STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF FAMILY ASSISTANCE

129 PLEASANT STREET, CONCORD, NH 03301-3857
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Nicholas A. Toumpas
Commissioner

Terry R. Smith
Director

May 26, 2009

Yolanda J. Butler, Ph. D., Acting Director
Office Community Services
Department of Health & Human Services
Administration for Children and Families
370 L'Enfant Promenade, SW
Washington DC 20447

RE: CSBG Recovery Act Letter of Transmittal

Dear Ms. Butler,

Please find enclosed the New Hampshire Community Services Block Grant (CSBG) Recovery Act State Plan for the Fiscal Years of 2009 and 2010.

The following is New Hampshire's CSBG information:

CSBG Program Contact Person:	Regina Lamprey, CSBG Coordinator
Telephone Number:	603-271-7090
State CSBG Official Grant Contact:	Kathi A. Ingle, Business Administrator IV
Telephone Number:	603-271-4098
Mailing Address:	Department of Health & Human Services Division of Family Assistance 129 Pleasant Street Concord, NH 03301-3857
Fax Number:	603-271-4637

Sincerely,

Nicholas A. Toumpas
Commissioner

New Hampshire State Community Services Block Grant (CSBG)
American Reinvestment and Recovery Act ("Recovery Act") of 2009 Plan

I. Federal Fiscal Years Covered by this State CSBG Recovery Act Plan

Federal Fiscal Year (FFY) 2009 and FFY 2010

II. Letter of Transmittal –

The cover letter to the Acting Director, Office of Community Services is the letter of transmittal and identifies the CSBG Program Contact Person, the State CSBG Official who is to receive the CSBG Grant Award, along with complete addresses, telephone and fax numbers.

III. Executive Summary

A. CSBG State Legislation –

The State of New Hampshire has no statutory requirements for the Community Services Block Grant Program.

B. Designation of Lead State Agency to Administer the CSBG Recovery Act Program

The Letter of Designation is Attachment A.

Designated State Lead Agency

Department of Health and Human Services

Director/Administrator of Designated State Agency

Nicholas A. Toumpas, Commissioner

C. Public Inspection Requirement

Describe and provide documentation on how the State will comply with public inspection requirements of the CSBG Act regarding the State CSBG Recovery Act Plan, as follows:

Public Inspection of State CSBG Recovery Act Plan:

The Community Services Block Grant State Recovery Act Plan will be available at DHHS and on NH Recovery website (www.nh.gov/recovery) for public review. A public notice will appear in the statewide newspaper announcing the availability of the CSBG Recovery Act Plan. See Attachment B, a copy of the announcement to be released.

DHHS supports the participation of all interested persons and groups in the development and implementation of CSBG programs at the state and local level. DHHS expects local agencies to continue to invite meaningful participation of the public, private and low-income sectors in the planning and operation of programs under the CSBG.

IV. Statement of Federal and CSBG Recovery Act Assurances

A. As part of the plan required by Section 676 of the Community Services Block Grant Act, as amended, (The Act), the designee of the chief executive of the State hereby agrees to the Assurances in Section 676 of the Act, unless otherwise stated in the American Reinvestment and Recovery Act ("Recovery Act") of 2009.

B. The State further agrees to the following, as required under the Recovery Act:

(1) To submit a plan to the Secretary containing information and provisions that describe the programs for which assistance is sought under the Community Services Block Grant program prepared in accordance with and containing the information described in the Recovery Act.

(2) To distribute not less than 99 percent of the Recovery Act allocations made available to the State by the Secretary to make grants to "eligible entities" as defined by Section 673(1) of the CSBG Act for the stated purposes of the Recovery Act.

(3) To make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding carryover of unobligated funds as stated in the Appropriations Act. (H.R. 3061)

(4) To spend no more than 1 percent of the State allotment received under the Recovery Act for benefits enrollment coordination activities relating to the identification and enrollment of eligible individuals and families in Federal, State, and local benefit programs.

(5) To fulfill supplemental reporting requirements for CSBG Recovery Act funds.

(6) To provide information describing how the State will carry out activities and services supported by Recovery Act funds. **(This is the Narrative State CSBG Recovery Act Plan)**

Signature

Nicholas A. Toumpas
Commissioner
NH Department of Health & Human Services 5/27/2009
Administrator/Director of Designated Lead Agency Date

V. THE NARRATIVE STATE PLAN

Provide the following information, as outlined below:

A. Administrative Structure

(1) State Administrative Agency

(a) Outline the mission and responsibilities of the lead agency designated to administer the State's Community Services Block Grant Recovery Act program.

The mission of DHHS is to join communities and families in providing opportunities for citizens to achieve health and independence.

The one of the roles and responsibilities of DHHS are to meet the basic human needs of NH citizens: DHHS accepts responsibility to provide financial, medical and emergency assistance and employment support services to those in need in order at assist individuals and families achieve self sufficiency.

(b) Goals and Objectives: Outline the goals and objectives of the lead agency that administers the State's Community Services Block Grant Recovery Act program.

DHHS organizational goals and objectives include: providing a comprehensive and coordinated system of services to promote and protect the health, safety and well being of NH citizens. DHHS is directed at supporting families, strengthening communities and developing the independence and self-sufficiency of NH citizens to the extent possible.

(2) Eligible Entities

(a) Provide a list of eligible entities

Community Action Program Belknap-Merrimack Counties, Inc.

Rockingham Community Action

Southern New Hampshire Services, Inc.

Southwestern Community Services, Inc.

Strafford County Community Action Committee, Inc.

Tri-County Community Action Program, Inc.

(b) Show geographic areas served

See Attachment C, a map of New Hampshire listing the CAAs and showing each service area.

Community Action Agency	Geographical Area Served (= 100% of state)
Community Action Program Belknap-Merrimack Counties, Inc.	**Belknap** **Merrimack**
Rockingham Community Action	**Rockingham**
Southern New Hampshire Services, Inc.	**Hillsborough**
Southwestern Community Services, Inc.	**Cheshire** **Sullivan**
Strafford County Community Action Committee, Inc.	**Strafford**
Tri-County Community Action Program, Inc.	**Carroll** **Coos** **Grafton**

(3) Distribution and Allocation of Funds

(a) Planned Distribution of CSBG ARRA Funds to eligible entities.

Community Action Agency	Base Grant Percentage
Community Action Program Belknap-Merrimack Counties, Inc.	13.82%
Rockingham Community Action	15.47%
Southern New Hampshire Services, Inc.	27.87%
Southwestern Community Services, Inc.	12.14%
Strafford County Community Action Committee, Inc.	11.55%
Tri-County Community Action Program, Inc.	19.55%

B. Description of Criteria and Distribution Formula

Describe criteria and distribution formula for allocation of CSBG Recovery Act funds to eligible entities. Describe limitations on funding and procedures for use of carry-over balances.

All eligible entities in New Hampshire that received [FY 2008 CSBG] funding in the previous fiscal year through a [CSBG] grant will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year.

The CAAs and the CSBG Coordinator form a formula committee to which each agency appoints at least two representatives. With the release of the new census information, the formula committee meets to review how the new numbers effect the allocation of CSBG funds. If the result is that an agency's funding is reduced by more than $40,000, the agencies with the largest reductions and increases decide how the changes will be phased in.

In 1992, the CAAs and the program managers of CSBG and LIHEAP came to consensus on the funding formulas for CSBG and LIHEAP. All of the CAAs' Executive Directors signed a July 8, 1992 letter containing the recommended and adopted LIHEAP and CSBG funding formulas. These formulas are still in effect and the following is the CSBG portion of that letter:

"Beginning with the 1993-1994 program year, the 90% of the CSBG funds distributed to the CAAs will be allocated with the objective of distribution being to mirror the poverty levels determined in the most current US Census. The formula is as follows:

If there is no increase in funding for CSBG programs, 90% of the funds will be allocated as in the previous year and 10% will be reallocated among those agencies, which receive a disproportionately small appropriation. No CAA shall be cut more $40,000.00 in any one year.

Any increase in the federal appropriation received by the State for distribution to the CAAs, will be allocated among those agencies, which receive a disproportionately small appropriation.

If there is a decrease in funding, 90% shall be allocated as in the previous year with the remaining 10% going to those agencies receiving a disproportionately small appropriation. If the cut is significant, then, depending on the magnitude of the cut, 92.5% or 95% shall be allocated as in the previous year with the remainder divided among those receiving a disproportionately small appropriation. A joint committee of ECS (Governor's Office of Energy and Community Services) and CAP representatives will determine the appropriate distribution.

The formula will use 1992-1993 allocations as the base. Once the allocations reflect the current decennial Census figures, allocations will not be adjusted until the results of the next Census are available."

New Hampshire places no additional limitations on funding other than those listed in Section 678(F) (a) Construction of Facilities, (b) Political Activities and (c) Nondiscrimination.

New Hampshire has no plans to change the current policy on carry over funds, which is: the CAAs shall retain any carryover for one program year to the next program year. When an agency has determined that it will not utilize all of the current program year funds, it will notify the State, which will recontract the carryover funds.

C. Description of Distribution and Use of Restricted Funds

Show the planned distribution of funds allocated for benefits enrollment coordination activities relating to the identification and enrollment of eligible individuals and families in Federal, State, and local benefit programs and provide a description of how funds will be used by the State to further the stated purposes of the Recovery Act for FFY 2009 and 2010.

The State will contract the 1% funds to the Southern NH Services, Inc. on behalf of the New Hampshire Community Action Association (NHCAA) to be used to improve intake and outreach activities among the six member agencies and to coordinate and document these activities using the Client Social Services Tracker (CSST) data collection system. NHCAA members are using CSST data collection system to coordinate enrollment activities and to compile client demographic data and service usage, so that clients are receiving the services most needed to achieve self-sufficiency.

The NHCAA will engage a consultant to investigate the bridging of CSST and the LIHEAP software and if the bridging is possible to complete the process. LIHEAP is the largest client base program administered by NH CAAs and by bridging the two softwares the amount of data entry will be reduced dramatically. In addition, there will CSST training provided to the CAAs' intake and outreach staff.

D. State Community Services Program Implementation

(1) Program Overview: Describe the following using information provided to the State by eligible entities:

(a) The Service Delivery System of Benefit Enrollment Coordination Activities

A description of the service delivery system for benefit enrollment coordination activities for purposes of identifying and enrolling eligible individuals and families in Federal, State and local benefit programs. Include a description of the geographical area served, a listing of State agencies or sub-grantees providing the services and service areas.

All CAAs have outreach sites and/or area center offices in many locations within their individual service area. The outreach and/or area center staff complete applications for many of the agency programs, engage the clients in case management or refer the client to another organization that can provide the services that are needed.

New Hampshire has ten (10) counties. Below is the list of the CAAs and the counties they serve:

Community Action Agency	Geographical Area Served (= 100% of state)	# of Outreach Sites
Community Action Program Belknap-Merrimack Counties, Inc.	Belknap	2
	Merrimack	4
Rockingham Community Action	Rockingham	4
Southern New Hampshire Services, Inc.	Hillsborough	5
Southwestern Community Services, Inc.	Cheshire	1
	Sullivan	1
Strafford County Community Action Committee, Inc.	Strafford	3
Tri-County Community Action Program, Inc.	Carroll	1
	Coos	3
	Grafton	4

As described in section 3 C, the Community Action Network has been implementing the Client Social Services Tracker (CSST) which coordinates eligibility and enrollment activities to assist clients to access needed services.

(b) Description of Recovery Act Projects

A description of Recovery Act projects for purposes of creating and sustaining economic growth and employment opportunities. Include a description of targeted individuals and families; services and activities; and how the services and activities are tailored to the specific needs of the community.

The projects list in section (f) Innovative Community and Neighborhood-based Initiatives are targeted to individuals and families in each agencies' services area and were developed based on the agency's community needs assessment and local knowledge.

(c) The Service Delivery System for Recovery Act Projects

A description of the service delivery system for Recovery Act projects for purposes of providing a wide range of innovative services and activities. Include a description of the geographical area served, a listing of eligible entities and service areas.

All CAAs have outreach sites and/or area center offices in many locations within their individual service area. The outreach and/or area center staff complete applications for many of the agency programs, engage the clients in case management or refer the client to another organization that can provide the services that are needed.

New Hampshire has ten (10) counties. Below is the list of the CAAs and the counties they serve:

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Southwestern Community Services, Inc.	Cheshire	1
	Sullivan	1
Strafford County Community Action Committee, Inc.	Strafford	3
Tri-County Community Action Program, Inc.	Carroll	1
	Coos	3
	Grafton	4

(d) Linkages

A description of how linkages will be developed by local entities to fill identified gaps in services, through the provision of information, referrals, case management, and follow up consultations.

All Community Action Agencies participate in a number of local networking groups including but not limited to the NH Community Action Association, NH Head Start Association, NH Food Pantry Coalition, NH Workforce Opportunity Council, Volunteer NH, NH Community Development Finance Authority, Asset Building Coalitions, Continuum of Care, NH Coalition for the Homeless, and the NH Child Care Association. These groups meet regularly and the NHCAA is represented at the meetings. In addition to organized groups, there are many ad-hoc coalitions around specific issues or initiatives, in addition to partnerships based on funding relationships with municipalities and local United Ways. Linkages with these and other groups are well developed, and the established collaborations serve to ensure that there is close cooperation between NHCAA members and appropriate entities around issues affecting the local community.

The agencies, through the Workforce Investment Act and NH Employment Program partners with local businesses in providing a variety of employment opportunities and training setting for the clients served. Both programs work closely with NH Employment Security, Department of Labor, NH Department of Health and Human Services and Work Opportunities Council to ensure no duplication of supplanting of funds.

(e) Coordination with Other Public and Private Resources

A description of how funds made available through grants to eligible entities will be coordinated with other public and private resources, to include how States and eligible entities will avoid duplication and/or supplanting.

Recovery Act funds will be coordinated with other funding sources so that an accurate accounting can be made of all funds expended, avoiding duplication and/or supplanting. Recovery Act funds are being used in most instances for new initiatives and expansion of existing services, in some instances serving as the sole source of funding. In other cases Recovery Act funds will be combined with other existing resources to accomplish the purpose of the particular program or service that has fallen short of serving the need due to the current economic conditions.

Most of the agencies will coordinate funds and avoid duplication/supplanting through the hiring of an ARRA Coordinator. This position will be responsible for the coordinating, reporting and compliance of all ARRA related activities.

(f) Innovative Community and Neighborhood-based Initiatives

A description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the Recovery Act, which promotes food, housing, health services and employment-related services and activities.

The following are examples of innovative initiatives from each of the six (6) NH Community Action Agencies:

Community Action Program Belknap-Merrimack Counties will explore ways of employing high school teenagers from the age of 14 to 18 in local communities such as the school department and recreation and parks department to promote green activities and methods. The development of a project such as this would help communities become energy efficient, save natural resources and employ teenagers in the new green job field.

Rockingham Community Action will utilize Recovery Act funds for community and neighborhood-based initiatives in several areas, including but not limited to: expansion of community-based service office locations to include the town of Derry, expansion of home repair program for elderly and disabled homeowners, a summer youth employment program, and expansion and solidification of a financial asset building program.

Southern NH Services will utilize Recovery Act funds for community and neighborhood-based initiatives in several areas. Programs and initiatives include a neighborhood-centered supper program for low-income youth, a community garden program for families providing education as well as a source of nutritious produce, a nutrition and wellness education program for TANF recipients and seniors, monitoring for elderly housing to ensure HUD compliance and improve housing services to seniors, a recreation and academic support program for low-income youths in 2 neighborhood housing projects, and a family support, multi-service center with programming for immigrants and refugees.

Southwestern Community Services (SCS) will expand its outreach programs by increasing outreach space and cross training of staff. The costs covered will be initial transportation, training, supplies and office space. Individual program funding will provide the continued outreach activities.

SCS will expand its Economic Development Program through the addition of an additional staff member. This will allow for added economic development in both counties, including CDBG Administration and Project Developments. These activities promote jobs and economic development through the use of Community Development Block Grants (CDBG) and other federal, state and local funding. The CDBG grants have job creation as a mandatory requirement and promote all aspects of the intent of the stimulus act. On going funding of this position will be maintained through the fees generated by CDBG administration and project development fees.

Strafford County Community Action Committee (SCCAC) - The Outreach Counselor Program will serve low-income families who require case management and service coordination in their struggle to make a living wage.

The program mission is to support and encourage participating families to recognize their strengths and utilize their abilities to overcome barriers to employment. The facilitation of direct services will be established through motivating case management, advocacy, and the mobilization of community resources for economic self-sufficiency.

A Barrier Reduction Fund will be established meet education costs such as special course fees/registrations, etc. to enhance employability, to co-pay childcare costs for working and job-seeking parents, to meet auto repair costs to enable transportation to work or training, to accommodate special client needs and other needed services. Outreach Counselors will conduct individual assessments to determine client needs in employment, income, housing, education, transportation, health, parenting and family relations, childcare, substance abuse, domestic abuse, and self-image.

For each participant, a Client Intake Record, Self-Assessment, Self-Assessment Scale, Assessment Overview, Client Initial Action Plan, Client Goal Plan, and Progress Notes will be maintained.

The Outreach Counselors will fill identified gaps in services, through the provision of information, referrals, case management, and follow up consultations and will assist program participants in any one of the following areas, including but not limited to employment, housing, food, clothing, transportation, medical and dental health, mental health, education, home management, parenting, personal skills, and community resources.

The Outreach Counselors will be the first resource in facilitating program participants' journey toward economic independence. That process will be talking with clients one on one; listening to needs and short and long term goals; encouraging, guiding and motivating to recognize strengths and abilities; documenting stated goals and working in developing activities to help complete goals; and helping to modify plans when goals are met.

Tri-County Community Action Program (TCCAP), with the collaboration of the city of Berlin, will initiate an economic development effort to create a new economic base for the community. The demise of the pulp and paper industry which had dominated the economic structure of the City and the region has left the community without an identity and without an economic base. Although the city of Berlin lies within a tourism region, tourism is but 4% of its economy. The goal of this proposal is to increase the tourism sector of Berlin's economy to the average regional level of 20%. Berlin already has a fully developed infrastructure of a small urban community and what needs to occur is a shift in focus from that of servicing the pulp and paper industry to that of servicing the outdoor recreation industry. With one of the highest tax rates in New Hampshire, Berlin can only contribute a token amount towards economic development, but with increased tourism/economic activity, Berlin will in time, develop a new and self sustaining economic base. This effort will not only create jobs in a new economic sector, but will help retain the existing jobs which are now in jeopardy because of the loss of pulp and paper industry.

As part of the economic development effort, TCCAP will partner with the City of Berlin to purchase, rehab, and re-sell bank-owned and abandoned properties. The City of Berlin has been awarded CDBG funding for Neighborhood Revitalization. This project will be sustained through the sales of the rehabbed properties.

The six (6) community action agencies are partnering with the 200 food pantries and soup kitchens statewide to establish the NH Food Pantry Coalition. The primary purpose is to insure that local supermarkets that are part of a national chain, donate food and funds to local community groups. This insures that food will be provided to a family or individual that is part of the local community. It will also cut time and costs such as transportation and increase the availability of fresh local fruits and vegetables.

(2) Community Needs Assessments

Describe how the State will comply with the following assurance in **'676(b)(11):** *The State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs.*

As a condition to receive funds under this Act, DHHS secures a Community Action plan – available to the Secretary for inspection - from each CAA. This plan includes a community needs assessment (as well as food needs) and is generated with input from the low-income, public and private sector.

All NH CAAs operate the Head Start Program which also requires a community needs assessment so some of the agencies combine the CSBG and Head Start assessment process. Also information and data is shared with other organizations such as the United Way.

E. Fiscal Controls

(1) State Program Monitoring:

Describe the lead agency's plans for conducting the following reviews of eligible entities, as required under Section 678B(a) of the Act:

(a) a full onsite review of each such entity at least once during each 3-year period;

On-site fiscal reviews/monitorings will be conducted at each eligible entity at least once every three years at a minimum. Reviews will address internal controls, financial policies and procedures, contract compliance, purchasing, and budgeting. A written report will be submitted to the eligible entity detailing the results of each review and any recommendations for improvement.

(b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;

If NH has to designate a new CSBG eligible entity, the State will complete an onsite monitoring immediately following the completion of the first year's contract. The monitoring will be in the format of the current CAA monitoring.

(c) follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;

Follow-up visits and desk reviews will be conducted for any CAAs that fail to meet the goals, standards, and objectives established by the State. The degree of shortcoming will determine the frequency and intensity of subsequent reviews.

(d) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the community services block grant program) terminated for cause.

If the State is aware of a CAA in a situation that may result in termination of funding, the CSBG Coordinator will contact the agency to offer any assistance that will be helpful. If the funding is terminated for cause, the CSBG Coordinator will continue to assist the agency to correct any defect. The State requires that a copy of the annual audit of each CAA is submitted to the CSBG

Coordinator. The audits are reviewed for areas that may impact the overall health of the agency and training and technical assistance is offered.

(e) Specify the date of the last audit conducted and the period covered by the audit for each eligible entity.

Community Action Agency	Last Audit Date	Period
Community Action Program Belknap-Merrimack Counties, Inc.	November 2008	03/01/07–02/08/08
Rockingham Community Action	March 2009	07/01/07-06/30/08
Southern New Hampshire Services, Inc.	March 2009	08/01/07-07/31/08
Southwestern Community Services, Inc.	January 2009	06/01/07-05/31/08
Strafford County Community Action Committee, Inc.	September 2008	01/01/06-12/31/07
Tri-County Community Action Program, Inc.	March 2008	07/01/06-06/30/07

(2) Corrective Action, Termination and Reduction of Funding:

Describe the State's plan for complying with the requirements of Section 678C of the Act. (Section 678C of the Act requires states to comply with certain requirements in the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the community services block grant program or to meet appropriate standards, goals, and other requirements established by the State, including performance objectives.)

Causes for suspension, termination or reduction of funding to an eligible entity may be failure to submit accurate reports on the date the reports are required, monitoring reports or independent audit reports that indicate substantial noncompliance with federal legislation, program regulations, established State policy, contract requirements, generally accepted accounting principles or internal control procedures.

Any eligible entity having their funding suspended, terminated or reduced will be informed in writing of their right to an appeal. The following procedures will be implemented:
DHHS will notify the eligible entity in writing of any findings that could lead to suspension, termination or reduction of funding and offer any training and/or technical assistance needed.

The eligible entity will have 30 working days to submit a written plan to correct the finding and/or request additional training and/or technical assistance. The plan must include a timetable.

If the eligible entity fails to complete the plan within the outlined time and/or refuses training and/or technical assistance, DHHS will notify the eligible entity in writing of the pending action of suspension, termination or reduction of funding.

The eligible entity will have 30 working days to request a hearing.

DHHS will conduct a hearing within 20 working days of the request.

DHHS will make a decision within 10 working days of the hearing.

The hearing will be conducted on the record.

The hearing will follow the procedures as required by the Act.

Any determination made by DHHS shall be subject to review by the Secretary.

(3) Tracking:

Describe the State's systems of fiscal controls, procedures, and plans for tracking separately expenditures from funds made available by the Recovery Act and in accordance with Section 1512 of the American Recovery and Reinvestment Act of 2009.

A separate new appropriation (accounting unit) has been created for these funds. All payments utilizing these funds will be made from new contracts that specify the ARRA funding. In addition to the appropriation and contract a new job number has been created. This job number will be used for all payments made from these funds. All transactions are processed by the Department's federally approved Public Assistance Cost Allocation Plan at the close of every month.

F. Reporting and Registration Requirements

In accordance with Section 1512 of the American Recovery and Reinvestment Act of 2009, Public Law 111-5, the designee of the chief executive of the State hereby agrees to the following reporting and registration requirements:

(a) This award requires the recipient to complete projects or activities which are funded under the American Recovery and Reinvestment Act of 2009 ("Recovery Act") and to report on use of Recovery Act funds provided through this award. Information from these reports will be made available to the public.

(b) The reports are due no later than ten calendar days after each calendar quarter in which the recipient receives the assistance award funded in whole or in part by the Recovery Act.

(c) Recipients and their first-tier recipients must maintain current registrations in the Central Contractor Registration (www.ccr.gov) at all times during which they have active federal awards funded with Recovery Act funds. A Dun and Bradstreet Data Universal Numbering System (DUNS) Number (www.dnb.com) is one of the requirements for registration in the Central Contractor Registration.

(d) The recipient shall report the information described in section 1512(c) using the reporting instructions and data elements that will

be provided online at www.FederalReporting.gov and ensure that any information that is pre-filled is corrected or updated as needed.

VI. Appendices

Attachment A - Letter of Designation

Attachment B - Copy of the announcement to be released

Attachment C - Map of New Hampshire listing the CAAs and showing each service area

JOHN H. LYNCH
Governor

State of New Hampshire

OFFICE OF THE GOVERNOR
107 North Main Street, State House - Rm 208
Concord, New Hampshire 03301
Telephone (603) 271-2121
www.nh.gov/governor
governorlynch@nh.gov

May 7, 2009

Yolanda J. Butler, Ph.D., Acting Director
Office Community Services
Department of Health & Human Services
Administration for Children and Families
370 L'Enfant Promenade, SW
Washington DC 20447

Dear Ms. Butler:

I, John H. Lynch, Governor of the State of New Hampshire, hereby delegate the authority to execute contracts, service agreements and block grant applications for the Community Services Block Grant (CSBG) Recovery Act Funds, the CSBG Assurances contained in 675(a) of the Act P.L. 97-35 as amended and applications to the U.S. Department of Health and Human Services to:

Nicholas A. Toumpas
Commissioner
NH Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301

Sincerely,

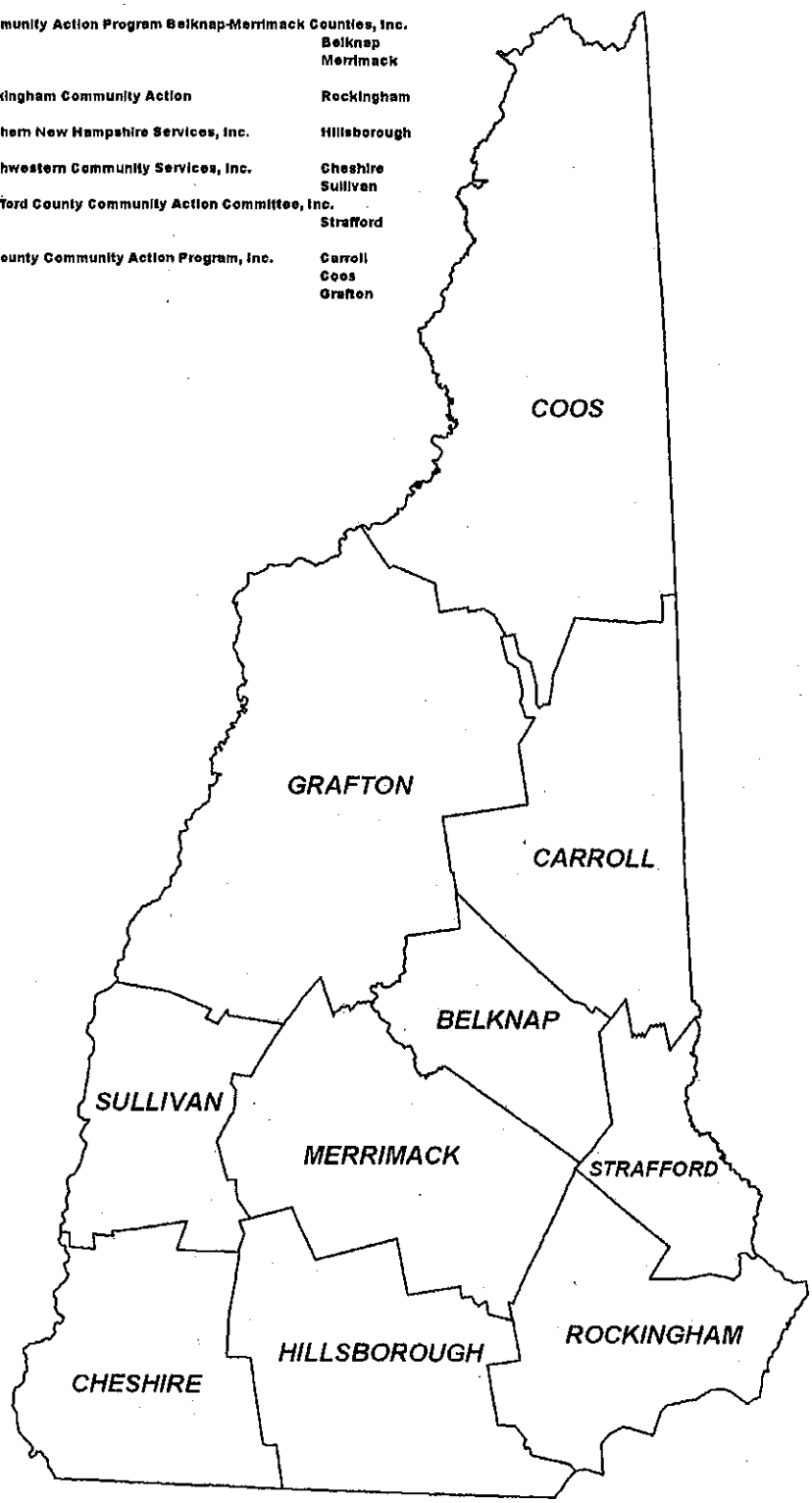
John H. Lynch
Governor

Attachment B

Public Notice

The Department of Health and Human Services (DHHS) is announcing the available of the Community Services Block Grant (CSBG) Recovery Act (ARRA) State Plan.

A copy of the Community Services Block Grant (CSBG) Recovery Act (ARRA) State Plan is available on the NH Recovery website at: www.nh.gov/recovery/. Or those persons wishing to obtain a copy of the Community Services Block Grant (CSBG) Recovery Act (ARRA) State Plan should connect Regina Lamprey, CSBG Coordinator, DHHS, Division of Family Assistance, 129 Pleasant Street, Concord, NH 03301 or call (603) 271-7090.

STATE OF NEW HAMPSHIRE

Community Action Agency	County(ies) Served
Community Action Program Belknap-Merrimack Counties, Inc.	Belknap Merrimack
Rockingham Community Action	Rockingham
Southern New Hampshire Services, Inc.	Hillsborough
Southwestern Community Services, Inc.	Cheshire Sullivan
Strafford County Community Action Committee, Inc.	Strafford
Tri-County Community Action Program, Inc.	Carroll Coos Grafton