

GENERAL ASSISTANCE PROGRAM - LETTER OF INTENT

MUNICIPALITY: (Name, Address, Phone, Email)

Contact: Email _____ Phone _____

SUMMARY OF HOSTING SERVICE

The new General Assistance Program is designed to provide a centralized state-wide database for welfare management. Information entered by each municipality will be stored in a secured New Hampshire based location. Each municipality's data will be tracked and secured separately, ensuring confidentiality, yet providing summary information available for analysis, by municipality, county and state-wide.

Access to the Hosting Data Center will be provided via Internet connectivity, providing access to the Municipality's data and hosted application developed and maintained by the Service Provider.

Hosting Services will be provided free of charge for the twelve months following the date on which the NHLWAA Steering Committee approves the software for delivery. Beginning one year following this launch date, each Municipality will be charged a hosting fee for operating costs, bug fixes and reasonable annual updates and enhancements to accommodate functional requirements. The annual fee shall be calculated as follows:

Each municipality's annual fees will be calculated at six (0.06) cents/capita/municipality/year, with a minimum of \$50 and maximum of \$1,500 per municipality per year. The fee will be based on the most current Population Estimates provided at the following website www.nh.gov/oep/programs/DataCenter/Population/PopulationEstimates.htm. The 2010 US Census is the most current documented population.

The Agreement shall be automatically renewed for twelve (12) months, unless terminated by either party. The initial rate per capita will remain in effect for the first three years provided at least fifty municipalities are participating. Rate increases after three years will be limited to no more than 5% per year.

Data Center access will be available during the following hours, excluding legal holidays:

- Monday through Friday, from 7AM – 8PM and Saturday, from 7AM – 5PM

Support Services will be available during the regular business hours:

- Monday - Friday, 9:00am-5:00pm, EST.

INDICATION OF INTENT

This is not a contract, merely an indication of intent. A comprehensive contract will be provided for review and approval prior to implementation. By submitting this document, you acknowledge that your Municipality intends to participate in the General Assistance Program upon approval and recommendation by the NHLWAA Steering Committee. Implementation scheduling will be based on the date of submission of this document.

Authorized by Municipality's Representative:

Signature: _____ Date: _____

Printed Name: _____ Title: _____