized and state tests.
- Proficient user of PowerSchool - student information system.

Experience

School Counselor, Chester Academy Chester, NH 2005-Present

- Have overseen the School Counselor Department for grades K through 8.
- Designed and manage the transition program to prepare all eighth grade students for enrollment at Pinkerton Academy.
- Participate in quarterly middle school counselor meetings at Pinkerton Academy.
- Prepare budget for school counseling department.
- Manage all aspects of the McKinney-Vento Act. As homeless liaison: advise staff about school enrollment policies, assist incoming students/families access information.
- Manage Section 504 plans for students.
- Chaired Professional Development Committee to manage and update master plan, as well as create staff development opportunities during school year

Adolescent Wellness Program facilitator, The Upper Room Derry, NH 2017-Present

- Co-facilitate The Phases Program; a program providing research-based information to adolescents about the risks of THC use.
- Trained to co-facilitate the Take Control Program, a workshop designed to help adolescents respond better to conflict and develop an awareness of the effect of anger on their lives

Susan L. Buck cont'd

Education and Training

Responsive Classroom, Trained – student-centered approach to teaching & discipline.

Jesse Lewis Choose Love Enrichment Program - SEL curriculum.

Signs of Suicide (SOS), Implementer Training – suicide prevention program

Antioch University – New England, Certificate in Clinical Mental Health Counseling

SASSI Training (Substance Abuse Subtle Screening Inventory)

SBIRT (Screening, Brief Intervention & Referral to Treatment)

Rivier University, Certificate in Administration – Principal

Rivier University, M.Ed. in Counselor Education (G.P.A. 3.72)

University of Massachusetts – Amherst, B.A. in Communication Studies

University of New Hampshire, Certificate Program – Coaching Children and Teens

Certifications

New Hampshire Principal Certification

School Counselor Certification K-12

HQT Certified

Alice F. Major

CAPABILITY: Expert at collaborating with teachers and facilitating education programs for students, emphasizing building and cultivating strong community partnerships, and providing leadership that strengthens individuals, families, and the community.

PROFESSIONAL EXPERIENCE

2020 – CURRENT THE UPPER ROOM

Derry, NH

Teacher-HiSET Rejuvenate & Tutoring Lead

- Support HiSET Teacher in planning and implementing instruction, lessons, activities, and tutoring for Reading, Writing, Math, Science, Career, Health, and Social Studies
- Independently facilitate group instruction, as well as individual tutoring, to address specific academic needs and develop student knowledge and skills
- Provide workshops/activities/ideas to support social-emotional, transition to adulthood and wellness for students
- Effectively establish a positive rapport with students, parents, or school staff, being flexible to meet changing student needs
- Establish Clear boundaries and group norms for programs to ensure consistency
- Provide feedback regarding student progress, expectations, goals, and activities
- Assist with the organization of all tutoring services for students in need of assistance to include the intake coordinator and students in need of services to assure access to support
- Encourage, engage, motivate and support students in the learning process to ensure a positive classroom environment
- Prepare and support required reporting, attendance, documentation of programs
- Develop individual lesson tutoring plans that foster student self-confidence and career direction

2017 – 2020 TIMBERLANE REGIONAL HIGH SCHOOL

Plaistow, NH

Para-Educator and Assistant Track & Field Coach

- Assisted the teacher in general daily classroom activities,
- Helped special needs students, cared for their physical, emotional health and safety, affirming their abilities, and striving to promote dignity in all relationships.
- Assisted students in achieving academic success in Spanish, Health, Science, Math, Social Studies, and Learning Center classes.
- Worked with students one-on-one and in a group setting to help them with their comprehension and understanding of their classwork and homework

2014 – 2017 PLAISTOW PUBLIC LIBRARY

Plaistow, NH

Logistics & Community Education Liaison

- Facilitated the first partnership in the 24-year history of the Library with The Timberlane Regional School District and the Superintendent of the SAU 55.
- Authored and coordinated the first Annual Southern NH community-wide grant program entitled Community Stories: Soldiers Home & Away across nine towns, Timberlane Regional School District, Veterans groups, and local area businesses
- Produced 50 educational programs for Community Stories: Soldiers Home & Away, connecting over 1,000 attendees of civilian, adults, teens and children with the Veteran Community.
- Initiated a new mentoring program for middle and elementary school students called READING BUDDIES. This resulted in 37 students participating in the program from the middle and elementary schools.
- Served as the Library's Media Coordinator and Representative and generated interviews on CNN, WMIR and WGIR, Published articles in Eagle-Tribune, Union Leader, Tri-Town News, Hippo Press, and Carriage Town News.

- Established a Volunteer Coordinator Program by developing comprehensive, detailed roles/responsibilities and a formal policy and procedure manual. As a result, the library received hours of in-kind services monthly and an online sign-up of a coordinated volunteer program.
- Formed a partnership with the New Hampshire Army National Guard and secured a Blackhawk helicopter landing at the Timberlane Regional School to launch the project of Community Stories: Soldiers Home & Away. This resulted in 60 area Veterans attend the event and 300 Timberlane students tour the Helicopter.
- Successfully developed, implemented, and executed a strategic plan for the Veterans Services Fair and Closing Event. This included logistical buy-in and partnership with the Plaistow Chief of Police, Fire Chief and Superintendent of SAU 55, Boy Scouts Explorer Group of Sandown and Plaistow Community, and the Administration at the Timberlane Regional School District.
- Formed a Teen Advisory Board in the Middle and High schools and increase the number of youth patrons for the library.

2011 – 2014 AMERICAN RED CROSS OF NH

Concord, NH

Major Gift Officer

- Generated \$220,000 in grants & corporate donations from the Southern NH area year after year.
- Produced, managed the organization's first grant partnership with NH Homeland Security & FEMA, and trained 658 community members in safety and disaster preparedness.
- Developed a strategic campaign and volunteer outreach for the municipal market, increasing revenue generation by 20%.
- Created speakers circuit and spoke on behalf of the agency to numerous corporations, community organizations, schools, and municipalities.
- Established a strategic three-year Golf event, incorporating agency Board of Directors and leading Philanthropist in the community resulted in generating \$43,000 for the organization in net revenue.

2003 – 2011 HEAR in NEW HAMPSHIRE

Hooksett, NH

Director of Development

- Established successful grant proposals; resulted in generating millions of dollars in three years for the school. Average grants ranged in size from \$2,500 to \$160,000.
- Established the school's first partnership with local and state community groups: Dartmouth Hitchcock College, Southern NH University, Fight to Educate Committee and the Kiwanis, Rotary clubs throughout New Hampshire's towns and cities.
- Developed and solicited membership in the school's first Advisory Board Committee; resulted in having a membership comprised of: a surgeon from Dartmouth Hitchcock Hospital, vice president of Sovereign Bank, pediatrician, and internist at Southern NH Hospital, and Philanthropist from Merchants Automotive Group on the Board of Advisory Committee.
- Organized and directed press interviews, scripted agenda and talking points, and conducted follow-up activities with editors; resulted in having over 95% of all interviews published. Regularly published agency feature articles in local community media: WMUR, WGOT, WYCN, WGIR, WZID, WMUR's *Chronicle*, *The Boston Globe*, *The Union Leader*, and *The Nashua Telegraph*.

EDUCATION

BOSTON UNIVERSITY SCHOOL OF PUBLIC COMMUNICATION

Boston, MA

Bachelor of Science in Mass Communication

Alice Major- TUR -2

NORTHEASTERN UNIVERSITY

Boston, MA

Emergency Medical Technician-Paramedic
PROFESSIONAL DEVELOPMENT

Youth-Mental Health First Aid- Certification	2021
Connect Suicide Prevention Training: Modules	2021
CPR/AED/Narcan – Certification	2020
Standards of Quality FSNH/Family Strengthening & Support	2020
Trauma-Informed Care Practices- Certificate	2020
Appearance & Performance Enhancing Drugs and Substances	2020
Engaging Effectively with Parents	2020
Using Social and Emotional & Behavioral Assessments to Support MTSS	2020
Teaching Hope and Resilience for Students Experiencing Trauma	2020
Fundamentals of Coaching – Certification	2019
CPEI De-escalation -Certification	2019
Registered Behavior Technician (RBT) Training	2017

Brenda Guggisberg

- Experience: August 2016 – Current
Executive Director The Upper Room a Family Resource Center, Derry, NH
- Oversight of operations, Finance and HR functions
 - Oversight of PR and agency relations
 - Develop and manage budgets
 - Oversee grants and development
 - Development of staff and programs
 - Oversight of building site, safety, and improvement plans
 - Advocate and support children and families, including development of relationships with those entities that adapt policy that impacts the lives of children and families
 - Development of Board, and Strategic Plans
 - Develop and maintain strong relationships with funding sources.
 - Develop relationships with community partners
 - Collaborate to provide services that are unique and meet the community needs

September 2006 – November 2015 The Upper Room, a Family Resource Center
HiSet Administrative Program Coordinator/Guidance Counselor

- Coordinate supports and services for students
- Develop program policies and practices to meet the needs of Pinkerton Academy Options program, and The Upper Room
- Facilitate and coordinate intake and assessments for incoming students seeking HiSet/High School Equivalency services, to address educational needs and to manage personal barriers to a students success so that they may more fully participate
- Foster services with Employment Security and other employment agencies
- Coordinate Life Skills /Career Pathways component of the program to provide basic competencies for young adults, to include career exploration and college investigation
- Develop relationships with Community College Admissions, for ease of support to students
- Collaborate with other area services when students have additional needs outside the program
- Develop program to meet the needs of the students
- Provide supervision to classroom instructor and tutors, including staff development and training needed to support staff in the program
- Market and promote the program
- Analyze and assess curriculum to develop strong test preparation programming
- Offer pretesting and screening services to all interested students
- Provide referrals and consults for students requiring additional supports to obtain their HiSet/High School Equivalency
- Facilitate the HiSet/High school Equivalency Team meetings

- Provide documentation and program reports to secure funding
- Collaborate with other HiSet programs to develop positive systems for students coming in to program, and appropriate referrals to area schools or agencies

December 2011-June 2016 The Upper Room, a Family Resource Center
Administrative Coordinator

- Facilitate Parenting classes and groups
- Offer parenting resources and referrals based on parent need
- Food Pantry
- Building Operations/Maintenance/Contracts
- Loss Management/Safety

December 2002 – July 2009 The Upper Room, a Family Resource Center
Program Coordinator TIPS (Teen Parenting Program)

- Facilitate school and community based educational program for pregnant or parenting teens and young adults
- Offer individual support to people seeking resources and referrals
- Coordinate, and organize a monthly "Learn and Shop" event for teens participating in the program
- Facilitate/coordinate prevention workshops for teens and/or their parents
- Assist individuals in seeking the resources they need to be most effective as parents and students
- Implement and facilitate a teen pregnancy and parenting curriculum to teens participating in the program
- Oversee a children's enrichment segment of the program, so that children of the teen parents are offered enriching activities, reading, and opportunities for group play
- Supervise childcare staff and volunteers.
- Complete grant reports and documentation requirements to secure funding
- Facilitate collaboration group to support teen parents in the Southern NH region
- Provide the educational information for Pinkerton Academy to provide an approved course for study at Pinkerton

Education: 1995 M. Ed. Guidance and Counseling, Russell Sage College, Troy, NY
1987 B.S. Psychology, Minor: Early Childhood Education,
Elmira College, Elmira NY

Professional Affiliations: (Current)

Greater Derry Londonderry Chamber of Commerce Board of Directors
Chair/Co-Chair Southern New Hampshire Human Service Council
South Central Public Health Membership
Family Support New Hampshire Board Member-Transition Team
Salem Chamber of Commerce Member
Network4Health (Integrated Delivery Network) Member
NH Advisory Committee DCFY

Andrea Younie

OBJECTIVE

A position which will benefit from my organizational skills, customer service experience and varied computer knowledge.

EMPLOYMENT HISTORY

- The Upper Room as Data Manager Dec 2014 – Current. Maintain client database, create reports as requested to support grant applications and management needs for reporting to state and local governmental agencies.
 - Salem Family Resources as Data Manager July 2020 – June 2021. Create Reports for grant applications, maintain database and develop systems to streamline data collection and reporting.
-

SUMMARY OF SKILLS

Organizational

- Worked independently as a Mailroom Coordinator for a Fred B. Estabrook Co, Inc, a publishing and advertising company in New Hampton NH, Feb 93 – July 97.
- As an Independent Consultant for the Pampered Chef, had to organize my time, booths at fairs and vendor events and be organized to present the products and take orders at Cooking Shows.

Computer Knowledge

- Experienced in overall Windows based application use.
- Skilled in Microsoft Word, Excel, and easily learns new programs.
- Data Entry experience at Estabrook Co, input many names and checked for accuracy of address information. Produced and mailed 1st and 3rd class bulk mailings.

Customer Service

- Former Owner at Try Something Classes, teaching healthy cooking classes and craft classes, maintaining email list, send newsletters and social media.
 - Worked as an Independent Consultant with the Pampered Chef for 2 years, had my own client base and made sure that they were satisfied with their products and the service they received.
 - Worked as a receptionist for Geneva Point Conference Center, 1991 – 1993(seasonally), reservation duties, processing payments, creating bills for customers, creating work schedules for employees, and many general secretarial duties, phone answering, data entry, and filing.
-

EDUCATION

New Hampshire Technical Institute, Concord, NH
Associates of Science in Computer Information Systems 1992

Winnisquam Regional High School, Tilton, NH
High School Diploma, 1989
Business Class concentration such as accounting classes

Volunteer Leadership Positions

- Currently Co-Manager of the Food Pantry at The Upper Room, 2011-Current
- Auction Committee Member, The Upper Room's Annual Family Matters Auction 2011-2014
- Team Coordinator (equivalent to President of the Board) at Rhythm of New Hampshire Show Chorus, 2016-current

The Upper Room 2023-2024 BDAS GrantKey Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Kelsey Mayland	Program Director	59,280.00	.25%	14,820.00
Andrea Younie	Data Manager/Program Fac.	22,880.00	.20%	4576.00
Carol Larson	Finance	43,056.00	.03%	4368.00
Alice Major	Teacher	33,792.00	.50%	16,896.00
Mimi Bergere	Teacher Assistant	21,120.00	.50%	10,560.00
Brenda Guggisberg	Supervision	104,000.00	.06%	7,512.00
Leanne Sullivan	Office Manager	34,944.00	.06%	2184.00
Shelly Koza	Marketing Manager	34,320.00	.06%	2288.00
				63,104.00

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

Lori A. Sbiblette
 Commissioner

Katja S. Fox
 Director

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

May 19, 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 for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to amend existing contracts with the Contractors listed below for the continued provision of evidence-informed substance misuse prevention direct services to youth and their parents and caregivers, by increasing the total price limitation by \$819,327 from \$4,308,906 to \$5,128,233 and by extending the completion dates from June 30, 2022 to June 30, 2023, effective July 1, 2022 or upon Governor and Council approval, whichever is later. 100% Other Funds (Governor's Commission).

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
Boys and Girls Club of Greater Salem, Inc.	180086	Salem, Nashua & Souhegan Valley	\$1,086,844	\$216,488	\$1,303,332	O: 08/23/17 #20 A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 08/30/21 #25
New England Teen Institute, Inc. <i>(formerly New Hampshire Teen Institute for the Prevention of Alcohol and Other Drug Abuse)</i>	166624	Statewide	\$1,190,422	\$215,655	\$1,406,077	O: 06/21/17 Late Item B A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 06/30/21 #25
North Country Education Services Agency	154707	Northern Grafton & Coos County	\$863,260	\$172,065	\$1,035,325	O: 08/23/17 #20 A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 06/30/21 #25
The Upper Room, A Family Resource Center	246053	Rockingham County & surrounding communities	\$475,291	\$87,109	\$562,400	O: 06/21/17 Late Item B A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 06/30/21 #25

The Youth Council	154886	Nashua North & Nashua South High Schools	\$693,089	\$128,010	\$821,099	O: 06/21/17 Late Item B A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 06/30/21 #25
		Total:	\$4,308,906	\$819,327	\$5,128,233	

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

See attached fiscal details.

EXPLANATION

The purpose of this request is to continue to provide substance misuse prevention direct services to youth and related programming for their parents and caregivers. The Governor's Commission on Alcohol and Other Drugs (Commission) approved the funding allocation on March 4, 2022. This amendment will allow the contractors to continue to provide direct prevention services and promoting positive youth development with the goal to prevent and reduce the misuse of alcohol, marijuana, prescription drugs, opioids, stimulants and other drugs. The Department is seeking to extend the contracts beyond the completion date and available renewal options in response to a funding directive from the Governor's Commission on Alcohol and Other Drugs. In accordance with RSA 12-J, the Department carries out the administrative functions of the Commission.

Approximately 4000 individuals will be served July 1, 2022 through June 30, 2023.

The services provided through these contracts will continue to target youth between the ages of 10 and 20 who are at risk of engaging in the misuse of alcohol and other drugs. Risk factors include youth experiencing poor academic performance; behavioral problems at school or have dropped out of school; involvement with the juvenile justice system; and children whose parents or caregivers are engaged in the active misuse of alcohol and or other drugs.

Each Contractor will continue providing evidence-informed programs that include education, counseling, and healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programs include individual or group education and awareness about the risks and consequences of substance misuse, assistance in helping youth acquire the skills necessary to resist peer pressure to use alcohol or other drugs, engagement in the development and promotion of social activities that do not include the use of substances, and developing healthy coping skills to deal with stressful circumstances in their life at home or school. These programs also engage parents and caregivers through online newsletters, virtual trainings, and individual meetings to assist with developing skills to promote improved communication within the family about substance misuse.

In SFY '22 the vendors provided substance misuse prevention services to 3,893 youth identified as being at a high risk of developing a substance misuse disorder. Of the program participants surveyed in SFY '22, 93% reported using a healthy coping skill learned in the program to handle a stress they experienced and 97% reported they would choose to abstain from using alcohol until the legal age to drink. Based on these performance measures, the Commission approved to continue providing funding for SFY '23.

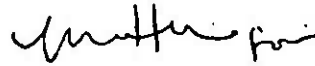
The Department will continue monitoring contracted services through regularly scheduled meetings and by reviewing monthly and quarterly reports submitted by the Contractors.

Should the Governor and Executive Council not authorize this request, adolescents at risk of developing a substance use disorder are unlikely to have access to substance misuse prevention programming intended to prevent the use of substances, or mitigate the progression of substance misuse. Additionally, education about the risk and consequences associated with adolescent use of alcohol and other drugs, and supports regarding communication skills to talk about those risks will not be available to parents.

Source of Federal Funds: 100% Other Funds (Governor's Commission)

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

Respectfully submitted,



Lori A. Shibanette
Commissioner

Attachment 4
Prevention Direct Services
Financial Details

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

New Hampshire Teen Institute V#166624 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$107,744	\$0	\$107,744
Sub-total			\$107,744	\$0	\$107,744

The Upper Room V#174210 PO #1057481

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$36,811	\$0	\$36,811
Sub-total			\$36,811	\$0	\$36,811

The Youth Council V#154886 PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$50,103	\$0	\$50,103
Sub-total			\$50,103	\$0	\$50,103
Total SFY17			\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Boys & Girls Club of Greater Salem V#160066 PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,892	\$0	\$220,892
2019	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2020	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2021	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2022	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2023	074-500585	Grants for Public Asst and Relief	\$0	\$196,488	\$196,488
Sub-total			\$1,086,844	\$196,488	\$1,283,332

New Hampshire Teen Institute V#166624 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,058	\$0	\$220,058
2019	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2020	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2021	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2022	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2023	074-500585	Grants for Public Asst and Relief	\$0	\$195,655	\$195,655
Sub-total			\$1,082,678	\$195,655	\$1,278,333

Attachment 4
Prevention Direct Services
Financial Details

North Country Education Services V#154707

PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$175,000	\$0	\$175,000
2019	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2020	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2021	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2022	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2023	074-500585	Grants for Public Asst and Relief	\$0	\$152,065	\$152,065
Sub-total			\$863,260	\$152,065	\$1,015,325

The Upper Room V#174210

PO #1057481

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$90,044	\$0	\$90,044
2019	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2020	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2021	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2022	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2023	074-500585	Grants for Public Asst and Relief	\$0	\$67,109	\$67,109
Sub-total			\$438,480	\$67,109	\$505,589

The Youth Council V#154886

PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$130,946	\$0	\$130,946
2019	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2020	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2021	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2022	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2023	074-500585	Grants for Public Asst and Relief	\$0	\$108,010	\$108,010
Sub-total			\$642,986	\$108,010	\$750,996

05-95-92-920510-1981 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, SABG ADDITIONAL (100% Federal)

Boys & Girls Club of Greater Salem V#160068

PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

New Hampshire Teen Institute V#166624

PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
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Attachment 4
Prevention Direct Services
Financial Details

2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

North Country Education Services V#154707 PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

The Upper Room V#174210 PO #1075470

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

The Youth Council V#154886 PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000
Grand Total			\$4,308,906	\$719,327	\$5,028,233

Total by Year

Total SFY	Budget Amount	Increase/ Decrease	Revised Modified Budget
Total SFY17	\$194,658	\$0	\$194,658
Total SFY18	\$836,940	\$0	\$836,940
Total SFY19	\$819,327	\$0	\$819,327
Total SFY20	\$819,327	\$0	\$819,327
Total SFY21	\$819,327	\$0	\$819,327
Total SFY22	\$819,327	\$0	\$819,327
Total SFY23	\$0	\$819,327	\$819,327
Grand Total	\$4,308,906	\$819,327	\$5,128,233

Total by Agency

Agency	PO #	Budget Amount	Increase/ Decrease	Revised Modified Budget
Boys & Girls Club of Greater Salem V#180066	PO #1058002	\$1,088,844	\$218,488	\$1,303,332
New Hampshire Teen Institute V#186624	PO #1056422	\$1,190,422	\$215,655	\$1,406,077
North Country Education Services V#154707	PO #1058007	\$883,260	\$172,065	\$1,035,325
The Upper Room V#174210	PO #1075470	\$475,291	\$87,109	\$562,400
The Youth Council V#154886	PO #1056421	\$893,089	\$128,010	\$821,099
Total by Agency		\$4,308,906	\$819,327	\$5,128,233

**State of New Hampshire
Department of Health and Human Services
Amendment #4**

This Amendment to the Substance Misuse Prevention Direct Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and The Upper Room, A Family Resource Center ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 21, 2017, (Late Item #B), as amended on June 20, 2018, (Item #37), as amended on June 24, 2020, (Item #35), and most recently amended on June 30, 2021 (Item #25), 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 18, 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 and increase the price limitation 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, 2023
2. Form P-37 General Provisions, Block 1.8, Price Limitation, to read:
\$562,400
3. Modify Exhibit B, Method and Conditions Precedent to Payment, Section 4., Subsection 4.2. to read:
 - 4.2. Expenses shall be reported for reimbursement by budget line item in accordance with Exhibit B-1 Budget through Exhibit B-6 Budget - Amendment #4 with an invoice template approved by the Department.
4. Add Exhibit B-6 Budget – Amendment #4, 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 July 1 2022, or upon Governor and Council approval, whichever is later.

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

5/20/2022

Date

DocuSigned by:
Katja S. Fox
F069580AC3442
Name: Katja S. Fox
Title: Director

The Upper Room, A Family Resource Center

5/20/2022

Date

DocuSigned by:
Brenda Guggisberg
878F7036FF3840C
Name: Brenda Guggisberg
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

5/20/2022

Date

DocuSigned by:
Robyn Guarino
746734814041460
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: <i>The Upper Room, A Family Resource Center</i> Budget Request for: <i>Substance Misuse Prevention Direct Services</i> Budget Period: <i>July 1, 2022 through June 30, 2023 (SYF23)</i> Indirect Cost Rate (if applicable) 0.00%	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$63,104
2. Fringe Benefits	\$10,588
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	\$2,750
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$1,275
6. Travel	\$350
7. Software	\$497
8. (a) Other - Marketing/Communications	\$375
8. (b) Other - Education and Training	\$1,000
Occupancy	\$2,100
Repairs and Maintenance	\$4,445
Insurance	\$1,200
Audit-Legal	\$1,125
Subscriptions-Memberships	\$400
9. Subrecipient Contracts	\$0
Total Direct Costs	\$87,109
Total Indirect Costs	\$0
TOTAL	\$87,109


 Contractor Initials _____
 Date 5/20/2022



Lori A. Shibillette
Commissioner

25
man

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
GOVERNOR'S COMMISSION ON ALCOHOL & OTHER DRUGS

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9564 1-800-804-0909
Fax: 603-271-6105 TDD Access: 1-800-735-2964 www.dhhs.nh.gov/dcbcs/bdas

June 16, 2021

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to enter into Sole Source amendments to existing contracts with the Contractors listed below for the provision of evidence-informed substance misuse prevention direct services to youth, and their parents and caregivers, by increasing the total price limitation by \$691,317 from \$3,489,579 to \$4,180,896 and extending the completion dates from June 30, 2021 to June 30, 2022 effective upon Governor and Council approval. 100% Other Funds (Governor's Commission on Alcohol and Other Drugs).

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

Vendor Name	Vendor Number	Location	Contract Amount	Increase/ (Decrease)	Modified Contract Amount	G&C Approval
Boys and Girls Club of Greater Salem	160066	Salem, Nashua & Souhegan Valley	\$870,356	\$216,488	\$1,086,844	O: 08/23/17, Item #20 A1: 06/20/18, Item #37 A2: 06/24/20, Item #35
North Country Education Services	154707	Northern Grafton & Coos County	\$691,195	\$172,065	\$863,260	O: 08/23/17, Item #20 A1: 06/20/18, Item #37 A2: 06/24/20, Item #35
New Hampshire Teen Institute	166624	Statewide	\$974,767	\$215,655	\$1,190,422	O: 06/21/17, Late Item B A1: 06/20/18, Item #37 A2: 06/24/20, Item #35
The Upper Room	246053	Rockingham County & Surrounding Communities	\$388,182	\$87,109	\$475,291	O: 06/21/17, Late Item B A1: 06/20/18, Item #37 A2: 06/24/20, Item #35

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 4

The Youth Council	154886	Nashua North & Nashua South High Schools	\$565,079	\$0	\$565,079	O: 06/21/17, Late Item B A1: 06/20/18, Item #37 A2: 06/24/20, Item #35
Total:			\$3,489,579	\$691,317	\$4,180,896	
* The Department intends to submit an amendment request for The Youth Council contract to a future Governor and Executive Council meeting.						

Funds are anticipated to be available in the following accounts for State Fiscal Year 2022, with the authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified.

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

State Fiscal Year	Class / Account	Class Title	Job Number	Current (Modified) Budget	Increased (Decreased) Amount	Revised Modified Budget
2017	102-500731	Contracts for Prog Svc	49158502	\$194,658	\$0	\$194,658
			Subtotal	\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

State Fiscal Year	Class / Account	Class Title	Job Number	Current (Modified) Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102-500731	Contracts for Prog Svc	92058502	\$836,940	\$0	\$836,940
2019	102-500731	Contracts for Prog Svc	92058502	\$819,327	\$0	\$819,327
2020	102-500731	Contracts for Prog Svc	92058502	\$819,327	\$0	\$819,327
2021	102-500731	Contracts for Prog Svc	92058502	\$819,327	\$0	\$819,327
2022	102-500731	Contracts for Prog Svc	92058502	\$0	\$691,317	\$691,317
			Subtotal	\$3,294,921	\$691,317	\$3,986,238
			Total	\$3,489,579	\$691,317	\$4,180,896

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 4

See attached Fiscal Details

EXPLANATION

This request is **Sole Source** because the Department is seeking to extend the contracts beyond their completion dates and there are no renewal options remaining in the contracts. The Department is seeking to amend the existing contracts on behalf of the Governor's Commission on Alcohol and Other Drugs to continue supporting services provided through these contracts, which were originally funded by Senate Bill 533 of the 2016 Regular Legislative Session. Further funding for these programs was approved by the Governor's Commission on February 19, 2021, which did not leave sufficient time to procure for these services before the existing contracts expire.

The purpose of this request is to continue providing substance misuse prevention direct services to youth and related programming for their parents and caregivers. The services provided through these contracts target youth between 10 and 20 years of age who are at risk of engaging in the misuse of alcohol and the illicit use of drugs. Risk factors include youth experiencing poor academic performance; behavioral problems at school or have dropped out of school; involvement with the juvenile justice system; and children whose parents or caregivers are engaged in the active misuse of alcohol and or illicit drugs.

Approximately 4,000 individuals will be served from June 30, 2021 through June 30, 2022.

The goal of these contracted prevention programs is to prevent the onset and use of alcohol and drugs and to increase parental and caregiver knowledge regarding the negative effects that substance misuse has on their child(ren), improve parental and caregiver communication skills, and increase parental and caregiver monitoring of their child(ren)'s behavior and activities. These programs promote positive youth development with the goal of preventing and reducing the misuse of alcohol, marijuana, prescription drugs, opioids, stimulants and other drugs.

Each Contractor has chosen approved evidence-informed programs that include education and counseling, and healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programs include individual or group education and awareness about the risks and consequences of substance misuse, assistance in helping youth acquire the skills necessary to resist negative peer pressure for using alcohol or other drugs, engagement in the development and promotion of alternative social activities, and developing healthy coping skills to deal with stressful circumstances in their life at home or school. These programs also engage parents and caregivers to assist with the skills to promote improved communication within the family about substance misuse.

All Contractors providing direct prevention services through these contracts are required to establish ongoing working collaborative relationships with community-based organizations including, health and social service agencies and schools, and the Regional Public Health Network in their area. The Contractors are also required to conduct outreach to youth and their parents and caregivers to make them aware of these services and how to access them.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 4 of 4

The intended outcomes for participants include;

- Increase in the perception of risk of substance use.
- Increase in the use of at least two (2) new coping skills to manage stress.
- Increase in parental communication regarding the risk and consequences of adolescent substance use.

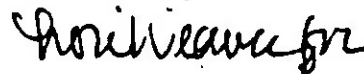
Should the Governor and Council not authorize this request, approximately 4,000 youth who are at high risk for developing a substance misuse disorder may not have access to comprehensive substance misuse prevention services.

Area served: Statewide.

Source of Funds: 100% Other Funds.

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

Respectfully submitted,



Lori A. Shiblette
Commissioner

Attachment A
Financial Details

05-95-49-491510-2969 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

New Hampshire Teen Institute V#185624 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$107,744	\$0	\$107,744
Sub-total			\$107,744	\$0	\$107,744

The Upper Room V#174210 PO #1057481

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$36,811	\$0	\$36,811
Sub-total			\$36,811	\$0	\$36,811

The Youth Council V#154886 PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$50,103	\$0	\$50,103
Sub-total			\$50,103	\$0	\$50,103
Total SFY17			\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Boys & Girls Club of Greater Salem V#160066 PO #1056002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,892	\$0	\$220,892
2019	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2020	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2021	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2022	102-500734	Contracts for Prog Svc	\$0	\$216,488	\$216,488
Sub-total			\$870,356	\$216,488	\$1,086,844

New Hampshire Teen Institute V#166824 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,058	\$0	\$220,058
2019	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2020	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2021	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2022	102-500734	Contracts for Prog Svc	\$0	\$215,655	\$215,655
Sub-total			\$867,023	\$215,655	\$1,082,678

Attachment A
Financial Details

North Country Education Services V#154707 PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$175,000	\$0	\$175,000
2019	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2020	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2021	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2022	102-500734	Contracts for Prog Svc	\$0	\$172,065	\$172,065
Sub-total			\$691,195	\$172,065	\$863,260

The Upper Room V#174210 PO #1057481

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$90,044	\$0	\$90,044
2019	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2020	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2021	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2022	102-500734	Contracts for Prog Svc	\$0	\$87,109	\$87,109
Sub-total			\$351,371	\$87,109	\$438,480

The Youth Council V#154886 PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$130,946	\$0	\$130,946
2019	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2020	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2021	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2022	102-500734	Contracts for Prog Svc	\$0	\$0	\$0
Sub-total			\$514,976	\$0	\$514,976
Grand Total			\$3,489,579	\$691,317	\$4,180,896

Total by Year

Total SFY17			\$194,658	\$0	\$194,658
Total SFY18			\$838,940	\$0	\$838,940
Total SFY19			\$819,327	\$0	\$819,327
Total SFY20			\$819,327	\$0	\$819,327
Total SFY21			\$819,327	\$0	\$819,327
Total SFY22			\$0	\$0	\$691,317
Grand Total			\$3,489,579	\$0	\$4,180,896

Total by Agency

Boys & Girls Club of Greater Salem V#160066	PO #1058002		\$870,356	\$216,488	\$1,086,844
New Hampshire Teen Institute V#166824	PO #1056422		\$974,767	\$215,655	\$1,190,422
North Country Education Services V#154707	PO #1058007		\$691,195	\$172,065	\$863,260
The Upper Room V#174210	PO #1057481		\$388,182	\$87,109	\$475,291
The Youth Council V#154886	PO #1056421		\$565,079	\$0	\$565,079
Total by Agency			\$3,489,579	\$691,317	\$4,180,896



Lori A. Silblauette
Commissioner

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
GOVERNOR'S COMMISSION ON ALCOHOL & OTHER DRUGS

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9564 1-800-804-0909
Fax: 603-271-6103 TDD Access: 1-800-735-2964 www.dhhs.nh.gov/dcbca/bdas

June 10, 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 for Behavioral Health, to amend existing contracts with the vendors listed below for the provision of evidenced informed substance misuse prevention direct services to youth, and their parents and caregivers, by increasing the total price limitation by \$819,327 from \$2,670,252 to \$3,489,579 and by extending the completion dates from July 1, 2020 to June 30, 2021 effective upon Governor and Council approval. The original contracts were approved by Governor and Council on June 21, 2017, Late Item B, and most recently amended with Governor and Council approval on June 20, 2018, item #37. 100% Other Funds:

Vendor Name	Vendor Number	Location	Contract Amount	Increase/ (Decrease)	Modified Contract Amount	G&C Approval
Boys and Girls Club of Greater Salem	160066	Salem, Nashua & Souhegan Valley	\$653,868	\$216,488	\$870,356	O: 08/23/17, Item #20 A1: 06/20/18, Item #37
North Country Education Services	154707	Northern Grafton & Coos County	\$519,130	\$172,065	\$691,195	O: 08/23/17, Item #20 A1: 06/20/18, Item #37
New Hampshire Teen Institute	166624	Statewide	\$759,112	\$215,655	\$974,767	O: 06/21/17, Late Item B A1: 06/20/18, Item #37
The Upper Room	246053	Rockingham County & Surrounding Communities	\$301,073	\$87,109	\$388,182	O: 06/21/17, Late Item B A1: 06/20/18, Item #37
The Youth Council	154886	Nashua North & Nashua South High Schools	\$437,069	\$128,010	\$565,079	O: 06/21/17, Late Item B A1: 06/20/18, Item #37
Total:			\$2,670,252	\$819,327	\$3,489,579	

Funds are available in the following account(s) for State Fiscal Year 2021, with authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

State Fiscal Year	Class / Account	Class Title	Job Number	Current (Modified) Budget	Increased (Decreased) Amount	Revised Modified Budget
2017	102-500731	Contracts for Prog Svc	49158502	\$194,658	\$0	\$194,658
			Subtotal	\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

State Fiscal Year	Class / Account	Class Title	Job Number	Current (Modified) Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102-500731	Contracts for Prog Svc	92058502	\$836,940	\$0	\$836,940
2019	102-500731	Contracts for Prog Svc	92058502	\$819,327	\$0	\$819,327
2020	102-500731	Contracts for Prog Svc	92058502	\$819,327	\$0	\$819,327
2021	102-500731	Contracts for Prog Svc	92058502	\$0	\$819,327	\$819,327
			Subtotal	\$2,475,594	\$819,327	\$3,294,921
			Total	\$2,670,252	\$819,327	\$3,489,579

See Fiscal Details for Distribution of Funds

EXPLANATION

As previously stated, the original contract was approved by Governor and Council on June 21, 2017, Late Item #B. It was then subsequently amended with Governor and Council approval on June 20, 2018, Item #37.

The purpose of this request is to exercise a renewal option to continue providing substance misuse prevention direct services to youth and related programming for their parents and caregivers. Targets for this program include youth between ten (10) and twenty (20) years of age who are at risk of engaging in the misuse of alcohol and the illicit use of drugs. Risk factors include youth experiencing poor academic performance, behavioral problems at school or that have dropped out of school that are involved with the juvenile justice system and children whose parents or caregivers are engaged in the active misuse of alcohol and or illicit drugs.

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

The opioid epidemic in New Hampshire led to the passage of Senate Bill 533 (2016) making additional resources available to the Governor's Commission on Alcohol and Drug Abuse Prevention, Treatment and Recovery. The Commission identified a portion of the funding allocated under SB 533 for prevention direct services that target youth, including those proposed in this request.

Approximately 2,000 individuals will be served from June 30, 2020 through June 30, 2021. The goal of these contracted prevention programs is to prevent the onset and use of alcohol and drugs and to increase parental and caregiver knowledge regarding the negative effects that substance misuse has on their child(ren), improving parental and caregiver knowledge and communication skills, and to increase parental and caregiver monitoring of their child(ren)'s behavior and activities. These programs promote positive youth development with the goal of preventing and reducing the misuse of alcohol, marijuana, prescription drugs and opioids.

Each vendor has chosen approved evidenced informed programs that include education and counseling, and information on healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programs include individual or group education and awareness about the serious and sometimes deadly consequence of substance misuse and assistance in helping youth acquire the skills necessary to resist negative peer pressure for using alcohol or other drugs, their engagement in the development and promotion of alternative social activities, and to assist participating youth in developing other mechanisms for coping with stressful circumstances in their life at home or school. These programs also involve parents and caregivers to promote improved communication within the family about this topic.

All vendors providing direct prevention services through these contracts are required to establish ongoing working collaborative relationships with community-based organizations including health and social service agencies and schools, and the Regional Public Health Network in their area. The contractors are also required to conduct outreach to youth and their parents and caregivers to make them aware of these services and how to access them.

As referenced in Exhibit C-1, Revisions to General Provisions, of the original 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. The Department is exercising its option to renew services for one (1) of the one (1) years available.

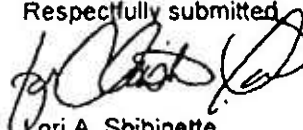
Should the Governor and Executive Council not authorize this request, approximately 4,000 youth who are at high risk for developing a substance misuse disorder may not have access to comprehensive substance misuse prevention services.

Area served: Statewide.

Source of Funds: 100% Other Funds.

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

Respectfully submitted,


Lori A. Shibanette
Commissioner

Attachment A
Financial Details

05-95-40-491510-2989 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

New Hampshire Teen Institute V#166624 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$107,744	\$0	\$107,744
Sub-total			\$107,744	\$0	\$107,744

The Upper Room V#174210 PO #1057461

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$36,811	\$0	\$36,811
Sub-total			\$36,811	\$0	\$36,811

The Youth Council V#154886 PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$50,103	\$0	\$50,103
Sub-total			\$50,103	\$0	\$50,103
Total SFY17			\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Boys & Girls Club of Greater Salem V#160066 PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,892	\$0	\$220,892
2019	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2020	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2021	102-500734	Contracts for Prog Svc	\$0	\$216,488	\$216,488
Sub-total			\$853,868	\$216,488	\$870,356

New Hampshire Teen Institute V#166624 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,058	\$0	\$220,058
2019	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2020	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2021	102-500734	Contracts for Prog Svc	\$0	\$215,655	\$215,655
Sub-total			\$651,368	\$215,655	\$867,023

Attachment A
Financial Details

North Country Education Services V#154707

PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$175,000	\$0	\$175,000
2019	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2020	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2021	102-500734	Contracts for Prog Svc	\$0	\$172,065	\$172,065
Sub-total			\$519,130	\$172,065	\$691,195

The Upper Room V#174210

PO #1057461

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$90,044	\$0	\$90,044
2019	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2020	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2021	102-500734	Contracts for Prog Svc	\$0	\$87,109	\$87,109
Sub-total			\$264,262	\$87,109	\$351,371

The Youth Council V#154886

PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$130,946	\$0	\$130,946
2019	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2020	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2021	102-500734	Contracts for Prog Svc	\$0	\$128,010	\$128,010
Sub-total			\$386,966	\$128,010	\$514,976
Grand Total			\$2,670,252	\$819,327	\$3,489,579

Total by Year

Total SFY17			\$194,658	\$0	\$194,658
Total SFY18			\$636,940	\$0	\$636,940
Total SFY19			\$819,327	\$0	\$819,327
Total SFY20			\$819,327	\$0	\$819,327
Total SFY21			\$0	\$819,327	\$819,327
Grand Total			\$2,670,252	\$819,327	\$3,489,579

Total by Agency

Boys & Girls Club of Greater Salem V#160066	PO #1058002		\$653,868	\$216,488	\$870,356
New Hampshire Teen Institute V#166624	PO #1056422		\$759,112	\$215,855	\$974,967
North Country Education Services V#154707	PO #1058007		\$519,130	\$172,065	\$691,195
The Upper Room V#174210	PO #1057461		\$321,073	\$87,109	\$408,182
The Youth Council V#154886	PO #1056421		\$437,069	\$128,010	\$565,079
Total by Agency			\$2,670,252	\$819,327	\$3,489,579



Jeffrey A. Meyers
Commissioner

Christine Tappan
Associate Commissioner

37 ~~2018~~

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

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9546 1-800-852-3345 Ext. 9546
Fax: 603-271-4231 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

May 3, 2018

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, Bureau of Drug and Alcohol Services, to exercise renewal options with the vendors listed in the table below for the provision of evidenced informed substance misuse prevention direct services to youth and their parents/caregivers by increasing the price limitation by \$1,638,654 from \$1,031,598 to an amount not to exceed \$2,670,252 and extending the completion from June 30, 2018 to June 30, 2020 effective upon Governor and Executive Council approval. 100% Other Funds.

Vendor	Vendor Number	Area Served	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Boys and Girls Club of Greater Salem	160066	Salem, Nashua & Souhegan Valley	\$220,892	\$432,976	\$653,868	O: 08/23/17 #20
North Country Education Services	154707	Northern Grafton & COOS County	\$175,000	\$344,130	\$519,130	O: 08/23/17 #20
New Hampshire Teen Institute	166524	Statewide	\$327,802	\$431,310	\$759,112	O: 06/21/17 Late Item B
The Upper Room	246053	Rockingham County & Surrounding Communities	\$126,855	\$174,218	\$301,073	O: 06/21/17 Late Item B
The Youth Council	154886	Nashua North & Nashua South High Schools	\$181,049	\$256,020	\$437,069	O: 06/21/17 Late Item B

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 4

Funding is available in following account in State Fiscal Years 2019 and anticipated to be available in State Fiscal Year 2020 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust encumbrances between State Fiscal Years through the Budget Office, without further approval from the Governor and Executive Council, if needed and justified.

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH; BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds).

Fiscal Year	Class	Title	Current Budget	Increased (Decreased) Amount	Amount
2017	102-500731	Contracts for Program Services	\$194,658	\$0.00	\$194,658
		Sub-Total:	\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Fiscal Year	Class	Title	Current Budget	Increased (Decreased) Amount	Amount
2018	102-500731	Contracts for Program Services	\$836,940	\$0.00	\$836,940
2019	102-500731	Contracts for Program Services	\$0.00	\$819,327	\$819,327
2020	102-500731	Contracts for Program Services	\$0.00	\$819,327	\$819,327
		Sub-Total:	\$836,940	\$1,638,654	\$2,475,694
		Grand Total:	\$1,031,598	\$1,638,654	\$2,670,252

See Fiscal Details for Distribution of Funds

EXPLANATION

The purpose of this request is to exercise a renewal options in the agreements with the vendors listed in the above table to continue providing substance misuse prevention direct services to youth and related programming for their parents/caregivers. Targets for this program include youth between ten (10) and twenty (20) years of age who are at risk of engaging in the misuse of alcohol and illicit use of drugs. Risk factors include youth experiencing poor academic performance or behavioral problems at school or that have dropped out of school, that are involved with the juvenile justice system, as well as children whose parents/caregivers are engaged in the active misuse of alcohol and or illicit drugs.

The goal of these contracted prevention programs is to delay of the onset and use of alcohol and drugs and to increase parental knowledge about the negative effects of substance misuse has on their child(ren), improving parental knowledge and communication skills and to increase parental monitoring of their child(ren)'s behavior and activities. These programs promote positive youth development with the goal of preventing and reducing the misuse of alcohol, marijuana, prescription drugs and opioids.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 4

Each vendor has chosen approved evidenced informed programs that include education and counseling, as well as information on healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programming includes individual or group education and awareness about the serious and sometimes deadly consequence of substance misuse and assistance in helping students acquire the skills necessary to resist negative peer pressure for using alcohol or other drugs, their engagement in the development and promotion of alternative social activities and to assist participating youth in developing other mechanisms for coping with stressful circumstances in their life at home or at school. These programs also involve parents/caregivers and promote improved communication within the family about this topic.

The Department is satisfied with the program outcomes of the services provided by these five vendors. Collectively, in the first three quarters of the fiscal year they have served 2,586 in a variety of evidenced-based programming and provided prevention education to 1,758 parents and caregivers. Youth participating in the programs have stated they have an increase knowledge in knowing they have a trustworthy adult they can turn to for advice if they were having a problem, an increased sense of mastery over their emotions and have learned healthy coping skills to deal with stress, and an increase in their sense of confidence and satisfaction with who they are a person.

The reports from the providers are attached. As such, the Department is requesting to exercise the renewal option available in Exhibit C-1, Revisions to General Provisions, paragraph 3 of each of the agreements for two (2) additional years.

All vendors providing direct prevention services through these contracts are required to establish ongoing working collaborative relationships with community based organizations including, health and social service agencies and schools, as well as the Regional Public Health Network in their area. The contractors are also required to conduct outreach to youth and their parents/caregivers to make them aware of these services and how to access them.

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

Should the Governor and Executive Council not approve this request, approximately 4,000 youth who are at high risk for developing a substance misuse disorder may not have access to comprehensive substance misuse prevention services.

Area Served: Statewide

Source of Funds: 100% Other Funds

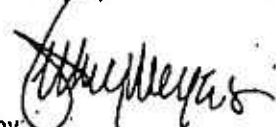
His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 4 of 4

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



Respectfully submitted,

Thomas Pristow
Deputy Commissioner



Approved by:
Jeffrey A. Meyers
Commissioner

Attachment A
Financial Details

05-95-49-191510-2989 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

New Hampshire Teen Institute V#168624 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$107,744	\$0	\$107,744
Sub-total			\$107,744	\$0	\$107,744

The Upper Room V#174210 PO #1057481

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$38,811	\$0	\$38,811
Sub-total			\$38,811	\$0	\$38,811

The Youth Council V#154886 PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$50,103	\$0	\$50,103
Sub-total			\$50,103	\$0	\$50,103
Total SFY17			\$194,658	\$0	\$194,658

05-95-92-820510-33820000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Boys & Girls Club of Greater Salem V#160066 PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,892	\$0	\$220,892
2019	102-500734	Contracts for Prog Svc	\$0	\$216,488	\$216,488
2020	102-500734	Contracts for Prog Svc	\$0	\$216,488	\$216,488
Sub-total			\$220,892	\$432,976	\$653,868

New Hampshire Teen Institute V#168624 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,058	\$0	\$220,058
2019	102-500734	Contracts for Prog Svc	\$0	\$215,655	\$215,655
2020	102-500734	Contracts for Prog Svc	\$0	\$215,655	\$215,655
Sub-total			\$220,058	\$431,310	\$651,368

North Country Education Services V#154707 PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$175,000	\$0	\$175,000
2019	102-500734	Contracts for Prog Svc	\$0	\$172,065	\$172,065
2020	102-500734	Contracts for Prog Svc	\$0	\$172,065	\$172,065
Sub-total			\$175,000	\$344,130	\$519,130

The Upper Room V#174210 PO #1057481

Attachment A
Financial Details

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$90,044	\$0	\$90,044
2019	102-500734	Contracts for Prog Svc	\$0	\$87,109	\$87,109
2020	102-500734	Contracts for Prog Svc	\$0	\$87,109	\$87,109
Sub-total			\$90,044	\$174,218	\$284,262

The Youth Council V#154885

PO #1058421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$130,946	\$0	\$130,946
2019	102-500734	Contracts for Prog Svc	\$0	\$128,010	\$128,010
2020	102-500734	Contracts for Prog Svc	\$0	\$128,010	\$128,010
Sub-total			\$130,946	\$256,020	\$386,966
Total SFY18			\$838,940	\$0	\$836,940
Total SFY19			\$0	\$819,327	\$819,327
Total SFY20			\$0	\$819,327	\$819,327

Grand Total			\$1,031,596	\$1,638,654	\$2,670,252
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Boys & Girls Club of Greater Salem V#160056	PO #1058002	\$220,892	\$432,978	\$653,888
New Hampshire Techn Institute V#166624	PO #1058422	\$327,802	\$431,310	\$759,112
North Country Education Services V#154707	PO #1058007	\$175,000	\$344,130	\$519,130
The Upper Room V#174210	PO #1057461	\$128,855	\$174,218	\$303,073
The Youth Council V#154885	PO #1058421	\$181,049	\$256,020	\$437,069
Total by Agency		\$1,031,596	\$1,638,654	\$2,670,252



Jeffrey A. Meyers
Commissioner

Katja S. Fox
Director

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

105 PLEASANT STREET, CONCORD, NH 03301
603-271-6738 1-800-804-0909
Fax: 603-271-6105 TDD Access: 1-800-735-2964

May 10, 2017 **B&C Approved**

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

Date 6/21/17
Memo # Late Item # B

REQUESTED ACTION

Authorize the Department of Health and Human Services to enter into agreements with the vendors listed in the table below for the provision of evidenced informed substance misuse prevention direct services to youth and their parents/caregivers in an amount not to exceed \$635,706 effective upon Governor and Executive Council approval through June 30, 2018. 100% Other Funds.

Vendor	Vendor Number	Area Served	SFY17 Amount	SFY18 Amount	Total Contract Amount
New Hampshire Teen Institute	166624	Statewide	\$107,744	\$220,058	\$327,802
The Upper Room	246053	Rockingham County and surrounding communities	\$36,811	\$90,044	\$126,855
The Youth Council	154886	Nashua North and Nashua South High Schools	\$50,103	\$130,946	\$181,049
Total:			\$194,658	\$441,048	\$635,706

Funds are available for State Fiscal Year 2017 and anticipated to be available in State Fiscal Year 2018 upon the availability and continued appropriation of funds in the future operating budgets with the ability to adjust encumbrance between State Fiscal Years without further approval from the Governor and Executive Council through the Budget Office if needed and justified.

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

SFY	Class/Account	Class Title	Job Number	Amount
2017	102/500731	Contracts for Program Services	49158504	\$194,658
			Sub-total SFY17	\$194,658

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

Page 2 of 3

05-95-92-920510-3382 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

SFY	Class/Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	92058504	\$441,048
			Sub-total SFY:18	\$441,048
			Total Contract	\$635,708

EXPLANATION

The purpose of this request is enter into three (3) agreements with vendors who will provide substance misuse prevention direct services to youth and related programming for their parents/caregivers. Targets for this program include youth between the ages of ten (10) and twenty (20) who are at risk for engaging in the misuse of alcohol and illicit use of drugs. Risk factors include youth experiencing poor academic performance or behavioral problems at school or that have dropped out of school, that are involved with the juvenile justice system, as well children whose parents/caregivers are engaged in the active misuse of alcohol and or illicit drugs.

The opioid epidemic in New Hampshire led to the passage of Senate Bill 533 (2016) making additional resources available to the Governor's Commission on Alcohol and Drug Abuse Prevention, Treatment and Recovery. The Commission identified a portion of the funding allocated under SB 533 for prevention direct services that target youth, such as those proposed in this request.

The goal of these contracted prevention programs is to delay of the onset and use of alcohol and drugs and to increase parental knowledge about the negative effects of substance misuse has on their child, improving parental knowledge and communication skills and to increase parental monitoring of their children's behavior and activities. These programs promote positive youth development with the goal of preventing and reducing the misuse of alcohol, marijuana, prescription drugs and opioids.

Each vendor has chosen an approved evidenced informed program(s) that includes education and counseling, as well as information on healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programming includes individual or group education and awareness about the serious and sometimes deadly consequence of substance misuse and to help students acquire the skills necessary to resist negative peer pressure for using alcohol or other drugs, their engagement in the development and promotion of alternative social activities and to assist participating youth in developing other mechanisms for coping with stressful circumstances in their life at home or at school. These programs also involve parents and promote improved communication within the family about this topic.

All vendors providing direct prevention services through these contracts are required to establish ongoing working collaborative relationships with community based organizations including, health and social service agencies and schools, as well as the Regional Public Health Network in their area. The contractors are also required to conduct outreach to youth and their parents/caregivers to make them aware of these services and how to access them.

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

The Department's goal is that through these contracts and other complementary strategies, the State of New Hampshire will experience a reduction in drug misuse prevalence rates among youth and the related consequences.

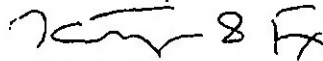
Should the Governor and Executive Council not approve this request, approximately 4,000 youth who are at high risk for developing a substance misuse disorder will be not have access to comprehensive substance misuse prevention services.

Area Served: Statewide

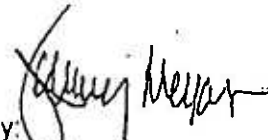
Source of Funds: 100% Other Funds

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

Respectfully submitted,



Katja S. Fox
Director



Approved by:
Jeffrey A. Meyers
Commissioner

**State of New Hampshire
Department of Health and Human Services
Amendment #5**

This Amendment to the Substance Misuse Prevention Direct Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and The Youth Council ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 21, 2017, (Late Item B), as amended on June 20, 2018, (Item #37), June 24, 2020, (Item #35), September 15, 2021 (Item #15) and as most recently amended on June 29, 2022, (Item #27) 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 18, 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 and increase the price limitation 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:
\$949,109
3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:
Robert W. Moore, Director.
4. Modify Exhibit B, Method and Conditions Precedent to Payment, Section 4, Subsection 4.2. to read:
4.2. Expenses shall be reported for reimbursement by budget line item in accordance with Exhibit B-1 Budget through Exhibit B-7 Budget - Amendment #5 with an invoice template approved by the Department.
5. Add Exhibit B-7 Budget - Amendment #5, 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 July 1, 2023 upon Governor and Council approval.

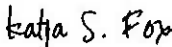
IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

5/10/2023

Date

DocuSigned by:



ED0D068D4C82442

Name: Katja S. Fox


Title: Director

The Youth Council

5/9/2023

Date

DocuSigned by:



4ED88A88AA14D8

Name: Casey Caster

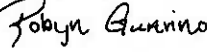
Title: Executive Director

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

OFFICE OF THE ATTORNEY GENERAL

5/11/2023

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:

Exhibit B-7 Budget - Amendment #5 RFP-2017-BDAS-01-SUBST-03-A05

New Hampshire Department of Health and Human Services Completes one budget form for each budget period.			
Contractor Name: <i>The Youth Council</i>			
Budget Request for: <i>Substance Misuse Prevention Direct Services</i>			
Budget Period: <i>SFY2024 July 1, 2023 through June 30, 2024</i>			
Indirect Cost Rate (if applicable) <i>7.53%</i>			
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match	Budget Narrative <i>Explain specific line item costs included and their direct relationship to meeting the objectives.</i>
1. Salary & Wages	\$106,825	\$0	2 FT SAP Counselors @ 100%-provide prevention education, supportive counseling, referrals, and support groups at Nashua North and Nashua South HS; 1 Clinical Program Manager at 5% FTE for supervision and consultation of SAP counselors.
2. Fringe Benefits	\$11,918	\$0	Medical and Dental insurance for 2 SAPs
3. Consultants	\$0	\$0	\$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	\$0	\$0
5.(a) Supplies - Educational	\$100	\$0	Educational supplies for supportive counseling and groups, including sensory items, books and other materials
5.(b) Supplies - Lab	\$0	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0	\$0
5.(e) Supplies Office	\$100	\$0	General office supplies including copies of materials distributed to parents
6. Travel	\$100	\$0	Travel to SAP-relevant trainings
7. Software	\$0	\$0	\$0
8. (a) Other - Marketing/ Communications	\$100	\$0	Brochures, flyers, etc. for promotion of program within schools and community
8. (b) Other - Education and Training	\$100	\$0	Staff training from NHADACA, NHPA, NHSWA and other locally- or nationally-accredited agencies
8. (c) Other - Other (specify below)			
Occupancy	\$0	\$0	\$0
Other (please specify)	\$0	\$0	\$0
Other (please specify)	\$0	\$0	\$0
Other (please specify)	\$0	\$0	\$0
9. Subrecipient Contracts	\$0	\$0	\$0
Total Direct Costs	\$119,043	\$0	\$0
Total Indirect Costs	\$8,967	\$0	\$0
TOTAL	\$128,010	\$0	\$0

Contractor Initials U
Date 5/9/2023

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 THE YOUTH COUNCIL is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on January 14, 1975. 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: 61917

Certificate Number: 0006163091



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 21st day of 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, Ann Parks, Board 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 The Youth Council.
(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 June 17, 2021, at which a quorum of the Directors/shareholders were present and voting.
(Date)

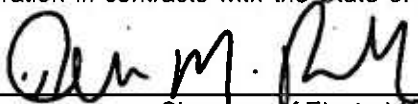
VOTED: That Casey Caster, Executive Director (may list more than one person)
(Name and Title of Contract Signatory)

is duly authorized on behalf of The Youth Council 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 :04/26/23



Signature of Elected Officer
Name: Ann Parks
Title: Secretary, Board of Directors



Mission Statement

BOARD OF DIRECTORS

PRESIDENT

Jennifer Linatsas, MSW
Gate City Charter School
for the Arts

VICE PRESIDENT

Sgt. Nicole Hannigan
Nashua Police Department

TREASURER

John Phelan, MBA
Bank Prov

SECRETARY

Ann Parks
Cornell University

DIRECTORS

Jaelyn McIver
Sarepta Therapeutics

Suzanne Delaney, MBA, MS
Nashua School District

Jennifer Boyer, APRN
Southern NH Health

Alyssa O'Mara
Purple Finch Properties

David Forman
Enterprise Bank

EXECUTIVE DIRECTOR

Casey Caster

The Youth Council (TYC), located in Nashua, NH, was started by local counselors in 1974 with a goal of helping families build skills to be strong, effective parents, raising children and teens who make good decisions.

Today, our mission is empowering youth, families and the Greater Nashua community to reach their goals and potential through accountability and supportive services. We achieve this mission through two core programs: youth behavioral health counseling and juvenile court diversion. Annually, we serve more than 500 young people and their families in Greater Nashua, allowing youth to feel seen and heard, promoting substance use prevention and early intervention, and supporting parents through the ups and downs of raising adolescents.

Greater Nashua families view The Youth Council as a trusted place to seek support, and local schools, police and courts rely on us when issues require highly skilled interventions. We also track measurable outcomes for all programs to ensure the highest quality of services.



THE YOUTH COUNCIL, INC.

Financial Statements
For the Years Ended June 30, 2021 and 2020

(With Independent Auditors' Report Thereon)

CONTENTS

	<u>Page</u>
INDEPENDENT AUDITORS' REPORT	1
FINANCIAL STATEMENTS:	
Statements of Financial Position	3
Statements of Activities	4
Statements of Functional Expenses	5 - 6
Statements of Cash Flows	7
Notes to Financial Statements	8



INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
The Youth Council, Inc.

Report on the Financial Statements

We have audited the accompanying financial statements of The Youth Council, Inc., 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.

Auditors' 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. 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 auditors' 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

Merrimack, New Hampshire
Andover, Massachusetts
Greenfield, Massachusetts
Ellsworth, Maine



significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

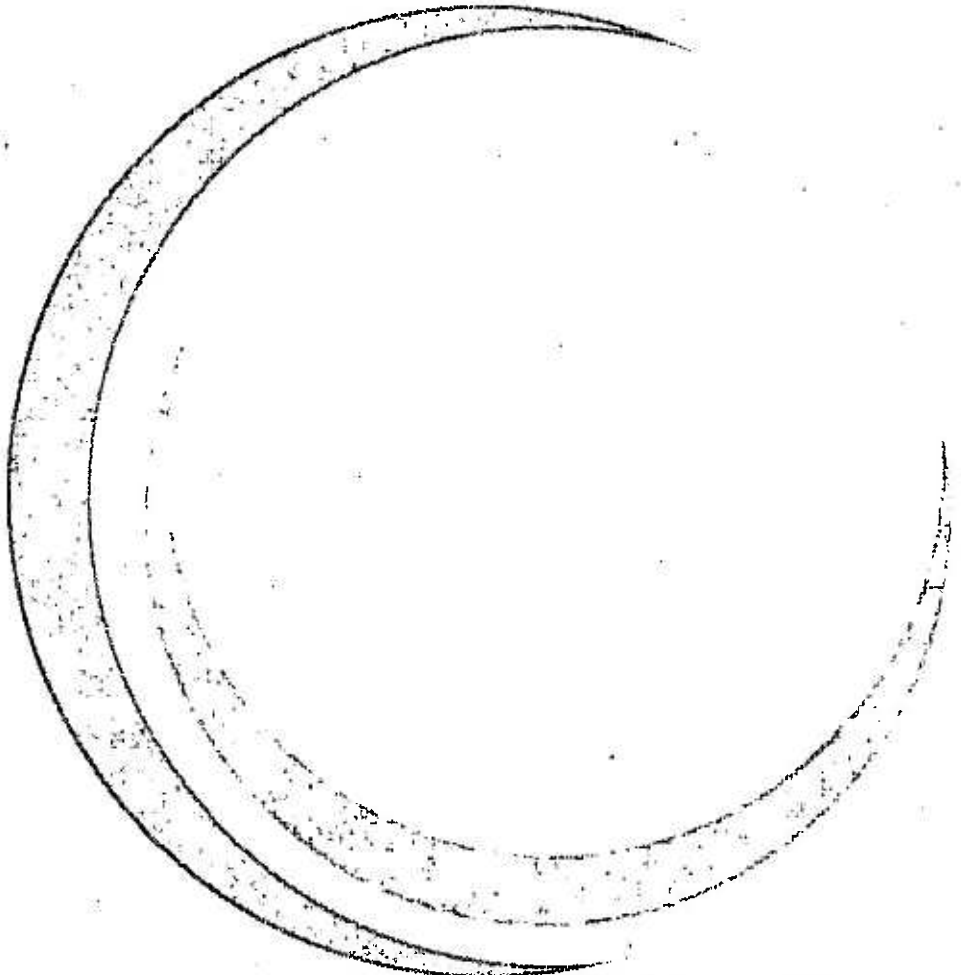
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Youth Council, Inc. as of June 30, 2021 and 2020, and the changes in net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Melanson

Merrimack, New Hampshire
April 7, 2022



THE YOUTH COUNCIL, INC.

Statements of Financial Position
June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
ASSETS		
Current Assets:		
Cash and cash equivalents	\$ 466,531	\$ 163,732
Grants receivable		32,283
Contributions receivable	19,200	19,369
Accounts receivable, net of allowance of \$500	5,842	3,457
Prepaid expenses	<u>817</u>	<u>1,297</u>
Total Current Assets	492,390	220,138
Noncurrent Assets:		
Contributions receivable	38,400	76,800
Property and equipment, net	<u>356,771</u>	<u>212,399</u>
Total Noncurrent Assets	<u>395,171</u>	<u>289,199</u>
TOTAL ASSETS	\$ <u>887,561</u>	\$ <u>509,337</u>
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts payable	\$ 20,070	\$ 12,320
Accrued payroll and related liabilities	35,577	31,754
Refundable advances	73,157	-
Current portion of long-term debt	<u>3,585</u>	<u>10,039</u>
Total Current Liabilities	132,389	54,113
Noncurrent Liabilities:		
Long-term debt, net of current	171,861	373,176
Security deposits	<u>932</u>	<u>1,932</u>
Total Noncurrent Liabilities	172,793	375,108
Net Assets:		
Without donor restrictions:		
Undesignated	540,777	(11,415)
With donor restrictions:		
Purpose restricted	3,202	14,731
Time restricted	<u>38,400</u>	<u>76,800</u>
Total Net Assets	<u>582,379</u>	<u>80,116</u>
TOTAL LIABILITIES AND NET ASSETS	\$ <u>887,561</u>	\$ <u>509,337</u>

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

THE YOUTH COUNCIL, INC.

Statements of Activities
For the Years Ended June 30, 2021 and 2020

	2021			2020		
	Without Donor Restrictions	With Donor Restrictions	2021 Total	Without Donor Restrictions	With Donor Restrictions	2020 Total
SUPPORT, REVENUES, AND OTHER						
Support:						
Grants	\$ 554,099	\$ -	\$ 554,099	\$ 519,123	\$ -	\$ 519,123
Contributions	175,215	-	175,215	81,885	81,800	163,685
Special events:						
Gross revenue	4,404	-	4,404	12,806	-	12,806
Less direct expenses	(1,943)	-	(1,943)	(8,301)	-	(8,301)
Net special events revenue	2,461	-	2,461	4,505	-	4,505
Revenues:						
Contracted services	27,525	-	27,525	38,577	-	38,577
Rental income, net of write offs	16,101	-	16,101	45,622	-	45,622
Client fees	15,395	-	15,395	2,733	-	2,733
Other:						
Interest income	6	-	6	-	-	-
Miscellaneous income	2,006	-	2,006	329	-	329
Gain on sale of property	408,245	-	408,245	-	-	-
Net Assets Released From Restriction	49,929	(49,929)	-	744	(744)	-
Total Support, Revenues, and Other	1,250,982	(49,929)	1,201,053	693,518	81,056	774,574
EXPENSES						
Program Services:						
Court Diversion Program	45,569	-	45,569	109,399	-	109,399
Suspension Center	83,292	-	83,292	82,936	-	82,936
Student Assistance Program	250,203	-	250,203	236,323	-	236,323
Other programs	222,444	-	222,444	224,237	-	224,237
Total Program Services	601,508	-	601,508	652,895	-	652,895
Supporting Services:						
Management and general	97,282	-	97,282	57,020	-	57,020
Fundraising	-	-	-	500	-	500
Total Supporting Services	97,282	-	97,282	57,520	-	57,520
Total Expenses	698,790	-	698,790	710,415	-	710,415
CHANGE IN NET ASSETS	552,192	(49,929)	502,263	(16,897)	81,056	64,159
NET ASSETS, BEGINNING OF YEAR	(11,415)	91,531	80,116	5,482	10,475	15,957
NET ASSETS, END OF YEAR	\$ 540,777	\$ 41,602	\$ 582,379	\$ (11,415)	\$ 91,531	\$ 80,116

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

THE YOUTH COUNCIL, INC.

**Statement of Functional Expenses
For the Year Ended June 30, 2021**

	2021								
	Program Services				Supporting Services				
	Court Diversion Program	Suspension Center	Student Assistance Program	Other Programs	Total Program Services	Management and General	Fundraising	Total Supporting Services	2021 Total
Personnel expense:									
Salaries and wages	\$ 21,956	\$ 49,312	\$ 193,033	\$ 97,117	\$ 361,418	\$ 41,354	\$ -	\$ 41,354	\$ 402,772
Employee benefits	3,838	8,620	33,745	19,830	66,033	7,229	-	7,229	73,262
Payroll taxes	1,749	3,927	15,373	7,044	28,093	3,293	-	3,293	31,386
Accounting	-	-	-	-	-	14,400	-	14,400	14,400
Advertising and promotion	-	-	-	-	-	855	-	855	855
Conferences, conventions, and meetings	-	-	-	1,244	1,244	295	-	295	1,539
Depreciation	3,100	3,524	-	8,339	14,963	4,810	-	4,810	19,773
Information technology	907	2,038	7,977	4,014	14,936	1,709	-	1,709	16,645
Insurance	1,287	1,463	-	3,464	6,214	1,997	-	1,997	8,211
Interest	2,362	2,685	-	6,354	11,401	3,665	-	3,665	15,066
Miscellaneous	-	-	-	1,533	1,533	153	-	153	1,686
Occupancy	5,893	6,699	-	15,854	28,446	9,145	-	9,145	37,591
Office expenses	4,420	5,024	-	11,889	21,333	6,858	-	6,858	28,191
Supplies	-	-	75	1,635	1,710	797	1,943	2,740	4,450
Professional services	57	-	-	44,127	44,184	722	-	722	44,906
Total expenses by function	45,569	83,292	250,203	222,444	601,508	97,282	1,943	99,225	700,733
Less expenses included on the Statements of Activities:									
Direct special events expenses	-	-	-	-	-	-	(1,943)	(1,943)	(1,943)
Total reported on the Statements of Activities	\$ 45,569	\$ 83,292	\$ 250,203	\$ 222,444	\$ 601,508	\$ 97,282	\$ -	\$ 97,282	\$ 698,790

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

THE YOUTH COUNCIL, INC.

**Statement of Functional Expenses
For the Year Ended June 30, 2020**

	2020								
	Program Services				Supporting Services				
	Court Diversion Program	Suspension Center	Student Assistance Program	Other Programs	Total Program Services	Management and General	Fundraising	Total Supporting Services	2020 Total
Personnel expense:									
Salaries and wages	\$ 71,142	\$ 49,283	\$ 180,538	\$ 97,730	\$ 398,693	\$ 21,835	\$ -	\$ 21,835	\$ 420,528
Employee benefits	13,825	9,577	35,083	18,990	77,475	4,243	-	4,243	81,718
Payroll taxes	5,675	3,931	14,402	7,796	31,804	1,742	-	1,742	33,546
Advertising and promotion	-	-	-	-	-	1,831	-	1,831	1,831
Conferences, conventions, and meetings	-	-	195	959	1,154	245	-	245	1,399
Depreciation	3,207	3,645	-	8,625	15,477	4,976	-	4,976	20,453
Information technology	1,644	1,139	4,171	2,258	9,212	504	-	504	9,716
Insurance	1,849	2,102	-	4,976	8,927	2,870	-	2,870	11,797
Interest	2,368	2,691	-	6,369	11,428	3,674	-	3,674	15,102
Miscellaneous	-	-	-	500	500	155	500	655	1,155
Occupancy	7,391	8,401	-	19,890	35,682	11,458	-	11,458	47,140
Office expenses	1,906	2,167	-	5,127	9,200	2,957	-	2,957	12,157
Supplies	-	-	476	10	486	160	8,301	8,461	8,947
Professional services	250	-	1,200	49,107	50,557	370	-	370	50,927
Travel	142	-	258	1,900	2,300	-	-	-	2,300
Total expenses by function	109,399	82,936	236,323	224,237	652,895	57,020	8,801	65,821	718,716
Less expenses included on the Statements of Activities:									
Direct special events expenses	-	-	-	-	-	-	(8,301)	(8,301)	(8,301)
Total reported on the Statements of Activities	\$ 109,399	\$ 82,936	\$ 236,323	\$ 224,237	\$ 652,895	\$ 57,020	\$ 500	\$ 57,520	\$ 710,415

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

THE YOUTH COUNCIL, INC.

Statements of Cash Flows
For the Years Ended June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
Cash Flows From Operating Activities:		
Change in net assets	\$ 502,263	\$ 64,159
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	19,773	20,453
Gain on sale of property	(408,245)	-
Change in operating assets and liabilities:		
Grants receivable	32,283	10,507
Contributions receivable	38,569	(73,719)
Accounts receivable	(2,385)	7,225
Prepaid expenses	480	279
Accounts payable	7,750	6,545
Accrued payroll and related liabilities	3,823	12,180
Refundable advances	<u>73,157</u>	<u>-</u>
Net Cash Provided By Operating Activities	267,468	47,629
Cash Flows From Investing Activities:		
Purchases of property and equipment	(358,074)	(10,524)
Proceeds from sale of property	602,174	-
Return of security deposit	<u>(1,000)</u>	<u>-</u>
Net Cash Provided (Used) By Investing Activities	243,100	(10,524)
Cash Flows From Financing Activities:		
Drawdowns on line of credit	-	25,000
Payments on line of credit	-	(25,000)
Proceeds received from long-term debt	100,000	76,000
Principal payments of long-term debt	<u>(307,769)</u>	<u>(8,402)</u>
Net Cash (Used) Provided By Financing Activities	<u>(207,769)</u>	<u>67,598</u>
Net Change in Cash and Cash Equivalents	302,799	104,703
Cash and Cash Equivalents, Beginning of Year	<u>163,732</u>	<u>59,029</u>
Cash and Cash Equivalents, End of Year	<u>\$ 466,531</u>	<u>\$ 163,732</u>
Supplemental Disclosure of Cash Flow Information:		
Cash paid during the year for interest	<u>\$ 15,066</u>	<u>\$ 15,102</u>

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

THE YOUTH COUNCIL, INC.

Notes to Financial Statements For the Years Ended June 30, 2021 and 2020

1. Organization

The Youth Council, Inc. (the Council) specializes in programs centered on youth guidance and counseling. The Council seeks to achieve its mission through programs such as the following:

Court Diversion Program

This program helps local police departments divert first-time youth offenders from the juvenile justice system through an evidence-based, comprehensive program that holds youth accountable, while providing assessment and referrals to additional services based on the needs of the youth.

Suspension Center

A partnership with a local school district to provide suspended middle school students with a safe, supervised setting which includes assessment, referrals to appropriate external services, and educational support.

Student Assistance Program

This program provides counselors on-site at middle and high schools to help students struggling with stressors that may lead to risky behavior such as substance misuse, through short term counseling, education, support, and referrals, as necessary.

Other Programs

Other programs such as counseling offer short-term professional support to help children, teens, and families struggling with issues related to alcohol/drug use, anger management, communication, depression, developing boundaries, grief, healthy choices, peer pressure, relationships, self-esteem, sexuality, and stress.

2. Summary of Significant Accounting Policies

The following is a summary of significant accounting policies used in preparing and presenting the accompanying financial statements.

Change in Accounting Principle

ASU 2014-19 and ASU 2018-08 Revenue Recognition

The Council has adopted Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) No. 2014-09, *Revenue from Contracts with Customers (Topic 606)*, as amended, and ASU No. 2018-08, *Not-for-Profit Entities: Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made (Topic 605)*, as management believes these standards improve the usefulness and understandability of the Council's financial reporting. ASU 2014-09 and 2018-08 have

been implemented in fiscal year 2020, and the presentation in these financial statements has been adjusted accordingly. Analysis of various provisions of these standards resulted in no significant changes in the way the Council recognizes revenue, and therefore, no changes to the previously issued audited financial statements were required on a retrospective basis. The presentation and disclosures of revenue have been enhanced in accordance with the new standards.

ASU 2018-13 Changes to the Disclosure Requirements for Fair Value Measurement

In fiscal year 2020, the Council adopted FASB ASU 2018-13, *Fair Value Measurement (Topic 820): Disclosure Framework – Changes to the Disclosure Requirements for Fair Value Measurement*, which modifies the disclosure requirements for fair value measurements, and removed disclosures related to transfers between Level 1 and Level 2 of the fair value hierarchy, the policy for timing transfers between levels, the valuation process of Level 3 fair value measurements, and a roll forward of Level 3 investments. The adoption of this ASU did not have a significant impact on the financial statements.

Cash and Cash Equivalents

All cash and highly liquid financial instruments with original maturities of three months or less, and which are neither held for nor restricted by donors for long-term purposes, are considered to be cash and cash equivalents.

Grants Receivable

Grants receivable, 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 substantially met. Amounts recorded as grants receivable represent cost-reimbursable contracts and grants, which the incurrence of allowable qualifying expenses and/or the performance of certain requirements have been met or performed. The allowance for uncollectible grants receivable is based on historical experience and a review of subsequent collections. Management has determined that no allowance is necessary.

Contributions Receivable

Unconditional contributions that are expected to be collected within one year are recorded at net realizable value. Unconditional contributions that are expected to be collected in future years are initially recorded at fair value using present value techniques incorporating risk-adjusted discount rates designed to reflect the assumptions market participants would use in pricing the asset. In subsequent years, amortization of the discounts is included in contribution revenue in the Statements of Activities. The allowance for uncollectible contributions is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Contributions receivable are written off when deemed uncollectible. Management has determined that contributions receivable are fully collectable, therefore no allowance has been recorded.

Accounts Receivable

Accounts receivable consist primarily of noninterest-bearing amounts due for services and programs. The allowance for uncollectable accounts receivable is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Amounts receivable are written off when deemed uncollectable.

Property and Equipment

Property and equipment additions are recorded at cost, if purchased, and at fair value at the date of donation, if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from 3 to 31.5 years, or in the case of capitalized leased assets or leasehold improvements, the lesser of the useful life of the asset or the lease term. When assets are sold or otherwise disposed of, the cost and related depreciation is removed, and any resulting gain or loss is included in the Statements of Activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed.

The carrying values of property and equipment are reviewed for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment in fiscal years 2021 or 2020.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions

Net assets available for use in general operations and not subject to donor (or certain grantor) imposed restrictions.

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. Contributions restricted by donors are reported 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 Statement of Activities as net assets released from restriction.

Revenue and Revenue Recognition

A portion of the Council's revenue is derived from cost-reimbursable contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Council has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the Statements of Financial Position. Grant revenue from contributions that were initially conditional, which became unconditional with restrictions during the reporting period, and for which those restrictions were met during the reporting period, is reported as net assets without donor restrictions.

Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest 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 substantially met.

Special events revenue has two portions, which are recognized as revenue at different times. One portion is the amount equal to the benefit the donors receive from the event. That portion is recognized as revenue at the time of the event. The other portion is the amount paid in excess of the benefit received, which is considered a contribution. That portion is recognized as revenue at the time it is received, unless there is a right of return if the special event does not take place.

Revenue from providing program services is recognized when services are provided, in an amount that reflects the consideration expected to be entitled to in exchange for those services. For contracted service arrangements where services are to be performed over a stated period of time, services are considered to be performed ratably over the term of the arrangement. Amounts received in advance are deferred and are reported as contract liabilities until the performance obligation of providing those services has been met. Rental income is recognized when the performance obligation of providing space is satisfied.

Donated Services and In-Kind Contributions

Volunteers contribute significant amounts of time to program services, administration, and fundraising and development activities; however, the financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by Generally Accepted Accounting Principles. Generally Accepted Accounting Principles allow recognition of contributed services only if (a) the services create or enhance nonfinancial assets, or (b) the services would have been purchased if

not provided by contribution, require specialized skills, and are provided by individuals possessing those skills. Donated professional services are recorded at the respective fair values of the services received. Contributed goods are recorded at fair value at the date of donation and as expenses when placed in service or distributed. Donated use of facilities is reported as a contribution and as an expense at the estimated fair value of similar space for rent under similar conditions. If the use of the space is promised unconditionally for a period greater than one year, the amount is reported as a contribution and an unconditional promise to give at the date of the gift, and the expense is reported over the term of use.

Advertising Costs

Advertising costs are expensed as incurred and are reported in the Statements of Activities and Statements of Functional Expenses.

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 Statements of Functional Expenses present the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited on a reasonable basis that is consistently applied. The expenses that are allocated include occupancy, office expenses, insurance, interest, and depreciation, which are allocated on a square footage basis, as well as salaries and wages, benefits, payroll taxes and information technology, which are allocated on the basis of estimates of time and effort.

Income Taxes

The Council has been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Internal Revenue Code (IRC) Section 501(a) as an organization described in IRC Section 501(c)(3), qualifies for charitable contribution deductions, and has been determined not to be a private foundation. The Council is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, the Council is subject to income tax on net income that is derived from business activities that are unrelated to its exempt purpose. In fiscal years 2021 and 2020, the Council was subject to unrelated business income tax and filed an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS.

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 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 may differ from those estimates.

Financial Instruments and Credit Risk

Deposit concentration risk is managed by placing cash with financial institutions believed to be creditworthy. At times, amounts on deposit may exceed insured limits. To date, no losses have been experienced in any of these accounts. Credit risk associated with grants, contributions, and accounts receivable is considered to be limited due to high historical collection rates.

Fair Value Measurements

Certain assets and liabilities are reported at fair value in the financial statements. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability based on the best information available. A three-tier hierarchy categorizes the inputs as follows:

- Level 1 – Quoted prices (unadjusted) in active markets for identical assets or liabilities that are accessible at the measurement date.
- Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.
- Level 3 – Unobservable inputs for the asset or liability. In these situations, inputs are developed using the best information available in the circumstances.

In some cases, the inputs used to measure the fair value of an asset or a liability might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety in the same level of the fair value hierarchy as the lowest level input that is significant to the entire measurement. Assessing the significance of a particular input to entire measurement requires judgment, taking into account factors specific to the asset or liability. The categorization of an asset within the hierarchy is based upon the pricing transparency of the asset and does not necessarily correspond to the assessment of the quality, risk, or liquidity profile of the asset or liability.

New Accounting Standards to be Adopted in the Future

Contributed Nonfinancial Assets

In September 2020, the Financial Accounting Standards Board (FASB) issued Accounting Standard Update (ASU) No. 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosure 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, clothing, or pharmaceuticals; 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 amendments in this ASU should be applied on a retrospective basis and will be effective for the Council for the year ending June 30, 2022. Early adoption is permitted. The Council is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

Leases

In February 2016, the FASB issued ASU 2016-02, *Leases*. The ASU requires all leases with lease terms more than 12 months to be capitalized as a right of use asset and lease liability on the Statement of Financial Position at the date of lease commencement. Leases will be classified as either finance leases or operating leases. This distinction will be relevant for the pattern of expense recognition in the Statement of Activities. This ASU will be effective for the Council for the year ending June 30, 2023. The Council is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

Credit Losses

In June 2016, the FASB issued ASU 2016-13, *Measurement of Credit Losses on Financial Instruments*. The ASU requires a financial asset (including trade receivables) measured at amortized cost basis to be presented at the net amount expected to be collected. Thus, the Statement of Activities will reflect the measurement of credit losses for newly recognized financial assets as well as the expected increases or decreases of expected credit losses that have taken place during the period. This ASU will be effective for the Council for the year ending June 30, 2024. The Council is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the date of the Statements of Financial Position, are comprised of the following at June 30, 2021 and 2020:

Financial assets at year end:	<u>2021</u>	<u>2020</u>
Cash and cash equivalents	\$ 466,531	\$ 163,732
Accounts receivable	5,842	3,457
Grants receivable	-	32,283
Contributions receivable	<u>57,600</u>	<u>96,169</u>
	529,973	295,641
Less amounts not available to be used within one year:		
Contributions receivable	38,400	76,800
Net assets with donor restrictions	<u>41,602</u>	<u>91,531</u>
Financial assets available to meet general expenditures over the next year	<u>\$ 449,971</u>	<u>\$ 127,310</u>

The Council regularly monitors liquidity required to meet its operating needs and other contractual commitments, while also striving to maximize the investment of its available funds. In addition to financial assets available to meet general expenditures over the next year, the Council operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources. To manage liquidity, the Council has access to a line of credit with available borrowings up to \$25,000.

3. Contributions Receivable

The carrying amount of contributions receivable due in more than one year is based on the discounted net present value of the expected future cash receipts, and approximates fair value. Unconditional contributions receivable are estimated to be collected as follows at June 30, 2021 and 2020:

	<u>2021</u>	<u>2020</u>
Within one year	\$ 19,200	\$ 19,369
In one to five years	38,400	38,400
Over five years	<u>-</u>	<u>38,400</u>
Total	<u>\$ 57,600</u>	<u>\$ 96,169</u>

No discount was applied to contributions receivable at June 30, 2021 and 2020 since it was determined to be immaterial.

4. Property and Equipment

Property and equipment is comprised of the following at June 30, 2021 and 2020:

	<u>2021</u>	<u>2020</u>
Land	\$ -	\$ 28,397
Building and improvements	335,027	586,417
Furniture and equipment	<u>67,924</u>	<u>44,878</u>
Total property and equipment	402,951	659,692
Less accumulated depreciation	<u>(46,180)</u>	<u>(447,293)</u>
Property and equipment, net	<u>\$ 356,771</u>	<u>\$ 212,399</u>

Depreciation expense totaled \$19,773 and \$20,453 for the years ended June 30, 2021 and 2020, respectively.

5. Refundable Advances

In May 2021, the Council received an advance payment of \$126,563 on their Integrated Delivery Network grant. The Integrated Delivery Network grant is contingent on the Council incurring eligible costs and is typically paid on a reimbursement basis. This one-time, advance payment is the result of an extension and budget increase to their existing grant. For the year ended June 30, 2021, the Council incurred \$53,406 of qualifying expenses, with the remaining balance of \$73,157 reflected as a refundable advance in the Statements of Financial Position.

6. Line of Credit

At June 30, 2021 and 2020 the Council had a \$25,000 revolving line of credit with a bank, secured by an interest in all of the Council's assets and an assignment of rents. Borrowings under the line are due upon demand and bear interest at the bank's prime rate plus 1% (4.25% at June 30, 2021 and 2020). At June 30, 2021 and 2020, the Council had no outstanding balance on the line of credit. The line of credit is classified as Level 2 in the fair value hierarchy.

7. Long-Term Debt

Long-term debt is classified as Level 2 in the fair value hierarchy and consists of the following at June 30, 2021 and 2020:

	<u>2021</u>	<u>2020</u>
Mortgage payable (dated May 16, 2014) to a bank, due in monthly installments of \$2,022, including principal and interest at 4.5%, payable over 10 years and thereafter on demand, and secured by real estate.	\$ -	\$ 309,525
Economic Injury Disaster Loan from the Small Business Administration (dated June 18, 2020), due in monthly installments of \$325 beginning June 2022, including principal and interest of 3.75% for 336 months.	76,000	76,000
Mortgage payable (dated April 30, 2021) to a bank, due in monthly installments of \$598, including principal and interest at 3.80% for 60 months and then reviewed every five years thereafter and adjusted to 2.50% over the Daily High Federal Home Loan Bank Boston Classic Advance Five Year Regular Rate (with floor rate of 3.80%), payable over 120 months and thereafter on demand, and secured by real estate.	<u>99,446</u>	<u>-</u>
Subtotal	175,446	385,525
Less:		
Amount due within one year	(3,585)	(10,039)
Unamortized loan closing costs	<u>-</u>	<u>(2,310)</u>
Long-term debt, net of current portion	\$ <u>171,861</u>	\$ <u>373,176</u>

The carrying value of long-term debt, including the current portion, approximates fair value at June 30, 2021 and 2020, based on current borrowing rates for mortgages with similar maturities.

Future maturities of long-term debt are as follows:

<u>Year</u>	<u>Amount</u>
2022	\$ 3,585
2023	5,495
2024	5,687
2025	5,885
2026	6,091
Thereafter	<u>148,703</u>
Total	\$ <u>175,446</u>

8. Net Assets with Donor Restrictions

Net assets with donor restrictions are comprised of the following at June 30, 2021 and 2020:

	<u>2021</u>	<u>2020</u>
Subject to expenditure for specified purpose:		
Computers and website design	\$ 3,202	\$ 14,731
Time restrictions	<u>38,400</u>	<u>76,800</u>
Total	\$ <u>41,602</u>	\$ <u>91,531</u>

9. Commitments and Contingencies

COVID-19

The COVID-19 outbreak in the United States has resulted in economic uncertainties. The disruption is expected to be temporary, but there is considerable uncertainty around the duration and scope. The extent of the impact of COVID-19 on the Council's operational and financial performance will depend on certain developments, including the duration and spread of the outbreak, impact on those served, funders, employees, and vendors all of which are uncertain and cannot be predicted. At this point, the extent to which COVID-19 may impact the Council's financial condition or results of operations is uncertain.

10. Concentrations of Risk

A material part of the Council's revenue is dependent upon government sources, the loss of which would have a materially adverse effect on the Council. During the years ended June 30, 2021 and 2020, Southern New Hampshire Health accounted for 14% and

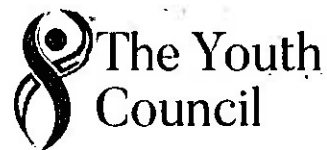
20%, respectively, and Bureau of Alcohol and Drug Services accounted for 11% and 16%, respectively, of total revenues.

11. Payroll Protection Program (PPP) Loans

In April 2020 and February 2021, the Council received loan proceeds of \$76,100 and \$97,500, respectively, under the Small Business Administration (SBA) Paycheck Protection Program (PPP). The PPP, established as part of the Coronavirus Aid, Relief and Economic Security Act (CARES Act), which was enacted March 27, 2020, provides for loans to qualifying organizations for amounts up to 2.5 times the average monthly payroll expenses. The loan and accrued interest may be forgiven after twenty-four weeks providing the Council uses the loan proceeds for eligible purposes, including payroll, benefits, rent and utilities, and maintains certain payroll levels. The amount of loan forgiveness will be reduced if the Council terminates employees or reduces salaries during the twenty-four week period. Any unforgiven portion of the PPP loan is payable over five years at an interest rate of 1%, with deferral of payments for the first ten months. During fiscal years 2021 and 2020, the Council has applied the conditional contribution model as described in FASB ASC 958-605 to recognize PPP loan proceeds as contribution income for the portion of the PPP loans where conditions have been substantially met by incurring qualifying expenses and other PPP loan requirements. As of June 30, 2021, the Council has recognized the entire amount of the two PPP loans as contribution income. In June 2021, the Council received full forgiveness of the first PPP loan totaling \$76,100. While the Council currently believes that its use of the remaining loan proceeds will meet the conditions for forgiveness of the loan, the Council cannot guarantee that the loan will be forgiven, in whole or in part.

12. Subsequent Events

Subsequent events have been evaluated through April 7, 2022, the date the financial statements were available to be issued.



Board of Directors

PRESIDENT

Jennifer Linatsas, MSW
Gate City Charter School for the Arts

[REDACTED]

VICE PRESIDENT

Sgt. Nicole Hannigan
Nashua Police Department

[REDACTED]

TREASURER

John Phelan
Bank Prov

[REDACTED]

SECRETARY

Ann Parks
Cornell University

[REDACTED]

Karrie Benson
Morneau Law

[REDACTED]

Jaclyn McIver
Sarepta Therapeutics

[REDACTED]

Suzanne Delaney
Nashua School District

[REDACTED]

Jennifer Boyer, APRN
Southern NH Health

[REDACTED]

Alyssa O'Mara
Purple Finch Properties

[REDACTED]

Casey Caster, Executive Director
Ex-Officio

[REDACTED]

Samantha Campbell, MA, LCMHC

Licensed Clinical Mental Health Counselor

Experience

Student Assistance Program Coordinator (Promoted from SAP Counselor to SAP Coordinator role 7/2022)

Per Diem Mental Health Therapist

The Youth Council, Oct 2019 – Present

Nashua, NH

Mental Health Clinician

NFI Massachusetts, Inc., Aug 2018 - Sep 2019

Intern

The Cypress Center at MHCGM, Aug 2017 - Jun 2018

Manchester, NH

Residential Counselor

Nashua Children's Home, 2015 - 2018

Nashua, NH

Education

Rivier University

Master of Arts - MA, Clinical Mental Health Counseling

Keene State College

Bachelor of Arts - BA, Psychology, 2011 – 2015

Gina Luiso

License-eligible Master's-Level Clinician

Experience

Student Assistance Program Counselor

Per Diem Mental Health Therapist

The Youth Council, September 2021 - Present

Behavioral Therapist

Melmark New England, Dec 2017 - Sep 2021

Education

Rivier University

Master of Arts - MA, Clinical Mental Health Counseling

Sep 2019 - May 2022

Activities and societies: Psi Chi Honor's Society

Plymouth State University

Bachelor of Arts - BA, Psychology

Sep 2011 - May 2015

Activities and societies: Rugby and orientation leader program

Russell Schaechtle, MA, MHC

Experience

The Nashua Youth Council 74 Northeastern BLVD Nashua NH 03062 (August 2019-Present)

Clinical Program Manager (January 2023-Present)

Mental Health Counselor (August 2019-Present)

Social Emotional Coordinator (February 2022-December 2022)

- Maintain individual caseload of therapy clients
- Develop and co-facilitate therapy groups (Healthy Coping/Substance/Alternative Support Group)
- Develop polices and procedures for client intake
- Supervise and support staff in the school/community setting
- Establish relationships with community based partners for Mental Health Awareness
- Social-Emotional Coordinator with Boys and Girls Club alternative suspension program

The Moore Center 195 McGregor Street, Unit 400 Manchester NH, 03102 (January 31, 2017-Present)

Service Coordinator

- Assist in obtaining access to services including making referrals to providers
- Coordinate evaluations and assessments
- Facilitate and participate in the development, review, and evaluation of Individual Service Agreements
- Oversee and edit daily and monthly documentation
- Organize and maintain client files and workspace
- Train new employees

Education

Rivier University (2018-2020)

Obtained a Masters in Mental Health Counseling

Graduated with a 4.0 GPA

Rivier University (2016-2017)

Bachelor's Degree Completed December 2017

Major in Human Development

Magna Cum Laude

Course Load Includes: Sociology, Intro to Social Work, Abnormal Psychology

Skills

Proficient in utilizing CBT and DBT techniques

Excellent interpersonal skills

Demonstrates strong leadership skills

Exhibits ability to think creatively and analytically

Ability to adapt quickly and remain calm in high stress situations

Certified trainer of Management of Aggressive Behaviors (MOAB) since October 2017

The Youth Council, Nashua, NH

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Gina Luiso	SAP Counselor	\$48,327	100	\$48,327
Samantha Campbell	SAP Coordinator	\$53,500	100	\$55,105
Russell Schaechtle	Clinical Program Manager	\$63,860	5	\$3,193
Total Salaries				\$106,625

(Note to self: Salaries calculated with 3% increase over FY23)

JUN 13 '22 PM 3:21 RCUD

GAC

27



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

Lori A. Shilbette
Commissioner

Katja S. Fox
Director

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

May 19, 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 for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to amend existing contracts with the Contractors listed below for the continued provision of evidence-informed substance misuse prevention direct services to youth and their parents and caregivers, by increasing the total price limitation by \$819,327 from \$4,308,906 to \$5,128,233 and by extending the completion dates from June 30, 2022 to June 30, 2023, effective July 1, 2022 or upon Governor and Council approval, whichever is later. 100% Other Funds (Governor's Commission).

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
Boys and Girls Club of Greater Salem, Inc.	180086	Salem, Nashua & Souhegan Valley	\$1,086,844	\$216,488	\$1,303,332	O: 08/23/17 #20 A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 06/30/21 #25
New England Teen Institute, Inc. <i>formerly New Hampshire Teen Institute for the Prevention of Alcohol and Other Drug Abuse</i>	166624	Statewide	\$1,190,422	\$215,655	\$1,406,077	O: 06/21/17 Late Item B A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 06/30/21 #25
North Country Education Services Agency	154707	Northern Grafton & Coos County	\$863,260	\$172,065	\$1,035,325	O: 08/23/17 #20 A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 06/30/21 #25
The Upper Room, A Family Resource Center	246053	Rockingham County & surrounding communities	\$475,291	\$87,109	\$562,400	O: 06/21/17 Late Item B A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 06/30/21 #25

The Youth Council	154886	Nashua North & Nashua South High Schools	\$693,089	\$128,010	\$821,099	O: 06/21/17 Late Item B A1: 06/20/18 #37 A2: 06/24/20 #35 A3: 06/30/21 #25
		Total:	\$4,308,906	\$819,327	\$5,128,233	

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

See attached fiscal details.

EXPLANATION

The purpose of this request is to continue to provide substance misuse prevention direct services to youth and related programming for their parents and caregivers. The Governor's Commission on Alcohol and Other Drugs (Commission) approved the funding allocation on March 4, 2022. This amendment will allow the contractors to continue to provide direct prevention services and promoting positive youth development with the goal to prevent and reduce the misuse of alcohol, marijuana, prescription drugs, opioids, stimulants and other drugs. The Department is seeking to extend the contracts beyond the completion date and available renewal options in response to a funding directive from the Governor's Commission on Alcohol and Other Drugs. In accordance with RSA 12-J, the Department carries out the administrative functions of the Commission.

Approximately 4000 individuals will be served July 1, 2022 through June 30, 2023

The services provided through these contracts will continue to target youth between the ages of 10 and 20 who are at risk of engaging in the misuse of alcohol and other drugs. Risk factors include youth experiencing poor academic performance; behavioral problems at school or have dropped out of school; involvement with the juvenile justice system; and children whose parents or caregivers are engaged in the active misuse of alcohol and or other drugs.

Each Contractor will continue providing evidence-informed programs that include education, counseling, and healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programs include individual or group education and awareness about the risks and consequences of substance misuse, assistance in helping youth acquire the skills necessary to resist peer pressure to use alcohol or other drugs, engagement in the development and promotion of social activities that do not include the use of substances, and developing healthy coping skills to deal with stressful circumstances in their life at home or school. These programs also engage parents and caregivers through online newsletters, virtual trainings, and individual meetings to assist with developing skills to promote improved communication within the family about substance misuse.

In SFY '22 the vendors provided substance misuse prevention services to 3,893 youth identified as being at a high risk of developing a substance misuse disorder. Of the program participants surveyed in SFY '22, 93% reported using a healthy coping skill learned in the program to handle a stress they experienced and 97% reported they would choose to abstain from using alcohol until the legal age to drink. Based on these performance measures, the Commission approved to continue providing funding for SFY '23.

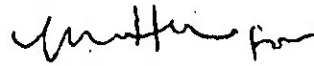
The Department will continue monitoring contracted services through regularly scheduled meetings and by reviewing monthly and quarterly reports submitted by the Contractors.

Should the Governor and Executive Council not authorize this request, adolescents at risk of developing a substance use disorder are unlikely to have access to substance misuse prevention programming intended to prevent the use of substances, or mitigate the progression of substance misuse. Additionally, education about the risk and consequences associated with adolescent use of alcohol and other drugs, and supports regarding communication skills to talk about those risks will not be available to parents.

Source of Federal Funds: 100% Other Funds (Governor's Commission)

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

Respectfully submitted,



Lori A. Shibinette
Commissioner

Attachment 4
Prevention Direct Services
Financial Details

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

New Hampshire Teen Institute V#186824

PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$107,744	\$0	\$107,744
Sub-total			\$107,744	\$0	\$107,744

The Upper Room V#174210

PO #1057481

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$38,811	\$0	\$38,811
Sub-total			\$38,811	\$0	\$38,811

The Youth Council V#154888

PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$50,103	\$0	\$50,103
Sub-total			\$50,103	\$0	\$50,103
Total SFY17			\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Boys & Girls Club of Greater Salem V#180066

PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,892	\$0	\$220,892
2019	102-500734	Contracts for Prog Svc	\$218,488	\$0	\$218,488
2020	102-500734	Contracts for Prog Svc	\$218,488	\$0	\$218,488
2021	102-500734	Contracts for Prog Svc	\$218,488	\$0	\$218,488
2022	102-500734	Contracts for Prog Svc	\$218,488	\$0	\$218,488
2023	074-500585	Grants for Public Asst and Relief	\$0	\$196,488	\$196,488
Sub-total			\$1,086,844	\$196,488	\$1,283,332

New Hampshire Teen Institute V#166624

PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,058	\$0	\$220,058
2019	102-500734	Contracts for Prog Svc	\$215,855	\$0	\$215,855
2020	102-500734	Contracts for Prog Svc	\$215,855	\$0	\$215,855
2021	102-500734	Contracts for Prog Svc	\$215,855	\$0	\$215,855
2022	102-500734	Contracts for Prog Svc	\$215,855	\$0	\$215,855
2023	074-500585	Grants for Public Asst and Relief	\$0	\$195,855	\$195,855
Sub-total			\$1,082,878	\$195,855	\$1,278,333

Attachment 4
Prevention Direct Services
Financial Details

North Country Education Services V#154707

PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$175,000	\$0	\$175,000
2019	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2020	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2021	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2022	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2023	074-500585	Grants for Public Asst and Relief	\$0	\$152,065	\$152,065
Sub-total			\$863,260	\$152,065	\$1,015,325

The Upper Room V#174210

PO #1057461

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$90,044	\$0	\$90,044
2019	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2020	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2021	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2022	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2023	074-500585	Grants for Public Asst and Relief	\$0	\$67,109	\$67,109
Sub-total			\$438,480	\$67,109	\$505,589

The Youth Council V#154888

PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$130,946	\$0	\$130,946
2019	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2020	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2021	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2022	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2023	074-500585	Grants for Public Asst and Relief	\$0	\$108,010	\$108,010
Sub-total			\$642,986	\$108,010	\$750,996

05-95-92-020510-1981 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, SABG ADDITIONAL (100% Federal)

Boys & Girls Club of Greater Salem V#180068

PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

New Hampshire Teen Institute V#188624

PO #1058422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
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Attachment 4
Prevention Direct Services
Financial Details

2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

North Country Education Services V#154707

PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

The Upper Room V#174210

PO #1075470

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000

The Youth Council V#154886

PO #1058421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2023	074-500585	Grants for Public Asst and Relief	\$0	\$20,000	\$20,000
Sub-total			\$0	\$20,000	\$20,000
Grand Total			\$4,308,906	\$719,327	\$5,028,233

Total by Year

Total SFY17			\$194,658	\$0	\$194,658
Total SFY18			\$838,940	\$0	\$838,940
Total SFY19			\$819,327	\$0	\$819,327
Total SFY20			\$819,327	\$0	\$819,327
Total SFY21			\$819,327	\$0	\$819,327
Total SFY22			\$819,327	\$0	\$819,327
Total SFY23			\$0	\$819,327	\$819,327

Grand Total			\$4,308,906	\$819,327	\$5,128,233
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Total by Agency

Boys & Girls Club of Greater Salem V#160066	PO #1058002	\$1,086,844	\$216,488	\$1,303,332
New Hampshire Teen Institute V#168824	PO #1058422	\$1,190,422	\$215,655	\$1,406,077
North Country Education Services V#154707	PO #1058007	\$883,280	\$172,065	\$1,035,325
The Upper Room V#174210	PO #1075470	\$475,291	\$87,109	\$562,400
The Youth Council V#154886	PO #1058421	\$693,089	\$128,010	\$821,099
Total by Agency		\$4,308,906	\$819,327	\$5,128,233

1
**State of New Hampshire
Department of Health and Human Services
Amendment #4**

This Amendment to the Substance Misuse Prevention Direct Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and The Youth Council ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 21, 2017, (Late Item B), as amended on June 20, 2018, (Item #37), as amended on June 24, 2020, (Item #35); and most recently amended on September 15, 2021 (Item #15), 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 18, 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 and increase the price limitation 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, 2023
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$821,099
3. Modify Exhibit B, Method and Conditions Precedent to Payment, Section 4., Subsection 4.2. to read:
 - 4.2. Expenses shall be reported for reimbursement by budget line item in accordance with Exhibit B-1 Budget through Exhibit B-6 Budget - Amendment #4 with an invoice template approved by the Department.
4. Add Exhibit B-6 Budget – Amendment #4, 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 July 1, 2022, or upon Governor and Council approval, whichever is later.

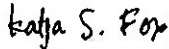
IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

6/3/2022

Date

DocuSigned by:



Name: Katja S. Fox

Title: Director

The Youth Council

DocuSigned by:



Name: Casey Caster

Title: Executive Director

6/2/2022

Date

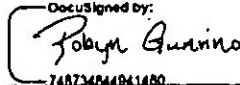
The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

6/3/2022

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 Complete one budget form for each budget period. Contractor Name: <u>The Youth Council</u> Budget Request for: <u>Substance Misuse Prevention Direct Services</u> Budget Period <u>July 1, 2022 through June 30, 2023 (SYF23)</u> Indirect Cost Rate (if applicable) <u>10.00%</u>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$103,410
2. Fringe Benefits	\$7,500
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>	\$100
5.(a) Supplies - Educational	\$400
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$400
6. Travel	\$250
7. Software	\$720
8. (a) Other - Marketing/Communications	\$130
8. (b) Other - Education and Training	\$300
8. (c) Other - Other (specify below)	\$1,000
Occupancy	\$0
Other (please specify)	\$0
Other (please specify)	\$0
Other (please specify)	\$0
9. Subrecipient Contracts	\$0
Total Direct Costs	\$115,210
Total Indirect Costs	\$12,800
TOTAL	\$128,010


 Contractor Initials _____
 Date 6/2/2022



Lori A. Sbibinette
Commissioner

15
MAY

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
GOVERNOR'S COMMISSION ON ALCOHOL & OTHER DRUGS

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9564 1-800-804-0909
Fax: 603-271-6105 TDD Access: 1-800-735-2964 www.dhhs.nh.gov/dcbcs/bdas

August 11, 2021

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to enter into a **Retroactive, Sole Source** amendment to an existing contract with the Contractor listed below in **bold** for the provision of evidence-informed substance misuse prevention direct services to youth and their parents and caregivers, by increasing the total price limitation by \$128,010 from \$4,180,896 to \$4,308,906 and by extending the completion date from June 30, 2021 to June 30, 2022, effective retroactive to June 30, 2021, upon Governor and Council approval. 100% Other Funds (Governor's Commission on Alcohol and Other Drugs).

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

Vendor Name	Vendor Number	Location	Contract Amount	Increase/ (Decrease)	Modified Contract Amount	G&C Approval
Boys and Girls Club of Greater Salem	160066	Salem, Nashua & Souhegan Valley	\$1,086,844	\$0	\$1,086,844	O: 08/23/17, Item #20 A1: 06/20/18, Item #37 A2: 06/24/20, Item #35 A3: 6/30/21, Item #25
North Country Education Services	154707	Northern Grafton & Coos County	\$863,260	\$0	\$863,260	O: 08/23/17, Item #20 A1: 06/20/18, Item #37 A2: 06/24/20, Item #35 A3: 6/30/21, Item #25
New Hampshire Teen Institute	166624	Statewide	\$1,190,422	\$0	\$1,190,422	O: 06/21/17, Late Item B A1: 06/20/18, Item #37 A2: 06/24/20, Item #35 A3: 6/30/20,

						Item #25
The Upper Room	246053	Rockingham County & Surrounding Communities	\$475,291	\$0	\$475,291	O: 06/21/17, Late Item B A1: 06/20/18, Item #37 A2: 06/24/20, Item #35 A3: 6/30/21, Item #25
The Youth Council	154886	Nashua North & Nashua South High Schools	\$565,079	\$128,010	\$693,089	O: 06/21/17, Late Item B A1: 06/20/18, Item #37 A2: 06/24/20, Item #35
		Total:	\$4,180,896	\$128,010	\$4,308,906	

Funds are available in the following accounts for State Fiscal Year 2022, with the authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified.

See attached Fiscal Details

EXPLANATION

This request is **Retroactive** because the fully executed contract documents were not received in time for Governor and Executive Council approval to prevent the current contract from expiring. The Contractor was unable to obtain signatures on time for the contract documents due to changes in key personnel including the Executive Director. This request is **Sole Source** because the Department is seeking to extend the contract beyond the completion date and there is no renewal option available. The Department is seeking to amend the existing contract on behalf of the Governor's Commission on Alcohol and Other Drugs to continue supporting services provided through this contract, which was originally funded by Senate Bill 533 of the 2016 Regular Legislative Session. Further funding for these programs was approved by the Governor's Commission on February 19, 2021, which did not leave sufficient time to procure for these services before the existing contract expired.

The purpose of this request is to continue providing substance misuse prevention direct services to youth and related programming for their parents and caregivers. The services provided through these contracts target youth between 10 and 20 years of age who are at risk of engaging in the misuse of alcohol and the illicit use of drugs. Risk factors include youth experiencing poor academic performance; behavioral problems at school or have dropped out of school; involvement with the juvenile justice system; and children whose parents or caregivers are engaged in the active misuse of alcohol and or illicit drugs.

Approximately 4,000 individuals will be served by all contracts from June 30, 2021 through June 30, 2022.

The goal of these contracted prevention programs is to prevent the onset and use of alcohol and drugs and to increase parental and caregiver knowledge regarding the negative effects that substance misuse has on their child(ren), improve parental and caregiver communication skills, and increase parental and caregiver monitoring of their child(ren)'s behavior

and activities. These programs promote positive youth development with the goal of preventing and reducing the misuse of alcohol, marijuana, prescription drugs, opioids, stimulants and other drugs.

Each Contractor has chosen approved evidence-informed programs that include education and counseling, and healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programs include individual or group education and awareness about the risks and consequences of substance misuse, assistance in helping youth acquire the skills necessary to resist negative peer pressure for using alcohol or other drugs, engagement in the development and promotion of alternative social activities, and developing healthy coping skills to deal with stressful circumstances in their life at home or school. These programs also engage parents and caregivers to assist with the skills to promote improved communication within the family about substance misuse.

All Contractors providing direct prevention services through these contracts are required to establish ongoing working collaborative relationships with community-based organizations including, health and social service agencies and schools, and the Regional Public Health Network in their area. The Contractors are also required to conduct outreach to youth and their parents and caregivers to make them aware of these services and how to access them.

The intended outcomes for participants include;

- Increase in the perception of risk of substance use.
- Increase in the use of at least two (2) new coping skills to manage stress.
- Increase in parental communication regarding the risk and consequences of adolescent substance use.

Should the Governor and Council not authorize this request, approximately 4,000 youth who are at high risk for developing a substance misuse disorder may not have access to comprehensive substance misuse prevention services.

Area served: Statewide.

Source of Funds: 100% Other Funds.

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

Respectfully submitted,



Lori A. Shibinette
Commissioner

Attachment A
Financial Details

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

New Hampshire Teen Institute V#166624

PO #1058422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$107,744	\$0	\$107,744
Sub-total			\$107,744	\$0	\$107,744

The Upper Room V#174210

PO #1057461

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$36,811	\$0	\$36,811
Sub-total			\$36,811	\$0	\$36,811

The Youth Council V#154886

PO #1058421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$50,103	\$0	\$50,103
Sub-total			\$50,103	\$0	\$50,103
Total SFY17			\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Boys & Girls Club of Greater Salem V#160066

PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,892	\$0	\$220,892
2019	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2020	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2021	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2022	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2022	102-500734	Contracts for Prog Svc	\$0	\$0	\$0
Sub-total			\$1,086,844	\$0	\$1,086,844

New Hampshire Teen Institute V#166624

PO #1058422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,058	\$0	\$220,058
2019	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2020	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2021	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2022	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2022	102-500734	Contracts for Prog Svc	\$0	\$0	\$0
Sub-total			\$1,082,678	\$0	\$1,082,678

Attachment A
Financial Details

North Country Education Services V#154707

PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$175,000	\$0	\$175,000
2019	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2020	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2021	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2022	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2022	102-500734	Contracts for Prog Svc	\$0	\$0	\$0
Sub-total			\$863,260	\$0	\$863,260

The Upper Room V#174210

PO #1057461

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$90,044	\$0	\$90,044
2019	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2020	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2021	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2022	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2022	102-500734	Contracts for Prog Svc	\$0	\$0	\$0
Sub-total			\$438,480	\$0	\$438,480

The Youth Council V#154888

PO #1058421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$130,946	\$0	\$130,946
2019	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2020	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2021	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2022	102-500734	Contracts for Prog Svc	\$0	\$128,010	\$128,010
2022	102-500734	Contracts for Prog Svc	\$0	\$0	\$0
Sub-total			\$514,976	\$128,010	\$642,986
Grand Total			\$4,180,896	\$128,010	\$4,308,906

Total by Year

Total SFY17			\$194,658	\$0	\$194,658
Total SFY18			\$836,940	\$0	\$836,940
Total SFY19			\$819,327	\$0	\$819,327
Total SFY20			\$819,327	\$0	\$819,327
Total SFY21			\$819,327	\$0	\$819,327
Total SFY22			\$891,317	\$128,010	\$819,327
Grand Total			\$4,180,896	\$128,010	\$4,308,906

Total by Agency

Boys & Girls Club of Greater Salem V#160066	PO #1058002	\$1,086,844	\$0	\$1,086,844
New Hampshire Teen Institute V#168824	PO #1058422	\$1,190,422	\$0	\$1,190,422
North Country Education Services V#154707	PO #1058007	\$863,260	\$0	\$863,260
The Upper Room V#174210	PO #1057461	\$475,291	\$0	\$475,291
The Youth Council V#154888	PO #1058421	\$565,079	\$128,010	\$693,089

**Attachment A
Financial Details**

Total by Agency		\$4,180,896	\$128,010	\$4,308,906
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**New Hampshire Department of Health and Human Services
Substance Misuse Prevention Direct Services**

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

This 3rd Amendment to the Substance Misuse Prevention Direct Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and The Youth Council ("the Contractor"), a nonprofit with a place of business at 112 W Pearl Street, Nashua, NH 03060.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 21, 2017, (Late Item B), as amended on June 20, 2018, (Item #37), as amended June 24, 2020, (Item #35), 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 18, 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, 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 1.7, Completion Date, to read:
June 30, 2022
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$693,089
3. Add Exhibit A, Scope Of Services, Subsection 1.9, to read:
1.9. The Contractor shall participate in monthly compliance meetings with the Department.
4. Add Exhibit A, Scope Of Services, Subsection 1.10, to read:
1.10. The Department shall annually perform file reviews of the Contractor operations to ensure compliance with applicable federal and state laws.
5. Add Exhibit A, Scope Of Services, Subsection 1.11, to read:
1.11. The Department shall provide quarterly training and technical assistance to the Contractor.
6. Modify Exhibit B, Method and Conditions Precedent To Payment, Section 4, Subsection 4.1., to read:
4.1. The Contractor shall submit an invoice and supporting documents to the Department no later than the fifteenth (15th) working day of the following month. The Contractor shall:
 - 4.1.1. Ensure the invoice is presented in a form that is provided by the Department or is otherwise acceptable to the Department.
 - 4.1.2. Ensure the invoice identifies and requests reimbursement for authorized expenses incurred in the previous month.
 - 4.1.3. Provide supporting documentation of authorized expenses that may include, but is not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
 - 4.1.4. Ensure the invoice is completed, dated and returned to the Department with the supporting documentation for authorized expenses, in order to initiate payment.



**New Hampshire Department of Health and Human Services
Substance Misuse Prevention Direct Services**

7. Add Exhibit B, Method and Conditions Precedent To Payment, Section 9, to read:
 9. For the purposes of this Agreement:
 - 9.1. The Department has identified the Contractor as a subrecipient, in accordance with 2 CFR 200.331.
8. Add Exhibit B-5 Budget– Amendment #3, which is attached hereto and incorporated by reference herein.

(The remainder of page intentionally left blank)



**New Hampshire Department of Health and Human Services
Substance Misuse Prevention Direct Services**

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 retroactively effective to July 1, 2021, subject to Governor and Executive 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

8/11/2021

Date

DocuSigned by:

Katja Fox

Name: Katja Fox

Title: director

The Youth Council

DocuSigned by:

Casey Caster

Name: Casey Caster

Title: Executive Director

8/10/2021

Date



**New Hampshire Department of Health and Human Services
Substance Misuse Prevention Direct Services**

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

OFFICE OF THE ATTORNEY GENERAL

8/13/2021

Date

DocuSigned by:

D5CA9702E32C4AE...

Name: Catherine Pinos

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:



Lori A. Salblanette
Commissioner

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
GOVERNOR'S COMMISSION ON ALCOHOL & OTHER DRUGS

139 PLEASANT STREET, CONCORD, NH 03301
603-271-9564 1-800-804-0909
Fax: 603-271-6105 TDD Access: 1-800-735-3964 www.dhhs.nh.gov/dcbcs/bdas

June 10, 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 for Behavioral Health, to amend existing contracts with the vendors listed below for the provision of evidenced informed substance misuse prevention direct services to youth, and their parents and caregivers, by increasing the total price limitation by \$819,327 from \$2,670,252 to \$3,489,579 and by extending the completion dates from July 1, 2020 to June 30, 2021 effective upon Governor and Council approval. The original contracts were approved by Governor and Council on June 21, 2017, Late Item B, and most recently amended with Governor and Council approval on June 20, 2018, item #37. 100% Other Funds.

Vendor Name	Vendor Number	Location	Contract Amount	Increase/ (Decrease)	Modified Contract Amount	G&C Approval
Boys and Girls Club of Greater Salem	160066	Salem, Nashua & Souhegan Valley	\$653,868	\$216,488	\$870,356	O: 08/23/17, Item #20 A1: 06/20/18, Item #37
North Country Education Services	154707	Northern Grafton & Coos County	\$519,130	\$172,065	\$691,195	O: 08/23/17, Item #20 A1: 06/20/18, Item #37
New Hampshire Teen Institute	166624	Statewide	\$759,112	\$215,655	\$974,767	O: 06/21/17, Late Item B A1: 06/20/18, Item #37
The Upper Room	246053	Rockingham County & Surrounding Communities	\$301,073	\$87,109	\$388,182	O: 06/21/17, Late Item B A1: 06/20/18, Item #37
The Youth Council	154886	Nashua North & Nashua South High Schools	\$437,069	\$128,010	\$565,079	O: 06/21/17, Late Item B A1: 06/20/18, Item #37
Total:			\$2,670,252	\$819,327	\$3,489,579	

Funds are available in the following account(s) for State Fiscal Year 2021, with authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 3

05-95-49-491610-2989 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

State Fiscal Year	Class / Account	Class Title	Job Number	Current (Modified) Budget	Increased (Decreased) Amount	Revised Modified Budget
2017	102-500731	Contracts for Prog Svc	49158502	\$194,658	\$0	\$194,658
			Subtotal	\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

State Fiscal Year	Class / Account	Class Title	Job Number	Current (Modified) Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102-500731	Contracts for Prog Svc	92058502	\$836,940	\$0	\$836,940
2019	102-500731	Contracts for Prog Svc	92058502	\$819,327	\$0	\$819,327
2020	102-500731	Contracts for Prog Svc	92058502	\$819,327	\$0	\$819,327
2021	102-500731	Contracts for Prog Svc	92058502	\$0	\$819,327	\$819,327
			Subtotal	\$2,475,594	\$819,327	\$3,294,921
			Total	\$2,670,252	\$819,327	\$3,489,579

See Fiscal Details for Distribution of Funds

EXPLANATION

As previously stated, the original contract was approved by Governor and Council on June 21, 2017, Late Item #B. It was then subsequently amended with Governor and Council approval on June 20, 2018, Item #37.

The purpose of this request is to exercise a renewal option to continue providing substance misuse prevention direct services to youth and related programming for their parents and caregivers. Targets for this program include youth between ten (10) and twenty (20) years of age who are at risk of engaging in the misuse of alcohol and the illicit use of drugs. Risk factors include youth experiencing poor academic performance, behavioral problems at school or that have dropped out of school that are involved with the juvenile justice system and children whose parents or caregivers are engaged in the active misuse of alcohol and or illicit drugs.

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

The opioid epidemic in New Hampshire led to the passage of Senate Bill 533 (2016) making additional resources available to the Governor's Commission on Alcohol and Drug Abuse Prevention, Treatment and Recovery. The Commission identified a portion of the funding allocated under SB 533 for prevention direct services that target youth, including those proposed in this request.

Approximately 2,000 individuals will be served from June 30, 2020 through June 30, 2021. The goal of these contracted prevention programs is to prevent the onset and use of alcohol and drugs and to increase parental and caregiver knowledge regarding the negative effects that substance misuse has on their child(ren), improving parental and caregiver knowledge and communication skills, and to increase parental and caregiver monitoring of their child(ren)'s behavior and activities. These programs promote positive youth development with the goal of preventing and reducing the misuse of alcohol, marijuana, prescription drugs and opioids.

Each vendor has chosen approved evidenced informed programs that include education and counseling, and information on healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programs include individual or group education and awareness about the serious and sometimes deadly consequence of substance misuse and assistance in helping youth acquire the skills necessary to resist negative peer pressure for using alcohol or other drugs, their engagement in the development and promotion of alternative social activities, and to assist participating youth in developing other mechanisms for coping with stressful circumstances in their life at home or school. These programs also involve parents and caregivers to promote improved communication within the family about this topic.

All vendors providing direct prevention services through these contracts are required to establish ongoing working collaborative relationships with community-based organizations including, health and social service agencies and schools, and the Regional Public Health Network in their area. The contractors are also required to conduct outreach to youth and their parents and caregivers to make them aware of these services and how to access them.

As referenced in Exhibit C-1, Revisions to General Provisions, of the original 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. The Department is exercising its option to renew services for one (1) of the one (1) years available.

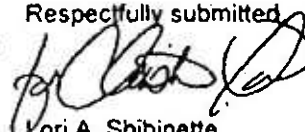
Should the Governor and Executive Council not authorize this request, approximately 4,000 youth who are at high risk for developing a substance misuse disorder may not have access to comprehensive substance misuse prevention services.

Area served: Statewide.

Source of Funds: 100% Other Funds.

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

Respectfully submitted,



Lori A. Shibanette
Commissioner

Attachment A
Financial Details

05-05-49-401510-2989 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS; DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

New Hampshire Teen Institute V#166624 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$107,744	\$0	\$107,744
Sub-total			\$107,744	\$0	\$107,744

The Upper Room V#174210 PO #1057461

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$36,811	\$0	\$36,811
Sub-total			\$36,811	\$0	\$36,811

The Youth Council V#154866 PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$50,103	\$0	\$50,103
Sub-total			\$50,103	\$0	\$50,103
Total SFY17			\$194,658	\$0	\$194,658

05-05-02-920510-33820000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS; DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Boys & Girls Club of Greater Salem V#160066 PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,892	\$0	\$220,892
2019	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2020	102-500734	Contracts for Prog Svc	\$216,488	\$0	\$216,488
2021	102-500734	Contracts for Prog Svc	\$0	\$216,488	\$216,488
Sub-total			\$653,868	\$216,488	\$870,356

New Hampshire Teen Institute V#166624 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,058	\$0	\$220,058
2019	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2020	102-500734	Contracts for Prog Svc	\$215,655	\$0	\$215,655
2021	102-500734	Contracts for Prog Svc	\$0	\$215,655	\$215,655
Sub-total			\$651,368	\$215,655	\$867,023

Attachment A
Financial Details

North Country Education Services V#154707

PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$175,000	\$0	\$175,000
2019	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2020	102-500734	Contracts for Prog Svc	\$172,065	\$0	\$172,065
2021	102-500734	Contracts for Prog Svc	\$0	\$172,065	\$172,065
Sub-total			\$519,130	\$172,065	\$691,195

The Upper Room V#174210

PO #1057461

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$90,044	\$0	\$90,044
2019	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2020	102-500734	Contracts for Prog Svc	\$87,109	\$0	\$87,109
2021	102-500734	Contracts for Prog Svc	\$0	\$87,109	\$87,109
Sub-total			\$264,262	\$87,109	\$351,371

The Youth Council V#154886

PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$130,946	\$0	\$130,946
2019	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2020	102-500734	Contracts for Prog Svc	\$128,010	\$0	\$128,010
2021	102-500734	Contracts for Prog Svc	\$0	\$128,010	\$128,010
Sub-total			\$386,966	\$128,010	\$514,976
Grand Total			\$2,670,252	\$819,327	\$3,489,579

Total by Year

Total SFY17			\$194,658	\$0	\$194,658
Total SFY18			\$838,940	\$0	\$838,940
Total SFY19			\$819,327	\$0	\$819,327
Total SFY20			\$819,327	\$0	\$819,327
Total SFY21			\$0	\$819,327	\$819,327

Grand Total			\$2,670,252	\$819,327	\$3,489,579
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Total by Agency

Boys & Girls Club of Greater Salem V#160066	PO #1058002		\$653,868	\$216,488	\$870,356
New Hampshire Teen Institute V#166624	PO #1056422		\$759,112	\$215,655	\$974,767
North Country Education Services V#154707	PO #1058007		\$519,130	\$172,065	\$691,195
The Upper Room V#174210	PO #1057461		\$301,073	\$87,109	\$388,182
The Youth Council V#154886	PO #1056421		\$437,069	\$128,010	\$565,079
Total by Agency			\$2,670,252	\$819,327	\$3,489,579



Jeffrey A. Meyers
Commissioner

Christine Toppan
Associate Commissioner

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

119 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9546 1-800-852-3345 Ext. 9546
Fax: 603-271-4232 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

May 3, 2018

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, Bureau of Drug and Alcohol Services, to exercise renewal options with the vendors listed in the table below for the provision of evidenced informed substance misuse prevention direct services to youth and their parents/caregivers by increasing the price limitation by \$1,638,654 from \$1,031,598 to an amount not to exceed \$2,670,252 and extending the completion from June 30, 2018 to June 30, 2020 effective upon Governor and Executive Council approval. 100% Other Funds.

Vendor	Vendor Number	Area Served	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Boys and Girls Club of Greater Salem	160066	Salem, Nashua & Souhegan Valley	\$220,892	\$432,976	\$653,868	O: 08/23/17 #20
North Country Education Services	154707	Northern Grafton & COOS County	\$175,000	\$344,130	\$519,130	O: 08/23/17 #20
New Hampshire Teen Institute	166524	Statewide	\$327,802	\$431,310	\$759,112	O: 06/21/17 Late Item B
The Upper Room	246053	Rockingham County & Surrounding Communities	\$126,855	\$174,218	\$301,073	O: 06/21/17 Late Item B
The Youth Council	154886	Nashua North & Nashua South High Schools	\$181,049	\$256,020	\$437,069	O: 06/21/17 Late Item B

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His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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Funding is available in following account in State Fiscal Years 2019 and anticipated to be available in State Fiscal Year 2020 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust encumbrances between State Fiscal Years through the Budget Office, without further approval from the Governor and Executive Council, if needed and justified.

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH; BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Fiscal Year	Class	Title	Current Budget	Increased (Decreased) Amount	Amount
2017	102-500731	Contracts for Program Services	\$194,658	\$0.00	\$194,658
		Sub-Total:	\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Fiscal Year	Class	Title	Current Budget	Increased (Decreased) Amount	Amount
2018	102-500731	Contracts for Program Services	\$836,940	\$0.00	\$836,940
2019	102-500731	Contracts for Program Services	\$0.00	\$819,327	\$819,327
2020	102-500731	Contracts for Program Services	\$0.00	\$819,327	\$819,327
		Sub-Total:	\$836,940	\$1,638,654	\$2,475,694
		Grand Total:	\$1,031,598	\$1,638,654	\$2,670,252

See Fiscal Details for Distribution of Funds

EXPLANATION

The purpose of this request is to exercise a renewal options in the agreements with the vendors listed in the above table to continue providing substance misuse prevention direct services to youth and related programming for their parents/caregivers. Targets for this program include youth between ten (10) and twenty (20) years of age who are at risk of engaging in the misuse of alcohol and illicit use of drugs. Risk factors include youth experiencing poor academic performance or behavioral problems at school or that have dropped out of school, that are involved with the juvenile justice system, as well as children whose parents/caregivers are engaged in the active misuse of alcohol and or illicit drugs.

The goal of these contracted prevention programs is to delay of the onset and use of alcohol and drugs and to increase parental knowledge about the negative effects of substance misuse has on their child(ren), improving parental knowledge and communication skills and to increase parental monitoring of their child(ren)'s behavior and activities. These programs promote positive youth development with the goal of preventing and reducing the misuse of alcohol, marijuana, prescription drugs and opioids.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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Each vendor has chosen approved evidenced informed programs that include education and counseling, as well as information on healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programming includes individual or group education and awareness about the serious and sometimes deadly consequence of substance misuse and assistance in helping students acquire the skills necessary to resist negative peer pressure for using alcohol or other drugs, their engagement in the development and promotion of alternative social activities and to assist participating youth in developing other mechanisms for coping with stressful circumstances in their life at home or at school. These programs also involve parents/caregivers and promote improved communication within the family about this topic.

The Department is satisfied with the program outcomes of the services provided by these five vendors. Collectively, in the first three quarters of the fiscal year they have served 2,586 in a variety of evidenced-based programming and provided prevention education to 1,758 parents and caregivers. Youth participating in the programs have stated they have an increase knowledge in knowing they have a trustworthy adult they can turn to for advice if they were having a problem, an increased sense of mastery over their emotions and have learned healthy coping skills to deal with stress, and an increase in their sense of confidence and satisfaction with who they are a person.

The reports from the providers are attached. As such, the Department is requesting to exercise the renewal option available in Exhibit C-1, Revisions to General Provisions, paragraph 3 of each of the agreements for two (2) additional years.

All vendors providing direct prevention services through these contracts are required to establish ongoing working collaborative relationships with community based organizations including, health and social service agencies and schools, as well as the Regional Public Health Network in their area. The contractors are also required to conduct outreach to youth and their parents/caregivers to make them aware of these services and how to access them.

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

Should the Governor and Executive Council not approve this request, approximately 4,000 youth who are at high risk for developing a substance misuse disorder may not have access to comprehensive substance misuse prevention services.

Area Served: Statewide

Source of Funds: 100% Other Funds

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

Respectfully submitted,



Thomas Pristow
Deputy Commissioner



Approved by:
Jeffrey A. Meyers
Commissioner

Attachment A
Financial Details

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

New Hampshire Teen Institute V#158624 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$107,744	\$0	\$107,744
Sub-total			\$107,744	\$0	\$107,744

The Upper Room V#174210 PO #1057481

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$38,811	\$0	\$38,811
Sub-total			\$38,811	\$0	\$38,811

The Youth Council V#154888 PO #1056421

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	\$50,103	\$0	\$50,103
Sub-total			\$50,103	\$0	\$50,103
Total SFY17			\$194,658	\$0	\$194,658

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% Other Funds)

Boys & Girls Club of Greater Salem V#160066 PO #1058002

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,892	\$0	\$220,892
2019	102-500734	Contracts for Prog Svc	\$0	\$216,488	\$216,488
2020	102-500734	Contracts for Prog Svc	\$0	\$216,488	\$216,488
Sub-total			\$220,892	\$432,976	\$653,868

New Hampshire Teen Institute V#158624 PO #1056422

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$220,058	\$0	\$220,058
2019	102-500734	Contracts for Prog Svc	\$0	\$215,655	\$215,655
2020	102-500734	Contracts for Prog Svc	\$0	\$215,655	\$215,655
Sub-total			\$220,058	\$431,310	\$651,366

North Country Education Services V#154707 PO #1058007

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$175,000	\$0	\$175,000
2019	102-500734	Contracts for Prog Svc	\$0	\$172,065	\$172,065
2020	102-500734	Contracts for Prog Svc	\$0	\$172,065	\$172,065
Sub-total			\$175,000	\$344,130	\$519,130

The Upper Room V#174210 PO #1057481

Attachment A
Financial Details.

State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$90,044	\$0	\$90,044
2019	102-500734	Contracts for Prog Svc	\$0	\$87,109	\$87,109
2020	102-500734	Contracts for Prog Svc	\$0	\$87,109	\$87,109
Sub-total			\$90,044	\$174,218	\$264,262

The Youth Council V#154885			PO #1058421		
State Fiscal Year	Class/Account	Title	Budget Amount	Increase/ Decrease	Revised Modified Budget
2018	102-500734	Contracts for Prog Svc	\$130,946	\$0	\$130,946
2019	102-500734	Contracts for Prog Svc	\$0	\$128,010	\$128,010
2020	102-500734	Contracts for Prog Svc	\$0	\$128,010	\$128,010
Sub-total			\$130,946	\$256,020	\$366,966
Total SFY18			\$836,940	\$0	\$836,940
Total SFY19			\$0	\$819,327	\$819,327
Total SFY20			\$0	\$819,327	\$819,327
Grand Total			\$1,031,598	\$1,638,654	\$2,670,252

Boys & Girls Club of Greater Salem V#160056	PO #1058002	\$220,892	\$432,978	\$653,868
New Hampshire Tech Institute V#166624	PO #1056422	\$327,802	\$431,310	\$759,112
North Country Education Services V#154707	PO #1058007	\$175,000	\$344,130	\$519,130
The Upper Room V#174210	PO #1057461	\$128,855	\$174,218	\$303,073
The Youth Council V#154885	PO #1058421	\$181,049	\$256,020	\$437,069
Total by Agency		\$1,031,598	\$1,638,654	\$2,670,252



Jeffrey A. Meyers
Commissioner

Katja S. Fox
Director

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

105 PLEASANT STREET, CONCORD, NH 03301
603-271-6738 1-800-804-0909
Fax: 603-271-6105 TDD Access: 1-800-735-2964

May 10, 2017 **B&C Approved**

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

Date 6/21/17
Item # Take Item #8

REQUESTED ACTION

Authorize the Department of Health and Human Services to enter into agreements with the vendors listed in the table below for the provision of evidenced informed substance misuse prevention direct services to youth and their parents/caregivers in an amount not to exceed \$635,706 effective upon Governor and Executive Council approval through June 30, 2018. 100% Other Funds.

Vendor	Vendor Number	Area Served	SFY17 Amount	SFY18 Amount	Total Contract Amount
New Hampshire Teen Institute	166624	Statewide	\$107,744	\$220,058	\$327,802
The Upper Room	246053	Rockingham County and surrounding communities	\$36,811	\$90,044	\$126,855
The Youth Council	154886	Nashua North and Nashua South High Schools	\$50,103	\$130,946	\$181,049
Total:			\$194,658	\$441,048	\$635,706

Funds are available for State Fiscal Year 2017 and anticipated to be available in State Fiscal Year 2018 upon the availability and continued appropriation of funds in the future operating budgets with the ability to adjust encumbrance between State Fiscal Years without further approval from the Governor and Executive Council through the Budget Office if needed and justified.

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

SFY	Class/Account	Class Title	Job Number	- Amount
2017	102/500731	Contracts for Program Services	49158504	\$194,658
			Sub-total SFY17	\$194,658

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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05-95-92-920510-3382 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

SFY	Class/Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	92058504	\$441,048
			Sub-total SFY:18	\$441,048
			Total Contract	\$635,706

EXPLANATION

The purpose of this request is enter into three (3) agreements with vendors who will provide substance misuse prevention direct services to youth and related programming for their parents/caregivers. Targets for this program include youth between the ages of ten (10) and twenty (20) who are at risk for engaging in the misuse of alcohol and illicit use of drugs. Risk factors include youth experiencing poor academic performance or behavioral problems at school or that have dropped out of school, that are involved with the juvenile justice system, as well children whose parents/caregivers are engaged in the active misuse of alcohol and or illicit drugs.

The opioid epidemic in New Hampshire led to the passage of Senate Bill 533 (2016) making additional resources available to the Governor's Commission on Alcohol and Drug Abuse Prevention, Treatment and Recovery. The Commission identified a portion of the funding allocated under SB 533 for prevention direct services that target youth, such as those proposed in this request.

The goal of these contracted prevention programs is to delay of the onset and use of alcohol and drugs and to increase parental knowledge about the negative effects of substance misuse has on their child, improving parental knowledge and communication skills and to increase parental monitoring of their children's behavior and activities. These programs promote positive youth development with the goal of preventing and reducing the misuse of alcohol, marijuana, prescription drugs and opioids.

Each vendor has chosen an approved evidenced informed program(s) that includes education and counseling, as well as information on healthy activities that can be developed as alternatives to engaging in the misuse of alcohol and drugs and other risky behaviors. Programming includes individual or group education and awareness about the serious and sometimes deadly consequence of substance misuse and to help students acquire the skills necessary to resist negative peer pressure for using alcohol or other drugs, their engagement in the development and promotion of alternative social activities and to assist participating youth in developing other mechanisms for coping with stressful circumstances in their life at home or at school. These programs also involve parents and promote improved communication within the family about this topic.

All vendors providing direct prevention services through these contracts are required to establish ongoing working collaborative relationships with community based organizations including, health and social service agencies and schools, as well as the Regional Public Health Network in their area. The contractors are also required to conduct outreach to youth and their parents/caregivers to make them aware of these services and how to access them.

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

The Department's goal is that through these contracts and other complementary strategies, the State of New Hampshire will experience a reduction in drug misuse prevalence rates among youth and the related consequences.

Should the Governor and Executive Council not approve this request, approximately 4,000 youth who are at high risk for developing a substance misuse disorder will be not have access to comprehensive substance misuse prevention services.

Area Served: Statewide

Source of Funds: 100% Other Funds

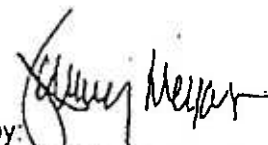
In the event that Other Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Kalja S. Fox
Director

Approved by:



Jeffrey A. Meyers
Commissioner