



Lori A. Weaver  
Commissioner

Patricia M. Tilley  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
*DIVISION OF PUBLIC HEALTH SERVICES*

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ARC  
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August 21, 2023

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, to enter into a **Sole Source** amendment to an existing contract with New Hampshire Children's Trust, Inc. (VC# 218449), Concord, NH, to expand Family Resource Center infrastructure that helps New Hampshire families through a variety of programs by increasing the price limitation by \$2,625,000 from \$10,579,647 to \$13,204,647, with no change to the completion date of June 30, 2024, effective upon Governor and Council approval. 61.9% Federal Funds. 38.1% General Funds.

The original contract was approved by Governor and Council on June 30, 2021, item #41, amended on October 13, 2021, item #20, on April 6, 2022, item #8, on January 18, 2023, item #19, and most recently on June 28, 2023, item #24.

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

**See attached fiscal details.**

**EXPLANATION**

This request is **Sole Source** because MOP 150 requires all amendments to agreements previously approved as sole source to be identified as sole source and the Department is adding additional funding. The Contractor is uniquely qualified to provide statewide support and effectively apply evidence-based standards and services to New Hampshire's network of Family Resource Centers with the goal of strengthening families statewide. Additionally, this amendment adds funding from House Bill 2 (2023) to support the infrastructure for the statewide network of Family Resource Centers.

The purpose of this request is to add State Fiscal Year 2024 funding to allow for the Contractor to continue to support the infrastructure for the statewide network of Family Resource Centers. Additionally, this amendment adds funding to support marketing and outreach for child care initiatives, resources, child care scholarships, and the Early Childhood Regional System.

The additional funding supports:

1. Enhancing Family Resource Centers by supporting the infrastructure of the Family Resource Centers, Family Resource Center of Quality designation efforts, providing staff training, fostering improved collaboration with other early childhood systems, and sustaining evidence-based initiatives and community partnerships.
2. Strengthening marketing and outreach to the eligible population and providers on topics including resource and referral services, the NH Child Care Scholarship program, workforce initiatives, childcare supply, and quality enhancement. This includes hosting and maintaining the consumer education website, NH Connections.
3. Supporting seven Early Childhood Regional Systems by providing infrastructure and technical assistance across key early childhood regional partners, family support programs, Community Collaborations agencies, and key State partners. The Contractor will support and provide ongoing capacity building, coordination, communication, performance management, and evaluation.

Approximately 6,400 families statewide will continue to be served annually through the Family Resource Centers supported through this amendment.

In addition to the families being served, approximately 75 additional community-based agencies will be served annually with training.

The Department will monitor services by:

- Reviewing the process and outcome measures identified in the quarterly reports submitted by the Contractor;
- Meeting with the Contractor monthly to ensure compliance with contractual requirements; and
- Reviewing expenditures and conducting data quality assurance activities on a monthly basis.

Should the Governor and Council not authorize this request, the Department will be unable to expand existing services, as well as marketing and messaging services, which contribute to the development of healthy families and healthy communities.

Area served: Statewide.

Source of Federal Funds: ALN 93.575, FAIN 2201NHCCDD.

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

Respectfully submitted,

  
Lori A. Weaver  
Commissioner

Fiscal Detail Sheet Amendment #5

AMENDMENT #5  
NH CHILDRENS TRUST

05-95-045-450010-72160000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: TRANSITIONAL ASSISTANCE, DIVISION OF FAMILY ASSISTANCE, KINSHIP

91.65% General Funds 8.35% Federal

New Hampshire Children's Trust, Inc.

Vendor #218449

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	45001601	\$325,000	\$0	\$325,000
2023	102-500731	Contracts for Prog Svc	45001601	\$1,325,000	\$0	\$1,325,000
2024	102-500731	Contracts for Prog Svc	45001601	\$1,325,000	\$0	\$1,325,000
		Sub Total		\$2,975,000	\$0	\$2,975,000

05-95-045-450010-72160000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: TRANSITIONAL ASSISTANCE, DIVISION OF FAMILY ASSISTANCE, KINSHIP

91.65% General Funds 8.35% Federal

New Hampshire Children's Trust, Inc.

Vendor #218449

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	074-500589	Grants for Pub Assist and Reli	45001602	\$199,800	\$0	\$199,800
2023	074-500589	Grants for Pub Assist and Reli	45001602	\$199,800	\$0	\$199,800
2024	074-500589	Grants for Pub Assist and Reli	45001602	\$199,800	\$1,000,000	\$1,199,800
		Sub Total		\$599,400	\$1,000,000	\$1,599,400

05-095-090-902010-50400000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: PUBLIC HEALTH DIVISION, COMMUNITY AND HEALTH SERVICES

100% Federal Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	90050405	\$831,618	\$0	\$831,618
2023	102-500731	Contracts for Prog Svc	90050405	\$1,035,469	\$0	\$1,035,469
2024	102-500731	Contracts for Prog Svc	90050405	\$0	\$0	\$0
		Sub Total		\$1,867,087	\$0	\$1,867,087

05-95-92-920510-33820000- HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: BEHAVIORAL HEALTH DIV. Bureau of Drug & Alcohol Svcs. Governor Commission Funds

100% General Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	92058502	\$100,000	\$0	\$100,000
2023	102-500731	Contracts for Prog Svc	92058502	\$100,000	\$0	\$100,000
2024	102-500731	Contracts for Prog Svc	92058502	\$100,000	\$0	\$100,000
		Sub Total		\$300,000	\$0	\$300,000

05-95-090-902010-70470000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: PUBLIC HEALTH DIV, COMMUNITY COLLABORATION

48.12% General and 51.88% Federal

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	90070470	\$35,000.00	\$0.00	\$35,000.00
2023	102-500731	Contracts for Prog Svc	90070470	\$0.00	\$0.00	\$0.00
2024	102-500731	Contracts for Prog Svc	90070470	\$374,760.00	\$0.00	\$374,760.00
2024	102-500731	Contracts for Prog Svc	90070471	\$380,000.00	\$0.00	\$380,000.00
		Sub Total		\$789,760.00	\$0.00	\$789,760.00

05-095-090-901010-57710000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: PUBLIC HEALTH DIVISION, BUREAU OF POLICY AND PERFORMANCE, PH COVID-19 HEALTH DISPARITIES

100% Federal Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	TBD	\$910,000	\$0	\$910,000
2023	102-500731	Contracts for Prog Svc	TBD	\$1,840,000	\$0	\$1,840,000
2024	102-500731	Contracts for Prog Svc	TBD	\$100,000	\$0	\$100,000
		Sub Total		\$2,850,000	\$0	\$2,850,000

New Hampshire Children's Trust, Inc.

SS-2022-DEHS-01-NEWHA-01-A05

Fiscal Detail Sheet Amendment #5

05-095-042-421110-24300000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, ARPA CHILD CARE STABILIZATION

100% Federal Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	42117774	\$37,499	\$0	\$37,499
2023	102-500731	Contracts for Prog Svc	42117774	\$112,501	\$0	\$112,501
2024	102-500731	Contracts for Prog Svc	42117774	\$0		\$0
		Sub Total		\$150,000	\$0	\$150,000

05-095-042-421110-24290000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, ARPA CHILD CARE CCDF

100% Federal Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2024	102-500731	Contracts for Prog Svc	42117773	\$900,000	\$0	\$900,000
		Sub Total		\$900,000	\$0	\$900,000

05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD CARE DVLP-QUALITY ASSURE

100% Federal Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2024	074-500589	Grants for Pub Assist and Reli	42117814	\$0	\$1,625,000	\$1,625,000
		Sub Total		\$0	\$1,625,000	\$1,625,000

05-95-42-421410-79060000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, JUVENILE JUSTICE SERVICES, OJJDP

100% Federal Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	072-509073	Contracts for Prog Svc	42140614	\$0.00	\$0.00	\$0.00
2023	072-509073	Contracts for Prog Svc	42140614	\$74,200.00	\$0.00	\$74,200.00
2024	072-509073	Contracts for Prog Svc	42140614	\$74,200.00	\$0.00	\$74,200.00
		Sub Total		\$148,400.00	\$0.00	\$148,400.00

<b>Overall Total</b>	<b>\$10,579,647</b>	<b>\$2,625,000</b>	<b>\$13,204,647</b>
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GF	38.10%	35.25%
FF	61.90%	75.2%

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

This Amendment to the New Hampshire Family Resource Center Facilitation Organization and Quality Specialist contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and New Hampshire Children's Trust, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 30, 2021 (Item #41), as amended on October 13, 2021 (Item #20), on April 6, 2022 (Item #8), on January 18, 2023 (Item #19), and on June 28, 2023 (Item #24), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

WHEREAS, the parties agree to increase the price limitation 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 1.6, Account Number, to read:
  1. 05-95-045-450010-72160000
  2. 05-95-090-902010-50400000
  3. 05-95-092-920510-33820000
  4. 05-95-090-902010-70470000
  5. 05-95-090-901010-57710000
  6. 05-95-042-421110-24300000
  7. 05-95-042-421410-79060000
  8. 05-95-042-421110-24290000
  9. 05-95-042-421110-29780000
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$13,204,647
3. Modify Exhibit C, Payment Terms, Section 1 to read:
  1. This Agreement is funded by:
    - 1.1. 14.1% New Hampshire Overdose Data to Action Program (NH OD2A), as awarded in January 2021, by the Centers For Disease Control And Prevention, Assistance Listing Number 93.136, FAIN NU17CE924984.
    - 1.2. 12.1% Kinship Navigator Programs, as awarded in October 2020, by the Administration for Children and Families, Assistance Listing Number 93.556, FAIN 20011NHPKIN and 2101NHPKIN.
    - 1.3. 6.0% Community Collaborations to Strengthen and Preserve Families, as awarded in September 2018, by the Administration for Children and Families, Assistance Listing Number 93.670, FAIN 90CA1858.
    - 1.4. 21.6% Health Disparities Grant, as awarded in May 2021, by the Center for Disease

Control and Prevention, Assistance Listing Number 93.391, FAIN NH75OT000031.

- 1.5. 1.1% ARPA Child Care Stabilization, as awarded in April 2021, by the Child Care Development Block Grant, Assistance Listing Number 93.575, FAIN 2101NHCS6.
  - 1.6. 6.8% ARPA Child Care CCDF, as awarded in April 2021, by the Child Care Development Block Grant, Assistance Listing Number 93.575, FAIN 2101NHCC6.
  - 1.7. 1.1% JJ Funds, as awarded in October 2018, by the Office of Juvenile Justice and Delinquency Prevention, Assistance Listing Number 16.540, FAIN 2019-JX-FX-0052.
  - 1.8. 12.3% Child Care Development Quality Assure, as awarded in November 2021, by the by the Child Care Development Block Grant, Assistance Listing Number 93.575, FAIN 2201NHCCDD.
  - 1.9. 2.3% General Funds, Governor's Commission.
  - 1.10. 22.5% General Funds.
4. Modify Exhibit C Payment Terms, Section 3 to read:
3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibits C-1, Budget Sheet, through Exhibit C-26, Budget Sheet, SFY 2024, Amendment #5.
5. Modify Exhibit C-19, Amendment #4, Budget Sheet, by replacing in its entirety with Exhibit C-19, Budget Sheet, Amendment #5, SFY 2024, which is attached hereto and incorporated by reference herein.
6. Add Exhibit C-26, Budget Sheet, Amendment #5, SFY 2024, 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

8/22/2023  
Date

DocuSigned by:  
Iain Watt  
Name: Iain Watt  
Title: Deputy Director - DPHS

New Hampshire Children's Trust, Inc.

8/21/2023  
Date

DocuSigned by:  
Cliff Simmonds  
Name: Cliff Simmonds  
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

8/22/2023

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 C-19, Budget Sheet, Amendment #5, SFY 2024

New Hampshire Department of Health and Human Services

Contractor Name: New Hampshire Children's Trust, Inc.

Project Title: Facilitating Organization for Family Resource Centers - DCYF Kinship

Accounting String: 05-85-845-450010-72160000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:  
TRANSITIONAL ASSISTANCE, DIVISION OF FAMILY ASSISTANCE, KINSHIP (General Funds 100%)

Budget Period: SFY24: July 1, 2023 - June 30, 2024

Line Item	Total Program Cost			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 334,597.34	\$ -	\$ 334,597.34	\$ 334,597.34	\$ -	\$ 334,597.34
2. Employee Benefits	\$ 83,849.34	\$ -	\$ 83,849.34	\$ 83,849.34	\$ -	\$ 83,849.34
3. Consultants	\$ 103,370.00	\$ -	\$ 103,370.00	\$ 103,370.00	\$ -	\$ 103,370.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ 1,261.00	\$ -	\$ 1,261.00	\$ 1,261.00	\$ -	\$ 1,261.00
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 2,925.00	\$ -	\$ 2,925.00	\$ 2,925.00	\$ -	\$ 2,925.00
6. Travel	\$ 1,713.00	\$ -	\$ 1,713.00	\$ 1,713.00	\$ -	\$ 1,713.00
7. Occupancy	\$ 12,139.00	\$ -	\$ 12,139.00	\$ 12,139.00	\$ -	\$ 12,139.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 1,767.00	\$ -	\$ 1,767.00	\$ 1,767.00	\$ -	\$ 1,767.00
Postage	\$ 857.00	\$ -	\$ 857.00	\$ 857.00	\$ -	\$ 857.00
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 230.00	\$ -	\$ 230.00	\$ 230.00	\$ -	\$ 230.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 92,716.00	\$ -	\$ 92,716.00	\$ 92,716.00	\$ -	\$ 92,716.00
10. Marketing/Communications	\$ 56,702.58	\$ -	\$ 56,702.58	\$ 56,702.58	\$ -	\$ 56,702.58
11. Staff Education and Training	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 25,000.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Subcontracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FRC Subcontracts	\$ 1,394,710.00	\$ -	\$ 1,394,710.00	\$ 1,394,710.00	\$ -	\$ 1,394,710.00
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect As A Percent of Direct		\$ 211,362.75	\$ 211,362.75		\$ 211,362.75	\$ 211,362.75
TOTAL	\$ 2,113,637.28	\$ 211,362.75	\$ 2,325,000.00	\$ 2,113,637.28	\$ 211,362.75	\$ 2,325,000.00
Indirect As A Percent of Direct		10.0%			10.0%	

Exhibit C-26, Budget Sheet, Amendment #5, SFY 2024

**New Hampshire Department of Health and Human Services**

Contractor Name: New Hampshire Children's Trust, Inc.

Project Title: Facilitating Organization for Family Resource Centers - Child Care Development, Quality Assure

Accounting String: 05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,  
HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD CARE DVLP-QUALITY ASSURE (100% federal)

Budget Period: SFY24: July 1, 2023 - June 30, 2024

Line Item	Total Program Cost			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 175,924.08		\$ 175,924.08	\$ 175,924.08		\$ 175,924.08
2. Employee Benefits	\$ 43,981.02		\$ 43,981.02	\$ 43,981.02		\$ 43,981.02
3. Consultants			\$ -			\$ -
4. Equipment:			\$ -			\$ -
Rental	\$ 250.00		\$ 250.00	\$ 250.00		\$ 250.00
Repair and Maintenance			\$ -			\$ -
Purchase/Depreciation			\$ -			\$ -
5. Supplies:			\$ -			\$ -
Educational	\$ 5,000.00		\$ 5,000.00	\$ 5,000.00		\$ 5,000.00
Lab			\$ -			\$ -
Pharmacy			\$ -			\$ -
Medical			\$ -			\$ -
Office	\$ 2,500.00		\$ 2,500.00	\$ 2,500.00		\$ 2,500.00
6. Travel	\$ 750.00		\$ 750.00	\$ 750.00		\$ 750.00
7. Occupancy	\$ 6,875.00		\$ 6,875.00	\$ 6,875.00		\$ 6,875.00
8. Current Expenses			\$ -			\$ -
Telephone	\$ 450.00		\$ 450.00	\$ 450.00		\$ 450.00
Postage	\$ 500.00		\$ 500.00	\$ 500.00		\$ 500.00
Subscriptions			\$ -			\$ -
Audit and Legal			\$ -			\$ -
Insurance			\$ -			\$ -
Board Expenses			\$ -			\$ -
9. Software	\$ 25,000.00		\$ 25,000.00	\$ 25,000.00		\$ 25,000.00
10. Marketing/Communications	\$ 385,586.98		\$ 385,586.98	\$ 385,586.98		\$ 385,586.98
11. Staff Education and Training			\$ -			\$ -
12. Subcontracts/Agreements			\$ -			\$ -
Program Subcontracts			\$ -			\$ -
FRC Subcontracts	\$ 896,000.00		\$ 896,000.00	\$ 896,000.00		\$ 896,000.00
13. Other (specific details mandatory):			\$ -			\$ -
Indirect As A Percent of Direct		\$ 82,182.92	\$ 82,182.92		\$ 82,182.92	\$ 82,182.92
<b>TOTAL</b>	<b>\$ 1,542,817.08</b>	<b>\$ 82,182.92</b>	<b>\$ 1,625,000.00</b>	<b>\$ 1,542,817.08</b>	<b>\$ 82,182.92</b>	<b>\$ 1,625,000.00</b>

Indirect As A Percent of Direct

5.3%

5.3%

New Hampshire Children's Trust, Inc.  
SS-2022-DEHS-01-NEWHHA-01-A05

Contractor Initials CS

Date 8/21/2023

# 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 HAMPSHIRE CHILDREN'S TRUST, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on February 09, 2010. 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: 625893

Certificate Number: 0005884671



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 17th day of October A.D. 2022.

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

David M. Scanlan  
Secretary of State

**CERTIFICATE OF AUTHORITY**

I, **Jenn Cronin**, hereby certify that:

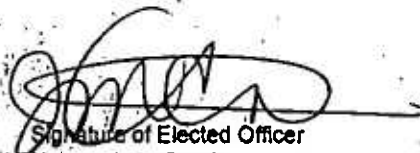
1. I am a duly elected Clerk/Secretary/Officer of **New Hampshire Children's Trust**.

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 **August 16, 2023**, at which a quorum of the Directors/shareholders were present and voting.

**VOTED:** That **Cliff Simmonds, Executive Director** is duly authorized on behalf of **New Hampshire Children's Trust** to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

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

Dated: **August 16, 2023**



Signature of Elected Officer

Name: **Jenn Cronin**

Title: **New Hampshire Children's Trust  
Board Chair**



**New Hampshire Children's Trust**


**Mission Statement:** The New Hampshire Children's Trust leads the drive to ensure safe, stable, and nurturing relationships and environments for children by educating, advocating, and collaborating.

**Vision:** We envision a New Hampshire where all children grow up free from abuse and neglect.



NEW HAMPSHIRE

**Children's Trust**

New Hampshire chapter of  **Prevent Child Abuse  
America.**

**NEW HAMPSHIRE CHILDREN'S TRUST, INC.**

Financial Statements  
For the Year Ended December 31, 2022

(With Independent Auditor's Report Thereon)

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
New Hampshire Children's Trust, Inc.

### Report on the Audit of the Financial Statements

#### *Opinion*

We have audited the financial statements of New Hampshire Children's Trust, Inc., which comprise the statement of financial position as of December 31, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of New Hampshire Children's Trust, Inc. as of December 31, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinion*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) 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 New Hampshire Children's Trust, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the

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



preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about New Hampshire Children's Trust, Inc.'s ability to continue as a going concern for one year after the date that the financial statements are issued.

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

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

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

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



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

***Report on Summarized Comparative Information***

We have previously audited New Hampshire Children's Trust, Inc.'s 2021 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 27, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2021 is consistent, in all material respects, with the audited financial statements from which it has been derived.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 12, 2023 on our consideration of New Hampshire Children's Trust Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of New Hampshire Children's Trust Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering New Hampshire Children's Trust Inc.'s internal control over financial reporting and compliance.

*Melanson*

Merrimack, New Hampshire  
June 12, 2023

## NEW HAMPSHIRE CHILDREN'S TRUST, INC.

## Statement of Financial Position

December 31, 2022

(with comparative totals as of December 31, 2021)

	2022		2021 Total	2021 Total
	Without Donor Restrictions	With Donor Restrictions		
<b>Assets</b>				
<b>Current Assets:</b>				
Cash and cash equivalents	\$ 1,319,055	\$ 141,189	\$ 1,460,244	\$ 1,499,772
Accounts receivable	6,073	-	6,073	500
Contributions receivable	-	105,000	105,000	100,000
Grants receivable	704,785	-	704,785	372,093
Prepaid expenses	-	-	-	2,090
<b>Total Current Assets</b>	<b>2,029,913</b>	<b>246,189</b>	<b>2,276,102</b>	<b>1,974,455</b>
<b>Noncurrent Assets:</b>				
Loan receivable	10,302	-	10,302	10,302
Property and equipment, net	32,180	-	32,180	25,023
Beneficial interest held in trust	-	1,531,459	1,531,459	1,841,236
Operating right-of-use asset, net	254,234	-	254,234	-
Security deposit	7,020	-	7,020	2,520
<b>Total Noncurrent Assets</b>	<b>303,736</b>	<b>1,531,459</b>	<b>1,835,195</b>	<b>1,879,081</b>
<b>Total Assets</b>	<b>\$ 2,333,649</b>	<b>\$ 1,777,648</b>	<b>\$ 4,111,297</b>	<b>\$ 3,853,536</b>
<b>Liabilities and Net Assets</b>				
<b>Current Liabilities:</b>				
Accounts payable	\$ 225,505	\$ -	\$ 225,505	\$ 161,090
Accrued expenses	54,187	-	54,187	47,154
Refundable advance	733,093	-	733,093	726,000
Contract liabilities	179,340	-	179,340	123,428
Current portion of operating lease liability	47,712	-	47,712	-
<b>Total Current Liabilities</b>	<b>1,239,837</b>	<b>-</b>	<b>1,239,837</b>	<b>1,057,672</b>
<b>Noncurrent Liabilities:</b>				
Operating lease liability, net of current portion	207,091	-	207,091	-
<b>Total Noncurrent Liabilities</b>	<b>207,091</b>	<b>-</b>	<b>207,091</b>	<b>-</b>
<b>Total Liabilities</b>	<b>1,446,928</b>	<b>-</b>	<b>1,446,928</b>	<b>1,057,672</b>
<b>Net Assets:</b>				
<b>Without donor restrictions:</b>				
Undesignated	362,341	-	362,341	284,559
Board-designated	524,380	-	524,380	524,380
<b>With donor restrictions:</b>				
Time or purpose restricted	-	246,189	246,189	145,689
Beneficial interest held in trust	-	1,531,459	1,531,459	1,841,236
<b>Total Net Assets</b>	<b>886,721</b>	<b>1,777,648</b>	<b>2,664,369</b>	<b>2,795,864</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 2,333,649</b>	<b>\$ 1,777,648</b>	<b>\$ 4,111,297</b>	<b>\$ 3,853,536</b>

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

## NEW HAMPSHIRE CHILDREN'S TRUST, INC.

## Statement of Activities

For the Year Ended December 31, 2022

(with summarized comparative totals for the year ended December 31, 2021)

	2022		2022 Total	2021 Total
	Without Donor Restrictions	With Donor Restrictions		
<b>Support and Revenue</b>				
Support:				
Contributions	\$ 861,484	\$ 252,718	\$ 1,114,202	\$ 444,494
Grants	3,160,560	-	3,160,560	2,004,852
Designated endowment distributions	46,266	-	46,266	48,420
In-kind contributions	61,129	-	61,129	8,704
Revenue:				
Service fees	557,497	-	557,497	1,507,037
Net Assets Released From Restrictions	<u>152,218</u>	<u>(152,218)</u>		
Total Support and Revenue	4,839,154	100,500	4,939,654	4,013,507
<b>Operating Expenses</b>				
Program Services:				
Family strengthening and support	3,858,654	-	3,858,654	2,962,280
Community education and advocacy	<u>458,162</u>		<u>458,162</u>	<u>340,578</u>
Total Program Services	4,316,816		4,316,816	3,302,858
Supporting Services:				
General and administrative	251,495	-	251,495	269,813
Fundraising	<u>256,891</u>		<u>256,891</u>	<u>181,755</u>
Total Supporting Services	<u>508,386</u>		<u>508,386</u>	<u>451,568</u>
Total Operating Expenses	<u>4,825,202</u>		<u>4,825,202</u>	<u>3,754,426</u>
Change in Net Assets from Operations	13,952	100,500	114,452	259,081
<b>Nonoperating Activities</b>				
Loss on disposal of assets	(5,476)	-	(5,476)	(10,380)
Interest	2,471	-	2,471	810
Change in beneficial interest (See Note 6)	<u>66,835</u>	<u>(309,777)</u>	<u>(242,942)</u>	<u>308,416</u>
Total Nonoperating Activities	<u>63,830</u>	<u>(309,777)</u>	<u>(245,947)</u>	<u>298,846</u>
Change in Net Assets	77,782	(209,277)	(131,495)	557,927
Net Assets, Beginning of Year	<u>808,939</u>	<u>1,986,925</u>	<u>2,795,864</u>	<u>2,237,937</u>
Net Assets, End of Year	<u>\$ 886,721</u>	<u>\$ 1,777,648</u>	<u>\$ 2,664,369</u>	<u>\$ 2,795,864</u>

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

## NEW HAMPSHIRE CHILDREN'S TRUST, INC.

Statement of Functional Expenses  
For the Year Ended December 31, 2022  
(with summarized comparative totals for the year ended December 31, 2021)

	2022						2022 Total	2021 Total
	Program Services			Supporting Services				
	Family Strengthening and Support	Community Education and Advocacy	Total Program Services	General and Administrative	Fundraising	Total Supporting Services		
Personnel expense:								
Salaries	\$ 727,734	\$ 100,420	\$ 828,154	\$ 139,428	\$ 151,047	\$ 290,475	\$ 1,118,629	\$ 920,912
Payroll taxes	67,092	807	67,899	7,747	13,474	21,221	89,120	70,502
Employee benefits	91,110	4,114	95,224	12,781	23,164	35,945	131,169	135,848
Subtotal personnel expense	885,936	105,341	991,277	159,956	187,685	347,641	1,338,918	1,127,262
Awards				50	2,541	2,591	2,591	300
Board expenses								105
Conferences hosted	1,292		1,292	2,095	337	2,432	3,724	17,492
Dues and subscriptions	3,222		3,222	4,950	1,071	6,021	9,243	6,903
Depreciation				6,085		6,085	6,085	3,539
Educational supplies	11,185	2,213	13,398				13,398	10,351
Equipment	3,675	199	3,874	2,152	777	2,929	6,803	6,871
Event space rental								184
Grant distribution	2,316,086	21,845	2,337,931				2,337,931	1,735,917
Information technology	8,480	258	8,738	8,796	1,640	10,436	19,174	9,341
In-kind donations:								
Meeting space								2,346
Subscription fees								1,158
Supplies	61,129		61,129				61,129	5,200
Insurance	5,731	295	6,026	2,123	1,240	3,363	9,389	2,325
Marketing, branding, and web design	25,919	308,467	334,386	50	21,144	21,194	355,580	216,816
Miscellaneous	2,138	25	2,163	826	3,243	4,069	6,232	1,872
Occupancy	56,840	2,330	59,170	7,520	11,897	19,417	78,587	71,302
Office expense	34,090	12,529	46,619	14,465	11,854	26,319	72,938	39,119
Postage and mailing	2,117	35	2,152	325	3,601	3,926	6,078	5,717
Printing and copying	1,271	242	1,513		464	464	1,977	8,161
Professional and contracted services	329,444	3,516	332,960	34,862	525	35,387	368,347	441,640
Professional development	91,589	350	91,939	4,244	5,155	9,399	101,338	13,545
Program supplies	570		570				570	14,802
Telephone and internet	6,547	221	6,768	859	1,346	2,205	8,973	8,735
Travel	11,393	296	11,689	2,137	2,371	4,508	16,197	3,423
Total	\$ 3,858,654	\$ 458,162	\$ 4,316,816	\$ 251,495	\$ 256,891	\$ 508,386	\$ 4,825,202	\$ 3,754,426

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

**NEW HAMPSHIRE CHILDREN'S TRUST, INC.**

Statement of Cash Flows  
 For the Year Ended December 31, 2022  
 (with comparative totals for the year ended December 31, 2021)

	<u>2022</u>	<u>2021</u>
<b>Cash Flows From Operating Activities</b>		
Change in net assets	\$ (131,495)	\$ 557,927
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Depreciation	6,085	3,539
Loss on disposal of fixed assets	5,476	10,380
Amortization of operating right-of-use assets	8,322	-
Change in beneficial interest held in trust	309,777	(238,485)
Changes in operating assets and liabilities:		
Accounts receivable	(5,573)	22,375
Contributions receivable	(5,000)	(100,000)
Grants receivable	(332,692)	(125,071)
Prepaid expenses	2,090	(176)
Accounts payable	64,415	1,293
Accrued expenses	7,033	(2,934)
Refundable advance	7,093	726,000
Contract liabilities	55,912	5,914
Operating lease liability	(7,753)	-
Net Cash Provided (Used) By Operating Activities	(16,310)	860,762
<b>Cash Flows From Investing Activities</b>		
Payment of security deposit	(4,500)	-
Purchases of fixed assets	(18,718)	-
Net Cash Used By Investing Activities	(23,218)	-
Net Change in Cash and Cash Equivalents	(39,528)	860,762
Cash and Cash Equivalents, Beginning of Year	1,499,772	639,010
Cash and Cash Equivalents, End of Year	<u>\$ 1,460,244</u>	<u>\$ 1,499,772</u>

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

## NEW HAMPSHIRE CHILDREN'S TRUST, INC.

### Notes to Financial Statements For the Year Ended December 31, 2022

#### 1. Organization

**Vision for New Hampshire** – We envision a New Hampshire where all children grow up free from abuse and neglect.

**Mission** – We lead the drive to ensure safe, stable, and nurturing relationships and environments for children by educating, advocating, and collaborating.

New Hampshire Children's Trust, Inc. (the Organization) is mandated as the Governor's Designated Statewide Prevention Agency under Community-Based Child Abuse Prevention (CBCAP) as the New Hampshire chapter of Prevent Child Abuse America (PCAA), and as a member of the National Alliance of Children's Trust and Prevention Funds (the Alliance). Founded in 1986 as the New Hampshire Children's Trust Fund, a quasi-governmental organization, the agency transitioned to New Hampshire Children's Trust, Inc., a 501(c)(3) nonprofit corporation, in 2011.

The Organization impacts the lives of children and families through the following programs:

- **Family Strengthening and Support** - Investments in primary prevention are essential to building a New Hampshire where children grow up free from abuse and neglect, and where all families have access to comprehensive and responsive supports, so they are healthy, learning, and thriving now and in the future. The Organization operationalizes this strategy by providing comprehensive supports and services to mission-driven organizations. As New Hampshire's Family Resource Center Facilitation Organization & Quality Specialist (FO), the Organization coordinates resources and public awareness activities, and provides training and technical assistance for the implementation of operational quality control standards for Family Resource Centers (FRC) statewide to standardize practices and service delivery across programs. The Organization developed, implemented, and oversees New Hampshire's Kinship Navigation Program, which provides formal supports and services to kinship families statewide. Additionally, the Organization developed, implemented, and manages New Hampshire's Family Support Data System (FSDS), a common platform for agencies to track and report on program data and family outcomes. Data derived from FSDS is used to inform actions and service delivery. The Organization adheres to the *Strengthening Families Framework* and the *Essentials for Childhood Framework* to create the context for healthy children and



families through programs, policy, and social norms change with the ultimate goal being increased opportunities for *all* New Hampshire children and families.

- **Community Education and Advocacy** - This strategy focuses on the community and society domains of public health social ecological framework. Informed by the latest research, best practices, and emerging best practices in child abuse and neglect prevention, it provides education and support to elected officials; community, faith and business leaders; parents; providers; and concerned citizens. It includes public education and awareness campaigns such as BE PREVENTION, Kinship Navigation, Family Support NH, and creates pathways for participant engagement through activity books and other materials so children can thrive in safe, stable, and nurturing environments.

## 2. **Summary of Significant Accounting Policies**

The following is a summary of significant accounting policies used in preparing and presenting the accompanying financial statements.

### ***Basis of Financial Statement Presentation***

The financial statements of the Organization have been prepared on the accrual basis in accordance with accounting principles generally accepted in the United States of America (GAAP).

### ***Change in Accounting Principle***

#### ***ASU 2016-02, Leases***

Effective January 1, 2022, the Organization adopted Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 842, *Leases*. The Organization determines if an arrangement contains a lease at inception based on whether the Organization has the right to control the asset during the contract period and other facts and circumstances. The Organization elected the package of practical expedients permitted under the transition guidance within the new standard, which among other things, allowed it to carry forward the historical lease classification. The Organization elected the short-term lease recognition exemption for all leases that qualify. Consequently, for those leases that qualify, the Organization will not recognize right-of-use assets or lease liabilities on the Statement of Financial Position. The Organization generally does not have access to the rate implicit in the lease and, therefore, the Organization utilizes the risk-free rate as the discount rate.

The adoption of ASC 842 resulted in the recognition of a right-to-use asset and an operating lease liability as of January 1, 2022. Results for periods beginning prior to January 1, 2022 continue to be reported in accordance with the Organization's historical accounting treatment. The adoption of ASC 842 did not have a material impact on the Organization's results of operations and cash flows.

See *Summary of Significant Account Policies, Leases*, for further discussion of the effects of adopting ASC 842 on the Organization's significant account policies.

***ASU 2020-07, Contributed Nonfinancial Assets***

In 2022, the Organization retrospectively adopted Accounting Standards Update (ASU) 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*. The new guidance requires nonprofit entities to present contributed nonfinancial assets as a separate line item in the Statement of Activities, apart from contributions of cash or other financial assets. The standard also increases the disclosure requirements around contributed nonfinancial assets, including disaggregating by category the types of contributed nonfinancial assets a nonprofit entity has received. Adoption of this standard did not have a significant impact on the financial statements, with the exception of increased disclosure.

***Comparative Financial Information***

The accompanying financial statements include certain prior-year summarized comparative information in total, but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with GAAP. Accordingly, such information should be read in conjunction with the audited financial statements for the year ended December 31, 2021, from which the summarized information was derived.

***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.

***Accounts Receivable***

Accounts receivable consist primarily of noninterest-bearing amounts due for services and programs. The adequacy of the allowance for doubtful accounts for receivables is reviewed on an ongoing basis by the Organization's management and adjusted as required through the provision for doubtful accounts (bad debt expense). 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 Statement of Activities. The allowance for uncollectable contributions is based on historical experience, an assessment of economic conditions, and a review of subsequent

collections. Contributions are written off when deemed uncollectable. Management has determined that no allowance is necessary.

***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.

***Property and Equipment***

Property and equipment additions over \$2,500 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 7 years. 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 asset impairment in 2022 or 2021.

***Beneficial Interest Held in Trust***

The Organization is the beneficiary of an agency endowment fund held at the New Hampshire Charitable Foundation. The beneficial interest in the trust is reported at its fair value, which is estimated as the fair value of the underlying trust assets. Distributions of income from the trust assets are to be used to plan and initiate programs to prevent child abuse and neglect. The value of the beneficial interest in the trust is adjusted annually for the change in its estimated fair value. Those changes in value are reported as changes in net assets with donor restrictions. The assets in the trust will never be distributed to the Organization.

***Leases***

The Organization determines if an arrangement is a lease, or contains a lease, at inception of a contract and when the terms of an existing contract are changed. The Organization recognizes a lease liability and a right-of-use (ROU) asset at the commencement date of the lease. The lease liability is initially and subsequently recognized based on the present value of its future lease payments. Variable payments

are included in the future lease payments when those variable payments depend on an index or a rate. The Organization generally does not have access to the rate implicit in the lease and, therefore, the Organization utilizes a risk-free rate as the discount rate at the lease commencement date for all classes of underlying assets. The ROU asset is subsequently measured throughout the lease term at the amount of the remeasured lease liability (i.e., present value of the remaining lease payments), plus unamortized initial direct costs, plus (minus) any prepaid (accrued) lease payments, less the unamortized balance of lease incentives received, and any impairment recognized. Lease cost for lease payments is recognized on a straight-line basis over the lease term.

The Organization has elected, for all underlying classes of assets, to not recognize ROU assets and lease liabilities for short-term leases that have a lease term of 12 months or less at lease commencement, and do not include an option to purchase the underlying asset that the Organization is reasonably certain to exercise. The Organization recognizes lease costs associated with short-term leases on a straight-line basis over the lease term.

The Organization has lease agreements with lease and non-lease components, which are generally accounted for separately. The Organization has elected, for all underlying classes of assets, to account for each separate lease component of a contract and its associated non-lease components (repairs and maintenance) as a single lease component. For arrangements accounted for as a single lease component, there may be variability in future lease payments as the amount of the non-lease components is typically revised from one period to the next. These variable lease payments are recognized in operating expenses in the period in which the obligation for those payments was incurred.

**Net Assets**

*Net Assets Without Donor Restrictions*

Net assets available for use in general operations and not subject to donor (or certain grantor) imposed restrictions. The Board has designated, from net assets without donor restrictions, net assets for an operating reserve.

*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. The Organization recognizes revenue from contributions and grants that were initially conditional, which became unconditional with restrictions during the reporting period, and for which those

restrictions were met during the reporting period, as net assets without donor restrictions.

***Revenue and Revenue Recognition***

The Organization recognizes contributions 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.

A portion of 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 Organization 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 Statement of Financial Position.

Revenue derived from providing program services is recognized as the services are provided. Program service fees paid in advance are deferred to the period to which they relate. Payment for trainings and conferences is required before the service is provided and is recorded as a contract liability until the performance obligation is met. Due to the nature and timing of the performance and/or transfer of services, certain contract liabilities at December 31 of each year are recognized in the following year.

***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 GAAP. GAAP allows 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 value 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.

***Functional Allocation of Expenses***

The costs of providing the Organization's various programs and 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.

Certain categories of expenses are attributed to more than one program or supporting function. Accordingly, certain costs have been allocated among the programs and supporting services benefited on a reasonable basis that is consistently applied. Expenses that relate solely to the functional categories are directly charged, however, there are certain expenses that are allocated. Expenses that are allocated include utilities, repairs and maintenance, depreciation, certain insurances, interest, salaries and wages, benefits, and payroll taxes, which are allocated based on time and effort estimates.

#### ***Measure of Operations***

The Statement of Activities reports all changes in net assets, including changes in net assets from operating and nonoperating activities. Operating activities consist of those items attributable to the Organization's ongoing programs and services. Nonoperating activities are limited to resources outside of those programs and services and are comprised of non-recurring gains and losses on sales and dispositions, interest, and changes in the beneficial interest held in trust.

#### ***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.

#### ***Estimates***

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, 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 and money market accounts with financial institutions believed to be creditworthy. The Organization carefully manages its bank accounts and monitors deposits to ensure insurance limits are not exceeded. To date, no losses have been experienced in any of these accounts. Credit risk associated with receivables 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 at 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 or liability within the hierarchy is based upon the pricing transparency of the asset or liability 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***

##### ***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 Organization for the year ending December 31, 2023. 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, were comprised of the following at December 31, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Financial assets at year-end:		
Cash and cash equivalents	\$ 1,460,244	\$ 1,499,772
Accounts receivable	6,073	500
Contributions receivable	105,000	100,000
Grants receivable	704,785	372,093
Loan receivable	10,302	10,302
Beneficial interest held in trust	<u>1,531,459</u>	<u>1,841,236</u>
Total financial assets	3,817,863	3,823,903
Less amounts not available to be used within one year:-		
Loan receivable	(10,302)	(10,302)
Board-designated reserve	(524,380)	(524,380)
Net assets with donor restrictions:		
Beneficial interest held in trust	<u>(1,531,459)</u>	<u>(1,841,236)</u>
Total financial assets available within one year	1,751,722	1,447,985
Additional liquidity resources:		
Bank line of credit	<u>300,000</u>	<u>300,000</u>
Total financial assets and liquidity resources available within one year	<u>\$ 2,051,722</u>	<u>\$ 1,747,985</u>

Time and purpose restricted net assets, included in net assets with donor restrictions, are expected to be met in less than one year and, therefore, are available for spending.

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 operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources.

### 4. Loan Receivable

In 2016, the Organization entered into a one-year, unsecured \$10,000 loan agreement with the New Hampshire Community Loan Fund (the Fund). The Organization has renewed the loan agreement annually and the loan has a current maturity date of



June 30, 2024. Interest is compounded annually at a rate of 1% per annum. The Fund is a nonprofit voluntary corporation that provides services to lower income households and disadvantaged people in the form of housing, educational resources, and financing for community-based development projects. The Organization believes the Fund directly implements the Center for the Study of Social Policy's Strengthening Families' Protective Factors by providing concrete supports to these families in times of need and increasing their social connections. Through the Fund's financial support of other community organizations, it also helps indirectly with the implementation of the Strengthening Families Framework last two Protective Factors: Parental Resilience, Knowledge of Parenting and Child Development, and Social and Emotional Competence of Children.

As discussed in Note 2, the Organization is required to report its fair value measurements in one of three levels, which are based on the ability to observe in the marketplace the inputs to the Organization's valuation techniques. Level 3 is for assets measured using inputs that are unobservable, and is used in situations for which there is little, if any, market activity for the asset. Using Level 3 valuation techniques, the estimated fair value of the loan receivable at December 31, 2022 and 2021 has been determined to be \$10,302 and \$10,302, respectively.

#### 5. Property and Equipment

Property and equipment was comprised of the following at December 31, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Furniture, fixtures, and equipment	\$ 38,752	\$ 36,127
Leasehold Improvements	<u>5,140</u>	<u>-</u>
Subtotal	43,892	36,127
Less accumulated depreciation	<u>(11,712)</u>	<u>(11,104)</u>
Total	<u>\$ 32,180</u>	<u>\$ 25,023</u>

Depreciation expense totaled \$6,085 and \$3,539 for the years ended December 31, 2022 and 2021, respectively.

#### 6. Beneficial Interest Held in Trust

The Organization is the beneficiary of an agency endowment fund created by New Hampshire RSA 169-C:39-c and held at the New Hampshire Charitable Foundation (the Foundation). Pursuant to the terms of the resolution establishing this fund, property contributed to the Foundation is held as a separate fund specifically for the benefit of

the Organization. A second agency endowment fund, the Lucy Fowlkes Breed Legacy Fund, was created in 2010. In accordance with its spending policy, the Foundation makes distributions from these funds to the Organization.

The beneficial interest held in trust is reported at its fair value, which is estimated as the fair value of the underlying trust assets. As discussed in Note 2, because there are no observable market transactions for assets similar to the beneficial interest held in trust, the valuation technique used by the Organization is a Level 3 fair value measure.

	General Endowment	Lucy Fowlkes Breed Legacy Fund	Total
Beneficial interest held in trust, beginning of year	\$ 1,821,834	\$ 19,402	\$ 1,841,236
Investment return	(230,573)	(2,455)	(233,028)
Amount distributed to the Organization	(66,131)	(704)	(66,835)
Foundation fees	<u>(9,805)</u>	<u>(109)</u>	<u>(9,914)</u>
Beneficial interest held in trust, end of year	\$ <u>1,515,325</u>	\$ <u>16,134</u>	\$ <u>1,531,459</u>

The change in fair value of the beneficial interest held in trust is recognized in net assets with donor restrictions in the Statement of Activities.

#### 7. Accrued Expenses

Accrued expenses at December 31, 2022 and 2021 consisted primarily of accrued salaries and accrued earned time.

#### 8. Refundable Advances and Grants

The Organization receives grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenditures. Amounts received prior to incurring qualifying expenditures are reported as refundable advances. At December 31, 2022 and 2021, \$733,093 and \$726,000, respectively, were reflected as refundable advances.

The Organization was awarded federal Community-Based Child Abuse Prevention (CBCAP) grants from the U.S. Department of Health and Human Services. These funds are from the Child Abuse Prevention and Treatment Act Title II program and are allocated to states on a per child formula. Since 1996, the Governor of New Hampshire has designated New Hampshire Children's Trust, Inc. as the State Lead Agency eligible to apply for and receive these funds. The CBCAP funds are used to strengthen and improve prevention programs and activities. Whereas CBCAP is a cost-reimbursable grant,

\$307,862 and \$368,778 have not been recognized at December 31, 2022 and 2021, respectively, because qualifying expenditures have not yet been incurred.

In June 2019, the Organization was awarded a grant with the State of New Hampshire Department of Health and Human Services to provide Family Resource Center (FRC) facilitation and organization services in an amount not to exceed \$1,004,646 and with a completion date of June 30, 2021. In December 2019, the grant was amended to increase the funding to \$3,021,874, retroactive to October 1, 2019 with no change to the completion date. Under this grant, the Organization provides coordination, support, training, and technical assistance for the implementation of operational and quality control standards for all FRC's statewide in order to increase the number of FRC's receiving the Family Resource Center of Quality (FRC-Q) designation and standardize FRC and FRC-Q delivery of services. The Organization also provides support to kinship caregivers who are caring for family members because of the placement by the Division of Children, Youth, and Families (DCYF). In July 2021, the Organization was awarded a second grant in an amount not to exceed \$2,533,600 and with a completion date of June 30, 2023. Whereas these are cost-reimbursable grants, \$1,395,574 and \$2,084,904 have not been recognized at December 31, 2022 and 2021, respectively, because qualifying expenditures have not yet been incurred.

Grant revenue from federal agencies is subject to independent audit under the Office of Management and Budget's Uniform Grant Guidance, and review by grantor agencies. The review could result in the disallowance of expenditures under the terms of the grant or reductions of future grant funds. Based on prior experience, the Organization's management believes that costs ultimately disallowed, if any, would not materially affect the financial position of the Organization.

## 9. Contract Liabilities

Upon receipt of a prepayment for services, the Organization recognizes a contract liability in the amount of the prepayment for its performance obligation to transfer goods and services in the future. At December 31, 2022 and 2021, the Organization has recorded contract liabilities of \$179,340 and \$123,428, respectively. These amounts will be recognized as revenue when the Organization transfers goods and services and, therefore, satisfies its performance obligations.

Contract liabilities activity was as follows for the years ended December 31, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Beginning balance	\$ 123,428	\$ 117,514
Activity, net	<u>55,912</u>	<u>5,914</u>
Ending balance	<u>\$ 179,340</u>	<u>\$ 123,428</u>

**10. Line of Credit**

The Organization has a line of credit with a bank that is secured by all assets of the Organization. Maximum borrowing on the line is \$300,000. The line is payable on demand, with regular monthly payments of all accrued unpaid interest. Interest is variable based upon changes in an independent index, which is the highest Wall Street Journal Prime Rate, and is calculated using a rate of 1.5% over the index. At December 31, 2022 and 2021, the Organization had no outstanding balance on the line of credit and did not draw on the line during 2022 or 2021.

**11. Leases**

As discussed in Note 2, the Organization adopted ASC 842 as of January 1, 2022, which resulted in the recognition of a right-to-use asset and an operating lease liability of \$66,190 for its office space. During 2022, this lease expired and a new lease was entered into in October 2022 for office space at a new location. Under this non-cancelable operating lease agreement, monthly payments range from \$4,500 to \$5,070. The lease expires on September 30, 2027, with an option to extend for an additional 5 year period. As of December 31, 2022, the Organization is not reasonably certain it will exercise the extension option.

While agreement provides minimum lease payments, it includes payments adjusted for inflation or variable common area maintenance charges. Variable payments are not determinable at the lease commencement and are not included in the measurement of lease assets and liabilities. The lease agreement does not include any material residual value guarantees or restrictive covenants.

The components of operating lease expense that are included in the Statement of Activities for the year ended December 31, 2022 were as follows:

Fixed lease cost	\$ 75,333
Variable lease cost	<u>3,254</u>
Total lease cost	<u>\$ 78,587</u>

For the year ended December 31, 2022, rent expense, as previously defined under FASB ASC 840, for all operating leases was \$64,337.

During the year ended December 31, 2022, the Organization had the following cash and non-cash activities related to operating leases:

Cash paid for amounts included in the measurement of lease liabilities:	
Operating cash flows for operating leases	\$ 75,333
Non-cash investing and financing activities:	
Lease assets obtained in exchange for lease liabilities:	
Operating leases	\$ 262,557

Weighted average lease term and discount rate at December 31, 2022, were as follows:

Weighted average remaining lease term (years)	4.75
Weighted average discount rate	2.87%

Future payments due under operating leases as of December 31, 2022, are as follows for the years ending December 31:

2023	\$ 54,405
2024	56,040
2025	57,735
2026	59,490
2027	45,630
Total lease payments	<u>273,300</u>
Less imputed interest	<u>18,497</u>
Present value of lease liabilities	<u>\$ 254,803</u>

## 12. Net Assets

### ***Board-Designated Net Assets***

Board-designated net assets have been established to 1) meet the Organization's operational demands given its uneven annual cash flow cycle; 2) be prepared for managing uncertainties associated with federal funding; and 3) be positioned to take advantage of opportunities for new initiatives and program expansion. Board policy states that any interim use of these funds, when used to assist with the Organization's cash flow, should be replaced within sixty days. The balance of board-designated net assets at December 31, 2022 and 2021 was \$524,380 and \$524,380, respectively.

**Net Assets With Donor Restrictions**

Net assets with donor restrictions were comprised of the following at December 31, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Subject to the passage of time:		
Operating support - future years	\$ 50,000	\$ 100,000
Subject to expenditure for a specified purpose:		
Strengthening Families Framework	-	45,000
NH Alliance of Early Childhood Coalitions	180,000	-
Other	16,189	689
	<u>246,189</u>	<u>145,689</u>
Perpetual in nature:		
Beneficial interest held in trust	<u>1,531,459</u>	<u>1,841,236</u>
Total	<u>\$ 1,777,648</u>	<u>\$ 1,986,925</u>

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose or by occurrence of the passage of time or other events specified by the donors as follows for the years ended December 31, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Satisfaction of purpose restrictions:		
Strengthening Families Framework	\$ 45,000	\$ 37,800
Summit sponsorships	57,218	22,250
Other	-	6,000
	<u>102,218</u>	<u>66,050</u>
Satisfaction of time restrictions:		
Operating support - future years	<u>50,000</u>	<u>-</u>
Total	<u>\$ 152,218</u>	<u>\$ 66,050</u>

**13. Donated Professional Services and Materials**

The Organization received the following contributions of nonfinancial assets for the years ended December 31, 2022 and 2021:

	<u>Revenue Recognized</u>		<u>Utiliation in</u>
	<u>2022</u>	<u>2021</u>	<u>Programs/Activities</u>
Supplies	\$ 61,129	\$ 5,200	Family Strengthening & Support
Meeting space		2,346	Administrative
Subscription fees		1,158	Administrative
Total	<u>\$ 61,129</u>	<u>\$ 8,704</u>	

There were no associated donor restrictions with the above contributed nonfinancial assets. Supplies were valued using U.S. retail prices of identical products using pricing data under a 'like-kind' methodology considering the goods' conditions and utility for use at the time of contribution. Meeting space was valued at the estimated fair value based on current rates for similar spaces. Subscription fees were valued at the estimated fair value based on current rates for similar subscriptions.

**14. Retirement Plan**

The Organization participates in a tax-deferred annuity plan qualified under Section 403(b) of the Internal Revenue Code. The plan covers full-time employees of the Organization who have worked at least 1,000 hours during the 12-month period immediately following the date of hire. Employees may make contributions to the plan up to the maximum amount allowed by the Internal Revenue Code. Contributions made to the plan by the Organization for the years ended December 31, 2022 and 2021 totaled \$47,103 and \$43,696, respectively.

**15. Designated Funds with New Hampshire Charitable Foundation**

The Organization is the beneficiary of three designated funds held at the New Hampshire Charitable Foundation (the Foundation). Under these agreements, amounts that are donor designated for this purpose are transferred permanently to the Foundation. In accordance with FASB ASC 958-605-25, amounts received for the endowment fund are not recorded as income and are not included as assets in these financial statements. Rather, the contributions are recorded as assets and as income of the Foundation. The fair market value of these endowment funds was as follows at December 31, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
GPCF Child Abuse Fund	\$ 319,216	\$ 383,897
Lou and Lutza Smith Endowment Fund	444,403	534,450
Lou and Lutza Smith Administrative Endowment Fund	<u>296,204</u>	<u>356,222</u>
Total	<u>\$ 1,059,823</u>	<u>\$ 1,274,569</u>

In accordance with its spending policy, the Foundation makes distributions from the funds to the Organization to offset its supporting services expenses. Total distributions received were \$46,266 and \$48,420 for the years ended December 31, 2022 and 2021, respectively.

**16. Concentration 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 December 31, 2022 and 2021, federal grants and contracts accounted for 74.8% and 87.2%, respectively, of total operating revenues.

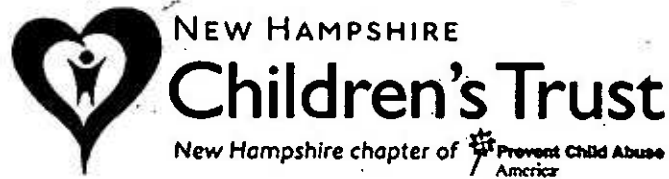
**17. Agency Agreement with New Hampshire Division for Children, Youth, and Families**

The Organization acts as an agent on behalf of the New Hampshire Division for Children, Youth, and Families (DCYF), where the Organization purchases goods or pays for services when authorized and requested by DCYF. These requests are referred to as "flex fund" requests and DCYF reimburses the Organization for the purchases or payments. DCYF determines the families that are eligible to receive the goods or services. Whereas the Organization is acting in a fiscal agent capacity, the activity under this agreement is not recorded as revenues and expenses, in accordance with GAAP. Total activity in 2022 and 2021 amounted to \$0 and \$14,493, respectively.

**18. Subsequent Events**

Subsequent events have been evaluated through June 12, 2023, the date the financial statements were available to be issued.





**New Hampshire Children's Trust is governed by passionate and committed community members with a range of experiences and networks. 100% of the Board of Directors contribute financially to the organization.**

**Jenn Cronin, Board Chair**

**Mark Knights, Esq., Vice Chair**

**Janice Fitzpatrick, Treasurer**

**Brian Beals, MD FAAP**

**Taylor Breed**

**Laura Goupil**

**Elizabeth Susan Hodgson, MD FAAP**

**Karen Kersting**

**Erin Maskwa, Development Committee Chair**

**Adam Memmolo**

**Patricia Robitaille**

**Christine Tappan, MSW, CAGS, CWMF**

## **MISSION STATEMENT**

My mission as a nonprofit professional is to increase the impact of an organization and the effectiveness of their staff, programs and key stakeholders. I seek a leadership position that requires my extensive nonprofit management experience, communications skills, leadership ability and passion for the nonprofit sector to forge effective strategies for meeting organizational goals and objectives.

## **QUALIFICATIONS SUMMARY**

- Innovative team leader and motivator with strong management skills and over 25 years experience spanning the environmental, nonprofit and business sectors.
- Highly accomplished Executive Director with 12 years experience successfully directing two premier nonprofit organizations in New England.
- Proven track record building relationships in the community and creatively accomplishing goals through fundraising initiatives, program management and outreach.
- Raised over \$12 million for charitable organizations to date through personal solicitation, capital campaigns and grant development.

## **BUSINESS EXPERIENCE**

**New Hampshire Children's Trust, Concord, NH**  
*Executive Director*

**2019 - present**

- Responsible for overseeing the administration, programs and strategic plan of the organization, while being the face of the NHCT working closely with the Board of Directors, government officials, community partners and the public.
- Work to increase and promote the visibility and the engagement of the Trust with local, state and national partners, donors and volunteers. Other duties include fundraising, marketing and community outreach.

**Agassiz Village, Lexington, MA**  
*Executive Director*

**2010-2019**

- Currently, leading the reorganization, financial growth and stabilization of this 75 year old residential summer camp for underserved youth in the greater Boston area.
- Successfully overcame \$50,000 deficit while creating a \$190,000 budget surplus and doubling program participation in less than two years.
- Leading an extensive strategic planning process in conjunction with Harvard Business School to develop a long-range plan for growth.
- Cultivating key partnerships and strategic alliances with other Boston area nonprofit organizations to expand resources and increase mission delivery.

**Beaver Brook Association, Hollis, NH**  
*Executive Director*  
[www.beaverbrook.org](http://www.beaverbrook.org)

**2000-2010**

*(Beaver Brook Association is a nonprofit, environmental education and land stewardship organization with a mission to promote an understanding of interrelationships in the natural world and to encourage conservation of natural resources through education and land stewardship.)*

- Led the successful reorganization and expansion of operations, programming and funds development doubling program participation, donor base and revenues in three years.
- Implemented Board governance protocols and operational procedures to improve efficiencies and minimize expenses. Restructuring education programs led to a 325% increase in revenues with a minimal increase in expenses.
- Spearheaded the development and execution of the organization's first capital campaign—reaching a goal of \$1.7 million. Led effort to place conservation easements on organization's holdings using funds from the campaign.
- Increased volunteer base from 50 to 200 volunteers through program development and outreach initiatives. Created the Eco-Team volunteer program that expanded our corporate volunteer corps and increased corporate support.
- Built a successful grant writing program and cultivated corporate sponsorships and gifts.
- Managed administrative staff of eight and more than 30 seasonal educators and presenters.

**Environmental Resources Management, Ewing, NJ**  
**Community Relations Manager**

**1994-1999**

- Counseled major corporate clients from the utilities, pharmaceutical, petrochemical, telecommunications and manufacturing industries on community relations outreach strategies. Managed more than \$500,000 in project budgets.
- Developed and implemented comprehensive strategic communications plans for the successful completion of client projects, including hazardous waste clean up, eco-restoration and facilities siting.
- Plan implementation included organizing community action panels and public meetings, developing communications materials and orchestrating consensus building among community and governmental leaders.

**Dynamac Corporation, Philadelphia, PA**  
**Community Relations Specialist**

**1992-1994**

- Managed community and media relations for more than 24 United States Environmental Protection Agency (US EPA) hazardous waste sites under the Superfund law.
- Developed communications strategies and plans to aid in the successful clean up of contaminated sites, including the second-most contaminated site in the US.
- Organized public meetings and developed and distributed communications materials in support of US EPA's technical plans and investigations. Demonstrated a strong proficiency in disseminating technical data and jargon for public consumption.

**Walter E. Fernald School, Waltham, MA**  
**Director of Communications and Volunteer Services**

**1988-1992**

*(The oldest publicly funded facility for adults with mental retardation in the western hemisphere, dating back to 1848.)*

- Managed all internal and external communications for a facility with 2,300 employees and 700 residents, including media relations, special events and communications and marketing materials.
- Developed and maintained an extensive volunteer services program, resulting in growth from 50 to 1,000 volunteers in less than three years.
- Successfully developed media crisis management protocols to improve the reputation of the facility and gain support of key stakeholders, donors and families.

**United Way of Stamford, Stamford, CT**  
**Communications Associate and Photographer**

**1987-1988**

- Developed, wrote and designed newsletters, campaign updates and brochures

- Assisted in planning and implementing special events

## **EDUCATION**

Antioch College, Institute for Nonprofit Management Leadership Training  
Duquesne University, B.A., Public Relations  
New England College, Minor, Environmental Science

## **RECOGNITION**

Honored by the Nashua River Watershed Association as one of the "Forty on our Fortieth" award recipients  
Souhegan Valley Chamber of Commerce Business of the Year Award – Beaver Brook Association

## **Rebecca S. Berk, M.Ed.**

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### **PROFILE**

Highly skilled and versatile nonprofit executive with broad experience in education, family support, management, data analysis, data-based strategic planning, grant writing, and program development.

### **PROFESSIONAL EXPERIENCE**

***New Hampshire Children's Trust, Concord***  
**Impact and Evaluation Director**

***July 2020-present***

- Encourages a consistent culture of evaluation and Continuous Quality Improvement (CQI) among staff and partners.
- Works with staff and partners to establish evaluation needs, including identifying success metrics and key performance indicators (KPIs).
- Develops and deploys evaluative tools to assess the effectiveness of new and ongoing organizational and state-wide projects.
- Uses data to provide actionable insights about how Family Resource Centers and others are interacting with the community to expand participation in services and programs.
- Supervises and directs the creation of interactive, easy to understand visualizations and dashboards that drive action and communicate the impact of NHCT and FRC work.
- In partnership with the Communications team, writes data summaries, final reports, and other pieces of writing, intended for lay audiences. Advises and, when asked, takes a lead role on evaluation for various organizational projects, including the strategic plan.
- Works in partnership with staff in developing and using logic models and theories of change for major programmatic initiatives.
- Oversees the process of training and providing technical assistance to staff in 16 Family Resource Centers and state level partners on the effective use of a common data platform
- Monitors data completion and accuracy, ensures data validity, generates reports for CQI and outcomes review.
- Oversees ongoing design, customization, and improvement of data collection systems and tools, including QuickBase, FormStack, and others as appropriate, always in pursuit of further streamlining and coordinating the collection of data.
- Manages regular reporting schedule and ongoing system monitoring for the collection and dissemination of data, dashboards and reports to NHCT staff, directors, key stakeholders, and Family Resource Centers.
- Manages work with external evaluators.
- Supervises and supports the Data and Organizational Performance Manager.

***Future In Sight, Concord***

***July 2018-June 2020***

**Director of Education Services**

- Led and supported a dynamic department of itinerant, specialized teachers to serve blind and visually impaired students statewide in New Hampshire public schools, including budget, caseload management, and data for continuous quality improvement
- Restructured business model to support 18% growth in personnel and service provision
- Coordinated the development of NH state guidelines on the education of students who are blind or visually impaired; NH is now one of only six states with such guidelines
- Managed cutting-edge research on the alignment of student evaluations; recommendations for student support, and the final provisions in the IEP
- Initiated Parent Support Network for parents of students with visual impairments

***Breakthrough Manchester, Manchester***

***March 2014-July 2018***

**Executive Director**

- Restructured this 25-year old initiative for low-income, first generation and racially/ethnically diverse students from a three-year enrichment program to a six-year college access program
- Executed a complex program shift over three years and negotiated a partnership agreement with Southern NH University to extend programming through high school for Breakthrough students
- Increased fundraising by 89% over a four-year period and grew the donor base by 44% in the same time frame; diversified and enhanced funding streams and sources
- Revamped 8-day Training Institute for Teaching Fellows in lesson planning, classroom management, teamwork, conflict resolution and working with diverse student populations
- Redesigned website and communications strategy to increase donor and stakeholder engagement, including a 62% increase in Facebook followers

***NH Children's Trust, Inc., Concord***

***2010-2014***

**Quality Improvement Director**

- Co-authored two successful federal proposals (\$1.4 million each) with NH Department of Health and Human Services to develop a coordinated home visiting system in the state
- Built capacity of 11 NH community agencies, through training and technical assistance, to implement Healthy Families America (HFA), an evidence-based model of home visiting for low income, diverse women, and families
- Developed protocols and tools to support effective collection and use of qualitative and quantitative data, including sophisticated spreadsheets for longitudinal collection and trend analysis of data
- Trained NH Children's Trust staff and board members in the use of logic models, performance metrics and dashboards for organizational and program monitoring
- Revamped staff work plans to align with new strategic direction for organization
- Directed the development of a web-based statewide referral system to connect families to appropriate family support programs

***Southeastern Regional Education Service Center (SERESC), Bedford***

***2004-2010***

**Associate Director, NH Center for Effective Behavioral Interventions and Supports**

- Directed internal and external program communication and coordination of statewide positive behavior interventions and support (PBIS) initiative
- Established and maintained positive relationships with staff in 140 implementing schools, 19 contracted consultants and four program staff

- Employed triangulation of qualitative and quantitative data from multiple sources to evaluate student discipline data, outcome measures and school systems change indicators
- Contributed to successful federal grant proposals to integrate school and mental health for NH children
- Developed comprehensive project communications, including website, e-newsletters, webinar workshops, online event management and on-line data collection protocols
- Coordinated program staff restructuring to align with changing initiatives
- Co-author, "Creating Home-School Partnerships" *Teaching Exceptional Children* July 2008

## **EDUCATION**

*Swarthmore College; B.A. in Biology*

*Antioch University New England, M.Ed. in Administration, Supervision & Management*

## **REFERENCES**

Available on request

# NATHAN J. FINK

Advocate, Educator, Optimist

## EXPERIENCE

### Director of Advancement

New Hampshire Children's Trust

Sept 2018 - ongoing | Concord, NH

- Leading Communications, Marketing, and Development for New Hampshire Children's Trust, the Governor's designated statewide community-based child abuse prevention agency, NH's chapter of Prevent Child Abuse America, and a member of the National Alliance of Children's Trust & Prevention Funds.

### Community Relations & Grants Coordinator

The Mental Health Center of Greater Manchester

Oct 2015 - Aug 2018 | Manchester, NH

- Developed an extensive grant portfolio worth over \$5 million in private, state, and federal appeals.
- Leadership Team Member and agency representative at various high profile charitable events, forums, and educational presentations.
- Head copywriter, speechwriter, and content generator, contributing editor of the website re-design team, MHCGM's Narrative Bank and blog writer.

### Visiting Assistant Professor

DePaul University

Sep 2011 - June 2015 | Chicago, IL

- Executed full 3/3/3 course load (quarter system) of self-designed, department approved curriculum.
- Member of various committees exploring the NYT pilot program, DePaul's Student Showcase, and Fulbright Scholarship preparation.
- Multiple student organization adviser and general enlistee manager.
- Frequent regional and national educational conference presenter.

### Co-Creator, GM, & Head of Sales

Outdoor Outlet, LLC

Aug 2004 - May 2007 | Oshkosh, WI

- Co-Creator, designer, and manager of 3 commerce websites, employing 10+ employees in a 15,000 square foot facility.
- Propelled net sales to \$350,000+ in peak months.
- Branded and marketed sites on various online platforms (social media), while compiling, analyzing, and reporting financial data.
- Integral in the purchasing of wholesale product and subsequent logistical distribution.

## MOST PROUD OF



### Presence of mind

I had to make more time for my sons



### The dynamic PR team

we've assembled at the NHCT



### My sincere belief

that talent is a function of curiosity

## STRENGTHS

Oration, Diplomacy, Cultural Sensitivity, Planning & Logistics, Writing/Editing, Persistence

## LANGUAGES

English

Native



Spanish

Advanced



## EDUCATION

MFA, Writing

University of New Hampshire

Sep 2009 - May 2011

GPA

4.00 / 4.00

BA, English

University of Wisconsin

Sep 2001 - May 2004

GPA

3.86 / 4.00



## NICHOLAS RISO

### Experience

Accounts Payable Clerk • July 2009 – February 2010  
Partnership for Successful Living • 45 High Street, Nashua, NH 03060

Responsible for: processing invoices, daily bank deposits, coding invoices, reception coverage, internal Medicaid audits, tracking cash balances, and mailing payments.

Accounts Receivable Clerk • March 2010 – August 2010  
Partnership for Successful Living • 45 High Street, Nashua, NH 03060

Responsible for: daily bank deposits, processing payments, client accounts, grants receivable, security deposits, collections, evictions, tracking payments, and providing reports to management.

Senior Staff Accountant • August 2010 – January 2017  
Partnership for Successful Living • 45 High Street, Nashua, NH 03060

Responsible for: general ledger activity for Partnership for Successful Living, bank reconciliations, balance sheet reconciliations, journal entries, payroll processing, grant drawdowns, budgets, cash transfers, tracking capital expenditures, track construction projects, maintain fixed assets, oversee accounts payable/accounts receivable, and month end closings.

Financial Specialist • January 2017 – November 2020  
Partnership for Successful Living • 77 Northeastern Blvd, Nashua, NH 03063

Responsible for: Maintaining general ledger, maintain fixed assets, bank reconciliations, monthly reporting, reviewing financials, journal entries, grant drawdowns, contract procurement, reconcile accounts payable/accounts receivable, providing financial projections and budgets to upper management, and month end closings.

Accountant/ Controller • November 2020 – January 2022  
New Hampshire Children's Trust • 10 Ferry Street Suite 307, Concord, NH 03301  
Responsible for preparing accounts payable and accounts receivable invoices, month end closing, reconcile bank statements, prepare and submit budgets for contracts, grant compliance, and financial reporting to executive director and board. Also responsible for facilitating audit and monitoring budgets with programs managers, maintaining fixed assets, and any other projects associated with finance and accounting.

Director of Finance • January 2022 – Current  
Responsible for preparing accounts payable and accounts receivable invoices, month end closing, reconcile bank statements, journal entries, grant invoicing, prepare and submit budgets for contracts, grant compliance, financial projections, and financial reporting to executive director and board. Also responsible for facilitating audit and monitoring budgets with programs managers, maintaining fixed assets, and any other projects associated with finance and accounting.

### **Skills**

- Proficient in non-profit accounting software MIP, Microsoft Office applications, writing, communication, and technology. Familiar with QuickBooks.

### **Education**

Raymond High School • 2004

Southern New Hampshire University

2013 • AS Business Administration 2016 • BS Business Administration

- Completed associates degree in business administration with highest honors. Member of Phi Theta Kappa, Alpha Sigma Lambda, and Delta Mu Delta honor societies, completed bachelor degree Magna Cum Laude.

**References-** Furnished upon request

**CONTRACTOR NAME**

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Cliff Simmonds	Executive Director	\$168,633	30%	\$50,705
Rebecca Berk	Senior Program Director (Interim)	\$99,957	38%	\$37,837
Nathan Fink	Director of Advancement	\$106,176	63%	\$66,526
Nicholas Riso	Director of Finance	\$106,176	33%	\$34,763

24 mac



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC & HOUSING STABILITY

Lori A. Weaver  
Interim Commissioner

Karen E. Hebert  
Director

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

June 7, 2023

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic Stability, to enter into a **Sole Source** amendment to an existing contract with New Hampshire Children's Trust, Inc. (VC# 218449), Concord, NH to revise the scope of work to expand the ongoing support of Family Resource Centers across the state to achieve the "Family Resource Center of Quality" designation of national standards, sustain kinship navigation and Community Collaborations, facilitate coordination of Family Resource Centers and the Early Childhood Regional System, and expand upon marketing for child care scholarship assistance by increasing the price limitation by \$2,854,760 from \$7,724,887 to \$10,579,647, with no change to the completion date of June 30, 2024, effective July 1, 2023, upon Governor and Council approval. 48.16% Federal Funds. 51.84% General Funds.

The original contract was approved by Governor and Council on June 30, 2021, item #41, amended on October 13, 2021, item #20, on April 6, 2022, item #8, and most recently on January 18, 2023, item #19.

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 MOP 150 requires all amendments to agreements previously approved as sole source to be identified as sole source and the Department is adding additional funding and revising the scope of work. The Contractor is uniquely qualified to provide statewide support and effectively apply evidence-based standards and services to NH's network of Family Resource Centers with the goal of strengthening families statewide.

The purpose of this request is for the Contractor to expand the infrastructure and support for the statewide network of Family Resource Centers.

This request includes:

1. Family Resource Centers. Additional funds will support Family Resource Center infrastructure, Family Resource Center of Quality designation efforts, and staff training. Additional funds will support two (2) existing services at the Family Resource Centers: the Kinship Navigation Program and Community Collaborations.
2. Kinship Navigation. Additional funds will sustain the management and implementation of Kinship Navigation programs in Family Resource Centers through State Fiscal Year 2024.

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

Services are focused on providing resource and economic connections and support to kinship care families. There are currently 1,070 individuals receiving services through the Kinship Navigation program statewide.

3. **Community Collaborations.** Additional funds will sustain cross-sector Community Implementation Teams that connect families to the services they need to support self-sufficiency and economic stability in targeted communities. Services are focused on providing resource connections to families with young children and creating system-level changes designed to help reduce child maltreatment and the risk of children entering foster care.
4. **Expand the Contractor's scope of work to increase marketing and outreach and training opportunities that supports access to resources for families, child care providers, employers, and other stakeholders.** This includes hosting and maintaining the consumer education website, NH Connections, as a source of information dissemination. Marketing and outreach efforts will increase stakeholder awareness and utilization of resource and referral services, NH Child Care Scholarship program, initiatives for workforce, child care supply, and quality improvement.
5. **Expand the Contractor's scope of work to provide infrastructure and technical assistance support to the seven Early Childhood Regional System leads.** The Early Childhood Regional System collaborates and coordinates across key early childhood regional partners, including Family Resource Centers, family support programs, Community Collaborations agencies and the Departments of Health and Human Services and Education. The Contractor will support and provide ongoing capacity building, coordination, communication, performance management, and evaluation.

Approximately 8,700 families will be supported through this amendment:

- 6,400 families will continued to be served annually through the Family Resource Centers;
- Approximately 250 additional families will be served annually through Kinship Navigation; and
- Approximately 200 additional families will be served annually through the work of Community Collaborations targeted communities.

In addition to the families being served, approximately 75 additional community-based agencies will be served annually with training.

The Department will monitor services by:

- Reviewing the process and outcome measures identified in the quarterly reports submitted by the Contractor;
- Meeting with the Contractor monthly to ensure compliance with contractual requirements; and
- Reviewing expenditures and conducting data quality assurance activities on a monthly basis.

Should the Governor and Council not authorize this request, the Department will be unable to sustain the management and implementation of the services delivered to families directly and that prevent child maltreatment, including Kinship Navigation; support for the Family Resource Center infrastructure, staff training, Early Childhood Regional System support to enhance coordination of early childhood systems, and Family Resource Center of Quality designation efforts; and expand marketing and messaging about key family programs, including

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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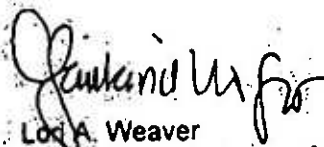
child care. These services contribute to the development of healthy families, which contribute to the development of healthy communities.

Area served: Statewide.

Source of Federal Funds: ALN 93.670, FAIN 90CA1858; ALN 93.391, FAIN NH75OT000031; ALN 93.575, FAIN 2101NHCSC6 and 2101NHCDC6.

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

Respectfully submitted,

  
Lori A. Weaver  
Interim Commissioner

## Fiscal Detail Sheet Amendment #4

05-95-045-450010-72160000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: TRANSITIONAL ASSISTANCE, DIVISION OF FAMILY ASSISTANCE, KINSHIP  
100% General Funds

New Hampshire Children's Trust, Inc.

Vendor #218449

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	45001601	\$325,000	\$0	\$325,000
2023	102-500731	Contracts for Prog Svc	45001601	\$1,325,000	\$0	\$1,325,000
2024	102-500731	Contracts for Prog Svc	45001601	\$325,000	\$1,000,000	\$1,325,000
		Sub Total		\$1,975,000	\$1,000,000	\$2,975,000

05-95-045-450010-72160000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: TRANSITIONAL ASSISTANCE, DIVISION OF FAMILY ASSISTANCE, KINSHIP  
100% Federal Funds

New Hampshire Children's Trust, Inc.

Vendor #218449

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	074-500589	Grants for Pub Assist and Reli	45001602	\$199,800	\$0	\$199,800
2023	074-500589	Grants for Pub Assist and Reli	45001602	\$199,800	\$0	\$199,800
2024	074-500589	Grants for Pub Assist and Reli	45001602	\$199,800	\$0	\$199,800
		Sub Total		\$599,400	\$0	\$599,400

05-095-090-9020-50400000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: PUBLIC HEALTH DIVISION, COMMUNITY AND HEALTH SERVICES  
100% Federal Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	90050405	\$831,618		\$831,618
2023	102-500731	Contracts for Prog Svc	90050405	\$1,035,469	\$0	\$1,035,469
2024	102-500731	Contracts for Prog Svc	90050405	\$0	\$0	\$0
		Sub Total		\$1,867,087	\$0	\$1,867,087

05-95-92-920510-33820000- HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: BEHAVIORAL HEALTH DIV, Bureau of Drug & Alcohol Svcs, Governor Commission Funds  
100% General Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	92058502	\$100,000	\$0	\$100,000
2023	102-500731	Contracts for Prog Svc	92058502	\$100,000	\$0	\$100,000
2024	102-500731	Contracts for Prog Svc	92058502	\$0	\$100,000	\$100,000
		Sub Total		\$200,000	\$100,000	\$300,000

05-95-090-902010-70470000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: PUBLIC HEALTH DIV, COMMUNITY COLLABORATION

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	90070470	\$35,000.00	\$0.00	\$35,000.00
2023	102-500731	Contracts for Prog Svc	90070470	\$0.00	\$0.00	\$0.00
2024	102-500731	Contracts for Prog Svc	90070470	\$0.00	\$374,760.00	\$374,760.00
2024	102-500731	Contracts for Prog Svc	90070471		\$380,000.00	\$380,000.00
		Sub Total		\$35,000.00	\$754,760.00	\$789,760.00

05-095-090-901010-57710000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: PUBLIC HEALTH DIVISION, BUREAU OF POLICY AND PERFORMANCE, PH COVID-19 HEALTH DISPARITIES  
100% Federal Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	TBD	\$910,000	\$0	\$910,000
2023	102-500731	Contracts for Prog Svc	TBD	\$1,840,000	\$0	\$1,840,000
2024	102-500731	Contracts for Prog Svc	TBD	\$0	\$100,000	\$100,000
		Sub Total		\$2,750,000	\$100,000	\$2,850,000

05-095-042-421110-24300000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, ARPA CHILD CARE STABILIZATION  
100% Federal Funds

New Hampshire Children's Trust, Inc.

SS-2022-DEHS-01-NEWHA-01-A04

Fiscal Detail Sheet Amendment #4

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	42117774	\$37,499	\$0	\$37,499
2023	102-500731	Contracts for Prog Svc	42117774	\$112,501	\$0	\$112,501
		Sub Total		\$150,000	\$0	\$150,000

05-095-042-421110-24290000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, ARPA CHILD CARE CCDF  
100% Federal Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2024	102-500731	Contracts for Prog Svc	42117773	\$0	\$900,000	\$900,000
		Sub Total		\$0	\$900,000	\$900,000

05-95-42-421410-79060000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, JUVENILE JUSTICE SERVICES, OJJDP  
100% Federal Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	072-509073	Contracts for Prog Svc	42140614	\$0.00	\$0.00	\$0.00
2023	072-509073	Contracts for Prog Svc	42140614	\$74,200.00	\$0.00	\$74,200.00
2024	072-509073	Contracts for Prog Svc	42140614	\$74,200.00	\$0.00	\$74,200.00
		Sub Total		\$148,400.00	\$0.00	\$148,400.00

<b>Overall Total</b>	<b>\$7,724,887</b>	<b>\$2,854,760</b>	<b>\$10,579,647</b>
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GF	51.84%	34.55%
FF	48.16%	65.45%



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

This Amendment to the New Hampshire Family Resource Center Facilitation Organization and Quality Specialist contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and New Hampshire Children's Trust, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 30, 2021 (Item #41), as amended on October 13, 2021 (Item #20), on April 6, 2022 (Item #8), and on January 18, 2023 (Item #19), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

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

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

1. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
  - \$10,579,647
2. Modify Exhibit B, Scope of Services, by replacing in its entirety with Exhibit B, Amendment #4, Scope of Services, which is attached hereto and incorporated by reference herein.
3. Modify Exhibit C, Payment Terms, Section 1 to read:
  1. This Agreement is funded by:
    - 1.1. 17.6% New Hampshire Overdose Data to Action Program (NH OD2A), as awarded in January 2021, by the Centers For Disease Control And Prevention, Assistance Listing Number 93.136, FAIN NU17CE924984.
    - 1.2. 5.7% Kinship Navigator Programs, as awarded in October 2020, by the Administration for Children and Families, Assistance Listing Number 93.556, FAIN 20011NHPKIN and 2101NHPKIN.
    - 1.3. 7.5% Community Collaborations to Strengthen and Preserve Families, as awarded in September 2018, by the Administration for Children and Families, Assistance Listing Number 93.670, FAIN 90CA1858.
    - 1.4. 26.9% Health Disparities Grant, as awarded in May 2021, by the Center for Disease Control and Prevention, Assistance Listing Number 93.391, FAIN NH75OT000031.
    - 1.5. 1.4% ARPA Child Care Stabilization, as awarded in April 2021, by the Child Care Development Block Grant, Assistance Listing Number 93.575, FAIN 2101NHCS6.
    - 1.6. 8.5% ARPA Child Care CCDF, as awarded in April 2021, by the Child Care Development Block Grant, Assistance Listing Number 93.575, FAIN 2101NHCD6.
    - 1.7. 1.4% JJ Funds, as awarded in October 2018, by the Office of Juvenile Justice and Delinquency Prevention, Assistance Listing Number 16.54, FAIN 2019-JX-FX-0052.
    - 1.8. 2.8% General Funds, Governor's Commission.
    - 1.9. 28.2% General Funds.

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

3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the

OS  
CS

fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibits C-1, Budget through Exhibit C-23, Budget Sheet, Amendment #4.

5. Modify Exhibit C-19, Amendment #3, Budget Sheet, by replacing in its entirety with Exhibit C-19, Budget Sheet, Amendment #4, SFY 2024, which is attached hereto and incorporated by reference herein.
6. Add Exhibit C-20, Budget Sheet, Amendment #4, SFY 2024, which is attached hereto and incorporated by reference herein.
7. Add Exhibit C-21, Budget Sheet, Amendment #4, SFY 2024, which is attached hereto and incorporated by reference herein.
8. Add Exhibit C-22, Budget Sheet, Amendment #4, SFY 2024, which is attached hereto and incorporated by reference herein.
9. Add Exhibit C-23, Budget Sheet, Amendment #4, SFY 2024, 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

6/9/2023

Date

DocuSigned by:  
*Karen Hebert*  
Name: Karen Hebert  
Title: Division Director

New Hampshire Children's Trust, Inc.

6/9/2023

Date

DocuSigned by:  
*Cliff Simmonds*  
Name: Cliff Simmonds  
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

6/9/2023

Date

DocuSigned by:  
*Robyn Guarino*  
Name: Robyn Guarino  
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:  
Title:

New Hampshire Department of Health and Human Services  
New Hampshire Family Resource Center Facilitation Organization and Quality Specialist

**EXHIBIT B**  
**Amendment #4**

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Scope of Services

**1. Statement of Work**

- 1.1. The Contractor must provide services in this agreement to the statewide network of Family Resource Centers (FRCs) in New Hampshire.
- 1.2. The Contractor must ensure services are available Statewide via phone, teleconferencing, and in-person meetings.
- 1.3. For the purposes of this agreement, all references to business hours must mean Monday through Friday from 8:00 a.m. to 4:00 p.m., excluding state, federal, and Contractor holidays.
- 1.4. The Contractor must participate in meetings with the Department on a quarterly basis, or as otherwise requested by the Department.
- 1.5. Facilitation Organization and FRC Quality Designation
  - 1.5.1. The Contractor must support each FRC with their self-assessment to determine the level of readiness for each FRC to receive the Family Resource Center of Quality (FRC-Q) designation in accordance with National Family Support Network (NFSN) Standards of Quality for Family Strengthening and Support (Standards).
  - 1.5.2. The Contractor must perform an individual assessment of any FRC applying for FRC-Q designation to identify and document deficiencies in meeting Standards and to assist each FRC throughout the application process.
  - 1.5.3. The Contractor must work with the Wellness and Primary Prevention Council (WPPC) and Family Support NH (FSNH) to provide support to FRCs in implementing and meeting the Standards for the purpose of acquiring an FRC-Q designation. The Contractor must ensure support, which includes, but is not limited to:
    - 1.5.3.1. Providing FRCs with information about the Standards (<https://www.nationalfamilysupportnetwork.org/standards-of-quality>).
    - 1.5.3.2. Providing technical support to FRCs with the implementation of Standards.
    - 1.5.3.3. Providing technical support to FRCs with the implementation of procedures to document practice of Standards.

**New Hampshire Department of Health and Human Services  
New Hampshire Family Resource Center Facilitation Organization and Quality Specialist**

**EXHIBIT B  
Amendment #4**

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- 1.5.3.4. Providing training and technical assistance to FRCs with the development of a written plan to meet Standards.
- 1.5.3.5. Traveling to any FRC, requesting an in-person consultation.
- 1.5.3.6. Assisting FRCs with completing the FRC-Q application.
- 1.5.3.7. Reviewing FRC-Q applications for accuracy.
- 1.5.3.8. Participating in the NFSN through a membership with FSNH; and
- 1.5.3.9. Providing FRCs with information and trainings on acquiring the FRC-Q designation.
- 1.5.4. The Contractor must collaborate with other FRC technical assistance assets to assess the capacity of each FRC relative to the core and optional standards defined by the WPPC.
- 1.5.5. The Contractor must work with the Department and FRCs to determine culturally appropriate process and outcome data collection and analysis.
- 1.5.6. The Contractor must assist FRCs with increasing operational efficiencies.
- 1.5.7. The Contractor must provide technical assistance for oversight as well as implementation of a quality improvement process.
- 1.5.8. The Contractor must utilize a Community of Practice sharing model that allows FRC administrators and leadership to establish and strengthen cooperation, collaboration, and informal mentoring among FRCs.
- 1.5.9. The Contractor must educate policymakers, communities, and community groups on FRC best practices.
- 1.5.10. The Contractor must ensure priority is given to FRCs providing home services to:
  - 1.5.10.1. Families for whom the Division for Children, Youth and Families (DCYF) has issued a letter of concern;
  - 1.5.10.2. Families with cases reported by DCYF as unfounded but with reasonable concern; and
  - 1.5.10.3. Recipients of Temporary Assistance to Needy Families (TANF) program services.

**New Hampshire Department of Health and Human Services  
New Hampshire Family Resource Center Facilitation Organization and Quality Specialist**

**EXHIBIT B  
Amendment #4**

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- 1.5.11. The Contractor must utilize the Family Support Data System (FSDS), or other Quickbase applications as appropriate, for the purposes of supporting quality improvement efforts, capable of collecting data on, but not limited to, the following:
  - 1.5.11.1. Identifying FRC locations statewide.
  - 1.5.11.2. Identifying FRC-Q locations statewide.
  - 1.5.11.3. Identifying FRC-Q designation expiration dates.
  - 1.5.11.4. Documenting trainings provided to FRCs through:
    - 1.5.11.4.1. Title of each training;
    - 1.5.11.4.2. Number of training attendees; and
    - 1.5.11.4.3. Learning objectives for each training.
  - 1.5.11.5. Identifying which FRCs have completed the FRC-Q self-assessment.
  - 1.5.11.6. Identifying which FRCs have completed the FRC-Q designation application.
  - 1.5.11.7. Identifying FRCs with plans in place to become an FRC-Q.
  - 1.5.11.8. Identifying individuals who have received Standards certification.
  - 1.5.11.9. Documenting FRC and FRC-Q service outcomes.
  - 1.5.11.10. Documenting FRC program and population priorities.
  - 1.5.11.11. Identifying shared measurements among FRCs for family outcomes.
- 1.5.12. The Contractor must ensure collection of data in the FSDS and support data quality, including, but not limited to, the following demographics:
  - 1.5.12.1. Race.
  - 1.5.12.2. Ethnicity.
  - 1.5.12.3. Language.
  - 1.5.12.4. Household income.
  - 1.5.12.5. Marital status.
  - 1.5.12.6. Age of parents or caregivers.

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- 1.5.12.7. Sexual orientation and/or gender identity.
- 1.5.12.8. Town.
- 1.5.12.9. County.
- 1.5.12.10. Incarcerated parent.
- 1.5.12.11. Receipt of public benefits, which includes, but is not limited to:
  - 1.5.12.11.1. Supplemental Nutrition Assistance Program (SNAP).
  - 1.5.12.11.2. New Hampshire Child Care Scholarship.
  - 1.5.12.11.3. Medicaid.
  - 1.5.12.11.4. Social Security Disability Insurance (SSDI).
  - 1.5.12.11.5. Supplemental Security Income (SSI).
  - 1.5.12.11.6. TANF.
  - 1.5.12.11.7. Special Supplemental Nutrition Program for Women, Infants, and Children (WIC).
- 1.5.13. The Contractor must provide upon request to the Department summary reports, information, and individual participant outcomes reporting.
- 1.5.14. The Contractor must coordinate data collection efforts for FRC programs, which include, but are not limited to:
  - 1.5.14.1. Comprehensive Family Support Services (CFSS).
  - 1.5.14.2. NH Maternal, Infant, and Early Childhood Home Visiting (MIECHV).
  - 1.5.14.3. Healthy Families America (HFA) Home Visiting.
  - 1.5.14.4. Community Collaborations to Strengthen and Preserve Families (CCSPF).
  - 1.5.14.5. Early Childhood Regional System.
- 1.5.15. The Contractor must provide Technical Assistance (TA) around data integrity and develop reports related to the data collection.
- 1.5.16. The Contractor must provide training to all new FRC staff who enter data into the Quickbase platform.



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- 1.5.17. The Contractor must ensure data integrity for the CFSS program and Community Collaborations project and provide the necessary reports monthly.
- 1.5.18. The Contractor must work with the Department to plan and align other data collection efforts for any other new programs administered through FRCs.
- 1.5.19. The Contractor must provide quality improvement training and resources to FRCs and FRC-Qs, which includes, but is not limited to:
  - 1.5.19.1. Collecting and disseminating FRC-Q best practices and evidence-based program models.
  - 1.5.19.2. Convening FRCs and FRC-Qs in a Community of Practice sharing model.
  - 1.5.19.3. Promoting collaboration through shared learning opportunities and training with FRCs and FRC-Qs across state agencies in an effort to improve service outcomes.
  - 1.5.19.4. Increasing FRC administrative and operational efficiencies.
  - 1.5.19.5. Providing technical assistance to ensure that each FRC-Q has a clear non-profit business model.
- 1.5.20. The Contractor must provide funding to each FRC in year two (2) of the contract for administrative needs to support the work of the FRC, which includes, but is not limited to:
  - 1.5.20.1. Executive Director and Chief Financial Officer salaries.
  - 1.5.20.2. Building repairs and maintenance.
- 1.5.21. The Contractor must ensure the distribution of funds is based on a formula with FRC-Q designation.
- 1.5.22. The Contractor may identify and assist FRCs and FRC-Qs in their applications for additional funding opportunities for FRC and FRCQ operations, programs, or quality improvement activities.
- 1.5.23. The Contractor must facilitate the FRC-Q designation review process, which includes, but is not limited to:
  - 1.5.23.1. Assembling FRC-Q designation review teams devised of members of the WPPC.

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- 1.5.23.2. Providing reviewing teams with necessary site review tools.
- 1.5.23.3. Coordinating FRC site reviews.
- 1.5.23.4. Recording, publishing, and reviewing team minutes.
- 1.5.23.5. Developing a form to gather review team meeting feedback.
- 1.5.23.6. Communicating results to FRC applicants.
- 1.5.24. The Contractor must attend all WPPC meetings.
- 1.5.25. The Contractor must attend all FSNH monthly meetings and provide progress reports on the number of FRCs achieving FRC-Q designation.
- 1.5.26. The Contractor must attend any NFSN meetings as identified by the Department.
- 1.5.27. The Contractor must utilize project management best practices throughout the contract term.
- 1.5.28. The Contractor must demonstrate implementation of a Community of Practice sharing model among FRCs and FRC-Qs.
- 1.5.29. The Contractor must document specific trainings, guidance, and supports for FRCs and FRC-Qs providing home visiting services.
- 1.5.30. The Contractor must maintain the FSDS data collection system in accordance with this Scope of Services.
- 1.5.31. The Contractor must demonstrate an increase in the number of FRCs receiving the FRC-Q designation.
- 1.5.32. The Contractor must maintain the training process and continue to develop the Kinship Navigation position based on evaluation of the program and staff performance.
- 1.5.33. The Contractor must provide evidence of a sufficient number of Navigators through subcontract to ensure Statewide coverage.
- 1.5.34. The Contractor must support FRC-Q with the re-designation process every three (3) years.
- 1.5.35. The Contractor must provide support to FRC-Q to develop a work plan to increase best practice standards using the National standards of quality for family strengthening and support, data outcomes, client satisfactory surveys and other evaluation tools.

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1.5.36. The Contractor, in collaboration with the Department, must design a FSNH satisfaction survey to ensure the Facilitation Organization meets the needs of the FRCs.

**1.6. Kinship Navigators**

1.6.1. The Contractor must fund and support positions for the purposes of supporting kinship caregivers who are caring for kin. The Contractor must ensure:

1.6.1.1. Navigators are utilized within FRCs and FRC-Qs to provide support to kinship caregivers who are caring for kin as a result of a placement; and

1.6.1.2. Navigators connect with kinship caregivers, in-person or by other electronic means, such as FaceTime and Zoom, for purposes that include, but are not limited to:

1.6.1.2.1. Assessing kinship caregiver needs.

1.6.1.2.2. Providing outreach, engagement, and community support services and referrals.

1.6.1.2.3. Utilizing or creating peer support groups for kinship caregivers.

1.6.2. The Contractor must provide training to Navigators to provide consistency across Navigators through education and training, consistent with:

1.6.2.1. DCYF; and

1.6.2.2. TANF.

1.6.3. The Contractor must maintain or increase Navigator positions and kinship Navigator support in each year of this Agreement.

**1.7. Community Health Workers**

1.7.1. The Contractor must subcontract with the statewide network of FRCs to fund positions establishing a workforce of Community Health Workers (CHWs) to provide direct services to priority populations impacted by COVID-19 and health disparities.

1.7.2. The Contractor must provide and support specialized training and technical assistance as proposed by the Department to the newly developed workforce of Community Health workers with topics including, but not limited to:

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- 1.7.2.1. Role of CHWs.
- 1.7.2.2. Community Health Workers and Public Health Networks.
- 1.7.2.3. Community Health Workers and community coalitions.
- 1.7.2.4. Local community and health resources.
- 1.7.3. The Contractor must support FRC Family Support staff and Community Health Worker's with training and technical assistance around data collection, cultural competency, and accessing state and local community resources. Data will be collected in the Family Support Data System (FSDS) or another application in Quickbase as appropriate. Trainings include, but are not limited to:
  - 1.7.3.1. Becoming providers of NH Easy.
  - 1.7.3.2. Bureau of Family Assistance overview training.
  - 1.7.3.3. Cultural diversity and equity training.
  - 1.7.3.4. Family Support Data System.
  - 1.7.3.5. Concrete support and Retrospective Protective Factors Survey-2 (PFS-2) to determine social determinants of health needs and protective factors skills gained.
  - 1.7.3.6. Assessing food insecurity.
- 1.7.4. The Contractor must allow and encourage CHWs to participate on the NH CHW Coalition and the CHW Community of Practice.
- 1.7.5. The Contractor must allow and encourage CHW attendance at Department-approved trainings through Area Health Education Centers (AHECs) and North Country Health Consortium to meet thirteen (13) competencies for CHWs.
- 1.7.6. The Contractor must ensure that Family Support Workers and CHWs:
  - 1.7.6.1. Provide case management and connections to community services and referrals;
  - 1.7.6.2. Complete PFS-2 surveys or other Needs Assessments and Protective Factors assessments;
  - 1.7.6.3. Enter data into the FSDS;
  - 1.7.6.4. Assist with maintaining and/or applying for social services within their community;

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- 1.7.6.5. Provide and distribute educational information about COVID-19 vaccinations and Department general guidance for individual mitigation;
- 1.7.6.6. Identify and help to mitigate barriers in health care access such as transportation, language, childcare, etcetera; and
- 1.7.6.7. Connect clients with community-based agencies and supports through closed loop and/or warm hand-off referrals for topics including, but not limited to:
  - 1.7.6.7.1. Food insecurity.
  - 1.7.6.7.2. Mental health supports.
  - 1.7.6.7.3. Health care referrals.
  - 1.7.6.7.4. Substance use disorder supports.
  - 1.7.6.7.5. Educational supports and services.
  - 1.7.6.7.6. Financial literacy.
  - 1.7.6.7.7. Budgeting supports.
  - 1.7.6.7.8. COVID-19 testing, vaccination, and/or immunization resources.

**1.8. Community Collaborations**

- 1.8.1. The Contractor must work with the Department's Community Collaborations initiative to provide distribution of outreach materials, training and education to the community about the services offered through the Family Support programs and CHWs, which includes, but is not limited to:
  - 1.8.1.1. Printing outreach and education materials in additional languages, such as Spanish, Nepalese, or other languages to support FRC engagement with families.
  - 1.8.1.2. Prioritizing and implementing strategies that provide engagement and education of early childhood providers about FRCs and the services provided.
  - 1.8.1.3. Promoting Family Leadership membership within Regional Systems.
  - 1.8.1.4. Prioritizing and implementing strategies that provide engagement and education of incarcerated parent families on FRC services provided through partnerships

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of activities with the Family Connections Center at the New Hampshire Department of Corrections.

1.8.2. The Contractor must prioritize, fund, and subcontract with the three (3) Community Collaborations agencies within the following Early Childhood Regional Networks to support ongoing cross-sector coordination to support families:

- 1.8.2.1. Region 4: Manchester.
- 1.8.2.2. Region 5: Central NH, Lakes; and
- 1.8.2.3. Region 7: North Country.

1.8.3. The Contractor must support the Community Collaborations and other Early Childhood Regions with utilizing collective impact practices including but not limited to Boundary Spanning Leadership to promote cross-system collaboration and enhance relationships between FRCs, FRC-Qs, schools, Early Childhood Regional Systems, child welfare and family service agencies, businesses, philanthropic funders, and other organizations providing family support and/or economic support services.

1.8.4. The Contractor must ensure that Community Collaborations Early Childhood Regions have processes in place to evaluate, monitor, establish, and measure within each region:

- 1.8.4.1. Direction: agreement on overall goals, aims, and mission;
- 1.8.4.2. Alignment: organization and coordination of knowledge and work; and
- 1.8.4.3. Commitment: shared responsibility for the group.

**1.9. Early Childhood Regional System**

1.9.1. The Contractor must subcontract with the seven (7) Early Childhood Regional Systems to support the FRC-Q indicator of community strengthening.

1.9.2. The Contractor must support the Early Childhood Regional System to develop strong and healthy communities by working collaboratively with various stakeholders, such as FRC's, by establishing formal partnerships in order to address community issues and priorities and enhance early childhood care and education (ECCE). Formal partnerships include, but are not limited to:

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- 1.9.2.1. Parent Leadership.
- 1.9.2.2. Family Resource Centers and home visiting programs.
- 1.9.2.3. Community Health Centers and Health Providers.
- 1.9.2.4. Family Centered Early Supports and Services.
- 1.9.2.5. Regional Public Health Networks.
- 1.9.2.6. Nutrition Services agencies.
- 1.9.2.7. Head Start, Early Head Start, family or center-based childcare.
- 1.9.2.8. Local educational agencies serving children birth to eight, including before-school and after-school programs, and public and private schools.
- 1.9.2.9. Behavioral health system serving children and their families.
- 1.9.2.10. Supports for children with disabilities and developmental delays.
- 1.9.2.11. Economic assistance and employment support system.
- 1.9.2.12. Child welfare.
- 1.9.2.13. Other external community partners and/or public-private partnerships as unique to each region (e.g., philanthropy, local government officials, Chamber of Commerce, law enforcement officials, community recreation, faith-based groups, housing services, and local businesses).
- 1.9.3. The Contractor must establish and maintain an infrastructure to support the seven (7) Early Childhood Regional System networks.
- 1.9.4. The Contractor must support capacity building and key indicators for Early Childhood Regional System to establish and maintain a process to:
  - 1.9.4.1. Ensure each of the seven (7) early childhood regions has a lead agency identified to coordinate localized partner collaboration, initiatives, needs assessments and reporting;
  - 1.9.4.2. Maximize awareness of community resources available in the state, regionally, and nationally in order to reduce gaps and duplication, increase localized planning and

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- coordination, in order to connect families with needed services.
- 1.9.4.3. Enhance the quality of and increase access to ECCE and community based family supports and expand the use of evidence based or evidence informed practices;
  - 1.9.4.4. Prioritize partnerships and members from FRCs, Home Visiting programs, School, Regional Public Health Networks; and Family Advisory Council membership to enhance ECCE coordination;
  - 1.9.4.5. Improve and strengthen state-regional communication including sharing of community priorities and needs as well as NH Department of Education (NHED) and DHHS priorities and initiatives; and
  - 1.9.4.6. Identify shared measures of success, as agreed upon by the Department, which include, but are not limited to:
    - 1.9.4.6.1. Data collection and strategy mapping.
    - 1.9.4.6.2. Performance measures.
    - 1.9.4.6.3. Needs and gaps assessments conducted or utilized by regions.
    - 1.9.4.6.4. Training opportunities, attendance, and community partners.
    - 1.9.4.6.5. Strategies and tools to measure success.
    - 1.9.4.6.6. Technical assistance provided.
    - 1.9.4.6.7. Quarterly reporting.
  - 1.9.5. The Contractor must provide technical assistance for the Early Childhood Regional System/Regional Leads, which includes, but is not limited to:
    - 1.9.5.1. Ensuring bi-directional communication between the Departments and the Regional Leads through quarterly meetings.
    - 1.9.5.2. Convening, coordinating, and supporting monthly meetings of Early Childhood Regional System.
    - 1.9.5.3. Developing and monitoring performance measures and capacity building activities.



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1.9.5.4. Providing training and coaching on collective impact practices and models, which includes, but is not limited to, Boundary Spanning Leadership.

**1.10. Marketing and Public Awareness**

1.10.1. The Contractor must market FRCs to raise public awareness, and to raise awareness among statewide and potential partners.

1.10.2. The Contractor must ensure that public awareness activities align and are coordinated with other statewide family support and strengthening networks.

1.10.3. The Contractor must ensure consistent marketing and branding of FRCs and FRC-Qs by targeting specific audiences, including, but not limited to:

1.10.3.1. Community leaders and stakeholders.

1.10.3.2. Caregivers with young children.

1.10.3.3. Childcare centers and providers.

1.10.3.4. Family support agencies.

1.10.4. The Contractor must market and promote statewide awareness among the public and potential partners of:

1.10.4.1. Family Resource Centers (FRCs);

1.10.4.2. Child Care Development Fund scholarship;

1.10.4.3. Regional Early Childhood System; and

1.10.4.4. NH Connections website.

1.10.5. The Contractor must manage the NH Connections consumer education website, Child Care Aware of NH (nh-connections.org). Management responsibilities must include, but are not limited to:

1.10.5.1. Promote the use of the NH Connections website among stakeholders.

1.10.5.2. Host NH Connections website upon request.

1.10.5.3. Maintain the NH Connections website to ensure it is:

1.10.5.3.1. Navigable, with working links;

1.10.5.3.2. Current, including updating and removing outdated information and data on a daily or weekly basis as needed; and

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- 1.10.5.3.3. Compliant with federal requirements for the consumer education website, as detailed in the Office for Child Care Guidelines.
- 1.10.5.4. Create a system for staff and contractors to communicate needed changes and updates.
- 1.10.5.5. Support external partners and contractors to develop informational pages as needed.
- 1.10.5.6. Track use, including visit frequency and navigation.
- 1.10.5.7. Provide a platform for ongoing feedback on site use satisfaction.
- 1.10.6. The Contractor must increase public awareness of the quality designation among childcare centers and/or providers through content and/or collateral development and targeted messaging and/or outreach.
- 1.10.7. The Contractor must provide marketing and public awareness to ensure stakeholders, families, child care providers, social service providers, local and state government officials and employees, and employers are aware of, have access to, and utilize the child care services, initiatives, training, technical assistance, and programs provided by the Department, their contractors, and partners. Marketing includes, but is not limited to:
  - 1.10.7.1. A comprehensive marketing and branding guide for use by staff and contractors delivering child care programs aligned with Department guidelines.
  - 1.10.7.2. Working with contractors to ensure a cohesive marketing plan that aligns with Department requirements.
  - 1.10.7.3. Designing and developing content for monthly and quarterly updates for various initiatives, as requested by the Department.
  - 1.10.7.4. Creating a standardized template for PowerPoint presentations, brochures, and additional resources, as requested by the Department, that builds a recognizable and consistent brand image.
  - 1.10.7.5. Supporting the annual Celebration for Early Childhood Professionals and the Celebration for Out-of-School Time Professionals.

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- 1.10.8. The Contractor must promote use and understanding of New Hampshire Connections Information System (NHCIS) through development of training tools and tip sheets.
- 1.10.9. The Contractor must promote the use and understanding of the newly developed Family Information Network accessible through the NH Connections website and hosted in the NHCIS.
- 1.10.10. The Contractor must develop and implement a plan, in collaboration with the Department, to promote the following programs and initiatives to providers, families, employers, FRCs, contractors, service providers, and other stakeholders through promotional pieces, social media, instructional tools, and videos, as appropriate:
  - 1.10.10.1. Granite Steps for Quality.
  - 1.10.10.2. New Hampshire Child Care Scholarship Program.
  - 1.10.10.3. Head Start and Early Head Start.
  - 1.10.10.4. New Hampshire Early Childhood and Out-of-School Time Credentialing System.
  - 1.10.10.5. Other initiatives and projects identified by the Department.

**1.11. Juvenile Justice Family Assessment**

- 1.11.1. The Contractor must subcontract with the statewide network of FRCs to provide a private meeting space at designated FRC locations so that the Juvenile Probation Parole Officers (JPPO) can meet and work with the youth and family.
- 1.11.2. The Contractor must:
  - 1.11.2.1. Coordinate a private meeting space that is in a convenient location for the youth and family and where the JPPO completing the assessments can engage with youth and families in a collaborative environment that provides privacy for the youth and family.
  - 1.11.2.2. Ensure the meetings are coordinated with the Department.
  - 1.11.2.3. Offer availability during all regular business hours and have extended hours to meet the needs of the families.
  - 1.11.2.4. Offer access to the meeting space and reservation system during evening hours.

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**2. Exhibits Incorporated**

- 2.1. The Contractor must use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 2.2. The Contractor must manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 2.3. The Contractor must comply with all Exhibits D through K, which are attached hereto and incorporated by-reference herein.

**3. Reporting Requirements**

**Quarterly Reports**

- 3.1. The Contractor must submit quarterly reports, or upon Department request, to the Department and WPPC within fifteen (15) days following the end of the reporting period, to ensure adequate and efficient service delivery. Quarterly reports include, but are not limited to:
  - 3.1.1. The number of FRC-Q designation applications received.
  - 3.1.2. The number of FRC and FRC-Q site reviews performed.
  - 3.1.3. The number of FRCs receiving the FRC-Q designation.
  - 3.1.4. Status updates on FRCs applying for the FRC-Q designation according to the FRC's individualized written plan.
  - 3.1.5. A comprehensive training plan for each FRC-Q within ninety (90) days of receipt of FRC-Q designation.
  - 3.1.6. The number and topics of trainings provided to all FRCs and FRC-Qs.
  - 3.1.7. The number of FRC and FRC-Q staff trained.
  - 3.1.8. Progress made in developing shared family outcome measures.
  - 3.1.9. The number of Navigator positions supported and/or funded.
  - 3.1.10. The number of trainings delivered to Navigators.
- 3.2. The Contractor must submit a monthly Kinship Navigator enrollment report within fifteen (15) days following the end of the reporting period, with a final report due thirty (30) days following the contract completion date.
- 3.3. The Contractor must submit quarterly reports to the Department within fifteen

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(15) days following the end of the reporting period, to ensure adequate and efficient service delivery. Quarterly reports include, but are not limited to:

3.3.1. The number of CHWs at each FRC, including any staffing changes and identified funding sources to support CHW positions.

3.3.2. The number and type of trainings provided to both the Family Support Staff and CHWs through COVID-19 Health Disparities funding.

3.3.3. The number of CHWs and FRCs enrolled as providers of NH EASY in order to support individual connections to economic supports to minimize COVID-19 impacts;

3.3.4. The number of improvements to data collection, quality, and reporting capacity for recipients in relation to COVID-19 disparities and inequities, which includes, but is not limited to:

3.3.4.1. Workforce support for data collection and reporting to ensure collection of complete and representative data (e.g., race, ethnicity, kinship, and incarceration).

3.3.4.2. Implemented strategies to educate CHW and FRC staff on the importance of data to address disparities and inequities.

3.3.4.3. Developed plans for data quality assurance and improvement.

3.3.4.4. Number of cases by CHW and number of encounters per CHW.

3.3.4.5. Number of COVID-19 encounters indicating mitigation and prevention through referral of vaccination and vaccine support by each FRC and by CHW, which includes coordination of activities related to administration of vaccines, but not the actual vaccine administration.

3.3.4.6. Number of encounters to provide communication about COVID-19 risk factors, mitigation, and prevention.

3.3.4.7. Number of other navigation and support services to address COVID-19 risk factors (e.g., employment, economic, child care, health care).

3.4. The Contractor must use the NH Division of Public Health Services Equity Review Toolkit prior to work plan development and/or implementation of programming. This toolkit will provide guidance on ensuring equity, including Race, Ethnicity and Linguistic (REAL) and Sexual Orientation and Gender

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Identity (SOGI) data collection, as well as community engagement, as core pieces of the work of the Department grant-based work.

- 3.5. The Contractor must submit quarterly Regional Leads data within fifteen (15) days following the end of the reporting period, with a final report due thirty (30) days following contract completion date, to ensure adequate and efficient service delivery. Regional Leads quarterly reports must include, but are not limited to:

- 3.5.1. Performance measures across all regions.
- 3.5.2. Evaluation strategies.
- 3.5.3. Technical assistance plan.
- 3.5.4. Training plan.
- 3.5.5. Project staffing assignments.
- 3.5.6. Partnerships engaged to support the regional networks.

**Annual Reporting**

- 3.6. The Contractor must provide a comprehensive annual report by June 30<sup>th</sup> of each year. The annual report must summarize:

- 3.6.1. Participation;
- 3.6.2. Outcomes;
- 3.6.3. Challenges;
- 3.6.4. Strengths; and
- 3.6.5. Identified needs for the upcoming fiscal year.

- 3.7. The Contractor must provide an annual satisfaction survey report to the Department within thirty (30) days of the end of the calendar year.

**4. Performance Measures**

- 4.1. Within sixty (60) days of contract and amendment approval, the Contractor must submit an Early Childhood Regional System Work Plan that includes specific activities and timeline, including, but not limited to:

- 4.1.1. Performance measures across all regions.
- 4.1.2. Strategies to evaluate.
- 4.1.3. Plan for technical assistance.
- 4.1.4. Plan for training.
- 4.1.5. Who is assigned to the project.

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**New Hampshire Family Resource Center Facilitation Organization and Quality Specialist**  
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- 4.1.6. Other partnerships engaged to support the regional networks.
- 4.2. The Contractor must demonstrate an increase in the number of FRCs receiving FRC-Q designation or re-designation by at least four (4), from an established baseline as of the contract effective date. Annual baselines are as follows:
  - 4.2.1. Three (3) in State Fiscal Year 2022.
  - 4.2.2. Three (3) in State Fiscal Year 2023.
  - 4.2.3. Three (3) in State Fiscal Year 2024.
- 4.3. The Contractor must provide a summary of PFS-2 surveys completed for the CFSS program, the COVID Health Disparities and Community Collaborations projects.
  - 4.3.1. Surveys must show percentage of types of concrete needs identified for the families served by race, ethnicity, and language, when available.
  - 4.3.2. Surveys must show what percentage of protective factors have been increased using the retrospective survey.
- 4.4. The Contractor must actively and regularly collaborate with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.
- 4.5. The Contractor may be required to provide other key data and metrics to the Department, in the aggregate and de-identified, including client-level demographic, performance, and service data, upon Department request.
- 4.6. The Contractor must collect and share data with the Department, in the aggregate and de-identified, in a format specified by the Department.
- 5. **Additional Terms**
  - 5.1. **Impacts Resulting from Court Orders or Legislative Changes**
    - 5.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.
  - 5.2. **Federal Civil Rights Laws Compliance: Culturally and Linguistically Appropriate Programs and Services**
    - 5.2.1. The Contractor must submit, within ten (10) days of the contract effective date, a detailed description of the communication access and language assistance services to be provided to ensure meaningful access to programs and/or services to individuals with limited English proficiency;

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individuals who are deaf or have hearing loss; individuals who are blind or have low vision; and individuals who have speech challenges.

**5.3. Credits and Copyright Ownership**

5.3.1. All documents, notices, press releases, research reports, and other materials prepared during or resulting from the performance of the services of the Contract must include the following statement, "The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."

5.3.2. All materials produced or purchased under the contract must have prior approval from the Department before printing, production, distribution, or use.

5.3.3. The Department must retain copyright ownership for any and all original materials produced, including, but not limited to:

5.3.3.1. Brochures.

5.3.3.2. Resource directories.

5.3.3.3. Protocols or guidelines.

5.3.3.4. Posters.

5.3.3.5. Reports.

5.3.4. The Contractor must not reproduce any materials produced under the contract without prior written approval from the Department.

**5.4. Operation of Facilities: Compliance with Laws and Regulations**

5.4.1. In the operation of any facilities for providing services, the Contractor must comply with all laws, orders and regulations of federal, state, county, and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which must impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit must be required for the operation of the said facility or the performance of the said services, the Contractor must procure said license or permit, and must at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Contract the facilities must comply with all



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rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and must be in conformance with local building and zoning codes, by-laws, and regulations.

**5.5. Eligibility Determinations**

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

**6. Records**

- 6.1. The Contractor must keep records that include, but are not limited to:
  - 6.1.1. Books, records, documents, and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
  - 6.1.2. All records must be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs, such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions,

**New Hampshire Department of Health and Human Services  
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labor time cards, payrolls, and other records requested or required by the Department.

6.1.3. Statistical, enrollment, attendance, or visit records for each recipient of services, which records must include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services, and all invoices submitted to the Department to obtain payment for such services.

6.1.4. Medical records on each patient/recipient of services.

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

6.3. Website and Social Media

6.3.1. The selected Vendor(s) must work with the Department's Communications Bureau to ensure that any social media or website designed, created, or managed on behalf of the Department meets all Department and NH DoIT website and social media requirements and policies.

6.3.2. The selected Vendor(s) agrees Protected Health Information (PHI), Personally Identifiable Information (PII), or other Confidential Information solicited either by social media or the website that is maintained, stored or captured must not be further disclosed unless expressly provided in the Contract. The solicitation or disclosure of PHI, PII, or other Confidential Information is subject to Exhibit K: Department Information Security Requirements and Exhibit I: DHHS Business Associate Agreement and all applicable Department and federal law, rules, and agreements. Unless specifically required by the Contract and unless clear notice is provided to users of the website or social media,

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the Contractor agrees that site visitation must not be tracked, disclosed or used for website or social media analytics or marketing.

**6.3.3. State of New Hampshire's Website Copyright**

**6.3.3.1. All right, title and interest in the State WWW site, including copyright to all Data and information, shall remain with the State of New Hampshire. The State of New Hampshire shall also retain all right, title and interest in any user interfaces and computer instructions embedded within the WWW pages. All WWW pages and any other Data or information shall, where applicable, display the State of New Hampshire's copyright.**

Exhibit C-19, Budget Sheet, Amendment #4, SFY 2024

New Hampshire Department of Health and Human Services

Contractor Name: New Hampshire Children's Trust, Inc.

Project Title: Facilitating Organization for Family Resource Centers - DCYF Kinship: add additional \$1,000,000 to existing \$325,000

Accounting String: 05-95-045-450010-72160000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HMS:  
TRANSITIONAL ASSISTANCE, DIVISION OF FAMILY ASSISTANCE, KINSHIP

Budget Period: SFY24: July 1, 2023 - June 30, 2024

Line Item	Total Program Cost			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 334,597.34	\$ -	\$ 334,597.34	\$ 334,597.34	\$ -	\$ 334,597.34
2. Employee Benefits	\$ 83,649.34	\$ -	\$ 83,649.34	\$ 83,649.34	\$ -	\$ 83,649.34
3. Consultants	\$ 103,370.00	\$ -	\$ 103,370.00	\$ 103,370.00	\$ -	\$ 103,370.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ 1,261.00	\$ -	\$ 1,261.00	\$ 1,261.00	\$ -	\$ 1,261.00
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 2,925.00	\$ -	\$ 2,925.00	\$ 2,925.00	\$ -	\$ 2,925.00
6. Travel	\$ 1,713.00	\$ -	\$ 1,713.00	\$ 1,713.00	\$ -	\$ 1,713.00
7. Occupancy	\$ 12,139.00	\$ -	\$ 12,139.00	\$ 12,139.00	\$ -	\$ 12,139.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 1,767.00	\$ -	\$ 1,767.00	\$ 1,767.00	\$ -	\$ 1,767.00
Postage	\$ 857.00	\$ -	\$ 857.00	\$ 857.00	\$ -	\$ 857.00
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 230.00	\$ -	\$ 230.00	\$ 230.00	\$ -	\$ 230.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 92,716.00	\$ -	\$ 92,716.00	\$ 92,716.00	\$ -	\$ 92,716.00
10. Marketing/Communications	\$ 56,702.58	\$ -	\$ 56,702.58	\$ 56,702.58	\$ -	\$ 56,702.58
11. Staff Education and Training	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 25,000.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Subcontracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FRC Subcontracts	\$ 485,619.00	\$ -	\$ 485,619.00	\$ 485,619.00	\$ -	\$ 485,619.00
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect As A Percent of Direct		\$ 120,453.75	\$ 120,453.75	\$ 120,453.75	\$ -	\$ 120,453.75
<b>TOTAL</b>	<b>\$ 1,204,546.26</b>	<b>\$ 120,453.75</b>	<b>\$ 1,325,000.00</b>	<b>\$ 1,204,546.26</b>	<b>\$ 120,453.75</b>	<b>\$ 1,325,000.00</b>

Indirect As A Percent of Direct

10.0%

10.0%

Exhibit C-20, Budget Sheet, Amendment #4, SFY 2024

New Hampshire Department of Health and Human Services

Contractor Name: New Hampshire Children's Trust, Inc.

Project Title: Facilitating Organization for Family Resource Centers - Governor Commission Funds: \$100,000

Accounting String: 05-95-92-920510-33820000- HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: BEHAVIORAL HEALTH DIV, Bureau of Drug & Alcohol Svcs, Governor Commission Funds

Budget Period: SFY24: July 1, 2023 - June 30, 2024

Line Item	Total Program Cost			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 8,288.19		\$ 8,288.19	\$ 8,288.19		\$ 8,288.19
2. Employee Benefits	\$ 2,072.05		\$ 2,072.05	\$ 2,072.05		\$ 2,072.05
3. Consultants	\$ 189.00		\$ 189.00	\$ 189.00		\$ 189.00
4. Equipment:						
Rental	\$ 122.00		\$ 122.00	\$ 122.00		\$ 122.00
Repair and Maintenance						
Purchase/Depreciation						
5. Supplies:						
Educational	\$ 334.00		\$ 334.00	\$ 334.00		\$ 334.00
Lab						
Pharmacy						
Medical						
Office	\$ 112.00		\$ 112.00	\$ 112.00		\$ 112.00
6. Travel	\$ 12.00		\$ 12.00	\$ 12.00		\$ 12.00
7. Occupancy	\$ 1,096.00		\$ 1,096.00	\$ 1,096.00		\$ 1,096.00
8. Current Expenses						
Telephone	\$ 150.00		\$ 150.00	\$ 150.00		\$ 150.00
Postage	\$ 68.00		\$ 68.00	\$ 68.00		\$ 68.00
Subscriptions						
Audit and Legal						
Insurance						
Board Expenses						
9. Software	\$ 289.00		\$ 289.00	\$ 289.00		\$ 289.00
10. Marketing/Communications	\$ 11,135.19		\$ 11,135.19	\$ 11,135.19		\$ 11,135.19
11. Staff Education and Training						
12. Subcontracts/Agreements						
Program Subcontracts	\$ 1,883.00		\$ 1,883.00	\$ 1,883.00		\$ 1,883.00
FRC Subcontracts	\$ 65,158.66		\$ 65,158.66	\$ 65,158.66		\$ 65,158.66
13. Other (specific details mandatory):						
Indirect As A Percent of Direct		\$ 9,090.91	\$ 9,090.91		\$ 9,090.91	\$ 9,090.91
<b>TOTAL</b>	<b>\$ 90,909.09</b>	<b>\$ 9,090.91</b>	<b>\$ 100,000.00</b>	<b>\$ 90,909.09</b>	<b>\$ 9,090.91</b>	<b>\$ 100,000.00</b>

Indirect As A Percent of Direct

10.0%

10.0%

Exhibit C-21, Budget Sheet, Amendment #4, SFY 2024

New Hampshire Department of Health and Human Services

Contractor Name: New Hampshire Children's Trust, Inc.

Project Title: Facilitating Organization for Family Resource Centers - Community Collaboration: \$754,760

Accounting String: 05-95-090-902010-70470000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:  
PUBLIC HEALTH DIV, COMMUNITY COLLABORATION

Budget Period: SFY24: July 1, 2023 - June 30, 2024

Line Item	Total Program Cost			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 40,000.00		\$ 40,000.00	\$ 40,000.00		\$ 40,000.00
2. Employee Benefits	\$ 10,000.00		\$ 10,000.00	\$ 10,000.00		\$ 10,000.00
3. Consultants	\$ 155,000.00		\$ 155,000.00	\$ 155,000.00		\$ 155,000.00
4. Equipment:			\$			\$
Rental	\$ 400.00		\$ 400.00	\$ 400.00		\$ 400.00
Repair and Maintenance			\$			\$
Purchase/Depreciation			\$			\$
5. Supplies:			\$			\$
Educational			\$			\$
Lab			\$			\$
Pharmacy			\$			\$
Medical			\$			\$
Office	\$ 600.00		\$ 600.00	\$ 600.00		\$ 600.00
6. Travel	\$ 150.00		\$ 150.00	\$ 150.00		\$ 150.00
7. Occupancy	\$ 1,328.00		\$ 1,328.00	\$ 1,328.00		\$ 1,328.00
8. Current Expenses			\$			\$
Telephone	\$ 100.00		\$ 100.00	\$ 100.00		\$ 100.00
Postage	\$ 125.00		\$ 125.00	\$ 125.00		\$ 125.00
Subscriptions			\$			\$
Audit and Legal			\$			\$
Insurance			\$			\$
Board Expenses			\$			\$
9. Software			\$			\$
10. Marketing/Communications	\$ 2,500.00		\$ 2,500.00	\$ 2,500.00		\$ 2,500.00
11. Staff Education and Training			\$			\$
12. Subcontracts/Agreements	\$ 300,000.00		\$ 300,000.00	\$ 300,000.00		\$ 300,000.00
FRC Subcontract	\$ 196,400.00		\$ 196,400.00	\$ 196,400.00		\$ 196,400.00
13. Other (specific details mandatory):			\$			\$
Indirect As A Percent of Direct		\$ 48,159.00	\$ 48,159.00		\$ 48,159.00	\$ 48,159.00
<b>TOTAL</b>	<b>\$ 706,601.00</b>	<b>\$ 48,159.00</b>	<b>\$ 754,760.00</b>	<b>\$ 706,601.00</b>	<b>\$ 48,159.00</b>	<b>\$ 754,760.00</b>

Indirect As A Percent of Direct

6.8%

6.8%

Exhibit C-22 Budget Sheet, Amendment #4, SFY 2024

New Hampshire Department of Health and Human Services

Contractor Name: New Hampshire Children's Trust, Inc.

Project Title: Facilitating Organization for Family Resource Centers - PH COVID-19 Health Disparities: \$100,000

Accounting String: 05-095-090-901010-57710000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: PUBLIC HEALTH DIVISION, BUREAU OF POLICY AND PERFORMANCE, PH COVID-19 HEALTH DISPARITIES

Budget Period: SFY24: July 1, 2023 - June 30, 2024

Line Item	Total Program Cost			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages						
2. Employee Benefits						
3. Consultants						
4. Equipment:						
Rental						
Repair and Maintenance						
Purchase/Depreciation						
5. Supplies:						
Educational						
Lab						
Pharmacy						
Medical						
Office						
6. Travel						
7. Occupancy						
8. Current Expenses						
Telephone						
Postage						
Subscriptions						
Audit and Legal						
Insurance						
Board Expenses						
9. Software						
10. Marketing/Communications						
11. Staff Education and Training						
12. Subcontracts/Agreements						
Program Subcontracts						
FRC Subcontracts	\$ 100,000.00		\$ 100,000.00	\$ 100,000.00		\$ 100,000.00
13. Other (specific details mandatory):		\$			\$	
<b>TOTAL</b>	\$ 100,000.00	\$	\$ 100,000.00	\$ 100,000.00	\$	\$ 100,000.00

Indirect As A Percent of Direct

0.0%

0.0%

Contractor Initials CS  
 Date: 6/9/2023

Exhibit C-23, Budget Sheet, Amendment #4, SFY 2024

New Hampshire Department of Health and Human Services

Contractor Name: New Hampshire Children's Trust, Inc.

Project Title: Facilitating Organization for Family Resource Centers - Child Development, ARPA Child Care CCDF: \$900,000

Accounting String: 05-095-042-421110-24290000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, ARPA CHILD CARE CCDF

Budget Period: SFY24: July 1, 2023 - June 30, 2024

Line Item	Total Program Cost			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 87,750.00		\$ 87,750.00	\$ 87,750.00		\$ 87,750.00
2. Employee Benefits	\$ 21,937.50		\$ 21,937.50	\$ 21,937.50		\$ 21,937.50
3. Consultants	\$ -		\$ -	\$ -		\$ -
4. Equipment:	\$ -		\$ -	\$ -		\$ -
Rental	\$ 75.00		\$ 75.00	\$ 75.00		\$ 75.00
Repair and Maintenance	\$ -		\$ -	\$ -		\$ -
Purchase/Depreciation	\$ -		\$ -	\$ -		\$ -
5. Supplies:	\$ -		\$ -	\$ -		\$ -
Educational	\$ -		\$ -	\$ -		\$ -
Lab	\$ -		\$ -	\$ -		\$ -
Pharmacy	\$ -		\$ -	\$ -		\$ -
Medical	\$ -		\$ -	\$ -		\$ -
Office	\$ 1,200.00		\$ 1,200.00	\$ 1,200.00		\$ 1,200.00
6. Travel	\$ -		\$ -	\$ -		\$ -
7. Occupancy	\$ 975.00		\$ 975.00	\$ 975.00		\$ 975.00
8. Current Expenses	\$ -		\$ -	\$ -		\$ -
Telephone	\$ 60.00		\$ 60.00	\$ 60.00		\$ 60.00
Postage	\$ 45.00		\$ 45.00	\$ 45.00		\$ 45.00
Subscriptions	\$ -		\$ -	\$ -		\$ -
Audit and Legal	\$ -		\$ -	\$ -		\$ -
Insurance	\$ -		\$ -	\$ -		\$ -
Board Expenses	\$ -		\$ -	\$ -		\$ -
9. Software	\$ -		\$ -	\$ -		\$ -
10. Marketing/Communications	\$ 392,177.50		\$ 392,177.50	\$ 392,177.50		\$ 392,177.50
11. Staff Education and Training	\$ -		\$ -	\$ -		\$ -
12. Subcontracts/Agreements	\$ 350,000.00		\$ 350,000.00	\$ 350,000.00		\$ 350,000.00
13. Other (specific details mandatory):			\$ -			\$ -
Indirect As A Percent of Direct		\$ 45,780.00	\$ 45,780.00		\$ 45,780.00	\$ 45,780.00
<b>TOTAL</b>	<b>\$ 854,220.00</b>	<b>\$ 45,780.00</b>	<b>\$ 900,000.00</b>	<b>\$ 854,220.00</b>	<b>\$ 45,780.00</b>	<b>\$ 900,000.00</b>

Indirect As A Percent of Direct

5.4%

5.4%

New Hampshire Children's Trust, Inc.  
 SS-2022-DEHS-01-NEVHA-01-A04  
 Exhibit C-23, Budget Sheet, Amendment #4, SFY 2024

OS  
 CS  
 Contractor Initials  
 Date 6/9/2023



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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC & HOUSING STABILITY

Lori A. Weaver  
Interim Commissioner

Karco E. Hebert  
Director

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext. 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

December 29, 2022

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to enter into a **Sole Source** amendment to an existing contract with New Hampshire Children's Trust, Inc. (VC #218449), Concord, NH for the ongoing support of Family Resource Centers (FRCs) across the state to receive the "Family Resource Center of Quality" (FRC-Q) designation to achieve national standards, assist youth and families involved with the Juvenile Justice system, further support the Kinship Navigator Program, provide training to community-based providers of family support services, and to continue addressing health disparities across the state by exercising a contract renewal option by increasing the price limitation by \$2,991,422 from \$4,733,465 to \$7,724,887, and extending the completion date from June 30, 2023 to June 30, 2024, effective upon Governor and Council approval. 52.36% Federal Funds. 47.64% General Funds.

The original contract was approved by Governor and Council on June 30, 2021, item #41, amended on October 13, 2021, item #20, and most recently amended on April 6, 2022, item #8.

Funds are available in the following accounts for State Fiscal Year 2023, and are anticipated to be available in State Fiscal Years 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 MOP 150 requires all amendments to agreements previously approved as sole source to be identified as sole source. The Contractor is uniquely qualified to provide statewide support to FRCs because the Contractor has been working effectively applying evidence-based standards and services to kinship families with the goal of strengthening families statewide.

The purpose of this request is for the Contractor to continue to provide infrastructure and support for the statewide network of FRCs, including the Kinship Navigation Program, community-based training, and the Community Health Workers (CHW) staffing support, with additional funds appropriated within Senate Bill 444 (SB444) to support the services. In addition, this request will expand the scope of services to include Juvenile Justice Integration.

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

SB444 was signed into law by the Governor on June 17, 2022, effective July 1, 2022. SB444 was enacted to mitigate adverse childhood experiences and appropriated the sum of \$1,000,000 to the Department to provide continued support to the FRCs as services include work designed to mitigate adverse childhood experiences. This funding will allow the FRCs to better serve families, prepare for "Family Resource Center of Quality" (FRC-Q) designation, enhance coordination with early childhood systems such as Adverse Childhood Experiences Response Team, Community Collaborations and support evidence-based programs including homevisiting programs, and support the current critical work of the FRCs.

This request is also to expand the scope of service to include Juvenile Justice Integration and to add funding for three (3) existing services at the FRCs:

1. Juvenile Justice Integration will continue to advance the Department's Initiative to transform and improve the State's Juvenile Justice System by providing a private meeting space at each FRC, as a convenient location for the youth and their family; enabling the Juvenile Probation Parole Officers (JPPO) to meet and work with the youth and family to in a community-based setting. In this environment, the JPPO will work to engage with youth and families in a supportive and collaborative environment. At the initial point of contact with law enforcement, the JPPO will work with youth and their families to conduct a formal Child and Adolescent Needs and Strengths (CANS) assessment. This assessment provides law enforcement with recommendations regarding the level of intervention needed for youth and their families. The Department has determined the FRCs are supportive and convenient locations for youth and their families.
2. Kinship Navigation will expand case management and barrier resolution supports to families that are in a kinship relationship. The added funding will allow the Contractor to provide additional technical assistance, training and support for the ongoing program evaluation to ensure best practices as Kinship Navigator caseloads continue to increase statewide. There are currently 645 Kinship families participating in this program.
3. Training to community-based providers in evidence-based services will be expanded statewide to providers of Comprehensive Family Support Services. Trainings includes Motivational Interviewing, Strengthening Families' Protective Factors and Standards of Quality.
4. Community Health Workers will continue to deliver comprehensive supports provided by FRCs and specifically address some of the economic and health impacts related to COVID-19. CHWs will provide resource identification and connections to mental health, health care, substance use disorder, economic supports, and food and nutrition programs for families.

Through this contract, the Contractor administers a data system used by all FRCs. This data platform is now supporting FRCs with consistent, statewide data collection and outcomes, enabling the Department to measure the positive impact of the services FRCs provides to support family strengthening and child well-being. The data platform provides several dashboards and reports, including periodic, performance metrics, demographic and disparities reports.

Approximately 8,252 families will be supported through this amendment:

- 6,400 families will continued to be served annually through the FRCs;
- Approximately 1,000 families will be served annually through Juvenile Justice Integration;

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

- Approximately 250 additional families will be served annually through Kinship Navigation; and
- Approximately 602 families will be served annually through the work of the CHWs.

In addition to the families being served:

- Approximately 75 additional community-based agencies will be served annually with training; and
- Approximately 15 CHWs will continue to provide support under the Health Disparities Grant to the statewide network of FRCs.

As referenced in Exhibit A, Section 1., Revisions to Form P-37, General Provisions, 3.3; of the original agreement, the parties have the option to extend the agreement for up to four (4) 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 four (4) years available.

Should the Governor and Council not authorize this request the Department will be unable to expand the Kinship Navigator Program, train community-based providers and address health disparities due to COVID-19; The Juvenile Justice system will not have these supportive and convenient locations to meet with youth and their families. These services contribute to the development of healthy families, which contribute to the development of healthy communities.

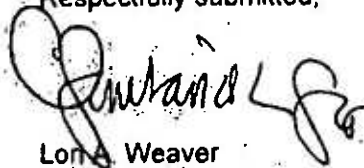
Area served: Statewide.

Source of Federal Funds:

CFDA #93.136, FAIN#NU17CE924984; CFDA #93.556, FAIN #20011NHPKIN & 2101NHPKIN; CFDA #93.67, FAIN #90CA1858; CFDA #93.391, FAIN #NH75OT000031; CFDA #93.575, FAIN #2101NHCSC6; CFDA #16.54, FAIN #2019-JX-FX-0052; General Funds, Governor's Commission and General Funds.

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

Respectfully submitted,



Lon A. Weaver  
Interim Commissioner

Fiscal Detail Sheet Amendment #3

05-95-045-450010-72160000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: TRANSITIONAL ASSISTANCE, DIVISION OF FAMILY ASSISTANCE, KINSHIP  
100% General Funds

New Hampshire Children's Trust, Inc. Vendor #218449

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	45001601	\$325,000	\$0	\$325,000
2023	102-500731	Contracts for Prog Svc	45001601	\$325,000	\$1,000,000	\$1,325,000
2024	102-500731	Contracts for Prog Svc	45001601	\$0	\$325,000	\$325,000
Sub Total				\$650,000	\$1,325,000	\$1,975,000

05-95-045-450010-72160000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: TRANSITIONAL ASSISTANCE, DIVISION OF FAMILY ASSISTANCE, KINSHIP  
100% Federal Funds

New Hampshire Children's Trust, Inc. Vendor #218449

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	074-500589	Grants for Pub Assist and Reli	45001602	\$199,800	\$0	\$199,800
2023	074-500589	Grants for Pub Assist and Reli	45001602	\$199,800	\$0	\$199,800
2024	074-500589	Grants for Pub Assist and Reli	45001602	\$0	\$199,800	\$199,800
Sub Total				\$399,600	\$199,800	\$599,400

05-095-090-9020-50400000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: PUBLIC HEALTH DIVISION, COMMUNITY AND HEALTH SERVICES  
100% Federal Funds

New Hampshire Children's Trust, Inc. Vendor #218449

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	90050405	\$831,618	\$0	\$831,618
2023	102-500731	Contracts for Prog Svc	90050405	\$747,247	\$288,222	\$1,035,469
2024	102-500731	Contracts for Prog Svc	90050405	\$0	\$0	\$0
Sub Total				\$1,578,865	\$288,222	\$1,867,087

05-95-92-920510-33820000- HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: BEHAVIORAL HEALTH DIV, Bureau of Drug & Alcohol Svcs, Governor Commission Funds  
100% General Funds

New Hampshire Children's Trust, Inc. Vendor #218449

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	92058502	\$100,000	\$0	\$100,000
2023	102-500731	Contracts for Prog Svc	92058502	\$0	\$100,000	\$100,000
2024	102-500731	Contracts for Prog Svc	92058502	\$0	\$0	\$0
Sub Total				\$100,000	\$100,000	\$200,000

05-95-090-902010-70470000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: PUBLIC HEALTH DIV, COMMUNITY COLLABORATION  
100% Federal Funds

New Hampshire Children's Trust, Inc. Vendor #218449

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	90070470	\$35,000.00	\$0.00	\$35,000.00
2023	102-500731	Contracts for Prog Svc	90070470	\$0.00	\$0.00	\$0.00
2024	102-500731	Contracts for Prog Svc	90070470	\$0.00	\$0.00	\$0.00
Sub Total				\$35,000.00	\$0.00	\$35,000.00

Fiscal Detail Sheet Amendment #3

05-095-090-901010-57710000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: PUBLIC HEALTH DIVISION, BUREAU OF POLICY AND PERFORMANCE, PH COVID-19 HEALTH DISPARITIES

100% Federal Funds

New Hampshire Children's Trust, Inc.

Vendor #218449

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	TBD	\$910,000	\$0	\$910,000
2023	102-500731	Contracts for Prog Svc	TBD	\$910,000	\$930,000	\$1,840,000
2024	102-500731	Contracts for Prog Svc	TBD	\$0	\$0	\$0
Sub Total				\$1,820,000	\$930,000	\$2,750,000

05-095-042-421110-24300000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, ARPA CHILD CARE STABILIZATION

100% Federal Funds

New Hampshire Children's Trust, Inc.

Vendor #218449

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	42117774	\$37,499	\$0	\$37,499
2023	102-500731	Contracts for Prog Svc	42117774	\$112,501	\$0	\$112,501
2024	102-500731	Contracts for Prog Svc	42117774	\$0	\$0	\$0
Sub Total				\$150,000	\$0	\$150,000

05-95-42-421410-79060000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, JUVENILE JUSTICE SERVICES, OJJDP

100% Federal Funds

New Hampshire Children's Trust, Inc.

Vendor #218449

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	072-509073	Contracts for Prog Svc	42140614	\$0.00	\$0.00	\$0.00
2023	072-509073	Contracts for Prog Svc	42140614	\$0.00	\$74,200.00	\$74,200.00
2024	072-509073	Contracts for Prog Svc	42140614	\$0.00	\$74,200.00	\$74,200.00
Sub Total				\$0.00	\$148,400.00	\$148,400.00

Overall Total	\$4,733,465	\$2,991,422	\$7,724,887
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Lori A. Shilbette  
Commissioner

Karen E. Hebert  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC & HOUSING STABILITY

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext. 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

March 22, 2022

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to amend an existing contract with New Hampshire Children's Trust, Inc. (VC #218449), Concord, NH, for the ongoing support of Family Resource Centers (FRCs) across the state to receive the "Family Resource Center of Quality" (FRC-Q) designation to achieve national standards and to further develop the Kinship Navigator Program, by increasing the price limitation by \$344,865 from \$4,388,800 to \$4,733,465 with no change to the contract completion date of June 30, 2023, effective upon Governor and Council approval. 100% Federal Funds.

The original contract was approved by Governor and Council on June 30, 2021, item #41 and most recently amended with Governor and Council approval on September 29, 2021, item #20.

Funds are available in the following accounts for State Fiscal Years 2022 and 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**

For the past few years, there has been a declining rate of New Hampshire families utilizing the Child Care and Development Fund (CCDF) assistance, known as the Child Care Scholarship, demonstrating the need for a campaign to improve public awareness of the program and its benefits. The purpose of this request is to modify the scope of work of the contract to include the creation of a campaign to promote awareness of the availability of child care assistance through the CCDF Program. The campaign's target audience will include parents and caregivers of young children, child care centers (including those not currently accepting CCDF funding), community leaders and prospective recipients and stakeholders. The campaign will also include benchmarks and an evaluation to track an anticipated five percent (5%) increase in enrollment of eligible children, expansion of the number of child care providers accepting CCDF funds, and the number of child care slots paid, in part, with CCDF funds. Given the state's current workforce challenges and the increased cost of child care, the Department seeks to educate the community about the availability of CCDF assistance.

The purpose of this request is also to add funding for the Kinship Navigator program which provides case management and barrier resolution supports to families that are in a kinship relationship. The added funding will allow the Contractor to provide additional technical

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

assistance, training, and support for the ongoing program evaluation to ensure best practices as Kinship Navigator caseloads continue to increase statewide.

The Contractor will continue to:

- Support Family Resource Centers (FRC) with applying for, and acquiring, the Family Resource Center of Quality (FRC-Q) designation;
- Ensure ongoing implementation of the Kinship Navigator Program; and
- Provide infrastructure and support for the statewide network of Family Resource Centers.

The Contractor will support the statewide network of fifteen (15) FRCs that will provide kinship navigation to approximately 500 families annually.

Should the Governor and Council not authorize this request, FRCs throughout the state will experience diminished benefits of effective, research-based frameworks, and will continue to experience underutilization of the Child Care and Development Fund program that helps strengthen families and increase access to resources available in their communities to further their well-being.

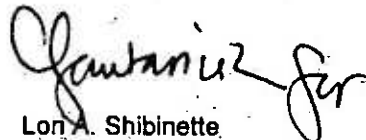
Area served: Statewide

Source of Federal Funds: Assistance Listing Number #93.575, FAIN #2101NHCS06

Assistance Listing Number #93.136, FAIN #NU17CE924984

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

Respectfully submitted,



Lon A. Shibinette  
Commissioner

## Fiscal Detail Sheet Amendment #2

05-95-045-450010-72160000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: TRANSITIONAL ASSISTANCE, DIVISION OF FAMILY ASSISTANCE, KINSHIP  
100% General Funds

New Hampshire Children's Trust, Inc.

Vendor #218449

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	45001601	\$325,000	\$0	\$325,000
2023	102-500731	Contracts for Prog Svc	45001601	\$325,000	\$0	\$325,000
		Sub Total		\$650,000	\$0	\$650,000

05-95-045-450010-72160000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: TRANSITIONAL ASSISTANCE, DIVISION OF FAMILY ASSISTANCE, KINSHIP  
100% Federal Funds

New Hampshire Children's Trust, Inc.

Vendor #218449

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	074-500589	Grants for Pub Assist and Reli	45001602	\$199,800	\$0	\$199,800
2023	074-500589	Grants for Pub Assist and Reli	45001602	\$199,800	\$0	\$199,800
		Sub Total		\$399,600	\$0	\$399,600

05-95-090-9020-50400000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: PUBLIC HEALTH DIVISION, COMMUNITY AND HEALTH SERVICES  
100% Federal Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	90050405	\$692,000	\$139,618	\$831,618
2023	102-500731	Contracts for Prog Svc	90050405	\$692,000	\$55,247	\$747,247
		Sub Total		\$1,384,000	\$194,865	\$1,578,865

05-95-92-920510-33820000- HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: BEHAVIORAL HEALTH DIV. Bureau of Drug & Alcohol Svcs. Governor Commission Funds.  
100% General Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	92058502	\$100,000	\$0	\$100,000
		Sub Total		\$100,000	\$0	\$100,000

05-95-090-902010-70470000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: PUBLIC HEALTH DIV, COMMUNITY COLLABORATION  
100% Federal Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	90070470	\$35,000.00	\$0.00	\$35,000.00
		Sub Total		\$35,000.00	\$0.00	\$35,000.00

05-95-090-901010-57710000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: PUBLIC HEALTH DIVISION, BUREAU OF POLICY AND PERFORMANCE, PH COVID-19 HEALTH DISPARITIES  
100% Federal Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	TBD	\$910,000	\$0	\$910,000
2023	102-500731	Contracts for Prog Svc	TBD	\$910,000	\$0	\$910,000
		Sub Total		\$1,820,000	\$0	\$1,820,000

05-95-042-421110-24300000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, ARPA CHILD CARE STABILIZATION  
100% Federal Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	42117774	\$0	\$37,499	\$37,499
2023	102-500731	Contracts for Prog Svc	42117774	\$0	\$112,501	\$112,501
		Sub Total		\$0	\$150,000	\$150,000

Overall Total	\$4,388,600	\$344,865	\$4,733,465
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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC & HOUSING STABILITY

Lori A. Shiblette  
Commissioner

Karen E. Hebert  
Director

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

September 13, 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 of Economic and Housing Stability, to amend an existing contract with New Hampshire Children's Trust, Inc. (VC#218449), Concord, NH, to support Family Resource Centers (FRCs) across the state to receive the "Family Resource Center of Quality" designation, to achieve national standards, and to implement the Kinship Navigator Program. The Department is requesting an expansion of the contract with New Hampshire Children's Trust to leverage its role as the facilitating organization for New Hampshire's network of FRCs, to address health disparities and influencing factors due to COVID-19 for priority populations, including racial and ethnic minorities and rural populations, by increasing the price limitation by \$1,855,000 from \$2,533,600 to \$4,388,600 with no change to the contract completion date of June 30, 2023, effective upon Governor and Council approval. 81% Federal Funds 19% General Funds.

The original contract was approved by Governor and Council on June 30, 2021, item #41.

Funds are available in the following accounts for State Fiscal Years 2022 and 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 for the Department to expand the scope of work of the contract to increase Community Health worker staffing to meet the need for comprehensive supports provided by FRCs and to address COVID-19 Impacts affecting families. This expanded scope work is will address COVID-19 health disparities among populations at high risk and underserved, including racial and ethnic minority populations and rural communities. Through this amendment the contractor will expand the workforce of Community Health Workers (CHW) and embed them within the statewide network of FRCs to directly serve individuals and families impacted by the COVID-19 pandemic such as economic and health impacts.

CHWs will connect families to mental health, health care, substance use disorder, financial and budgeting supports, food and nutrition programs, COVID-19 testing, vaccination/immunization, and resource identification. Additionally the contract will expand data quality monitoring for additional family support programs such as the home visiting, Community Collaborations project (data to be collected includes economic needs, social needs, race, ethnicity, language, and access to technology and transportation). This will include enhanced communication strategies such as printing materials in additional languages and prioritizing engagement of families impacted by incarceration and families with young children in order to connect them timely to the services available through the FRCs that support positive outcomes.

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

The Department will continue working with the New Hampshire Children's Trust for its original contract scope to:

- 1) continue its support to the FRCs for Quality Designation and perform individual assessments of the FRCs applying for the Family Resource Center of Quality (FRC-Q) designation, to identify, document deficiencies in meeting standards, help correct deficiencies, and assist each FRC with the application process; and
- 2) implement the Kinship Navigator Program; and
- 3) continue to provide infrastructure and support for the statewide network of FRCs.

The Contractor will work with the Wellness and Primary Prevention Council (established by the NH Legislature with a goal of creating a sustainable, quality system of Family Resource Centers across the state) and Family Support NH to assist FRCs to achieve standards of the National Family Support Network Quality for Family Strengthening and Support for the purpose of acquiring an FRC-Q designation, which includes:

- Providing FRCs with information and trainings on applicable standards and explaining how to acquire the FRC-Q designation;
- Providing technical support to FRCs with the implementation of standards, development of procedures to document practice of standards, and establishment of written plans to meet standards;
- Providing remote or in-person assistance to FRCs with writing the FRC-Q application or other related needs; and
- Participating in the National Family Support Network through a membership with Family Support NH.

The facilitated organization will support FRCs statewide; currently there are fifteen (15) FRCs that will provide kinship navigation to approximately 1,000 families from July 1, 2021, to June 30, 2023.

Should the Governor and Council not authorize this request, FRCs throughout the state will not have the benefit of effective, research-based frameworks to help strengthen families and access resources available in their communities to further their well-being.

Area served: Statewide

Source of Federal Funds: Assistance Listing Number #93.670, FAIN #90CA1858

Assistance Listing Number #93.391, FAIN # NH75OT000031

Assistance Listing Number #93.556, FAIN# 21NHPKIN

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

Respectfully submitted,

  
Lori A. Shibinette  
Commissioner

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
FISCAL DETAILS SHEET**

**05-95-045-450010-72160000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: TRANSITIONAL ASSISTANCE, DIVISION OF FAMILY ASSISTANCE, KINSHIP  
100% General Funds**

New Hampshire Children's Trust, Inc.

Vendor #218449

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	45001601	\$524,800	-\$199,800	\$325,000
2023	102-500731	Contracts for Prog Svc	45001601	\$524,800	-\$199,800	\$325,000
		Sub Total		\$1,049,600	-\$399,600	\$650,000

**05-95-045-450010-72160000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: TRANSITIONAL ASSISTANCE, DIVISION OF FAMILY ASSISTANCE, KINSHIP  
100% Federal Funds**

New Hampshire Children's Trust, Inc.

Vendor #218449

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	074-500589	Grants for Pub Assist and Reli	45001602	\$0	\$199,800	\$199,800
2023	074-500589	Grants for Pub Assist and Reli	45001602	\$0	\$199,800	\$199,800
		Sub-Total		\$0	\$399,600	\$399,600

**05-095-090-9020-50400000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: PUBLIC HEALTH DIVISION, COMMUNITY AND HEALTH SERVICES  
100% Federal Funds**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	90050405	\$692,000	\$0	\$692,000
2023	102-500731	Contracts for Prog Svc	90050405	\$692,000	\$0	\$692,000
		Sub Total		\$1,384,000	\$0	\$1,384,000

**05-95-92-920510-33820000- HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: BEHAVIORAL HEALTH DIV, Bureau of Drug & Alcohol Svcs, Governor Commission Funds  
100% General Funds**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	92058502	\$100,000	\$0	\$100,000
		Sub Total		\$100,000	\$0	\$100,000

**05-95-090-902010-70470000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: PUBLIC HEALTH DIV, COMMUNITY COLLABORATION  
100% Federal Funds**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	90070470	\$0.00	\$35,000.00	\$35,000.00
		Sub Total		\$0.00	\$35,000.00	\$35,000.00

**05-095-090-901010-57710000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: PUBLIC HEALTH DIVISION, BUREAU OF POLICY AND PERFORMANCE, PH COVID-19  
100% Federal Funds**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	102-500731	Contracts for Prog Svc	TBD	\$0	\$910,000	\$910,000
2023	102-500731	Contracts for Prog Svc	TBD	\$0	\$910,000	\$910,000
		Sub Total		\$0	\$1,820,000	\$1,820,000

<b>Overall Total</b>	<b>\$2,533,600</b>	<b>\$1,855,000</b>	<b>\$4,388,600</b>
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Lori A. Shabinette  
Commissioner

Christine L. Santaniello  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC & HOUSING STABILITY

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April 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 of Economic and Housing Stability, to enter into a **Sole Source** contract with New Hampshire Children's Trust (VC#218449), Concord, NH, in the amount of \$2,533,600 to support each Family Resource Center with their self-assessment to determine their level of readiness to receive the Family Resource Center of Quality designation in accordance with National Family Support Network Standards of Quality for Family Strengthening and Support, with the option to renew for up to four (4) additional years, effective July 1, 2021, or upon Governor and Council approval, whichever is later, through June 30, 2023. 71% Federal Funds, 29% General Funds.

Funds are anticipated to be available in the following accounts for State Fiscal Years 2022 and 2023 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 there are no known viable alternatives to the services provided by the vendor. The Contractor will continue to support system building and infrastructure development to support and assist Family Resource Centers (FRCs) statewide to provide programs that encompass evidence informed standards of family strengthening. Additionally, this contract will ensure primary prevention is provided through a system of qualified centers and will continue to build upon the investment that the State has made in the Resource Centers. The Contractor previously established evidence informed program and services to kinship families statewide. This program is invaluable to the nearly 12,000 eligible families in the state who are raising children of family members who have experienced and/or may be vulnerable to child maltreatment. Through this contract, the vendor administered a data system that all FRC's use. This data platform is now supporting FRCs with consistent, statewide r data collection and outcomes, enabling the Department to measure the positive impact of the FRC's and the services they provide for family strengthening and child well-being.

The purpose of this request is for the Contractor to 1) continue its support to the FRC's for Quality Designation 2) to implement the Kinship Navigator Program and 3) to continue to provide infrastructure and support the statewide network of FRC's. Through the FRC Quality Designation, the NHCT will perform individual assessments of the FRC's applying for the Family Resource Center of Quality (FRC-Q) designation, to identify, document deficiencies in meeting standards, support the correction of any deficiencies, and to assist each FRC throughout the application process.

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The facilitated organization will support FRCs statewide; currently there are fifteen (15) FRC's to will provide kindship navigation to approximately 1,000 families from July 1, 2021, to June 30, 2023.

The Contractor will work with the Wellness and Primary Prevention Council and Family Support NH to provide support to FRCs with implementing and meeting the National Family Support Network Quality for Family Strengthening and Support standards for the purpose of acquiring an FRC-Q designation, which includes:

- Providing FRCs with information about the standards: <https://www.nationalfamilysupportnetwork.org/standards-of-quality>;
- Providing technical support to FRCs in the implementation of standards;
- Providing technical support to FRCs in the implementation of procedures to document practice of standards;
- Providing training and technical assistance to FRCs in the development of a written plan to meet standards;
- Traveling to any FRC requesting an in-person consultation;
- Assisting FRCs with completing the FRC-Q application;
- Reviewing FRC-Q applications for accuracy;
- Participating in the National Family Support Network through a membership with Family Support NH; and
- Providing FRCs with information and trainings on acquiring the FRC-Q designation.

As referenced in Exhibit A, Provisions to Standard Contract Provisions, Section 1.1., of the attached contract, the parties have the option to extend the agreement for up four (4) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval.

Should the Governor and Council not authorize this request FRCs throughout the state will not have the benefit of research-based frameworks of family support and subsequently lack resources to help families build on their own strengths and access to resources that are available in their communities to further their well-being.

Area served: Statewide

Source of Funds: #CFDA 93.136, FAIN#NU17CE924984.

#CFDA 93.556, FAIN#191NHPKIN.

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

Respectfully submitted,



Lori A. Shibinette  
Commissioner

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
FINANCIAL DETAIL**

**05-95-045-450010-72160000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: TRANSITIONAL ASSISTANCE, DIVISION OF FAMILY ASSISTANCE, KINSHIP  
60% General Funds, 40% Federal Funds**

New Hampshire Children's Trust, Inc.

Vendor #

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget
2022	102-500731	Contracts for Prog Svc	TBD	\$ 524,800
2023	102-500731	Contracts for Prog Svc	TBD	\$ 524,800
		Sub Total		\$ 1,049,600

**05-095-090-9020-50400000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: PUBLIC HEALTH DIVISION, COMMUNITY AND HEALTH SERVICES  
100% Federal Funds**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified
2022	102-500731	Contracts for Prog Svc	90050405	\$ 692,000
2023	102-500731	Contracts for Prog Svc	90050405	\$ 692,000
		Sub Total		\$ 1,384,000

**05-95-92-920510-33820000- HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: BEHAVIORAL HEALTH DIV, Bureau of Drug & Alcohol Svcs, Governor Commission Funds  
100% General Funds**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget
2022	102-500731	Contracts for Prog Svc	92058502	\$ 100,000
		Sub Total		\$ 100,000

<b>Overall Total</b>	<b>\$2,533,600</b>
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