

Nicholas A. Toumpas Commissioner

Mary Ann Cooney Associate Commissioner

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

OFFICE OF MINORITY HEALTH & REFUGEE AFFAIRS

97 PLEASANT STREET CONCORD, NH 03301-3857 603-271-3986 1-800-852-3345 Ext. 3986 Fax: 603-271-0824 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

April 15, 2013

Her Excellency, Governor Margaret Wood Hassan and the Honorable Council State House Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Office of Minority Health and Refugee Affairs to enter into a retroactive contract with the Bhutanese Community of New Hampshire, (VC#228820, B001), 518 Chestnut Street, Manchester, New Hampshire in the amount not to exceed \$61,313.00 to provide direct services to New Hampshire refugees effective retroactive to October 1, 2012 through September 30, 2013. Funds are available in State Fiscal Year 2013 and are anticipated to be available in State Fiscal Year 2014 upon the availability and continued appropriation of funds in the future operating budgets with the authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council: 100% FLED

05-95-950010-5975 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: COMMISSIONER, OFFICE OF THE COMMISSIONER, REFUGEE SOCIAL SERVICES

SFY Appropriation Class/Object **Class Title** Amount 010-095-59750000 102-500731 Contracts for Program Services 2013 \$45,966.00 Subtotal \$45,966.00

05-95-42-422010-7922 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: HUMAN SERVICES, MINORITY HEALTH, REFUGEE SERVICES

SFY Appropriation Class/Object Class Title Amount 2014 010-042-79220000 102-500731 Contracts for Program Services \$15,347.00

Total \$61,313.00

EXPLANATION

This contract is retroactive because the Department of Health and Human Services did not receive documentation of final grant award until September 12, 2012 for a project period beginning October 1, 2012. In addition the original Request for Proposals, released in July 2012, was found to be in need of revision and was rescinded. A revised Request for Proposals was released on January 18, 2013. Funds are derived from the annual refugee social services allocation to New Hampshire from the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Refugee Resettlement.

Her Excellency, Governor Margaret Wood Hassan and the Honorable Council April 15, 2013 Page 2

Under this contract, the Bhutanese Community of New Hampshire agrees to provide employment and cultural adjustment services. Services will be provided to refugees currently residing, and those to be resettled in New Hampshire. The project will emphasize those activities leading directly to self-sufficiency. In addition, the Department of Health and Human Services will contract separately with International Institute of Boston, Inc., Lutheran Community Services Inc., and Southern New Hampshire Services for similar services. In total, these contracts will ensure statewide services.

The Bhutanese Community of New Hampshire continues to provide support to refugees in New Hampshire as part of their role as an ethnic community organization. The Bhutanese Community of New Hampshire understands that it currently is not under contract to provide these services and may not be compensated for work done if this contract is not approved. However, this could only continue on a temporary basis. If Governor and Executive Council should not approve the contract the Bhutanese Community of New Hampshire would need to discontinue services and as a result there would be no job placement, case management or interpretation services. Without these support services, most refugees would be unable to achieve self-sufficiency within their allotted eight months of federally funded Refugee Cash Assistance.

Funds are derived from a grant made available through the federal Office of Refugee Resettlement through the Refugee Social Services Program. This contract will focus on services that remove barriers to employment such as job development and placement, case management and interpretation. Services will be provided in a linguistically and culturally appropriate manner and will address the needs of the family unit as a whole.

The Request for Proposals was advertised in the New Hampshire Union Leader for three days, January 21, 22, and 23, 2013 and was disseminated widely through relevant contact lists including the New Hampshire Refugee Advisory Council and the New Hampshire Health and Equity Partnership, which represent a broad array of stakeholders. The Office of Minority Health and Refugee Affairs received four proposals and made four awards. A selection team composed of three Office of Minority of Health and Refugee Affairs staff and one Concord City Welfare Services staff were selected to evaluate each proposal based upon their knowledge about the Refugee Program and refugee concerns throughout the state. Each member of the selection team ranked the bidders numerically based upon the criteria as outlined in the Request for Proposal. A Bidders Summary including the list of bidders and the Review Criteria matrix with final scores is attached. The Bhutanese Community of New Hampshire was selected because their proposal successfully addressed goals outlined in the Request for Proposals.

Performance measures for this contract include:

- Demonstrate sustained employment for 50-70 refugees
- Demonstrate increased understanding of American systems for 80-100
- Demonstrate increased cross-cultural knowledge for 6 mainstream organizations

Performance for this contract will be monitored through annual monitoring and trimester reporting of activities and outcomes as described in the scope of services.

Area served: Manchester

Source of Funds: One hundred percent Federal Funds from the federal Office of Refugee Resettlement.

Her Excellency, Governor Margaret Wood Hassan and the Honorable Council April 15, 2013 Page 3

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

Respectfully submitted,

Trinidad L. Tellez, M.D.

Director

Approved by:

Nicholas A. Toumpas

Commissioner

Score Summary - Page 1

Refugee Social Services

Program Name Contract Purpose RFP Score Summary

							Bidder Name,	Bidder Name,	Bidder Name,
RFA/RFP CRITERIA	Max Pts	BCNH	SNHS	IIB	TCS		Town, St	Town, St	Town, St
Experience and Capacity	20	15.75	17.25	17.88	19.50	0.00	0.00	00'0	0.00
Need & Target Population	15	12.75	13.25	13.25	15.00	0.00			
Approach	30	24.75	27.75	26.75	28.00	0.00	0.00	0.00	0.00
Collaboration/Partnerships	2	4.00	4.75	4.38	5.00	0.00	0.00	0.00	0.00
Outcomes	20	15.00	16.25	17.25	18.75	0.00			
Budget	10	8.75	10.00	9.25	10.00	0.00	0.00	0.00	0.00
TOTAL POINTS	100	81.00	89.25	88.75	96.25	0.00	0.00	0.00	00.00

_
9
⋛
ē
~
5
~
Ь
Y
~

Qualifications					<u> </u>					
Dept/Agency	Concord Human Services	OMHRA/DHHS	OMHRA/DHHS	OMHRA/DHHS						
Job Title	Human Services Dir	Director	Refugee Program Spec	State Refugee Coord						
Name	1 Jackie Whatmough	2 Trinidad Tellez	3 Brandon Anderson	4 Barbara Seebart	2	9	7	8	6	0
										1

Revised: 10/31/08-ba

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

	GENERALTRO	OVIDIONS				
1. IDENTIFICATION.						
1.1 State Agency Name Department of Health and Hum Office of Minority Health and Ro		1.2 State Agency Address97 Pleasant Street, Thayer BuildingConcord, NH 03301				
1.3 Contractor Name Bhutanese Community of New	Hampshire	1.4 Contractor Address 518 Chestnut Street Manches	ster, New Hampshire			
1.5 Contractor Phone No. 603-261-0629	1.6 Account Number 010-095-59750000-102 010-042-79220000-102	1.7 Completion Date September 30, 2013	1.8 Price Limitation \$61,313.00			
1.9 Contracting Officer for State Barbara Seebart, Refugee Coo		1.10 State Agency Telephone Number (603) 271-8557				
1.11 Contractor Signature	Achage	1.12 Name and Title of Contractor Signatory Tika Acharya, Executive Director				
on March 65ter	be the person whose name is	nty of Hillsborough gned officer, personally appeare s signed in block 1.11., and ack				
1.13.1 Signature of Notary Pub	NOTARY PUBLIC STATE OF NEW HAMPSHIRE MY COMMISSION EXPIRES MAY 21, 2	013 04/02/13				
1.13.2 Name and Title of Notar	ry Public or Justice of the Peace					
1.14 State Agency Signature	Doel	1.15 Name and Title of State A Trinidad.Tellez, Director	Agency Signatory			
1.16 Approval by the N.H. Depa	artment of Administration, Division	on of Personnel (if applicable)				
Ву:	_	Director, On:				
	eral (Form, Substance and Exec Wern (L Herri UK, Allwn		2013			
1.18 Approval by the Governor	and Executive Council					
Bv:		On:				

2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

- 5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.
 5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.
- 5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law. 5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

- 6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.
- 6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.
 6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the

Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders,

and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

- 7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.
- 7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.
- 7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

- 8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):
- 8.1.1 failure to perform the Services satisfactorily or on schedule:
- 8.1.2 failure to submit any report required hereunder; and/or 8.1.3 failure to perform any other covenant, term or condition of this Agreement.
- 8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions: 8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two

(2) days after giving the Contractor notice of termination; 8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/ PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.
9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR'S RELATION TO THE STATE. In

the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of,

based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property. 14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("Workers' Compensation").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

- 16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.
- 17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.
- **18. AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

- **20. THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
- **21. HEADINGS**. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.
- **22. SPECIAL PROVISIONS.** Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.
- 23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.
- 24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.



Bhutanese Community of New Hampshire, Inc.

EXHIBIT A

SCOPE OF SERVICES

Under this contract, the Bhutanese Community of New Hampshire will facilitate the integration of Bhutanese refugees into Concord, Laconia, Nashua and Manchester communities by providing community education, referral, case management, employment and interpreter services. The State Refugee Coordinator will monitor the program. This agreement consists of the following documents: Exhibits A, B, C, C1, D, E, F, G, H, I and J which are all incorporated herein by reference as if fully set forth herein.

The following activities will be provided through this contract:

- 1. Provide job-related services to 100 Bhutanese refugees to include initial and second job placements, job upgrades, job development and referral to training.
- 2. Provide interpreter services for 120 Bhutanese refugees.
- Provide cultural orientation, referral and case management services to 120 Bhutanese refugees.
- 4. Participate in at least six cultural orientation and education opportunities in Concord, Laconia, Nashua and Manchester communities.
- 5. The NH Office of Minority Health and Refugee Affairs will monitor contract yearly; Trimester Reports will be submitted by the Bhutanese Community of New Hampshire to the Department of Health and Human Services, Office of Minority Health and Refugee Affairs.

Bhutanese Community of New Hampshire

EXHIBIT B

CONTRACT PRICE

In consideration of the satisfactory performance of the Services as determined by the State, the State agrees to pay over to the Contractor, funds not to exceed \$61,313.00.

- 1. Payments under this contract are not to exceed \$61,313.00 for the budget period October 1, 2012-September 30, 2013.
- Funding of this contract is contingent upon the continued sufficient funding of the Refugee Social Services Grant as awarded by the Administration for Children and Families Office of Refugee Resettlement for the Budget Period October 1, 2012 – September 30, 2013.
- 3. Reimbursements for services provided shall be made by the State on a monthly basis after receipt and review of monthly expenditure reports submitted by the Bhutanese Community of New Hampshire, Inc. to the State. These reports, which are based on a budget approved by the State, shall be in a form satisfactory to the State and shall include at a minimum the line items as outlined in the approved budget. Monthly expenditure reports shall be submitted no later than 30 days after the close of the month.
- 4. The Contractor and/or the State may amend the contract budget through line item increases, decreases or the creation of new line items provided these amendments do not exceed the Contract price. Such amendments shall only be made upon written request to and written approval by the State with programmatic justification.
- 5. Payments will be made by DHHS within 60 days of receipt of conforming invoice. Final invoice must be submitted by October 31, 2013.

CDFA Title: Refugee and Entrant Assistance State Administered Programs – Social Services Grant

CDFA No: 93.566

Award Name: Refugee Social Services

Federal Agency: Health and Human Services

Administration for Children and Families

Office of Refugee Resettlement

Contractor Initial 1/4
Date of | 12/3

STANDARD EXHIBIT C

SPECIAL PROVISIONS

- 1. Contractors Obligations: The Contractor covenants and agrees that all funds received by the Contractor under the Contract shall be used only as payment to the Contractor for services provided to eligible individuals and, in the furtherance of the aforesaid covenants, the Contractor hereby covenants and agrees as follows:
- 2. Compliance with Federal and State Laws: If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.
- **3. Time and Manner of Determination:** Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.
- **4. Documentation:** In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.
- **5. Fair Hearings:** The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or reapplicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.
- **6. Gratuities or Kickbacks:** The Contractor agrees that it is a breach of this Contract to accept or make a payment, gratuity or offer of employment on behalf of the Contractor, any Sub-Contractor or the State in order to influence the performance of the Scope of Work detailed in Exhibit A of this Contract. The State may terminate this Contract and any sub-contract or sub-agreement if it is determined that payments, gratuities or offers of employment of any kind were offered or received by any officials, officers, employees or agents of the Contractor or Sub-Contractor.
- 7. Retroactive Payments: Notwithstanding anything to the contrary contained in the Contract or in any other document, contract or understanding, it is expressly understood and agreed by the parties hereto, that no payments will be made hereunder to reimburse the Contractor for costs incurred for any purpose or for any services provided to any individual prior to the Effective Date of the Contract and no payments shall be made for expenses incurred by the Contractor for any services provided prior to the date on which the individual applies for services or (except as otherwise provided by the federal regulations) prior to a determination that the individual is eligible for such services.
- 8. Conditions of Purchase: Notwithstanding anything to the contrary contained in the Contract, nothing herein contained shall be deemed to obligate or require the Department to purchase services hereunder at a rate which reimburses the Contractor in excess of the Contractor's costs, at a rate which exceeds the amounts reasonable and necessary to assure the quality of such service, or at a rate which exceeds the rate charged by the Contractor to ineligible individuals or other third party funders for such service. If at any time during the term of this Contract or after receipt of the Final Expenditure Report hereunder, the Department shall determine that the Contractor has used payments hereunder to reimburse items of expense other than such costs, or has received payment in excess of such costs or in excess of such rates charged by the Contractor to ineligible individuals or other third party funders, the Department may elect to:
 - 8.1 Renegotiate the rates for payment hereunder, in which event new rates shall be established;
 - **8.2** Deduct from any future payment to the Contractor the amount of any prior reimbursement in excess of costs;

Contractor Initials: A

8.3 Demand repayment of the excess payment by the Contractor in which event failure to make such repayment shall constitute an Event of Default hereunder. When the Contractor is permitted to determine the eligibility of individuals for services, the Contractor agrees to reimburse the Department for all funds paid by the Department to the Contractor for services provided to any individual who is found by the Department to be ineligible for such services at any time during the period of retention of records established herein.

RECORDS: MAINTENANCE, RETENTION, AUDIT, DISCLOSURE AND CONFIDENTIALITY:

- **9. Maintenance of Records**: In addition to the eligibility records specified above, the Contractor covenants and agrees to maintain the following records during the Contract Period:
 - **9.1 Fiscal Records:** books, records, documents and other 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 during the Contract Period, said records to be maintained in accordance with accounting procedures and practices which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
 - **9.2 Statistical Records:** Statistical, enrollment, attendance or visit records for each recipient of services during the Contract Period, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
 - **9.3 Medical Records:** Where appropriate and as prescribed by the Department regulations, the Contractor shall retain medical records on each patient/recipient of services.
- 10. Audit: Contractor shall submit an annual audit to the Department within 60 days after the close of the Contractor fiscal year. It is recommended that the report be prepared in accordance with the provision of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.
 - **10.1 Audit and Review:** 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 shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts.
 - **10.2 Audit Liabilities**: In addition to and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department, all payments made under the Contract to which exception has been taken or which have been disallowed because of such an exception.
- 11. Confidentiality of Records: All information, reports, and records maintained hereunder or collected in connection with the performance of the services and the Contract shall be confidential and shall not be disclosed by the Contractor, provided however, that pursuant to state laws and the regulations of the Department regarding the use and disclosure of such information, disclosure may be made to public officials requiring such information in connection with their official duties and for purposes directly connected to the administration of the services and the Contract; and provided further, that the use or disclosure by any party of any information concerning a recipient for any purpose not directly connected with the administration of the Department or the Contractor's responsibilities with respect to purchased services hereunder is prohibited except on written consent of the recipient, his attorney or guardian.

Notwithstanding anything to the contrary contained herein the covenants and conditions contained in the Paragraph shall survive the termination of the Contract for any reason whatsoever.

Contractor Initials: TA

Date: 04/02/13

- **12. Reports: Fiscal and Statistical**: The Contractor agrees to submit the following reports at the following times if requested by the Department.
 - **12.1 Interim** Financial Reports: Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.
 - **12.2 Final Report:** A final report shall be submitted within thirty (30) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.
- 13. Completion of Services: Disallowance of Costs: 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) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.
- **14. Credits**: All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:
 - **14.1** 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.

15. Prior Approval and Copyright Ownership:

All materials (written, video, audio) produced or purchased under the contract shall have prior approval from DHHS before printing, production, distribution or use. The DHHS will retain copyright ownership for any and all original materials produced, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports. Contractor shall not reproduce any materials produced under the contract without prior written approval from DHHS.

- 16. Operation of Facilities: Compliance with Laws and Regulations: In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Contract the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.
- 17. Subcontractors: The Contractor remains fully responsible for the obligations, services and functions performed by its subcontractors, including being subject to any remedies contained in this Agreement, to the same extent as if such obligations, services and functions were performed by Contractor employees, and for the purposes of this Agreement such work will be deemed performed by the Contractor.

DHHS reserves the right to require the replacement of any subcontractor found by DHHS to be unacceptable or unable to meet the requirements of this Agreement, and to object to the selection of a subcontractor. DHHS reserves the right to require the replacement of any subcontractor found by DHHS to be unacceptable or unable to meet the requirements of this Agreement, and to object to the selection of a subcontractor.

Contractor Initials: The Date: 04/02/13

The Contractor shall do the following:

- The Contractor shall have a written agreement between the Contractor and the subcontractor that specifies the activities and responsibilities delegated to the subcontractor; its transition plan in the event of termination and provisions for revoking delegation or imposing other sanctions if the subcontractor's performance is inadequate.
- The Contractor shall evaluate the prospective subcontractor's ability to perform the activities to be delegated.
- The Contractor shall monitor the subcontractor's performance on an ongoing basis and subject it to formal review according to a periodic schedule established by DHHS, consistent with industry standards and State laws and regulations.
- The Contractor shall audit the subcontractor's care systems at least annually and when there is a substantial change in the scope or terms of the subcontract agreement.
- The Contractor shall identify deficiencies or areas for improvement, if any, with respect to which the Contractor and the subcontractor shall take corrective action.
- The Contractor shall monitor the performance of its subcontractors on an ongoing basis and ensure that performance is consistent with the Agreement between the Contractor and DHHS.
- If the Contractor identifies deficiencies or areas for improvement are identified, the Contractor shall notify DHHS and take corrective action within seven (7) calendar days of identification. The Contractor shall provide DHHS with a copy of the Corrective Action Plan, which is subject to DHHS approval.

The subcontractor further agrees to indemnify and hold harmless DHHS and its employees against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses which may in any manner accrue against DHHS or its employees through intentional misconduct, negligence, or omission of the subcontractor, its agents, officers, employees or contractors.

Contractor Initials: 115

Date: 04/02/13

SPECIAL PROVISIONS - DEFINITIONS

As used in the Contract, the following terms shall have the following meanings:

COSTS: Shall mean those direct and indirect items of expense determined by the Department to be allowable and reimbursable in accordance with cost and accounting principles established in accordance with state and federal laws, regulations, rules and orders.

DEPARTMENT: NH Department of Health and Human Services.

PROPOSAL: If applicable, shall mean the document submitted by the Contractor on a form or forms required by the Department and containing a description of the Services to be provided to eligible individuals by the Contractor in accordance with the terms and conditions of the Contract and setting forth the total cost and sources of revenue for each service to be provided under the Contract.

UNIT: For each service that the Contractor is to provide to eligible individuals hereunder, shall mean that period of time or that specified activity determined by the Department and specified in Exhibit B of the Contract.

FEDERAL/STATE LAW: Wherever federal or state laws, regulations, rules, orders, and policies, etc. are referred to in the Contract, the said reference shall be deemed to mean all such laws, regulations, etc. as they may be amended or revised from the time to time.

SUPPLANTING OTHER FEDERAL FUNDS: The Contractor guarantees that funds provided under this Contract will not supplant any existing federal funds available for these services.

Contractor Initials:

Date: 04/02/13

STANDARD EXHIBIT C-1

ADDITIONAL SPECIAL PROVISIONS

1. Subparagraph 4 of the General Provisions of this contract, Conditional Nature of Agreement, is replaced as follows:

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including without limitation, the continuance of payments, in whole or in part, under this Agreement are contingent upon continued appropriation or availability of funds, including any subsequent changes to the appropriation or availability of funds affected by any state or federal legislative or executive action that reduces, eliminates, or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope of Services provided in Exhibit A, Scope of Services, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of appropriated or available funds. In the event of a reduction, termination or modification of appropriated or available funds, the State shall have the right to withhold payment until such funds become available, if ever. The State shall have the right to reduce, terminate or modify services under this Agreement immediately upon giving the Contractor notice of such reduction, termination or modification. The State shall not be required to transfer funds from any other source or account into the Account(s) identified in block 1.6 of the General Provisions, Account Number, or any other account, in the event funds are reduced or unavailable.

2. Subparagraph 10 of the General Provisions of this contract, Termination, is amended by adding the following language;

- 10.1 The State may terminate the Agreement at any time for any reason, at the sole discretion of the State, 30 days after giving the Contractor written notice that the State is exercising its option to terminate the Agreement.
- 16.2 In the event of early termination, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement, including but not limited to, identifying the present and future needs of effects receiving services under the Agreement and establishes a process to meet those needs.
- 16.3 The Contractor shall fully cooperate with the State and shall promptly provide detailed information to support the Transition Plan including, but not limited to, any information or data requested by the State related to the termination of the Agreement and Transition Plan and shall provide ongoing communication and revisions of the Transition Plan to the State as requested.

- 1.4 In the event that services under the Agreement, including but not limited to clients receiving services under the Agreement are transitioned to having services delivered by another entity including contracted providers or the State, the Contractor shall provide a process for uninterrupted delivery of services in the Transition Plan.
- 1.5 The Contractor shall establish a method of notifying clients and other affected in lividuals about the transition. The Contractor shall include the proposed communications in its Transition Plan submitted to the State as described above.
- 3. Subparagraph 14.1.1 of the General Provisions of this contract is deleted and the following subparagraph is added:
 - property damage, in amounts of not less than \$250,000 per claim and \$1,000,000 per or currence and excess/umbrella liability coverage in the amount of \$1,000,000 per or currence.

STANDARD EXHIBIT D

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS

US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS US DEPARTMENT OF EDUCATION - CONTRACTORS US DEPARTMENT OF AGRICULTURE - CONTRACTORS

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989 regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691), and require certification by grantees (and by inference, sub-grantees and sub-contractors), prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a grantee (and by inference, sub-grantees and sub-contractors) that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. Contractors using this form should send it to:

Commissioner
NH Department of Health and Human Services
129 Pleasant Street,
Concord, NH 03301-6505

- (A) The grantee certifies that it will or will continue to provide a drug-free workplace by:
 - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

NH DHHS, Office of Business Operations Standard Exhibit D – Certification Regarding Drug Free Workplace Requirements January 2009 Page 1 of 2 Contractor Initials: 77

Date: 04/02/13

- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

done in connection with the specific grant.	the site(s) for the perior	mance of work
Place of Performance (street address, city, county, state, zip	code) (list each location	า)
510 Chestnut St. Unit 200, Manchester, NH.03101		
Check $\ \square$ if there are workplaces on file that are not identifi	ed here.	
Bhutanese Community of New Hampshire	From: 10/1/2012	To: 9/30/2013

(Period Covered by this Certification)

Tika Acharya, Excutive Director

(Contractor Name)

Page 2 of 2

(Name & Title of Authorized Contractor Representative)

(Contractor Representative Signature)

04/02/13 (Date)

Contractor Initials:

Date: 04/02/13

NH DHHS, Office of Business Operations
Standard Exhibit D – Certification Regarding Drug Free Workplace Requirements
January 2009

STANDARD EXHIBIT E

CERTIFICATION REGARDING LOBBYING

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS **US DEPARTMENT OF EDUCATION - CONTRACTORS US DEPARTMENT OF AGRICULTURE - CONTRACTORS**

Programs (indicate applicable program covered):

- *Temporary Assistance to Needy Families under Title IV-A
- *Child Support Enforcement Program under Title IV-D
- *Social Services Block Grant Program under Title XX
- *Medicaid Program under Title XIX
- *Community Services Block Grant under Title VI
- *Child Care Development Block Grant under Title IV

Contract Period: 10/01/12 through 09/30/13

The undersigned certifies, to the best of his or her knowledge and belief, that:

- No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or subcontractor).
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or subcontractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-I.)
- (3) The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(Contractor Representative Signature)

NH DHHS. Office of Business Operations

Tika Acharya, Executive Director

(Authorized Contractor Representative Name & Title)

Bhutanese Community of New Hampshire

04/02/2013

(Contractor Name)

(Date)

Contractor Initials: 1

Standard Exhibit E – Certification Regarding Lobbying January 2009

NH Department of Health and Human Services STANDARD EXHIBIT F

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Office of the President, Executive Order 12549 and 45 CFR Part 76 regarding Department, Suspension, and Other Responsibility Matters, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

INSTRUCTIONS FOR CERTIFICATION

- 1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
- 2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a cortification or an explanation shall disqualify such person from participation in this transaction.
- 3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS n ay terminate this transaction for cause or default.
- 4. The prospective primary participant shall provide immediate written notice to the DHHS arency to whom this proposal (contract) is submitted if at any time the prospective p imary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- 5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out it the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
- 6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter ir to any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, authorized by DHHS. unless

Contractor Initials: TR _______

NH DHHS, Offic∈ of Business Operations

Standard Exhibit F -

Certification Regarding Debarment, Suspension and Other Responsibility Matters January 2009

Page 1 of 3

- 7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Valuntary Exclusion Lower Tier Covered Transactions," provided by DHHS, without in additional in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- 8. / participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, in eligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
- 9. Nothing contained in the foregoing shall be construed to require establishment of a sistem of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- 10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Finderal government, DHHS may terminate this transaction for cause or default.

PRIMARY CC VERED TRANSACTIONS

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (. have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (I)(b) of this certification; and
 - (have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Vincre the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this pipposal (contract).

NH DHHS, Offic of Business Operations
Standard Exhibit

Certification Regarding Debarment, Suspension and Other Responsibility Matters

January 2009 Page 2 of 3 Contractor Initials: 74

Date: 04/02/13

LOWER TIER COVERED TRANSACTIONS

By supring and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).

The respective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Inelia bility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

(Contractor Representative Signature)

Tika Acharya, Executive Director

(Authorized Contractor Representative Name & Title)

Bhutanese Community of New Hampshire

04/02/2013

(Contractor N ne)

indinty of

(Date)

NH DHHS, Offic of Business Operations

Standard Exhibit = -

Certification Recording Debarment, Suspension and Other Responsibility Matters

January 2009 Page 3 of 3 Date: 64/02/13

Contractor Initials:_

STANDARD EXHIBIT G

<u>CERTIFICATION REGARDING</u> THE AMERICANS WITH DISABILITIES ACT COMPLIANCE

The Contractor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

		al (contract) the Contractor agrees to make reasonable provisions of the Americans with Disabilities Act of
	l-Adray	Tika Acharya, Executive Director
(Contract	tor Representative Signature)	(Authorized Contractor Representative Name & Title)
Bhutane	ese Community of New Hampshire	April 2, 2013

(Date)

(Contractor Name)

STANDARD EXHIBIT H

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Contractor identified in Section 1.3 of the General Provisions agrees, by signature of the Contractor's representative as identified in Section 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this contract, the Contractor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.

Tika Acharya, Executive Director

(Contractor Representative Signature)

(Authorized Contractor Representative Name & Title)

Bhutanese Community of New Hampshire

April 2, 2013

(Contractor Name)

(Date)

Contractor Initials: TA

Date: 04/02/13

STANDARD EXHIBIT I HEALTH INSURANCE PORTABILITY AND ACCOUNTABILTY ACT BUSINESS ASSOCIATE AGREEMENT

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 and those parts of the HITECH Act applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

BUSINESS ASSOCIATE AGREEMENT

(1) <u>Definitions</u>.

- a. "Breach" shall have the same meaning as the term "Breach" in Title XXX, Subtitle D. Sec. 13400.
- b. "Business Associate" has the meaning given such term in section 160.103 of Tile 45, Code of Federal Regulations.
- c. "Covered Entity" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "<u>Designated Record Set</u>" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "<u>Data Aggregation</u>" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "Health Care Operations" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "HITECH Act" means the Health Information Technology for Economic and Clinical Health Act, TitleXIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164.
- i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "<u>Privacy Rule</u>" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.

Contractor Initials: 4

Standard Exhibit I – HIPAA Business Associate Agreement September 2009
Page 1 of 6

- k. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR Section 164.501, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- 1. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.501.
- m. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. <u>"Unsecured Protected Health Information"</u> means protected health information that is not secured by a technology standard that renders protected health information unusable, unreasonable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) Use and Disclosure of Protected Health Information.

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, the Business Associate shall not, and shall ensure that its directors, officers, employees and agents, do not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
 - I. For the proper management and administration of the Business Associate;
 - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
 - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HITECH Act, Subtitle D, Part 1, Sec. 13402 of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

Contractor Initials: TA

Date: 04/02/13

e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

(3) Obligations and Activities of Business Associate.

- a. Business Associate shall report to the designated Privacy Officer of Covered Entity, in writing, any use or disclosure of PHI in violation of the Agreement, including any security incident involving Covered Entity data, in accordance with the HITECH Act, Subtitle D, Part 1, Sec. 13402.
- b. The Business Associate shall comply with all sections of the Privacy and Security Rule as set forth in, the HITECH Act, Subtitle D, Part 1, Sec. 13401 and Sec.13404.
- c. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- d. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section (3)b and (3)k herein. The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard provision #13 of this Agreement for the purpose of use and disclosure of protected health information.
- e. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- f. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- g. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.

Contractor Initials: 7A

Date: 09/02/13

- h. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- i. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- j. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
- k. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

(4) Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

Contractor Initials: TA

Date: 64/13/12

(5) <u>Termination for Cause</u>

In addition to standard provision #10 of this Agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit I. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

(6) Miscellaneous

- a. <u>Definitions and Regulatory References</u>. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, and the HITECH Act as amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. <u>Amendment</u>. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. <u>Data Ownership</u>. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. <u>Interpretation</u>. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule and the HITECH Act.
- e. <u>Segregation</u>. If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. <u>Survival</u>. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section 3 k, the defense and indemnification provisions of section 3 d and standard contract provision #13, shall survive the termination of the Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Exhibit I.

Department of Health and Human Services Office of Minority Health and Refugee Affairs	Bhutanese Community of NH
The State Agency Name	Name of the Contractor
1. de Deel	li Achay
Signature of Authorized Representative	Signature of Authorized Representative
Trinidad Tellez Name of Authorized Representative	Tika Acharya
Name of Authorized Representative	Name of Authorized Representative
Director	Executive Director
Title of Authorized Representative	Title of Authorized Representative
44 1 3	
4/4/13	04/02/2013
Date	Date

STANDARD EXHIBIT J

CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) COMPLIANCE

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

- 1) Name of entity
- 2) Amount of award
- 3) Funding agency
- 4) NAICS code for contracts / CFDA program number for grants
- 5) Program source
- 6) Award title descriptive of the purpose of the funding action
- 7) Location of the entity
- 8) Principle place of performance
- 9) Unique identifier of the entity (DUNS #)
- 10) Total compensation and names of the top five executives if:
 - a. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
 - b. Compensation information is not already available through reporting to the SEC.

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

I in Alley	Tika Acharya, Executive Director	
(Contractor Representative Signature)	(Authorized Contractor Representative Name & Title)
Bhutanese Community of New Hampshire	04/02/2013	
(Contractor Name)	(Date)	
	Contractor initials: TA Date: 04/02/13 Page #(of Page #	_

STANDARD EXHIBIT J

FORM A

As the Contractor identified in Section 1.3 of the General Provisions, I certify that the responses to the below listed questions are true and accurate.

below listed questions are true	and accurate.	
1. The DUNS number for your	entity is:	0783995560000
receive (1) 80 percent or more or grants, sub-grants, and/or coope	of your annual gross reve erative agreements; and (2)	ed fiscal year, did your business or organization nue in U.S. federal contracts, subcontracts, loans 2) \$25,000,000 or more in annual gross revenues subgrants, and/or cooperative agreements?
<u>x</u> NO	YES	
I	f the answer to #2 abov	e is NO, stop here
If the answ	er to #2 above is YES,	please answer the following:
or organization through periodic	reports filed under secti	compensation of the executives in your business ion 13(a) or 15(d) of the Securities Exchange Ace Internal Revenue Code of 1986?
NO		YES
I	f the answer to #3 above	e is YES, stop here
If the answ	ver to #3 above is NO, p	olease answer the following:
4. The names and compensation organization are as follows:	of the five most highly	compensated officers in your business or
Name:		Amount:

Contractor initials: 17

Date: 04/02/13

Page # 2 of Page # 2

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that Bhutanese Community of New Hampshire is a New Hampshire nonprofit corporation formed October 14, 2011. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.

In 7 st

In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 10th day of October, A.D. 2012

William M. Gardner Secretary of State

CERTIFICATE OF VOTE (Corporation without Seal)

ı, <u>Rudra Timsina</u>	, do hereby certify that:
(Name of Clerk of the Corporation; cannot be	contract signatory)
(Corporation 2. The following are true copies of two resolutions)	ns duly adopted at a meeting of the Board of
Directors of the Corporation duly held on 01	/02/2013: ate)
,	,
RESOLVED: That this Corporation enter into a co acting through its Department of Health and Hum	•
Social service	es.
RESOLVED: That the Executive Director	
(Title of Contract S	Signatory)
is hereby authorized on behalf of this Corporation and to execute any and all documents, agreement revisions, or modifications thereto, as he/she may	s and other instruments, and any amendments,
3. The forgoing resolutions have not been amend as of the 2nd day of April , 2013 (Date Contract Signed)	ded or revoked, and remain in full force and effect $\underline{3}$.
4. Tika Acharya is the duly e	
(Name of Contract Signatory)	(Title of Contract Signatory)
of the Corporation.	Monday
STATE OF NEW HAMPSHIRE	(Signature of Clerk of the Corporation)
County of Hillsborough	
The forgoing instrument was acknowledged befor	e me this <u>00 nd</u> day of <u>Apr. 1</u> , 20 <u>13</u> ,
By (Name of Cierk of the Corporation)	CLEUZIMAR SILVA NOTARY PUBLIC STATE OF NEW HAMPSHIRE
(NOTARY SEAL)	MY CONSISSION EXPLIPS MAY 31 - 3013 of the Peace)
(NOTALL SEAS)	Commission Expires:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 1/30/2013

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

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

	IODUCER	NAME: Gail Do	ouglas			
	ton & Berube Insurance Agency, Inc.	PHONE (A/C, No. Ext):603-67	73-0500	FAX (A/C, No):603-67	73-7458
	5 Nashua Street Iford NH 03055	ADDRESS:gdouglas	s@eatonber	ube.com		·
[""	1014 1411 00000		_	RDING COVERAGE		NAIC#
		INSURER A : Peerles	ss Insurance	Co		24198
INS	SURED BHUCO	INSURER B: Riverpo				
Rh	outanese Community of New Hampshire	INSURER C:	ZI III OGI GI I OC			
	0 Chestnut Street	INSURER D :				
Ma	anchester NH 03103	INSURER E:				
1	•					
느	OVERAGES CERTIFICATE NUMBER: 1116749055	INSURER F:		REVISION NUMBER:		
,	THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HANDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORD EXCLUSIONS AND CONDITIONS OF SUCH POLICIES LIMITS SHOWN MAY HAVE TYPE OF INSURANCE INSUR WYD POLICY NUMBER	OF ANY CONTRACT	T OR OTHER ES DESCRIBE PAID CLAIMS	DOCUMENT WITH RESPE D HEREIN IS SUBJECT T	ECT TO	WHICH THIS
Α.	GENERAL LIABILITY Y CBP1066906	8/16/2012	8/16/2013	EACH OCCURRENCE	\$10000	100
	X COMMERCIAL GENERAL LIABILITY			DAMAGE TO RENTED	\$10000	
	CLAIMS-MADE X OCCUR			PREMISES (Ea occurrence)		
l	CLAIMS-MADE COCCUR		1	MED EXP (Any one person)	\$15000	
ĺ			1	PERSONAL & ADV INJURY	\$10000	
			1	GENERAL AGGREGATE	\$20000	
	GENL AGGREGATE LIMIT APPLIES PER:		1	PRODUCTS - COMP/OP AGG	\$20000 \$	00
	POLICY JECT LOC			COMBINED SINGLE LIMIT	- -	
				(Ea accident) BODILY INJURY (Per person)	\$ \$	
	ANY AUTO ALL OWNED SCHEDULED	!	ĺ		-	
	AUTOS AUTOS NON-OWNED			PROPERTY DAMAGE		
	HIRED AUTOS AUTOS			(Per accident)	\$	
					\$	
	UMBRELLA LIAB OCCUR			EACH OCCURRENCE	\$	
	EXCESS LIAB CLAIMS-MADE			AGGREGATE	\$	
	DED RETENTION\$			WO OTATIL	\$	
3	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N WC288300561200	8/16/2012	8/16/2013	X WC STATU- OTH- TORY LIMITS ER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE Y N / A		1	E.L. EACH ACCIDENT	\$500,000	0
	(Mandatory in NH)			E.L. DISEASE - EA EMPLOYEE	\$500,000	0
	It yes, describe under DESCRIPTION OF OPERATIONS below			E.L. DISEASE - POLICY LIMIT	\$500,000	0
Non	CRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks St Owned & Hired Auto Liability \$1,000,000 kers Comp - NH Officer Exclued: Tika Acharya	chedule, if more space is	required)			
CEP	RTIFICATE HOLDER (CANCELLATION				
<u> </u>	OMHRA, DHHS 97 Pleasant St	SHOULD ANY OF THE EXPIRATION ACCORDANCE WIT	DATE THE	SCRIBED POLICIES BE CAREOF, NOTICE WILL BY PROVISIONS.		
		AUTHORIZED REPRESEN	_			

Bhutanese Community of New Hampshire

510 Chestnut Street Manchester, NH 03101

Phone: (603) 232-1829 <u>www.bhutanesecommunitynh.org</u>

Email: bcnh@bhutanesecommunitynh.org

BCNH Board of Directors:

s/n	Name	Location
1	Bhagirath Khatiwada	Concord, NH
2	Krishna Nepal	Manchester, NH
3	Bir Jogi	Laconia, NH
4	Leela Rai	Concord, NH
5	Ishori Nepal	Manchester, NH
6	Pema Tamang	Concord, NH
7	Rup Timsina	Concord, NH
8	Damu Timsina	Laconia, NH

Bhutanese Community of New Hampshire

510 Chestnut Street Manchester, NH 03101

Email: bcnh@bhutanesecommunitynh.org Phone: (603) 232-1829 www.bhutanesecommunitynh.org

Mission Statement

The mission of Bhutanese Community of New Hampshire (BCNH) is to consistently and effectively provide excellent accessible community services to all refugee communities resettled and in the process of resettling in New Hampshire. These services help refugee communities in New Hampshire to obtain the basic resources, community base services, and dissemination of information related to various jobs, skills and health trainings to build productive and self-sufficient resettled community in the state.

In a nutshell, the central mission of BCNH is to create enduring legacy for future generations of Bhutanese community in New Hampshire through stewardship of Bhutanese heritage.

Mission: To create enduring legacy for future generation of Bhutanese Community in New Hampshire through stewardship of Bhutanese heritage



New Hampshire Refugee Social Services #13-OMHRA-RSS-5

APPENDIX C

BUDGET FORM

New Hampshire Refugee Social Services #13-OMHRA-RSS-5 COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: BCNH/Social Services

Budget Period: 10/01/2012-06/30/2013

			·		
Line Item		Indirect Fixed			Allocation Method for Indirect/Fixed Cost
Total Salary/Wages	\$ 31,101.00	\$ 4,665.00	\$	35,766.00	
Employee Benefits	\$ 6,220.00	\$ 933.00	\$	7,153.00	
3. Consultants	\$ -	\$ -	\$		
4. Equipment:	\$ 	\$ -	\$	-	
Rental	\$ -	\$ -	\$		
Repair and Maintenance	\$ -	\$ •	\$		
Purchase/Depreciation	\$ -	\$	\$	-	
5. Supplies:	\$ 273.00		\$	273.00	
Educational	\$ •	\$ -	\$		
Lab	\$ -	\$ -	\$		
Pharmacy	\$ -	\$ -	\$	-	
Medical	\$ -	\$	\$	-	
Office	\$ -	\$ -	\$	-	
6. Travel	\$ 614.00	\$ -	\$	614.00	
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	\$ 	\$ -	\$	-	
13. Other (specific details					
mandatory):	\$ 2,160.00	\$ 	\$	2,160.00	
	\$ 	\$ 	\$_		
	\$ -	\$ 	\$		
	\$ 	\$ 	69		
	\$ 	\$ 	\$		
TOTAL	\$ 40,368.00	\$ 5,598.00	\$	45,966.00	

Indirect As A Percent of Direct

13.9%

It is not necessary to enter anything in the total column or row, as all totals will auto-calculate



New Hampshire Refugee Social Services #13-OMHRA-RSS-5

APPENDIX C

BUDGET FORM

New Hampshire Refugee Social Services #13-OMHRA-RSS-5 COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: BCNH/Social Servics

Budget Period: 07/01/2013-09/30/2013

Line Item *	Inc	Direct remental			Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$	10,367.00	1,555.00	\$	11,922.00	
Employee Benefits	\$	2,073.00	311.00	\$	2,384.00	
3. Consuitants			\$ -	69	-	
4. Equipment:	\$	-	\$ •	\$	-	
Rental	\$	-	\$ -	\$	-	
Repair and Maintenance	\$	-	\$ •	\$	-	
Purchase/Depreciation	\$	-	\$ -	\$	-	
5. Supplies:	\$	94.44	\$ -	\$	94.44	
Educational	\$	-	\$ -	\$	-	
Lab	\$	-	\$ -	\$	-	
Pharmacy	\$	-	\$ -	\$	-	
Medical	\$	-	\$ -	\$	-	
Office	\$	-	\$ -	\$	-	
6. Travel	\$	227.00	\$ -	\$	227.00	
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	\$	-	\$ -	\$	-	
13. Other (specific details						
mandatory):	\$	720.00	\$ 	\$	720.00	
	\$	-	\$ -	\$		
	\$		\$ 	\$		
	\$	•	\$ 45	\$		
	\$	-	\$ -	\$		
TOTAL	\$	13,481.44	\$ 1,866.00	\$	15,347.44	

Indirect As A Percent of Direct

13.8%

It is not necessary to enter anything in the total column or row, as all totals will auto-calculate



New Hampshire Refugee Social Services #13-OMHRA-RSS-5

New Hampshire Refugee Social Services #13-OMHRA-RSS-5 COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: BCNH/Socail services

Budget Period: 10/01/2012-09/30/2013

				<u> </u>		
Line Kem	Inc		Indirect Fixed		The second secon	Allocation Method for Indirect/Fixed Cost
Total Salary/Wages	\$	41,468.00	6,220.00		47,688.00	
2. Employee Benefits	\$	8,293.00	1,244.00	\$	9,537.00	
3. Consultants	\$	_	\$ -	\$	-	
4. Equipment:	\$		\$ -	\$	-	
Rental	\$	-	\$ -	\$	-	
Repair and Maintenance	\$	-	\$ -	\$	-	
Purchase/Depreciation	\$	-	\$ -	\$		
5. Supplies:	\$	367.44	\$	\$	367.44	
Educational	\$	-	\$ -	\$	-	
Lab	\$	_	\$ -	\$		
Pharmacy	\$	-	\$ -	\$	-	
Medical	\$	′ -	\$ -	\$	-	
Office	\$	-	\$ -	\$	-	
6. Travel	\$	841.00	\$ _	\$	841.00	
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	\$	-	\$ -	\$	-	
13. Other (specific details						
mandatory):	\$	2,880.00		\$	2,880.00	
	\$	-	\$ -	\$	-	
	\$	-	\$ -	\$	_	
	\$	-	\$ 	\$	-	
	\$	-	\$ 	\$	-	
TOTAL	\$	53,849.44	\$ 7,464.00	\$	61,313.44	

Indirect As A Percent of Direct

13.9%

APPENDIX C

BUDGET FORM

It is not necessary to enter anything in the total column or row, as all totals will auto-calculate

BCNH Budget Justification Social Services 10/1/12 to 09/30/13

BCNH Budget Justin	In-Kind		4
	Amount	Amount	Explanation
A. Personnel		\$41,468.00	1 FTE of \$35,000(37.5 hours/week) Program Coordinator salary for 12 months plus .125 FTE of \$52,000 Program Director salary for 12 months.
B. Employee Benefits		\$8,29300	Benefits calculated at 20%
C. Travel	_	\$841.00	1682 miles at \$.50 per mile
D. Equipment			
E. Supplies		\$367.44	Total supplies estimated for 12 months to meet the cost for printing papers, cartridge, files and folders.
F. Contractual			
G. Construction— N/A	_	_	
H. Other		\$2,880.00	\$480 for Telephone (\$40/m) for 12 months and \$2400 for occupancy shares of the cost for 12 months.
I. Total Direct Charges		\$53,849.44	
J. Indirect Costs		\$7464.00	Indirect is calculated at 15% of Direct charges excluding operational to meet the cost for administration, financial reporting, and payroll and benefit management, book/records keeping. At no time do these expenditures include the cost of direct supervisory staff (budgeted directly by the program) or fund-raising expense.

BCNH Budget Justification Social Services 10/1/12 to 6/30/13

	In-Kind		
	Amount	Amount	Explanation
A. Personnel		\$31,101.00	1 FTE of \$35,000(37.5 hours/week) Program Coordinator
			salary for 9 months plus .125 FTE of \$52,000 Program
			Director salary for 9 months.
B. Employee Benefits		\$6,220.00	Benefits calculated at 20%
C. Travel		\$614.00	1228 miles at \$.50 per mile
D. Equipment			
E. Supplies		\$273.00	Total supplies estimated for nine months to meet the cost for
			printing papers, cartridge, files and folders.
F. Contractual	_		
G. Construction—N/A			
H. Other		\$2160.00	\$360 for Telephone (\$40/m) for 9 months and \$ 1800 for
			occupancy shares of the cost for 9 months.
I. Total Direct Charges		\$40368.00	
J. Indirect Costs		\$5,598.00	Indirect is calculated at 15% of Direct charges excluding
			operational to meet the cost for administration, financial
			reporting, and payroll and benefit management, book/records
			keeping. At no time do these expenditures include the cost of
			direct supervisory staff (budgeted directly by the program) or
			fund-raising expense.

BCNH Budget Justification—SS 7/1/13 to 9/30/13

3	In-Kind		The state of the s
·····································	Amount	Amount	Explanation
A. Personnel		\$10367.00	1 FTE of \$35,000(37.5 hours/week) Program Coordinator
			salary for 3 months plus .125 FTE of \$52,000 Program
			Director salary for 3 months
B. Employee Benefits		\$2073.00	Benefits calculated at 20%
C. Travel		\$227.00	454 miles at \$.50 per mile
D. Equipment			
E. Supplies.		\$94.44	Total supplies estimated for nine months to meet the cost for printing papers, cartridge, files and folders.
F. Contractual			
G. Construction—N/A			
H. Other		\$720.00	\$120 for Telephone and \$600 for occupancy for 3 months.
I. Total Direct Charges		\$13481.44.	_

J. Indirect Costs	\$1866.	Indirect is calculated at 15%see above

New Hampshire Refugee Social Services # 13-OMHRA-RSS-5

APPENDIX B

STAFF LIST FORM

New Hampshire Department of Health and Human Services, Office of Minority Health & Refugee Affairs

COMPLETE ONE STAFF LIST FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: Social Services/BCNH

Refugee Social Services Name of RFP:

26,238.00 4.863.00 Fonded by this from Office Rouns (contract for Squires for par Week Burget Forda 26238.00 4863.00 37.5 Gurrent Individual In of 1st Day of Bildget: 10/01/12-6/30/13 \$17.94 \$25.00 Narapati Poudyal **Budget Period:** Tika Ahcarya Position Title Program Coordinator Executive Director

Please note, this form will NOT calculate.

Total Salanes by

\$31,101.00

80.00

\$31,101.00

New Hampshire Refugee Social Services # 13-OMHRA-RSS-5

APPENDIX B

STAFF LIST FORM

New Hampshire Department of Health and Human Services. Office of Minority Health & Refugee Affairs

COMPLETE ONE STAFF LIST FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: Social Services/BCNH

Name of RFP: Refugee Social Services

	Budget Perlod:	07/01/13-9/30/13					
4	0	ပ	۵	w	11_	9	T
Position Title	curent mdividuation Position	Projected firty Rate as Funded by this from Other (if blocks) of fat Day of Budget Hours contract for Sources for Total Salaras multiple Pariod All Sources sites)	Hours ber Weak	Proj. Amnt Furrded by this contract for Budget Perfou	Proj. Amount from Culher Sources for Budget Period	fotal Salatins Alf Sources	Site. In bidder has mulliple sites)
Program Coordinator Narapati Poudyal Executive Director Tika Ahcarya	Narapati Poudyal Tika Ahcarya	\$17.94	37.5	8742.C0 1625.00		8742.00 1625 00	
Total Salaries by source				\$10,367.00	\$0.00	\$10367.00	

Source
Please note, this form will NOT calculate.

Narapati Poudyal

Objective:

To make an immediate and positive contribution to a team of individuals that will accomplish organizational objectives for growth and integrity.

Skills:

- Knowledge and experience to assist newly arrived refugees in Manchester to access the available social services including housing, food, cash, medical, immigration and education.
- Ability to recognize and anticipate behavioral changes with regards to refugee and low income population.
- Possess necessary skills to describe, document and reports individual cases with regards to goal achievements and overall progress.
- Speak Nepali, Hindi, English and interpretation skill as well.
- Computer Hardware & Networking, Graphic Design (Adobe PageMaker, Adobe Photoshop, Corel Draw, Macromedia Freehand), and MCSE, LINUX skills

Experience:

Somali Development Center Bhutanese Case Manager

Manchester, NH March 2011-Oct 2012

· Assisting needy individuals and families of Bhutanese refugee.

Assured Computing Technologies: Computer Technician

July 2010 - March 2011

- Technical development and customer services to Retail stores, hotels and restaurants, and other private offices in New England region.
- In-house Office Administrative and computing support including software, hardware and networking.

International Institute of NH:

July 2009- June 2010.

Case Management- Intern. Work Experience program of NHEP.

- Assist refugees in application for welfare benefits in DHHS, Social security cards and income, setting up gas and utilities, liaison with various property management and land lords in coordination with the staff of IINH.
- Assist refugees to access health benefits from Health Department, hospitals and clinics.
- Perform administrative function as receptionist in the office.
- Bridge the gap between the agencies, volunteers and refugees in the city.
- · Arrange refugees' referrals to various stake holders in human,

social and medical services.

 Comprehensive guidance and counseling to youths, elders and disabled and help them navigate the appropriate resources to address their specific problems.

Bhutanese Community of NH: May 2010- May 2011 Coordinator- Legal and Immigration division, Manchester, NH.

- Worked closely with the Executive Director of BCNH to address the legal issues of the community members in liaison with volunteer attorney in the city.
- Helped more than 200 Bhutanese in Manchester to prepare and apply for Green card (PR) in coordination with New England Farm Workers' Council staff and BCNH central executive team.

Extin Development LLC: Assistant Manager- Part-Time.

Feb 2010- present.

- Assist tenant to prepare rental verification form and supply demanded documents to tenants- refugees and immigrants as per the requirement of DHHS, City of Manchester, Fuel Assistance program, NHEP program.
- Collect the rents, maintain book of tenant accounts and deposit the collection in the accounts of the firm.
- Collect, compile the complaints and detail problems of tenants and address it with the Manager/Owner.

Education: Cross Cultural Communication System Woburn, MA

Medical Interpretation Feb 2012 – May 2012

University of North Bengal West Bengal, India
Bachelor of Arts Aug. 02 – Aug. 05

Network Systems Jhapa, Nepal MCSE, LINUX Training June 08 –Dec. 08

Frontech Computer Institute

Jhapa, Nepal
Diploma in Hardware and Networking

Nov. 05 – March 07

Tikaram Acharya

Executive Director, Bhutanese Community of New Hampshire (part time) 3 years-current

- Overall management of this Community based non-profit organization to serve the newly arrived refugees in the state of New Hampshire, presently the service recipients are over 2000.
- Plan, organize, implement and control 5 projects with Board, Advisory council, executive committee (includes staff of 10) and over 20 volunteers.
- · Attend local and national conferences to develop this organization, grant sourcing and reporting and fund raise
- Recruitment of staff, volunteers, training and development of human capital.
- Starting organization from scratch and presently coordinating 10 staff members managing 6 projects.

PROFESSIONAL EXPERIENCE:

1.5 Years

Contract Manager: Health Profession Opportunity Project at NH-DHHS.

- Assists the Project Director with the daily operations of the NH Health Profession Opportunity Project (NH-HPOP).
- Collects, analyzes, and reports data on the performance of NH-HPOP program activities; creates adhoc reports as required by our federal funding entity, the Administration for Children and Families (ACF).
- Reviews, modifies and implements policies and procedures for program operations.
- Initiates, assembles and presents materials for use in the development of improved program objectives in conjunction with government agencies and other officials..
- Analyzes statistical and fiscal reports to ensure compliance with reporting requirements.
- Plans and monitors program activities, clarifying information to ensure uniformity and adherence to policies and procedures.
- Evaluates the development and implementation of operating procedures of new policy and payment systems and monitors services and costs.
- Reviews and presents program status reports and other informational reports for use by administrators in decision-making.
- Cooperates with state and federal officials to meet regulations governing agency programs.

Banker, Citizens Bank

1.5 years.

- Sales of Banking products- Assets and liabilities includes Insurance and Investment.
- Banking Basics education and outreach to minorities in the city of Manchester and Concord.
- Retained top 5 Bankers of the region consistently quarter to quarter during the tenure.

Refugee Congress Member: UNHCR-USA Volunteer

2 years- current.

- Advocate for Refugee population in USA
- Coordinate and support UNHCR to prepare program strategies.

Case Manager: New England Farm Workers' Council, Manchester NH.

1 year

Identifying the need, need analysis, exploring the appropriate educational/skill development program for the youths, forwarding the cases to the resource institution, follow up and post placement services. Effective management of the project including preparing reports to the donor agencies.

Case Worker: International Institute of NH, Manchester NH

.5 year

- Provide quality direct services to newly arrived refugee families daily basis
- Support IINH site Director, Employment Coordinator, and ESOL Coordinator
- Make refugee referrals to community social and welfare service agencies
- Interpret for Bhutanese refugees for health, social service, and legal appointments

Branch Sales Manager

Sunlife Insurance Company Ltd., Siliguri India

6 years

- Recruited and developed a pool of effective Life and Health Insurance Agents, representatives and Brokers for the
 assigned territory and maintained highest agents retention percentage in the branch.
- Expanded sales growth and achieved targets of US \$2.5 million premium collection annually
- Supervised 25 full-time Agency Managers and 10 commission-based licensed Business Associates
- Coordinated the management of over 500 licensed agents to aggressively prospect, qualify, and identify internal and external life and health care sales
- Effortlessly managed customer service team, facilitated claims resolution and customer care support
- Set up new branch office with complete business production in 3 months

EDUCATION/Certification:

Bachelor's of Science in Business Administration (Marketing)

2001.

St. Joseph's College

Darjeeling, University of North Bengal. India.