19

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6503
603-271-4612 1-800-852-3345 Ext. 4612
Fax: 603-271-4827 TDD Access: 1-800-735-2964

NH DIVISION OF Public Health Services
Improving health, preventing disease, reducing costs for all

Jeffrey A. Meyers
Commissioner

Lisa Morris
Director

June 6, 2017

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, to amend an existing agreement with the JSI Research and Training Institute, Inc, d/b/a Community Health Institute, (Vendor #161611-B001), 501 South St., 2nd Floor, Bow, NH 03304, to continue managing a diabetes prevention project and to hold at least one (1) training event for diabetes educators, by increasing the price limitation by $40,000 from $489,996 to $529,996 with no change to the completion date of June 30, 2018, effective upon Governor and Executive Council approval. This agreement was originally approved by Governor and Council on March 25, 2015 (Item #10), and subsequently amended on February 10, 2016 (Item #17). 100% Federal Funding.

Funds are anticipated to be available in SFY 2018 upon the availability and continued appropriation of funds in the future operating budget, with authority to adjust encumbrances between State Fiscal Years through the Budget Office, without further approval from the Governor and Executive Council, if needed and justified.

05-95-90-902010-1227 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, COMBINED CHRONIC DISEASE

State Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget	Increase/ (Decrease)	Modified Budget
2015	102-500731	Contracts for Prog Svc	90017417	$111,999	$0	$111,999
2016	102-500731	Contracts for Prog Svc	90017417	$121,999	$0	$121,999
2016	102-500731	Contracts for Prog Svc	90017117	$32,000	$0	$32,000
2017	102-500731	Contracts for Prog Svc	90017417	$111,999	$0	$111,999
2018	102-500731	Contracts for Prog Svc	90017417	$111,999	$0	$111,999
2018	102-500731	Contracts for Prog Svc	90017117	$0	$40,000	$40,000
			Total	**$489,996**	**$40,000**	**$529,996**

EXPLANATION

The purpose of this request is to add funding and add a training event for diabetes educators on how to promote the use of nationally accredited and recognized Diabetes Self-Management Education (DSME) programs to the healthcare community and people with diabetes. The training event is in line with the overall scope of the contract which is to educate diabetes educators and those who have diabetes or prediabetes. By training diabetes educators on how to promote DSME programs, they will be better able to engage individuals who have pre-diabetes or diabetes to participate in this evidence-based program.

The American Diabetes Association (ADA), American Association of Diabetes Educators and the Academy of Nutrition and Dietetics recommend that people receive DSME upon diagnosis and as needed thereafter. Research indicates that DSME improves self-care behavior and quality of life; lowers hemoglobin A1c; increases use of primary and preventive services; lowers use of acute, inpatient hospital services; and lowers Medicare and insurance claim costs (ADA Standards of Medical Care in Diabetes, 2017).

New Hampshire adults who reported receiving diabetes education were more likely to report better self-care, including daily foot checks and daily self-monitoring of blood glucose. Additionally, they reported better adherence to guidelines for preventive services such as foot exams, annual dilated eye exams, A1c testing, and immunizations. They were also more likely to report their general health status as excellent compared with those who did not participate in diabetes education (New Hampshire Behavioral Risk Factor Surveillance System, 2011). Despite the evidence supporting DSME, it continues to be an underutilized service. In 2014, only about 11% of adults with diabetes in New Hampshire participated in a nationally accredited or recognized DSME program (CDC DSME State Data 2012-2014, May 2016) even though nearly every hospital in New Hampshire has a DSME program.

The vendor will continue to manage a diabetes prevention project to increase awareness of prediabetes and National Diabetes Prevention Program (NDPP) locations among adults at high risk for Type 2 diabetes. New Hampshire specific materials have been developed and distributed to health systems and communities through partnerships with ten National Diabetes Prevention Programs. An advisory group comprised of hospital staff, diabetes educators, and payers including Medicaid Managed Care Organizations and State of New Hampshire Risk Management, continues to meet and advise the Department on diabetes initiatives. The vendor continues to raise awareness of prediabetes and the NDPP. In the first quarter of calendar year 2017, prediabetes and NDPP resources were received by 4,799 healthcare professionals and there were an estimated 916,407 views of a video featuring Dr. Albright, Director of the Division of Diabetes Translation, tagged with state-specific information by New Hampshire adults age thirty-five (35) years of age and older.

The original contract was competitively bid. The Department is satisfied with the Vendor's performance and supports this request to add to the price limitation in order to fund a training event.

Should Governor and Executive Council not authorize this request, fewer diabetes educators will be trained to reach individuals with diabetes to help manage the condition, and prevent complications and premature death. This may result in an increase in complications for those with diabetes as well as an increase in New Hampshire's health and economic burden, which would negatively impact citizens, statewide.

Area served: Statewide.

Source of Funds: 100% Federal Funds. CFDA#93.945, U.S. Centers for Disease Control and Prevention Assistance, Programs for Chronic Disease Prevention and Control. FAIN: NU58DP004821.

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

Respectfully submitted,

Lori Shibinette for

Lisa Morris
Director

Jeffrey Meyers

Approved by: Jeffrey A. Meyers
Commissioner

State of New Hampshire
Department of Health and Human Services
Amendment #2 to the Pre-diabetes Media Development and Placement Services

This 2nd Amendment to the Pre-diabetes Media Development and Placement Services contract (hereinafter referred to as "Amendment #1") dated this, 23rd day of May, 2017 is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and JSI Research & Training Institute, Inc. d/b/a Community Health Institute (hereinafter referred to as "the Contractor"), a non-profit organization with a place of business at 501 South Street, 2nd Floor, Bow, NH 03304.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on March 25, 2015 (Item #10) and subsequently amended on February 10, 2016 (Item #17), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18, the State may modify the scope of work and the payment schedule of the contract by written agreement of the parties; and

WHEREAS, the parties agree to add to the scope of services and increase the price limitation; and

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

1. Amend Form P-37, Block 1.8, to increase Price Limitation by $40,000 from $489,996 to read: $529,996.
2. Amend Form P-37, Block 1.9, to read Jonathan V. Gallo, Esq., Interim Director of Contracts and Procurement.
3. Amend Form P-37, Block 1.10 to read 603-271-9246.
4. Add Exhibit A-2 – Amendment #2.
5. Delete Exhibit B-2 Budget for July 1, 2017-June 30, 2018 and replace with Exhibit B-3 Budget.

This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

6/15/17
Date

Lori Shibinette for
Lisa Morris
Director

JSI Research & Training Institute, Inc. d/b/a
Community Health Institute

6/12/17
Date

Jonathan Stewart
Director of Community Health Institute

Acknowledgement:
State of New Hampshire, County of Merrimack on 6/12/17, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace

Notary
Name and Title of Notary or Justice of the Peace

LISA M. BRYSON, Notary Public
My Commission Expires September 3, 2019

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

OFFICE OF THE ATTORNEY GENERAL

6/27/17
Date

Name: Megan Yaple
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Exhibit A-2 - Amendment #2

Scope of Services

1. Provisions Applicable to All Services

1.1. The Contractor shall submit a detailed description of the language assistance services that will be provided to persons with limited English proficiency to ensure meaningful access to programs/services offered through this contract within ten (10) days of the Contract effective date.

2. Scope of Work

2.1. The Contractor shall coordinate a minimum of one (1) training event for diabetes educators regarding how to promote the value of diabetes self-management education (DSME) to healthcare professionals and people with diabetes.

2.2. The Contractor shall ensure at least fifty (50) diabetes educators participate in the training.

2.3. The Contractor shall identify, contact, and contract with trainers that have subject matter expertise, in order for them to present information at the scheduled training.

2.4. The Contractor shall provide logistical support to trainers which shall include, but not be limited to:

2.4.1. Preparing and mailing paperwork to scheduled trainers that includes, but is not limited to:

2.4.1.1. Attendance with the specific date, time, and location of the training.

2.4.1.2. Directions to the training.

2.4.1.3. Conflict of interest statement that must be signed and returned to the Department.

2.4.2. Coordinating with trainers to receive, accept, and compile registration forms for the scheduled training.

2.4.3. Collecting registration fees.

2.4.4. Securing meeting space and audiovisual equipment

2.4.5. Coordinating accommodations for trainers who require overnight hotel reservations.

2.4.6. Coordinating light morning refreshments and lunch in accordance with United States Office of Management and Budget (OMB) guidelines.

2.4.7. Providing sufficient staff support for the training.

2.4.8. Following up on requests from trainers.

2.5. The Contractor shall promote the scheduled training by marketing to individuals and organizations including, but not limited to:

Exhibit A-2 - Amendment #2

2.5.1. New Hampshire American Diabetes Association-Recognized and American Association of Diabetes Educators-Accredited (ADA/AADE) program coordinators.

2.5.2. Federally qualified health centers (FQHCs).

2.5.3. Pharmacists.

2.5.4. Certified Diabetes Educators.

2.5.5. Health care administrators.

2.5.6. Other organizations that serve people with diabetes who may benefit from the training.

2.6. The Contractor shall develop evaluations and compile evaluation results following the training.

2.7. The Contractor shall present a final report on the outcome of the training to the Department within thirty (30) days of the completion of the training.

2.8. The Contractor shall provide continuing education units (CEU) to training participants.

2.9. The Contractor shall provide services regarding Exhibitors that include, but are not limited to

2.9.1. Identifying Exhibitors who will sponsor the training event by purchasing Exhibitor space at the training.

2.9.2. Making initial contact with training Exhibitors to measure interest in purchasing a vendor space.

2.9.3. Securing Exhibitors for the training which includes, but is not limited to processing Exhibitor registration forms.

2.9.4. Providing logistical support to training Exhibitors.

2.9.5. Preparing and mailing follow-up paperwork to training Exhibitors to ensure vendor spaces are filled.

Exhibit B-3 Budget
SFY 2018

New Hampshire Department of Health and Human Services

Bidder/Program Name: JSI Research & Training Institute, Inc., d.b.a. Community Health Institute

Budget Request for: Prediabetes Media Development and Placement Services

Budget Period: July 1, 2017 - June 30, 2018

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 24,292.76	$ 3,984.00	$ 28,276.76	$ -	$ -	$ -	$ 24,292.76	$ 3,984.00	$ 28,276.76
2. Employee Benefits	$ 9,231.25	$ -	$ 9,231.25	$ -	$ -	$ -	$ 9,231.25	$ -	$ 9,231.25
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ 1,238.94	$ -	$ 1,238.94	$ -	$ -	$ -	$ 1,238.94	$ -	$ 1,238.94
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,214.64	$ -	$ 1,214.64	$ -	$ -	$ -	$ 1,214.64	$ -	$ 1,214.64
6. Travel	$ 300.00	$ -	$ 300.00	$ -	$ -	$ -	$ 300.00	$ -	$ 300.00
7. Occupancy	$ 2,429.28	$ -	$ 2,429.28	$ -	$ -	$ -	$ 2,429.28	$ -	$ 2,429.28
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 1,821.96	$ -	$ 1,821.96	$ -	$ -	$ -	$ 1,821.96	$ -	$ 1,821.96
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 107,486.17	$ -	$107,486.17	$ -	$ -	$ -	$107,486.17	$ -	$107,486.17
11. Staff Education and Training	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
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TOTAL	**$ 148,015.00**	**$ 3,984.00**	**$151,999.00**	**$ -**	**$ -**	**$ -**	**$148,015.00**	**$ 3,984.00**	**$151,999.00**
Indirect As A Percent of Direct		2.7%							

Contractor Initials: [initials]

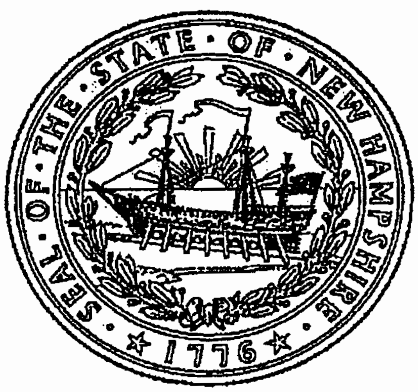
Date: 6/12/17

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 COMMUNITY HEALTH INSTITUTE is a New Hampshire Trade Name registered to transact business in New Hampshire on April 12, 2016. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 742096



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 23rd day of May A.D. 2017.

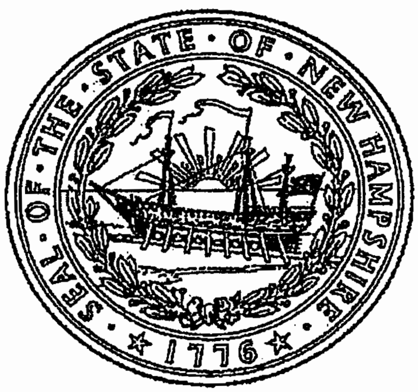
William M. Gardner
Secretary of State

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 JSI RESEARCH & TRAINING INSTITUTE, INC. is a Massachusetts Nonprofit Corporation registered to transact business in New Hampshire on February 17, 2016. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 739507



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire,
this 23rd day of May A.D. 2017.

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE/AUTHORITY

I, Joel H. Lamstein, of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute, do hereby certify that:

1. I am the duly elected President of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute;

2. By Unanimous Consent in Writing of the Board of Directors in Lieu of the 2008 Annual Meeting, the following is true copy of one resolution duly adopted by the Board of Directors of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute, duly dated October 24, 2008;

   RESOLVED: Appointment of Jonathan Stewart as Director of the Community Health Institute with the authority to enter into contracts and agreements binding the Corporation.

3. I further certify that the foregoing resolutions have not been amended or revoked and remain in full force and effect as of June 12, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand as the President of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute this 12th day of June, 2017.

Joel H. Lamstein, President

STATE OF New Hampshire

COUNTY OF Merrimack

The foregoing instrument was acknowledged before me this 12th day of June, 2017 by Joel H. Lamstein.

Notary Public/Justice of the Peace
My Commission Expires: Sept 3, 2019

LISA M. BRYSON, Notary Public
My Commission Expires September 3, 2019

JOHNSNO-01 DMEANEY

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/30/2016

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

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

PRODUCER Mason & Mason Technology Insurance Services, Inc. 458 South Ave. Whitman, MA 02382	CONTACT NAME: Judy Yeary PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: JYeary@masoninsure.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Federal Insurance Company	20281
INSURED JSI d/b/a Community Health Institute JSI Research & Training Institute, Inc. 501 South Street 2nd Floor Bow, NH 03304	INSURER B : Executive Risk Indemnity	35181
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY, PRO-JECT, [X] LOC [X] OTHER: Combined Agg $10M			35873320	09/09/2016	09/09/2017	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY [X] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			73546634	09/09/2016	09/09/2017	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	[X] UMBRELLA LIAB [X] OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $			79861066	09/09/2016	09/09/2017	EACH OCCURRENCE	$ 20,000,000
							AGGREGATE	$ 20,000,000
								$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		71733182	09/09/2016	09/09/2017	[X] PER STATUTE OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
A	Directors & Officers			81595534	11/09/2016	11/09/2017	EACH OCC/GEN AGG	3,000,000
B	ERRORS & OMISSIONS			82120859	11/09/2016	11/09/2017	EACH OCC/GEN AGG	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
It is understood and agreed that NH Department of Health and Human Services is included as an additional insured as respects general liability as required by written contract per the terms and conditions of Chubb form 80-02-2367 (5-07). All forms available for your review upon request.

CERTIFICATE HOLDER	CANCELLATION
NH Department of Health and Human Services 129 Pleasant Street Concord, NH 03301	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

JSI Research and Training

Mission Statement

JSI Research and Training Institute was incorporated in 1987 as a 501©3 non-profit organization in the Commonwealth of Massachusetts. Our mission is to alleviate public health problems both in the United States and in developing countries around the world through applied research, technical assistance and training. JSI maintains offices in Boston, Massachusetts; Washington, D.C.; Denver, Colorado and Concord, New Hampshire; as well as seven overseas offices in developing nations. Since its inception, JSI has successfully completed more than 400 contracts in the health and human service fields.

Community Health Institute

Mission Statement

The Community Health Institute's mission is to support and strengthen New Hampshire's health care system by providing coordinated information dissemination and technical assistance resources to health care providers, managers, planners, and policy makers, statewide. Our success translates into improved access to quality health and social services for all New Hampshire residents.

JSI RESEARCH AND TRAINING INSTITUTE, INC.
AND
AFFILIATE

Audited Consolidated Financial Statements and Reports
Required by Government Auditing Standards and the Uniform Guidance

September 30, 2016

JSI Research and Training Institute, Inc. and Affiliate
September 30, 2016

TABLE OF CONTENTS

NORMAN R. FOUGERE, JR. CPA
99 HERITAGE LANE
DUXBURY, MA 02332-4334

FOUGERE
Certified Public
Accountant

PHONE: 781-934-0460
FAX: 781-934-0606

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
JSI Research and Training Institute, Inc. and Affiliate

Report on the Consolidated Financial Statements

We have audited the accompanying consolidated financial statements of JSI Research and Training Institute, Inc. and Affiliate (both non-profit organizations), which comprise the consolidated statement of financial position as of September 30, 2016, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether duc to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

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

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of JSI Research and Training Institute, Inc. and Affiliate as of September 30, 2016, and the changes in their net assets and their cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the consolidated financial statements taken as a whole.

Report on Summarized Comparative Information

We have previously audited the JSI Research and Training Institute, Inc. and Affiliate consolidated financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated February 10, 2016. In our opinion, the summarized consolidated comparative information presented herein as of and for the year ended September 30, 2015 is consistent, in all material respects, with the audited consolidated financial statements from which it has been derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated April 26, 2017, on our consideration of JSI Research and Training Institute, Inc. and its affiliate's internal control over financial reporting and on our tests of their compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering JSI Research and Training Institute, Inc. and its affiliate's internal control over financial reporting and compliance.

Duxbury, Massachusetts
April 26, 2017

JSI Research and Training Institute, Inc. and Affiliate
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
September 30, 2016
(With Comparative Totals for 2015)

	2016	2015
ASSETS		
Current Assets:		
Cash and cash equivalents	$ 68,620,315	$ 32,723,562
Receivables for program work	18,498,218	18,380,102
Loans receivable - related party	-	130,870
Field advances - program	1,670,752	3,831,076
Employee advances	276,013	268,427
Prepaid expenses	-	3,700
Total Current Assets	89,065,298	55,337,737
Property and Equipment:		
Furniture and equipment	636,492	625,913
Leasehold improvements	30,355	30,355
	666,847	656,268
Less: Accumulated depreciation	(634,621)	(619,202)
Net Property and Equipment	32,226	37,066
Other Assets	109,058	83,336
TOTAL ASSETS	**$ 89,206,582**	**$ 55,458,139**
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts payable and payroll withholdings	$ 10,873,875	$ 6,171,223
Accrued vacation	1,824,437	1,581,896
Advances for program work	30,642,424	17,530,808
Loans payable - related party	1,001,492	-
Notes payable	-	-
Contingencies	-	-
Total Current Liabilities	44,342,228	25,283,927
Net Assets:		
Unrestricted	44,706,560	30,169,212
Temporarily restricted	157,794	5,000
Total Net Assets	44,864,354	30,174,212
TOTAL LIABILITIES AND NET ASSETS	**$ 89,206,582**	**$ 55,458,139**

See notes to consolidated financial statements.

JSI Research and Training Institute, Inc. and Affiliate
CONSOLIDATED STATEMENT OF ACTIVITIES
Year Ended September 30, 2016
(With Comparative Totals for 2015)

	2016	2015
UNRESTRICTED NET ASSETS:		
Public Support and Revenue		
Public Support:		
Government grants and contracts:		
U.S. Government	$ 243,054,246	$ 210,063,095
Commonwealth of Massachusetts	6,069,315	4,161,101
Other grants and contracts	53,310,784	50,876,520
Program income	186,344	405,334
Contributions	11,700,204	3,117,911
In-kind project contributions	6,852,099	2,010,273
Interest income	41,432	11,440
Total Unrestricted Support and Revenue	321,214,424	270,645,674
Expenses		
Program Services:		
International programs	256,624,631	224,104,084
Domestic programs	18,826,817	14,498,901
Total Program Services	275,451,448	238,602,985
Supporting Services:		
Management and General	31,053,862	25,808,825
Fundraising	171,766	311,163
Total Supporting Services	31,225,628	26,119,988
Total Expenses	306,677,076	264,722,973
Increase (Decrease) in Unrestricted Net Assets	14,537,348	5,922,701
TEMPORARILY RESTRICTED NET ASSETS		
Program restricted net assets	152,794	-
Increase (decrease) in temporarily restricted net assets	152,794	-
Increase (decrease) in net assets	14,690,142	5,922,701
Net Assets at Beginning of Year	30,174,212	24,251,511
Net Assets at End of Year	**$ 44,864,354**	**$ 30,174,212**

See notes to consolidated financial statements.

JSI Research and Training Institute, Inc. and Affiliate
CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES
Year Ended September 30, 2016
(With Comparative Totals for 2015)

	PROGRAM SERVICES			SUPPORTING SERVICES			TOTAL EXPENSES	
	International Programs	Domestic Programs	Total	Management And General	Fundraising	Total	2016	2015
Salaries	$ 25,813,343	$ 7,521,533	$ 33,334,876	$ 5,305,002	$ 91,738	$ 5,396,740	$ 38,731,616	$ 35,096,598
Consultants	16,226,545	4,874,115	21,100,660	1,540,605	14,924	1,555,529	22,656,189	18,726,673
Cooperating National Salaries	38,304,169	-	38,304,169	429,117	-	429,117	38,733,286	33,861,894
Travel	14,789,649	766,886	15,556,535	612,603	1,592	614,195	16,170,730	17,189,438
Allowance & Training	9,804,135	387	9,804,522	358,784	-	358,784	10,163,306	9,092,289
Sub-contracts	90,797,834	2,685,064	93,482,898	24,323	19,537	43,860	93,526,758	74,872,908
Equipment, Material and Supplies	6,491,027	41,325	6,532,352	436,889	679	437,568	6,969,920	5,941,290
Other Costs	47,545,794	2,937,507	50,483,301	22,331,120	43,296	22,374,416	72,857,717	67,915,670
In-kind project expenses	6,852,135	-	6,852,135	-	-	-	6,852,135	2,010,273
Depreciation	-	-	-	15,419	-	15,419	15,419	15,940
TOTAL EXPENSE	**$ 256,624,631**	**$ 18,826,817**	**$ 275,451,448**	**$ 31,053,862**	**$ 171,766**	**$ 31,225,628**	**$ 306,677,076**	**$ 264,722,973**

See notes to consolidated financial statements.

JSI Research and Training Institute, Inc. and Affiliate
CONSOLIDATED STATEMENT OF CASH FLOWS
Year Ended September 30, 2016
(With Comparative Totals for 2015)

	2016	2015
Cash Flows From Operating Activities:		
Increase (Decrease) in net assets	$ 14,690,142	$ 5,922,701
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	15,419	15,940
(Increase) Decrease in receivables for program work	(118,116)	(6,187,030)
(Increase) Decrease in field advances - program	2,160,324	(1,218,496)
(Increase) Decrease in employee advances	(7,586)	(47,156)
(Increase) Decrease in prepaid expenses	3,700	-
(Increase) Decrease in other assets	(25,722)	-
Increase (Decrease) in accounts payable and payroll withholdings	4,702,652	1,144,898
Increase (Decrease) in accrued vacation	242,541	17,946
Increase (Decrease) in advances for program work	13,111,616	3,313,328
Net Cash Provided (Used) By Operating Activities	34,774,970	2,962,131
Cash Flows From Investing Activities:		
Loans made	-	(36,111)
Loans repaid	1,132,362	330,711
Acquisition of property and equipment	(10,579)	-
Net Cash Provided (Used) By Investing Activities	1,121,783	294,600
Net Increase (Decrease) in Cash and Cash Equivalents	35,896,753	3,256,731
Cash and Cash Equivalents at Beginning of Year	32,723,562	29,466,831
Cash and Cash Equivalents at End of Year	**$ 68,620,315**	**$ 32,723,562**

See notes to consolidated financial statements.

NOTE 1 – ORGANIZATION AND NATURE OF ACTIVITIES

JSI Research and Training Institute, Inc. was incorporated in the Commonwealth of Massachusetts on April 11, 1979. JSI Research and Training Institute, Inc. provides education and research primarily to non-profit health and human service agencies both in the United States and abroad. Current funding is principally from the United States Agency for International Development and the United States Department of Health and Human Services (HHS).

JSI Research and Training Institute, Inc. is the sole member of World Education, Inc. (Affiliate) with such powers as are typically accorded to a sole member including the power of appointment and removal of the World Education, Inc. board of trustees, the right to approve amendments to the bylaws and certificate of incorporation of World Education, Inc., and the right to approve any merger, consolidation, dissolution or transfer of substantial assets of World Education, Inc.

World Education, Inc. (Affiliate) was founded in 1951 and incorporated in the state of New Jersey. Working in partnership with community, national, and international agencies in Asia, Africa, and the United States, it provides professional assistance in the design and implementation of non-formal adult education programs. These programs integrate functional education with relevant problem-solving aspects of individual growth and national development such as health, nutrition, family planning, childcare, refugee education, agricultural practices, literacy, and income generation.

JSI Research and Training Institute, Inc. and its affiliate are tax exempt organizations under 501 (c) (3) of the Internal Revenue Code and file separate unconsolidated tax returns.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Principles of Consolidation

The consolidated financial statements include the accounts of JSI Research and Training Institute, Inc. and World Education, Inc., its affiliate, (collectively referred to as the Organization). Significant intra-entity accounts and transactions have been eliminated in consolidation.

Basis of Accounting

The consolidated financial statements of the Organization have been prepared utilizing the accrual basis of accounting and include the accounts of JSI Research and Training Institute, Inc. and its affiliate in conformity with accounting principles generally accepted in the United States of America.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – continued

Use of Estimates

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

Fair Value

The Organization values its qualifying assets and liabilities under a fair value hierarchy that prioritizes the inputs and assumptions used to measure fair value. The hierarchy consists of three broad levels: Level 1 inputs consist of unadjusted quoted prices in active markets for identical assets and liabilities and have the highest priority, Level 2 inputs consist of observable inputs other than quoted prices for identical assets, and Level 3 inputs have the lowest priority. The Organization uses appropriate valuation techniques based on the available inputs to measure the fair value of its assets and liabilities. When available, the Organization measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value.

Cash and Cash Equivalents

The Organization considers all monies in banks and highly liquid investments with maturity dates of three months or less to be cash equivalents. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial instruments.

Investments

Investments in marketable securities with readily determinable fair values and all investments in debt securities (marketable investments) are measured at fair values based on quoted market prices in the consolidated statement of financial position. Unrealized gains and losses are included in the statement of activities.

Property and Equipment

Property and equipment is reported on the basis of cost less accumulated depreciation. Acquisitions of property and equipment in excess of $5,000 are capitalized. Depreciation is computed using the straight-line method calculated to extinguish the book value of the respective assets over their estimated useful lives (5 - 7 years) of the related assets.

Revenue Recognition

The majority of the Organization's revenues are derived from contracts, cooperative agreements, and grants with U.S. government agencies, primarily the United States Agency for International Development and the United States Department of Health and Human Services. Revenues are recognized when the Organization incurs qualifying expenditures that are reimbursable under the terms of the contracts, agreements or grants, or in accordance with the grantor's restrictions.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – continued

Revenue Recognition - continued
Unrestricted and restricted contributions are recognized as revenue at the date the pledge is made or the gift is received, whichever is earlier.

Contributions
Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions. Contributions are reported as temporarily restricted support and are then reclassified to unrestricted net assets upon expiration of the time restriction. Temporarily restricted support, whose restrictions are met in the same reporting period, is shown as unrestricted support.

Donated Materials and Services
Donated materials and services are recorded as in kind project contributions at their estimated fair market value as of the date of receipt and as an expense in the accompanying consolidated statement of activities. Donated services are recognized if the services received create or enhance non-financial assets or require specialized skills that are provided by individuals possessing those skills and would typically need to be purchased if not provided by donation.

Income Taxes
The Organization is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and is not a private foundation as described in Section 509. Accordingly, no provision for income taxes is included in the accompanying consolidated financial statements.

The Organization has evaluated its tax positions and believes that there would be no material changes to the results of its operations or financial position as a result of an audit by the applicable taxing authorities, federal or state. The Organization has filed all of its known and required returns in a timely manner including as permitted allowed extensions. Following administrative practice of the taxing authorities, the tax years 2013, 2014, 2015 and 2016, remain open years subject to examination and review.

JSI Research and Training Institute, Inc. and World Education, Inc. (Affiliate) file separate unconsolidated tax returns. JSI Research and Training Institute, Inc. files tax returns based on a September 30th year end and its affiliate files tax returns based on a June 30th year end.

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

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – continued

Financial Statement Presentation

In accordance with accounting principles generally accepted in the United States of America, the Organization reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets based upon the existence or absence of donor imposed restrictions. For the year ended September 30, 2016 there was no activity in permanently restricted net assets.

Prior Year Comparative Totals

The financial statements include prior-year summarized comparative information in total. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Company's financial statements for the year ended September 30, 2015, from which the summarized information was derived.

Reclassification

Certain amounts for 2015 have been reclassified to conform to current year presentation.

NOTE 3 – CONCENTRATION OF CREDIT RISK

The Organization maintains demand deposits and money market funds at financial institutions. At times, certain balances held in these accounts may not be fully guaranteed by the United States Government. The uninsured portions of cash and money market accounts are backed solely by the assets of the financial institution. Therefore, the failure of a financial institution could result in a financial loss to the Organization. However, the Organization has not experienced losses on these accounts in the past and management believes the risk of loss, if any, to be minimal.

NOTE 4 – INVESTMENTS

Fair Value

In accordance with accounting principles generally accepted in the United States of America, the Organization values its qualifying assets and liabilities under a fair value hierarchy that prioritizes the inputs and assumptions used to measure fair value. The three levels of the fair value hierarchy are as follows:

NOTE 4 – INVESTMENTS - continued

Fair Value - continued

- *Level 1* – Observable inputs that reflect unadjusted quoted prices in active markets for identical assets or liabilities at the measurement date.
- *Level 2* – Inputs other than quoted prices in active markets that are observable for the asset either directly or indirectly, including inputs from markets that are not considered to be active.
- *Level 3* – Unobservable inputs which reflect the Organization's assessment of the assumptions that market participants would use in pricing the asset or liability including assumptions about risk.

A qualifying asset or liability's level within the framework is based upon the lowest level of any input that is significant to the fair value measurement.

The following is a summary of fair values of investments which are measured on a recurring basis using Level 1 inputs as recorded in the Consolidated Statement of Financial Position at September 30, 2016:

Current assets:	
Cash and cash equivalents (invested)	$ 53,856,408
	$ 53,856,408

No assets or liabilities were measured at Level 2 or Level 3.

The following schedule summarizes the investment return and its classification in the Consolidated Statement of Activities for the year ended September 30, 2016:

	Unrestricted
Interest income	$ 41,432
Total investment return	**$ 41,432**

NOTE 5 – RECEIVABLES FOR PROGRAM WORK

Receivables for program work are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectable amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The allowance for doubtful accounts at September 30, 2016 was $0.

Receivables for program work consist of the following at September 30, 2016:

U.S. Agency for International Development	$ 10,734,193
U.S. Department of Health and Human Services	396,595
U.S. Department of State	410,510
U.S. Department of Labor	45,383
Commonwealth of Massachusetts	549,882
Other - non-governmental	6,361,655
	$ 18,498,218

NOTE 6 – LOANS RECEIVABLE – RELATED PARTY

Loans receivable – related party consist of various unsecured short-term loans, due on demand, from John Snow, Inc., a related party (See NOTE 17). No interest is charged on the loans. The loans receivable balance at September 30, 2016 is $0.

NOTE 7 – PROPERTY AND EQUIPMENT AND ACCUMULATED DEPRECIATION

Property and equipment and accumulated depreciation account balances are as follows:

	Cost	Accumulated Depreciation	Net
Furniture and equipment	$ 636,492	$ (604,266)	$ 32,226
Leasehold improvements	30,355	(30,355)	-
	$ 666,847	**$ (634,621)**	**$ 32,226**

Depreciation expense was $15,419 for the year ended September 30, 2016.

NOTE 8 – OTHER ASSETS

Other assets consist of the following at September 30, 2016:

Deposits	$ 72,113
Artwork - donated	36,945
	$ 109,058

Donated artwork is recorded at a discounted appraised value at the date of gift.

NOTE 9 – ACCRUED VACATION

In accordance with formal policies, vacation was accrued at September 30, 2016 as follows:

JSI Research and Training Institute, Inc.	$ 1,502,607
World Education, Inc. (Affiliate)	321,830
	$ 1,824,437

NOTE 10 – ADVANCES FOR PROGRAM WORK

Advances for program work consist of the following at September 30, 2016:

Other - non-governmental		
Partnership for Supply Chain Management, Inc. (related party)	$	6,701,688
Bill & Melinda Gates Foundation		16,905,370
Other		7,035,366
	$	**30,642,424**

NOTE 11 – LOANS PAYABLE – RELATED PARTY

Loans payable – related party consist of various unsecured short-term loans, payable on demand, from John Snow, Inc., a related party (See NOTE 17). No interest is charged on the loans. The loans payable balance at September 30, 2016 is $1,001,492.

NOTE 12 – NOTES PAYABLE

Citizens Bank

World Education, Inc. (Affiliate) has a revolving line of credit established February 3, 2004 with Citizens Bank of Massachusetts with a borrowing limit of up to $500,000. The revolving line of credit was renewed on March 18, 2016. The loan is payable on demand. Interest is charged by utilizing a fluctuating rate based on the LIBOR (Advantage) rate plus 2.50%. The line of credit remains in effect until February 28, 2017 and annually thereafter contingent upon performance. The loan is collateralized by a first priority interest in all the assets of World Education, Inc. No funds were borrowed during the year and as a result, as of September 30, 2016, the outstanding balance is $0 and no interest was incurred on this loan during the year ended September 30, 2016.

NOTE 12 – NOTES PAYABLE - continued

John Snow, Inc.
World Education, Inc. (Affiliate) has an unsecured revolving line of credit established September 1, 2007 with John Snow, Inc. (a related party) with a borrowing limit of up to $1,000,000. The loan was renewed on July 1, 2013. Interest is charged by utilizing a fluctuating rate based on the current prime rate plus 0.25%. The loan is payable on demand and, in any event, on or prior to June 30, 2016. The loan is not collateralized. No funds were borrowed during the year and as a result, as of September 30, 2016, the outstanding balance is $0. No interest was incurred on this loan during the year ended September 30, 2016. (See NOTE 17)

NOTE 13 – CONTINGENCIES

In accordance with the terms of its federal and state grants and contracts, the records of the Organization are subject to audit. The Organization is, therefore, contingently liable for any disallowed costs. Management believes that any adjustment, which might result from such an audit, would be immaterial.

JSI Research and Training Institute, Inc. is a co-borrower (with a related party) of a demand loan with no balance due at September 30, 2016. Management believes that the co-borrower is current on the loan and that its collateral exceeds the balance due. (See NOTE 17)

Provisional indirect cost rates are negotiated with the United States Agency for International Development (AID) on an annual basis. As of September 30, 2016, actual indirect cost rates have been approved by AID for JSI Research and Training Institute, Inc. through December 31, 2010 and World Education, Inc. through June 30, 2015. Based on favorable past experience, management believes the effects of changes to the overhead rates, if any, would not be material to the financial statements.

The Organization has Commonwealth Surplus Revenue Retention Net Assets in excess of 20% of the Organization's prior year's total support and revenue received from Commonwealth of Massachusetts purchasing agencies of $346,021 and is contingently liable for this amount. (See Note 15)

NOTE 14 – TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets are restricted by donors as follows at September 30, 2016:

	2016
Program Services	$ 152,794
Time Restrictions	5,000
	$ 157,794

No assets were released from donor restriction by occurrence of events specified by the donor during the year ended September 30, 2016.

NOTE 15 – SURPLUS REVENUE RETENTION

In accordance with the Massachusetts Division of Purchased Services (DPS) Regulation, 808 CMR 1.19 (3), a nonprofit provider of services is allowed to retain a portion of its excess of support and revenue over expenses in a fiscal year (the "surplus"). A nonprofit provider may retain as its surplus up to 5% of its total revenue from Commonwealth of Massachusetts purchasing agencies during any fiscal year. In addition, a nonprofit provider may retain a cumulative amount of surplus over a period of years not to exceed 20% of the prior year's total support and revenue from Commonwealth of Massachusetts purchasing agencies and the cumulative surplus must be segregated as surplus retention net assets. A current year surplus which exceeds the 5% level or a cumulative surplus exceeding the 20% amount may be: 1) reinvested in program services as stipulated by the purchasing agencies; 2) recouped or; 3) used by the Commonwealth to reduce the price of future contracts.

The following summarizes the Organization's calculation of the surplus for fiscal year 2016 and on a cumulative basis:

	Commonwealth Surplus Retention Net Assets	Other Net Assets	Total Net Assets
Beginning of Year	$ 959,267	$ 29,214,945	$ 30,174,212
Current Year	184,550	14,505,592	14,690,142
End of Year	**$ 1,143,817**	**$ 43,720,537**	**$ 44,864,354**

At year end, the Organization's Commonwealth Surplus Retention Net Assets exceed 20% of the prior year's total support and revenue received from Commonwealth of Massachusetts purchasing agencies by $346,021. The Organization is contingently liable for this amount.

NOTE 16 – COMMONWEALTH OF MASSACHUSETTS

The following is a schedule of expenditures with the Commonwealth of Massachusetts:

Receivables from program work at October 1, 2015	$	316,750
Receipts		(5,836,183)
Disbursements/expenditures		6,069,315
Receivables from program work at September 30, 2016	**$**	**549,882**

NOTE 17 – RELATED PARTY TRANSACTIONS

John Snow, Inc.

JSI Research and Training Institute, Inc. (an exempt organization) and John Snow, Inc. (a non-exempt corporation) purchase consulting services from each other. Mr. Joel Lamstein is President and Director of both organizations, and is the sole stockholder of John Snow, Inc. The two companies bill each other at the same rates that they bill the federal and state governments.

During the year ended September 30, 2016, John Snow, Inc. billed JSI Research and Training Institute, Inc. $30,636,861 for consulting services (technical support). This amount is reflected under the program services - consulting line item ($16,638,442) and program services - other costs line item ($13,998,419) on the statement of functional expenses. In addition, JSI Research and Training Institute, Inc. performed consulting services (technical support) for John Snow, Inc. totaling $9,765,835.

The two companies also share facilities and pool various overhead expenses. For the year ended September 30, 2016, JSI Research and Training Institute, Inc. incurred $24,163,566 of overhead expenses (supporting services), of which $10,254,970 was its share of John Snow, Inc. incurred costs.

JSI Research and Training Institute, Inc. is a co-borrower with John Snow, Inc. on a commercial demand loan-revolving line of credit with an expiration date of February 28, 2017, which allows for borrowings up to $6,500,000. The loan is collateralized by a security agreement with a first position lien on all corporate assets of JSI Research and Training Institute, Inc. and John Snow, Inc. including assignment of promissory notes and security documents between the two companies. Interest is charged by utilizing a fluctuating rate based on LIBOR (Advantage) plus two percent (2.00%) payable monthly in arrears, which at September 30, 2016 was 2.525%. At September 30, 2016, a balance of $0 was outstanding on the loan. Management believes the loan payable will be extended, when due, under similar terms and conditions.

NOTE 17 – RELATED PARTY TRANSACTIONS - continued

John Snow, Inc. – continued

During the year, the Company had various loans receivable due from, and various loans payable due to John Snow, Inc. At September 30, 2016, the loan receivable balance is $0 and the loan payable balance is $1,001,492.

World Education, Inc. (Affiliate) has an agreement with John Snow, Inc. whereby John Snow, Inc. will provide administrative and technical support as deemed necessary by World Education, Inc.'s Board of Trustees. Transactions with John Snow, Inc. for the year ended September 30, 2016 are summarized as follows:

Administrative and technical support	$	858,990
Other direct charges (including rent of $799,294)		1,275,374
	$	**2,134,364**

The agreement is on a year-to-year basis and can be terminated by either party upon ninety days written notice to the other.

World Education, Inc. provided services to John Snow, Inc. during the year ended September 30, 2016 totaling $2,554 and was recorded as revenue in the consolidated statement of activities.

World Education, Inc. has an unsecured line of credit with John Snow, Inc. with a borrowing limit of up to $1,000,000. (See NOTE 12)

Partnership for Supply Chain Management, Inc.

Partnership for Supply Chain Management, Inc. (PSCM) (an exempt organization) was incorporated on February 14, 2005 by JSI Research and Training Institute, Inc. and Management Sciences for Health, Inc. Each organization has 50% control.

PSCM has been awarded a U.S. government contract to procure and deliver life-saving medicines and medical supplies to treat HIV/AIDS patients worldwide. The contract for the Supply Chain Management System project was awarded through the U.S. Agency for the International Development as part of the U.S. government's $15 billion President's Emergency Plan for AIDS Relief.

Mr. Joel Lamstein, President and Director of JSI Research and Training Institute, Inc., is President and Director of PSCM.

NOTE 17 – RELATED PARTY TRANSACTIONS - continued

Partnership for Supply Chain Management, Inc. - continued
During the year ended September 30, 2016, JSI Research and Training Institute, Inc. billed PSCM $54,724,705 for services performed with a cost of $51,816,340 and a fee of $2,908,365. At September 30, 2016, PSCM advanced the Organization $6,701,688 for program work.

During the year ended September 30, 2016, PSCM made an unrestricted contribution of $11,000,000 to the Company.

Other
The Organization has an agreement with a certain related company to purchase services. Transactions with this company were charged to sub-contracts expense and are as follows:

The Manoff Group, Inc. (a non-exempt corporation; 40% owned by John Snow, Inc.)	$	1,383,980
	$	**1,383,980**

NOTE 18 – RETIREMENT PLANS

JSI Research and Training Institute, Inc. has a defined contribution profit sharing/401(K) plan covering substantially all its employees. Employee contributions are voluntary. Employer contributions are based on a percentage (10% - 15% depending on length of service) of salary. The Plan was effective April 11, 1979. Pension expense was $3,095,199 for the year ended September 30, 2016.

World Education, Inc. (Affiliate) provides retirement benefits to substantially all employees under a plan. World Education, Inc.'s contributions of 7 percent of employee salaries are used to purchase individual annuities. Additional voluntary contributions may be made by the employees. Participants of the plan are fully and immediately vested when contributions are made. Pension costs incurred by World Education, Inc. were $325,300 in the year ended September 30, 2016.

NOTE 19 – COMMITMENTS

Operating Leases

The JSI Research and Training Institute, Inc. leases space for general offices under operating leases expiring from 2016 through 2019. The leases contain renewal options for periods of up to 5 years.

During the year ended September 30, 2016, rentals under long-term lease obligations were $513,736. Future obligations over the primary terms of the Company's long-term leases as of September 30, 2016 are:

Year Ended September 30,		
2017	$	471,461
2018		386,434
2019		127,139
Thereafter		-
	$	985,034

World Education, Inc. (Affiliate) leases space for general offices on a year-to-year basis. Rent expense for the year ended September 30, 2016 was $799,294.

NOTE 20 – CONCENTRATION OF FUNDING

The Organization receives a majority of its funding through contracts and grants with various departments and agencies of the Federal government.

The Organization received 10% or more of its revenues and support from the following sources for the year ended September 30, 2016:

		Income Received	% of Total Income
U.S. Agency for International Development	$	171,745,868	53.47%
Partnership for Supply Chain Management, Inc. - (Related Party)		54,724,705	17.04%
	$	226,470,573	70.51%

NOTE 21 – IN KIND PROJECT CONTRIBUTIONS

The Organization receives donated materials and services consisting of commodities, facilities and equipment, and services for use in its programs from overseas collaborative private voluntary organizations and from foundations providing grants directly to a project. Donated materials and services totaled $6,852,099 for the year ended September 30, 2016, and are reflected as In Kind Project Contributions on the Consolidated Statement of Activities and In Kind Project Expenses on the Consolidated Statement of Functional Expenses.

These contributions satisfy part of the matching requirements needed to obtain full funding on certain U.S. Agency for International Development grants. During the year ended September 30, 2016, the following donated materials and services received by the Organization have been used to fulfill matching requirements on active grants:

36532	Turkmenistan YC	$	14,765
36662	Madagascar CBIHP		21,844
36697	SPRING		2,039,263
36800	Advancing Partners		94,866
36895	Mozambique M-SIP		11,992
36991	AIDS Free		4,115,133
37024	Tanzania CHSS		13,950
63101	Senegal/Journalism		95,312
63114	Uganda		122,036
63139	Benin FFE		61,453
64024	Tanzania		96,039
64026	Uganda STAR-EC		(36)
64057	Zimbabwe		31,238
64062	Uganda		87,838
64071	OUTCOMES		46,406
		$	**6,852,099**

NOTE 22 – SUBSEQUENT EVENTS

The Organization has evaluated subsequent events through April 26, 2017, the date on which the consolidated financial statements were available to be issued. During this period, there were no subsequent events that require adjustment to the consolidated financial statements.

Supplementary Information

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2016

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number		Federal Expenditures
U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT				
Direct Grants:				
36514 - Liberia RBHS	669-A-00-09-00001-00	98.001	$	1,584
36521 - Uganda HIV/AIDS/TB	617-A-00-09-00007-00	98.001		8,719,955
36528 - Nigeria TSHIP	620-A-00-09-00014-00	98.001		33,949
36532 - Turkmenistan YC	120-A-00-09-00029-00	98.001		299,985
36662 - Madagascar CBIHP	687-A-00-11-00013-00	98.001		5,332,434
36697 - SPRING	AID-OAA-A-11-00031	98.001		32,193,996
36702 - Nepal CHX Cord Care	AID-OAA-A-11-00073	98.001		802,358
36747 - Ukraine HWUP	AID-121-A-11-00003	98.001		1,341,014
36800 - Advancing Partners	AID-OAA-A-12-00047	98.001		58,438,362
36807 - Live Learn & Play	AID-OAA-L-12-00003	98.001		69,923
36845 - Pakistan HSSP	AID-391-A-13-00002	98.001		5,604,805
36895 - Mozambique M-SIP	AID-656-A-13-00006	98.001		1,188,915
36932 - Senegal LLP	AID-685-A-14-00001	98.001		360,611
36991 - AIDSFREE	AID-OAA-A-14-00046	98.001		20,691,793
37024 - Tanzania CHSS	AID-621-A-14-00004	98.001		6,435,946
37129 - Zambia Discover Health	AID-611-A-1600004	98.001		3,546,361
37134 - Timor Leste RBHS	AID-472-A-16-00001	98.001		1,315,633
37162 - Ghana HIV/AIDS	AID-641-A-16-00007	98.001		1,201,746
37186 - Madagascar CCH	AID-687-A-16-00001	98.001		363,051
Total Direct Grants				**147,942,421**
Pass-through Grants:				
Passed through Partnership for Supply Chain Management, Inc. (PSCM):				
36344/36519/36524/37034/37053/37150/37180 - Supply Chain Management System	GPO-I-00-05-00032-00	98.001		51,816,340
Passed through World Education:				
36591 - Tanzania OVC	621-A-00-10-00024-00	98.001		114,116
36840 - Zimbabwe - Vanc. Bantwana	AID-6133-A-13-00002	98.001		10,479
Passed through International Business Initiatives, Corporation (IBI):				
36826 - Liberia Governance and Economic Management Support Program	669-C-00-11-00050-00	98.001		15,562
Passed through Johns Hopkins University:				
37099 - Ethiopia SBCC	AID-663-A-15-000011	98.001		158,536
Total Pass-through Grants				**52,115,033**

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2016

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT - CONTINUED			
Total - CFDA #98.001 - USAID Foreign Assistance for Programs Overseas			**200,057,454**
TOTAL - U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT			**$ 200,057,454**
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES			
Pass-through Grant:			
Passed through NACCHO:			
36689 - NH MRC Conferences	2011-041218	93.008	$ 403
Total CFDA #93.008 - Medical Reserve Corps Small Grant Programs			**403**
Direct Grant:			
37087 - Adolescent HIV/AIDS Prevention	MAIAH000001	93.057	362,519
Total CFDA #93.057 - National Resource Center for HIV Prevention Among Adolescents			**362,519**
Direct Grant:			
37128 - Competitive Abstinence Education	Agreement @09/30/15	93.060	17,288
Total CFDA #93.060 - Sexual Risk Avoidance Education			**17,288**
Direct Grant:			
36901 - CDC - Strategic Assessments for Strategic Action in India:	1U2GGH001132-01	93.067	712,702
Total CFDA #93.067 - Global AIDS			**712,702**
Pass-through Grants:			
Passed through State of New Hampshire:			
36879 - Public Health Program Services Support	PO# 1031592	93.069	(10,643)
37090 - Public Health Program Services Support	PO# 1031592	93.069	97,171
Total CFDA #93.069 - Public Health Emergency Preparedness			**86,528**

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2016

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTINUED			
Pass-through Grants:			
Passed through State of Vermont:			
37096 - Asthma Control Program	29370	93.070	36,877
37206 - VT Climate Chage Eval.	31578	93.070	3,004
Passed through State of New Hampshire:			
36880 - Public Health Program Services Support	PO# 1031592	93.070	3,196
37090 - Public Health Program Services Support	PO# 1031592	93.070	74,325
37116 - NH Asthma Awareness 2016	15-16:JSI-01	93.070	7,073
Passed through State of Connecticut:			
37160 - Asthma Control Program	LOG#2016-0099	93.070	9,725
Total CFDA #93.070 - Environmental Public Health and Emergency Response			**134,200**
Pass-through Grant:			
Passed through the State of New Hampshire:			
37132 - NH Ebola Readiness	Agreement @ 11/18/15	93.074	108,954
Total CFDA #93.074 - Hospital Preparedness Program			**108,954**
Pass-through Grant:			
Passed through Planned Parenthood of South, East and North Florida:			
37115 - Cuidate - Training of Facilitators	Agreement @ 12/01/15	93.092	139
37164 - Cuidate - Training of Facilitators	Agreement @ 03/01/16	93.092	50
Total CFDA #93.092 - Affordable Care Act Personal Responsibility Education Program			**189**
Pass-through Grant:			
Passed through State of New Hampshire:			
37090 - Public Health Program Services Support	PO# 1031592	93.110	46,513
Total CFDA #93.110 - Maternal and Child Health Federal Consolidated Programs			**46,513**
Direct Grant:			
37103 - HITEQ	U30CS29366	93.129	1,366,423
Pass-through Grants:			
Passed through Michigan Primary Care Association:			
37108 - Michigan Primary Care Association	Agreement @ 09/29/15	93.129	17,861
37157 - MPCA BOD Seminars	Agreement @ 04/21/16	93.129	7,051

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2016

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTINUED			
Pass-through Grants - continued:			
Passed through National Assoc. of Community Health Centers, Inc.:			
37114 - NACHC	Agreement @ 10/01/15	93.129	16,660
37176 - NACHC Case Study	Agreement @ 04/21/16	93.129	9,011
Passed through Community Health Assoc. of Mountain/Plain States:			
37225 - CHAMPS Planning 2016	APW/CHAMPS/9.1.16	93.129	428
Total CFDA #93.129 - Technical and Non-Financial Assistance to Health Centers			**1,417,434**
Pass-through Grant:			
Passed through State of Rhode Island:			
36501 - Epidemiology/Public Health Data	3160295	93.130	8,684
Total CFDA #93.130 - Cooperative Agreements to States/ Territories for the Coordination and Development of Primary Care Offices			**8,684**
Pass-through Grant:			
Passed through State of Rhode Island:			
36501 - Epidemiology/Public Health Data	3160295	93.136	11,328
Total CFDA #93.136 - Injury Prevention and Control Research and State and Community Based Programs			**11,328**
Direct Grant:			
36904 - Ryan White ACE	UF2HA26520	93.145	1,254,518
Pass-through Grants:			
Passed through Health Research, Inc.:			
37089 - National Quality Center Evaluation Project	Agreement @ 7-01-15	93.145	81,354
37221 - National Quality Center Evaluation Project	Agreement @ 7-01-16	93.145	13,011
Total CFDA #93.145 - AIDS Education and Training Centers			**1,348,883**
Pass-through Grants:			
Passed through Action for Boston Community Development, Inc.:			
37047 - FamPlan Data Systems		93.217	13,688
37163 - FamPlan Data Systems	Agreement @ 03/01/16	93.217	134,846
Passed through Planned Parenthood of Southern New England:			
37047 - FamPlan Data Systems		93.217	6,023
Passed through Planned Parenthood of Northern New England:			
37047 - FamPlan Data Systems		93.217	17,895

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2016

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTINUED			
Pass-through Grants - continued:			
Passed through Health Imperatives, Inc.:			
37047 - FamPlan Data Systems		93.217	5,779
Passed through Planned Parenthood League of Massachusetts:			
37047 - FamPlan Data Systems		93.217	2,123
Passed through State of Rhode Island:			
37047 - FamPlan Data Systems		93.217	33,991
Passed through State of New Hampshire:			
37047 - FamPlan Data Systems		93.217	10,127
Passed through Health Quarters, Inc.:			
37047 - FamPlan Data Systems		93.217	4,116
Passed through Family Planning Association of Maine:			
37047 - FamPlan Data Systems		93.217	10,922
Passed through Massachusetts Department of Public Health:			
37047 - FamPlan Data Systems		93.217	4,860
Passed through Vermont Department of Health:			
37047 - FamPlan Data Systems		93.217	2,138
Total CFDA #93.217 - Family Planning Services			**246,508**
Pass-through Grant:			
Passed through State of Rhode Island:			
36501 - Epidemiology/Public Health Data	3160925	93.236	2,561
Total CFDA #93.236 - Grants to States to Support Oral Health Workforce Activities			**2,561**
Pass-through Grants:			
Passed through Buildings Bright Futures State Advisory Council, Inc.:			
36850 - Vermont L.A.U.N.C.H. Project	13/7	93.243	3,559
Passed through State of New Hampshire:			
36875 - NH Center for Excellence - Drug and Alcohol	1025785	93.243	550,506
37133 - HCDC Evaluation	Agreement @ 10/01/15	93.243	42,450
37151 - NH DMH Client Survey	Agreement @ 01/13/16	93.243	79,355
Passed through City of Dover, New Hampshire:			
36837 - Dover STOP Evaluation	PO#201307604	93.243	1,899
Passed through County of Cheshire, New Hampshire:			
36889 - Drug Court Program	Agreement @ 8-19-13	93.243	40,512

See notes to Schedule of Expenditures of Federal Awards.

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2016

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTINUED			
Pass-through Grants - continued:			
Passed through Action for Boston Community Development, Inc.:			
36903 - Entre Nosotras FY14	Agreement @ 10-19-13	93.243	734
Passed through Community Health Institute and Harbor Homes, Inc.:			
37042 - Harbor Homes Inc.		93.243	5,149
Passed through State of Rhode Island:			
37107 - PFS II	3426881	93.243	47,026
Total CFDA #93.243 - Substance Abuse and Mental Health Services Projects of Regional and National Significance			**771,190**
Direct Grants:			
36777 - National Training Center - Quality Assurance, Quality Improvement, Evaluation	FPTPA006025	93.260	815,756
36787 - Reproductive Health Prevention Training and Technical Assistance	FPTPA006015	93.260	253,561
36792 - National Training Center for Management and Systems Improvement	FPTPA006023	93.260	760,989
36794 - Region VIII Sexual Health	FPTPA006016	93.260	23,902
37223 - Family Planning National Training Center for Service Delivery Improvement	FPTPA006028	93.260	71,106
Total - CFDA #93.260 - Family Planning - Personnel Training			**1,925,314**
Pass-through Grant:			
Passed through State of New Hampshire:			
37090 - Public Health Program Services Support	PO# 1031592	93.268	103,514
Total CFDA #93.268 - Immunization Cooperative Agreements			**103,514**
Pass-through Grants:			
Passed through Mary Hitchcock Memorial Hospital:			
37036 - Upper Valley Drug Free Communities Grant Evaluation	Agreement @ 1-29-15	93.276	492
Passed through Narragansett Prevention Partnership:			
37148 - NPP Evaluation	Agreement @ 1-01-16	93.276	10,380
Passed through Monadnock Alcohol and Drug Abuse Coalition:			
37184 - Monadnock TAP	Agreement @ 2-01-16	93.276	3,343

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2016

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTINUED			
Pass-through Grants - continued:			
Passed through Center for Social Innovation:			
37058 - BRSS TACSII	HHSS280201100002C	93.276	16,602
37062 - BRSS TACS	HHSS280201100002C	93.276	75,000
Total CFDA #93.276 - Drug-free Communities Support Program Grants			**105,817**
Pass-through Grants:			
Passed through Commonwealth of Massachusetts Department of Public Health:			
HIV/AIDS Research, Training and Support	INTF-4111M04500824036	93.283	199,158
Passed through State of Vermont:			
37041 - Vermont Tobacco Control Program	28405	93.283	26,997
37125 - VOHC Planning	30445	93.283	13,408
Total - CFDA #93.283 - Centers for Disease Control and Prevention - Investigations and Technical Assistance			**239,563**
Direct Grant:			
36891 - PPHF 2013 - OSTLTS Partnerships	1U38OT000188	93.292	97,577
Pass-through Grant:			
Passed through Yale University:			
37070 - CT QI Project	SNP6247797	93.292	5,919
Total - CFDA #93.292 - National Public Health Improvement Initiative			**103,496**
Pass-through Grants:			
Passed through Black Ministerial Alliance of Greater Boston, Inc.:			
36664 - Healthy Futures	Agreement @ 6-1-11	93.297	35,814
Passed through Massachusetts Alliance on Teen Pregnancy:			
37166 - MATP Consulting	Agreement @ 4-14-16	93.297	6,201
Total - CFDA #93.297 - Teenage Pregnancy Prevention Program			**42,015**
Pass-through Grants:			
Passed through State of New Hampshire:			
37090 - Public Health Program Services Support	PO# 1031592	93.305	6,000
Passed through New Hapshire Dept. of Health and Human Services:			
37122 - NH Tobacco Helpline	Agreement @ 07-01-15	93.305	207,257
37214 - NH Tobacco Helpline FY17	Agreement @ 07-01-16	93.305	58,760

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2016

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTINUED			
Pass-through Grants - continued:			
Passed through Vermont Department of Health:			
37212 - Vermont Health Evaluation	Contract #31786	93.305	12,598
Total - CFDA #93.305 - Nat. State Based Tobacco Control Prog.			**284,615**
Pass-through Grant:			
Passed through State of New Hampshire:			
37090 - Public Health Program Services Support	PO# 1031592	93.505	92,343
Total - CFDA #93.505 - Affordable Care Act Maternal, Infant, and Early Childhood Home Visiting Program			**92,343**
Pass-through Grant:			
Passed through the Association of State and Territorial Health Officials:			
37149 - ASTHO Adult Immunization	Agreement @ 1-01-16	93.524	69,366
Total - CFDA #93.524 - PPHF - Patrnerships to Improve Population Health			**69,366**
Pass-through Grant:			
Passed through Town of Hudson, Massachusetts:			
36754 - MetroWest Moves	Agreement @ 5-9-12	93.531	37,186
Total - CFDA #93.531 - PPHF 2012 - Community Transition Grants			**37,186**
Direct Grant:			
37015 - Tobacco Use Prevention	U58DP005338	93.735	71,042
Total - CFDA #93.735 - State Public Health Approaches for Ensuring Quitline Capacity			**71,042**
Pass-through Grant:			
Passed through State of New Hampshire:			
37090 - Public Health Program Services Support	PO# 1031592	93.753	60,799
Total - CFDA #93.753 - Child Lead Poisoning Surveill. (PPHF)			**60,799**
Pass-through Grants:			
Passed through State of New Hampshire:			
37048 - National Diabetes Prevention Program	161611-B001	93.757	150,531
37068 - Technical Assistance Network for Rural Health Clinics	1043188	93.757	83,362
37200 - Public Health Program Services Support	PO# 1031592	93.757	79,295
Total - CFDA #93.757 - State and Local Public Health Actions to Prevent Obesity, Diabetes, Heart Disease and Stroke (PPHF)			**313,188**

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2016

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTINUED			
Pass-through Grants:			
Passed through State of Rhode Island:			
36501 - Epidemiology/Public Health Data	3160295	93.758	7,613
Passed through State of New Hampshire:			
37090 - Public Health Program Services Support	PO# 1031592	93.758	18,686
Passed through Missouri Department of Health and Senior Services:			
37130 - MO HEAL	C315199001	93.758	67,368
Passed through Rhode Island Department of Health:			
37140 - RI Epidemiological Support	7549784	93.758	88,213
Total - CFDA #93.758 - Preventive Health and Health Services Block Grant Funded Solely with Prevention and Public Health Funds (PPHF)			**181,880**
Pass-through Grant:			
Passed through State of Colorado:			
37080 - Hospital Quality Incentive Payment	PO UHAA 20160000000000000820	93.778	30,024
Total - CFDA #93.778 - Medical Assistance Program			**30,024**
Pass-through Grant:			
Passed through Mary Hitchcock Memorial Hospital:			
37117 - NH Colorectal Cancer Screening Program	NU58DP006086-01-00	93.800	17,512
Total - CFDA #93.800 - Organized Approaches to Increase Colorectal Cancer Screening			**17,512**
Pass-through Grant:			
Passed through Commonwealth of Massachusetts Department of Public Health:			
HIV Care	INTF5264M04500824007	93.815	250,001
Total - CFDA #93.815 - ELC - Laboratory for Infectious Diseases			**250,001**
Pass-through Grant:			
Passed through State of New Hampshire:			
37090 - Public Health Program Services Support	PO# 1031592	93.889	48,146
Total - CFDA #93.889 - National Bioterrorism Hospital Preparedness Program			**48,146**
Pass-through Grants:			
Passed through State of Rhode Island:			
36501 - Epidemiology/Public Health Data	3160295	93.913	2,773

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2016

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTINUED			
Pass-through Grants - continued:			
Passed through State of New Hampshire:			
36988 - Rural Health and Primary Care	PO# 1038916	93.913	7,036
37068 - Technical Assistance Network for Rural Health Clinics	1043188	93.913	31,586
Total - CFDA #93.913 - Grants to States for Operation of Offices of Rural Health			**41,395**
Direct Grants:			
37191 - HIV Integrated Planning	U69HA30144	93.914	55,336
37194 - RWHAP ACE Health Training	U69HA30143	93.914	25,847
Pass-through Grants:			
Passed through Boston Public Health Commission:			
36453 - BPHC Quality Management	6307A	93.914	26,658
37170 - Quality Assurance	Agreement @ 3-01-16	93.914	42,003
Total - CFDA #93.914 - HIV Emergency Relief Project Grants			**149,844**
Pass-through Grants:			
Passed through State of New Hampshire:			
37090 - Public Health Program Services Support	PO# 1031592	93.917	29,873
Passed through Commonwealth of Massachusetts Department of Public Health:			
HIV Care	INTF-4971-M045008224092	93.917	304,518
Total - CFDA #93.917 - HIV Care Formula Grants			**334,391**
Direct Grant:			
36967 - Healthy Start Performance Project	UF5MC26845	93.926	3,069,070
Total - CFDA #93.926 - Healthy Start Initiative			**3,069,070**
Direct Grant:			
36945 - CDC CBA FY15 - FY19	U65PS004406	93.939	906,598
Total - CFDA #93.939 - HIV Prevention Activities - NGO Based			**906,598**
Pass-through Grant:			
Passed through State of Connecticut Department of Public Health:			
37113 - Connecticut Billing	2016-0085	93.940	38,375
Total - CFDA #93.940 - HIV Prevention Activities - Health Department Based			**38,375**

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2016

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTINUED			
Pass-through Grant:			
Passed through Commonwealth of Massachusetts Department of Public Health:			
HIV/AIDS Surveillance	INTF-4971-M04500824092	93.944	32,258
Total - CFDA #93.944 - HIV/AIDS Surveillance			**32,258**
Pass-through Grant:			
Passed through South County Hospital Healthcare System:			
37091 - South County Health Equity Zone	Agreement @ 5-1-15	93.945	14,391
Total - CFDA #93.945 - Assistance Programs for Chronic Disease Prevention and Control			**14,391**
Direct Grant:			
36615 - CDC Teen Pregnancy	U58DP002906	93.946	47,202
Total - CFDA #93.946 - Cooperative Agreements to Support State-Based Safe Motherhood and Infant Initiative Programs			**47,202**
Pass-through Grants:			
Passed through State of Rhode Island:			
36801 - Prevention Resource Center	3316844	93.959	164,424
Passed through State of New Hampshire:			
37090 - Public Health Program Services Support	PO# 1031592	93.959	10,000
Passed through New Hamp. Prevention Certification Board of New Hamp.:			
37168 - NHPCB Workforce		93.959	13,452
Total - CFDA #93.959 - Block Grants for Prevention and Treatment of Substance Abuse			**187,876**
Pass-through Grant:			
Passed through City of Manchester Health Department:			
37165 - Manchester CHIP	Agreement @ 10-23-15	93.991	4,070
Total - CFDA #93.991 - Preventative Health and Health Services Block Grant			**4,070**
Pass-through Grant:			
Passed through Tri-County Health Department:			
37106 - Tri-County Health Programming	Agreement @ 9-25-15	93.994	25,320
Total - CFDA #93.994 - Maternal & Child Health Services Block Grant to the States			**25,320**

See notes to Schedule of Expenditures of Federal Awards.

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2016

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTINUED			
TOTAL - U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES			$ 14,102,495
U.S. DEPARTMENT OF HOMELAND SECURITY			
Direct Grants:			
United States Coast Guard -			
36969 - Nat'l. Estimate of Life Jacket Wear Rate	3314FAN1402.09	97.012	$ 1.279
37076 - Nat'l. Life Jacket Wear Rate	3315FAN1502.05	97.012	116.787
37196 - Nat'l. Estimate of Life Jacket Wear Rate	3316FAN160206	97.012	117,870
Total CFDA #97.012 - Boating Safety Financial Assistance			**235,936**
Pass-through Grant:			
Passed through State of New Hampshire:			
37090 - Public Health Program Services Support	PO# 1031592	97.042	48.500
Total CFDA #97.042 - Emergency Management Performance Grants			**48,500**
TOTAL - U.S. DEPARTMENT OF HOMELAND SECURITY			**$ 284,436**
U.S. ENVIRONMENTAL PROTECTION AGENCY			
Pass-through Grant:			
Passed through State of New Hampshire:			
37090 - Public Health Program Services Support	PO# 1031592	66.707	$ 51.262
Total CFDA #66.707 - TSCA Title IV State Lead Grants Certification of Lead-Based Paint Professional			**51.262**
TOTAL - U.S. ENVIRONMENTAL PROTECTION AGENCY			**$ 51,262**

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2016

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF JUSTICE			
Pass-through Grants:			
Passed through State of New Hampshire:			
36931 - Court Diversion	PO# 1035374	16.540	$ 42,669
37205 - NH Juvenille Court Video	Agreement @ 9-01-15	16.540	1,433
Total - CFDA #16.540 - Juvenile Justice and Delinquency Prevention - Allocation to States			**44,102**
Pass-through Grants:			
Passed through County of Cheshire, New Hampshire:			
36902 - Cheshire County Drug Court	Agreement @ 9-20-13	16.585	15,236
Passed through State of New Hampshire Admin. Office of the Courts:			
37043 - Rockingham County Adult Drug Court	Agreement @ 1-16-15	16.585	3,565
Total - CFDA #16.858 - Department of Justice, Bureau of Justice Assistance Grant			**18,801**
TOTAL U.S. DEPARTMENT OF JUSTICE			**$ 62,903**
U.S. DEPARTMENT OF AGRICULTURE			
Pass-through Grant:			
Passed through Massachusetts Dept. of Elementary and Secondary Education:			
37167 - ESE Allergies Manual	Agreement @ 3-25-16	10.560	$ 9,288
Total CFDA #10.560 - State Administrative Expenses for Child Nutrition			**9,288**
Pass-through Grant:			
Passed through State of Vermont:			
37155 - VT SNAP Education Evaluation	30754	10.561	9,478
Total CFDA #10.561 - State Administrative Matching Grants for the Supplemental Nutrition Assistance Program			**9,478**
TOTAL - U.S. DEPARTMENT OF AGRICULTURE			**$ 18,766**

See notes to Schedule of Expenditures of Federal Awards.

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2016

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF STATE			
Pass-through Grants:			
Passed through Dreams Innovation Challenge:			
37188 - DREAMS	S-LMAQM-16-CA-1103	19.029	$ 341,221
Total CFDA #19.029 - The U.S. President's Emergency Plan for AIDS Relief Programs			**341,221**
TOTAL - U.S. DEPARTMENT OF STATE			**$ 341,221**
TOTAL FEDERAL AWARDS			**$ 214,918,537**

See notes to Schedule of Expenditures of Federal Awards.

JSI Research and Training Institute, Inc.
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
September 30, 2016

NOTE 1 – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of JSI Research and Training Institute, Inc. under programs of the federal government for the year ended September 30, 2016. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of JSI Research and Training Institute, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of JSI Research and Training Institute, Inc.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(1) Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

(2) Catalog of Federal Domestic Assistance (CFDA) numbers and pass-through entity identifying numbers are presented when available.

NOTE 3 – INDIRECT COST RATE

JSI Research and Training Institute, Inc. has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

JSI Research and Training Institute, Inc.
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
September 30, 2016

NOTE 4 – SUBRECIPIENTS

Of the federal expenditures presented in the schedule, JSI Research and Training Institute, Inc. provided federal awards to subrecipients as follows:

Program	CFDA Number	Amount Provided to Subrecipients
Juvenile Justice and Delinquency Prevention	16.540	$ 11,990
National Resources Center for HIV Prevention Among Adolescents	93.057	113,062
Technical and Non-Financial Assistance to Health Centers	93.129	667,762
AIDS Education and Training Centers	93.145	244,500
Family Planning Services	93.217	18,221
Family Planning - Personnel Training	93.260	85,000
Centers for Disease Control and Prevention - Investigations and Technical Assistance	93.283	109,999
National Public Health Improvement Initiative	93.292	44,917
National State Based Tobacco Control Programs	93.305	7,441
State and Local Public Health Actions to Prevent Obesity, Diabetes, Heart Disease and Stroke	93.757	27,000
Medical Assistance Program	93.778	33,750
Grants to States for Operation of Offices of Rural Health	93.913/93.757	50,933
HIV Care Formula Grants	93.917	190,031
Healthy Start Initiative	93.926	227,879
Block Grants for Prevention and Treatment of Substance Abuse	93.959	5,704
Boating Safety Financial Assistance	97.012	670
USAID Foreign Assistance for Program Overseas	98.001	73,825,743
Total Federal Awards Provided to Subrecipients		$ 75,664,602
Non-Federal Awards Provided to Subrecipients		2,397,631
		$ 78,062,233

The federal expenditures provided to subrecipients are reflected in the sub-contracts line item of the statement of functional expenses.

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FOUGERE
Certified Public
Accountant

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors
JSI Research and Training Institute, Inc. and Affiliate

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the consolidated financial statements of JSI Research and Training Institute, Inc. and Affiliate ("Organization"), which comprise the consolidated statement of financial position as of September 30, 2016, and the related consolidated statements of activities, and cash flows for the year then ended, and the related notes to the consolidated financial statements, and have issued our report thereon dated April 26, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the consolidated financial statements, we considered JSI Research and Training Institute, Inc. and its affiliate's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of JSI Research and Training Institute, Inc. and its affiliates' s internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for thc limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether JSI Research and Training Institute, Inc. and its affiliate's consolidated financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

This purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Duxbury, Massachusetts
April 26, 2017

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99 Heritage Lane
Duxbury, MA 02332-4334

FOUGERE
Certified Public
Accountant

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Directors
JSI Research and Training Institute, Inc. and Affiliate

Report on Compliance for Each Major Federal Program

We have audited JSI Research and Training Institute, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of JSI Research and Training Institute, Inc.'s major federal programs for the year ended September 30, 2016. JSI Research and Training Institute, Inc.'s major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of JSI Research and Training Institute, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about JSI Research and Training Institute, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of JSI Research and Training Institute, Inc.'s compliance.

Opinion on Each Major Federal Program

In our opinion, JSI Research and Training Institute, Inc. complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2016.

Report on Internal Control Over Compliance

Management of JSI Research and Training Institute, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered JSI Research and Training Institute, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of JSI Research and Training Institute, Inc.'s internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

World Education, Inc. (Affiliate) maintains a different fiscal year (June 30) and has its own stand alone audit performed in accordance with the Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). However, the consolidated financial statements contain the combined activity of JSI Research and Training, Institute and World Education, Inc.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Norman L. Fongeu JR CPA

Duxbury, Massachusetts
April 26, 2017

JSI Research and Training Institute, Inc. and Affiliate
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
September 30, 2016

SECTION I - Summary of Auditors' Results:

Financial Statements

The type of report issued on the financial statements:	Unmodified opinion
Internal control over financial reporting:	
• Material weaknesses identified?	No
• Significant deficiencies identified that are not considered to be material weaknesses?	None reported
Noncompliance material to the financial statements noted?	No

Federal Awards

Internal control over major programs:	
• Material weaknesses identified?	No
• Significant deficiencies identified that are not considered to be material weaknesses?	No
Type of auditors' report issued on compliance for major programs:	Unmodified opinion
Any audit findings which are required to be reported under 2 CFR section 200.516(a):	No
• Identification of major programs:	USAID Foreign Assistance for Programs Overseas CFDA #98.001
Dollar threshold used to distinguish between Type A and Type B programs:	$3,000,000
Auditee qualified as low risk auditee under 2 CFR Section 200.520	Yes

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STATUS OF PRIOR YEAR'S FINDINGS AND QUESTIONED COSTS

There were no reportable findings or questioned costs for the year ended September 30, 2015.

JSI Research & Training Institute, Inc.

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JSI Research & Training Institute, Inc.

BOARD OF DIRECTORS

Alex Baker, Chief Operating Officer, JSI

David Bloom, Clarence James Gamble Professor of Economics and Demography, Harvard School of Public Health

Patricia Fairchild, Vice President, JSI Health Services

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Leland Goldberg, Business Consultant

Carolyn Hart, Vice President, JSI International Health

Louis Kaplow, Finn M.W. Caspersen & Household Professor of Law and Economics, Harvard Law School

Joel Lamstein, JSI, President and Chair

Paul Osterman, Nanyang Technological University (NTU) Professor of Human Resources and Management, Sloan School of Management at M.I.T.

Michael Useem, William and Jacalyn Egan Professor of Management, Wharton School at University of Pennsylvania

May 2017

MARTHA BRADLEY, MS

JSI, 501 South Street, Bow, New Hampshire 03304 (603) 573-3318 *mbradley@jsi.com*

EDUCATION

SPRINGFIELD COLLEGE, MANCHESTER, NEW HAMPSHIRE
M.S., Human Service Administration, May, 2001

UNIVERSITY OF NEW HAMPSHIRE, DURHAM, NEW HAMPSHIRE
B.A., Psychology, May, 1987

EXPERIENCE

JSI, Bow, New Hampshire
Project Manager, December 2002 to present
Areas of technical expertise include: Project management and implementation, health education and material development, training, and qualitative research.

Wisconsin Human Trafficking Awareness and Prevention Campaign, *April 2017 to present*
Worked on team to create a Human Trafficking Awareness and Prevention Campaign (Campaign) to inform the public that (1) sex trafficking of youth under the age of 18 is an issue in urban, rural, suburban and tribal communities throughout WI (2) educate about the indicators that a youth is being sex trafficked or may be at risk of being sex trafficked (3) disseminate information about the risk factors that make youth more vulnerable to being trafficked; and, (4) implement an effective statewide media/social marketing campaign that reduces demand and prevents sex trafficking of WI youth.

New Hampshire SBIRT Initiative, *December 2015 to present*
Funded by the NH Charitable Foundation in partnership with the Conrad N. Hilton Foundation and NH Bureau of Drug and Alcohol Services to provide training to healthcare providers and systems implementing SBIRT (Screening, Brief Intervention, and Referral to Treatment) as a strategy to integrate behavioral health and primary care to identify patients at risk of substance misuse in 18 health systems across 30 locations. Developed and implemented a variety of learning opportunities such as webinars, meetings, onsite trainings and shared learning to help providers address all facets of their workflow including payment and reimbursement, confidentiality, technology, shared decision making tools, patient education and follow-up. The training builds knowledge and skills through role play and practice on utilizing motivational interviewing techniques with patients identified at greater risk of substance misuse.

Partnerships for Quitline Sustainability, *August 2014 to present*
A multi-year contract with the CDC to work with the state health department to develop strategy and material to engage insurance professionals to consider cost sharing arrangements for Helpline services. Strategy based on model developed by North American Quitline Consortium and key informant interviews with insurance stakeholders.

Prediabetes Media Development and Placement Services, *March 2015 to present*
Responsible for developing a statewide media campaign that encourages those at risk to enroll in a National Diabetes Prevention Program which includes quantitative research of the target audience, audience testing, and message and material development.

Child Abuse Needs Assessment, *April–October 2015*
Conducted a comprehensive needs assessment to increase knowledge regarding the factors that impact the competencies and capacities of healthcare providers to provide special medical exams to child victims of suspected physical abuse and neglect.

Arsenic in Private Well Water, *March to August 2015*
Worked with the Dartmouth Toxic Metals Superfund Research Program to create intervention material to increase home owners' readiness to voluntarily test their well water for arsenic. Developed message themes and conducted end user testing to identify factors influencing home owners' interest in testing.

NH Immunization Marketing, *June 2010 to present*
NH Department of Health and Human Services, NH Immunization Program: Worked with community stakeholders to research, develop, and implement a statewide marketing and awareness campaign aimed at increasing immunization rates for the priority population.

NH Environmental Public Health Tracking Program Data Utilization and Outreach Project, *April 2012 to present*
NH Department of Health and Human Services, Environmental Public Health Tracking Program: works to increase the utilization of the EPHT's data portal and other communication tools by developing a communication plan consisting of contemporary marketing and outreach strategies. Conducted formative research and wrote current communication plan. Conducted end user testing on a web-based tool to assess the probability of arsenic in well water.

New Hampshire Public Health Emergency Planning Technical Assistance and Training, *December 2008 to present*
New Hampshire Department of Health and Human Services, Division of Public Health Services, Office of Community and Public Health: Provide technical assistance and support to two of the 14 regional public health regions. Developed and delivered a five hour *Risk Communication* training designed to build skills for professionals serving as a public information officer during a public health emergency, Family and Individual Preparedness train-the-trainer, Continuity of Operations Planning training and several other Homeland Security Emergency Planning compliant exercises to assist the regions build knowledge and skills to plan and respond to public health emergencies. Support, participate in and evaluate training exercises.

Nashua Community Health Assessment, *September 2013 to May 2014*
Worked with client to develop appropriate protocols for focus groups with targeted segments of population, varying from topic-specific issues, to general health issues. Facilitated 10 focus groups and wrote summary report of findings.

SHARE Needs Assessment, *September 2013 to May 2014*
Developed methodology for local non-profit needs assessment, covering five towns in Southern NH. Developed protocols for focus groups and key informant interviews and developed needs assessment report.

HNH Foundation, *December 2012–2013*
Worked with 12 community groups across NH to plan, coordinate, implement and evaluate 12 screening and education events of the *Challenges* film from the HBO series *Weight of the Nation.* The aim of the project is to increase awareness among NH residents of the social costs and implications of obesity and to encourage local and regional strategies to address access to healthy food and opportunities for physical activity.

NH Department of Education, Child and Adult Care Food Program (CACFP), *January–June 2013*
Created content for two lessons and supplemental activities on the topics of nutrition and physical activity for CACFP for professionals working in family-based child care programs that are enrolled in CACFP and their sponsoring agencies.

PRESENTATIONS

- Presentation at IHA Health Literacy Conference: *SBIRT: Talking with Your Patients about Substance Misuse*, 2017
- Moffitt Cancer Center: *Cancer, Culture and Literacy Conference* in *2008 & 2010*
- Presentation at the NH Conference for Adult Educators on *Tobacco & Literacy in NH: A Pilot Program for Young Adults, February 2007* and abstract accepted at the ACCESS 08 Conference
- Presentation at the Break Free Alliance Conference, *Promising Practice to Eliminate Tobacco Related Disparities: the Power of Communities, April 2012*
- Presented poster Break Free Alliance Conference on *Supporting Healthy Practices in Child Care: Nutrition, Physical Activity & Tobacco Exposure, April 2012*
- Presentation at National Conference on Tobacco or Health, *Engaging Low-Income Smokers in Tobacco Cessation via Credit Counseling Programs, 2012*

OTHER EDUCATION

- National Institutes of Health, Office of Extramural Research, Protecting Human Research Participants, *September 2009*
- New Hampshire Department of Safety, Division of Fire Standards and Training:
  IS-700: NIMS an Introduction, January 2009

IS-100: Introduction to ICS, January 2009
Public Information Office, April 2009

- Homeland Security Exercise & Evaluation Program (HSEEP) Training Course, December *2008*
- Attended National Conference on Tobacco or Health, Minneapolis, MN, *2007*
- Attended World Tobacco Conference, Washington, D.C., *2006*
- Completed *Motivational Interviewing* workshop at Health Education and Training Institute, Portland, ME, *2005*
- Attended National Tobacco Conference, Boston, MA, *2004*
- Completed *Basic Skills for Working with Smokers*, University of Massachusetts Medical School, *2002*

SHASTA A. JORGENSEN, M.P.H.

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EDUCATION

BOSTON UNIVERSITY SCHOOL OF PUBLIC HEALTH, BOSTON, MASSACHUSETTS
Master of Public Health, Concentration in Social and Behavioral Science, 2010

UNIVERSITY OF REDLANDS, REDLANDS, CALIFORNIA
Bachelor of Arts, International Relations, 2001

EXPERIENCE

JSI, Bow, New Hampshire
Project Manager, February 2012 to present
Project Coordinator, March 2009 to 2012
Project Assistant, February 2003to February 2009
JSI provides consultation to health care organizations in the areas of health services delivery, public health, practice management, information for decision-making, and program evaluation. Clients include government agencies, public and private health care providers (hospitals, group practices, community health centers, family planning organizations, health maintenance organizations, community-based coalitions and social service agencies). JSI is a health care consulting firm working with clients in the public and private sectors. Areas of technical expertise include: Project management and implementation, health education and material development, training, and quality improvement.

New Hampshire SBIRT Initiative, *Trainer*
Funded by the NH Charitable Foundation in partnership with the Conrad N. Hilton Foundation, provide training to NH health care providers in varying stages of implementation participating in an action learning collaborative of 10 pediatric-behavioral health partners including hospital-based and FQHC-based practices to make SBIRT (Screening, Brief Intervention, and Referral to Treatment) a standard of care. The training builds knowledge and skills through role play and practice on utilizing motivational interviewing techniques with patients identified at greater risk of substance misuse.

New Hampshire Lyme Disease Prevention Campaign, *Focus Group Facilitator*
Serve as *Focus Group Facilitator* to develop a grass-roots and marketing campaign for a private funder via the NH Charitable Foundation in order to reduce tick encounters and cases of Lyme disease in NH. This project identifies priority audiences affected by tick bites, best-practice outreach strategies, partner communication channels for grass-roots interventions, and effective educational outreach materials to advance the understanding of the health risks of tick encounter, and how to prevent tick bites and Lyme disease. Tick Free NH (TickFreeNH.org) includes the development and creation of a Public Service Announcement, mass-media campaign, social media campaign, and website.

Prediabetes Media Development and Placement Services, *Project Manager*
Responsible for developing a statewide media campaign that encourages those at risk to enroll in a National Diabetes Prevention Program which includes quantitative research of the target audience, audience testing, and message and material development.

Partnerships for Quitline Sustainability, *Project Director*
Provide consultation and technical assistance to the health department on the development of quitline cost sharing relationships with private health plans insurers in an effort to support tobacco quitline operations. Develop strategies based on research around health plan cessation programs/benefits to engage private health plans in a cost sharing partnership with NH Tobacco Helpline.

Asthma Program: Quality Improvement (QI) Action Learning Collaborative and Technical Assistance,
Connecticut Department of Public Health Services (CT DPHS), Quality Improvement Coach, 2015
Develop and deliver a QI Action Learning Collaborative for community-based programs, including school-based health centers and community health centers, to improve asthma management. This two-year project will support programs to develop QI capacity through an ALC, and provide support through ongoing coaching.

NH Tobacco Helpline
New Hampshire Department of Health and Human Services, Tobacco Prevention and Control Program
Responsible for program and administrative management of the NH Tobacco Helpline. Serve as primary contact, along with the Project Director, for contract with TPCP for the NH Tobacco Helpline and subcontractors. In collaboration with the management team, monitor progress in meeting goals of overall contract workplan and overall project. Assist TPCP in promoting the Helpline services to statewide organizations. Facilitate alliances among state agencies and/or organizations that serve similar priority populations. Oversee budget and serve as fiscal contact for additional services as determined by TPCP. Provide technical assistance regarding counter-marketing and public awareness initiatives. Oversee Program Assistant and Program Support staff activities and duties.

Expand and Promote the Try-TO-STOP TOBACCO Resource Center of NH
New Hampshire Department of Health and Human Services
Served as Project Coordinator to expand, promote and increase awareness and utilization of the evidence-based cessation tools and resources offered through the Try-To-STOP TOBACCO Resource Center of NH through the creation of a strategic plan that includes a population based media campaign and outreach to NH physicians and other clinical and public health professionals such as the Community Health Access Network (CHAN), the NH Medical Society, NH health insurance providers as well as statewide partners to implement systemic adoption of the US PHSG.

Dover Youth Empowerment Model Evaluation
City of Dover
Data Manager for the Dover Youth Empowerment Model Evaluation. Collected evidence of effectiveness of this youth empowerment model for the innovators of this model. Efforts included getting the program elected as a Center for Substance Abuse Prevention's Service-to-Science program and furthering the program along the continuum of evidence for eligibility in the SAMHSA National Registry of Evidence-based Programs.

Multistate Learning Collaborative
Robert Wood Johnson Foundation
Project Coordinator for the RWJF-funded Multistate Learning Collaborative (MLC-3), a national collaborative effort to improve public health services and the health of communities by linking public health processes to health outcomes. Managed two learning collaboratives addressing childhood obesity and health improvement planning, and tobacco cessation among pregnant women and workforce development. Developed assessment tools and conduct public health network capacity assessments to inform NH public health regionalization process.

Engaging Smokers in Cessation through Financial Assistance Program
Legacy Foundation
Through funding from the American Legacy Foundation coordinated with financial assistance programs in NH and RI to implement a demonstration project to connect low-income individuals who smoke with evidence-based cessation services. Trained credit counselors to assess smoking status of all clients, advise on the high personal costs of smoking and impact on their budget and refer clients to the state's quitline and developed tools to track progress of project.

New Hampshire Tobacco Use Cessation and Counter Marketing
New Hampshire Department of Health and Human Services
Project Assistant of the New Hampshire Tobacco Cessation and Counter Marketing Project funded by the NH DHHS. This project incorporates three major components: 1) the toll free NH Smokers' Helpline offering services in English, Spanish and Portuguese through which smokers and other citizens of New Hampshire receive information on any aspect of tobacco and may be referred to state-of-the-art prevention and tobacco treatment resources, if appropriate; 2) the promotion of the NH Smokers' Helpline through a variety of traditional and non-traditional media outlets; and 3) a Tobacco Education Clearinghouse, which develops and distributes in bulk quantities high quality, culturally appropriate tobacco education materials.

OTHER EDUCATION

Attended Public Health Improvement Training: Advancing Performance in Agencies, Systems and Communities, 2015
Completed Motivational Interviewing workshop at Health Education and Training Institute, Concord, NH, 2010
Completed Basic Skills for Working with Smokers, University of Massachusetts Medical School, 2008
Attended National Conference on Tobacco or Health, Minneapolis, MN, 2007
Attended World Tobacco Conference, Washington, D.C., 2006
Attended National Tobacco Conference, Boston, MA, 2004

FAITH BOUCHARD

JSI Research & Training Institute, Inc. d/b/a Community Health Institute *faith_bouchard@jsi.com*
501 South Street, 2nd Floor, Bow, NH 03304

EDUCATION

COLBY-SAWYER COLLEGE
Bachelor of Fine Arts in Graphic Design, Minor in Psychology, 2015

EXPERIENCE

JSI Research & Training Institute, Inc. d/b/a Community Health Institute, Bow, New Hampshire
Graphic Designer & Staff Associate, September 2015 to present
Supports a variety of on-going public health projects in regards to design, formatting and layout of reports and literature, as well as administrative assistance. JSI is a health care consulting firm working with clients in the public and private sectors. Since 1978, JSI has provided consulting, research and training services for agencies and organizations seeking to improve the health of individuals, communities and nations.

Current Projects:

Healthy Home and Lead Poisoning Prevention Program
Provide graphic design and general administrative support for the CDC's Healthy Homes and Lead Poisoning Prevention Program (HHLPPP). Primary role responsibilities include supporting the operational functions of the program, preparing various design materials, both digital and print geared toward health providers, parents, and contractors.

Diabetes Prevention Program and Prediabetes Media Development
Graphic Designer for a statewide media campaign aimed at adults at high risk of developing prediabetes and encourages individuals to enroll in a National Diabetes Prevention Program. Supply digital and print design services and provide general administrative assistance to support the operational functions of the program.

NH Home Visiting Statewide Training Coordination
Assist with coordination and implementation of the statewide training plan for the state's 11 MIECHV-funded home visiting agencies currently implementing the Healthy Families America program. Work with agencies to provide technical assistance resources and provide graphic design services as needed.

NH Immunization Marketing Graphic Designer
Graphic Designer for the NH Immunization Program. Support the development of a creative health marketing campaign that identifies priority audiences, best-practice outreach strategies, and effective educational outreach materials to advance the understanding of the health benefits of vaccines and immunizations and increase NH immunization rates. Prepare various design materials including updating existing state and national materials, as well as create new graphics and logos geared towards providers and patients.

New Hampshire Tobacco Helpline Media, Marketing & Health Communications
Serve as Graphic Designer for the NH Tobacco Use Cessation and Counter Marketing Projects. Primary role includes preparing various design materials for effective educational outreach and updating existing logos and documents. This contract serves as communication hub for the NH Tobacco Helpline and its social media, web (www.QuitNowNH.org) and text counterparts and QuitWorks-NH a resource for NH clinicians working with their patients to quit using tobacco by providing them with a single portal for referring their patients who use tobacco for state-of-the-art treatment (www.quitworknsnh.org).

COMPUTER SKILLS

Adobe InDesign
Adobe Illustrator
Adobe Photoshop
Adobe Premiere
Microsoft Office
Constant Contact (Email Marketing Platform)

CONTRACTOR NAME

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Martha Bradley	Project Director	$94,760	12%	$11,476.49
Shasta Jorgensen	Communication Specialist	$63,809	10%	$6,522.65
Faith Bouchard	Project Associate	$47,000	13%	$6,293.63

4/ 17

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6503
603-271-7922 1-800-852-3345 Ext. 7922
Fax: 603-271-8705 TDD Access: 1-800-735-2964

NH DIVISION OF
Public Health Services
Improving health, preventing disease, reducing costs for all

Jeffrey A. Meyers
Acting Commissioner

Marcella Jordan Bobinsky
Acting Director

January 20, 2016

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, to exercise a renewal option and amend an existing agreement with the JSI Research and Training Institute, Inc, d/b/a Community Health Institute, (Vendor #161611-B001), 501 South St., 2nd Floor, Bow, NH 03304, to promote National Diabetes Prevention Programs and conduct a Diabetes Self-Management Education Program workshop by increasing the price limitation by $265,998 from $223,998 to $489,996, effective upon Governor and Executive Council approval through June 30, 2018. The Governor and Executive Council approved the original contract on March 25, 2015 (Item #10). 100% Federal Funding.

Funds are available in the following account for State Fiscal Years 2016 and 2017, and are anticipated to be available in SFY 2018 upon the availability and continued appropriation of funds in the future operating budget, with authority to adjust encumbrances between State Fiscal Years through the Budget Office, without further approval from the Governor and Executive Council, if needed and justified.

05-95-90-902010-1227 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, COMBINED CHRONIC DISEASE

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increase/ (Decrease)	New Budget Amount
2015	102-500731	Contracts for Prog Svc	90017417	$111,999	$0	$111,999
2016	102-500731	Contracts for Prog Svc	90017417	$111,999	$10,000	$121,999
2016	102-500731	Contracts for Prog Svc	90017117	$0	$32,000	$32,000
2017	102-500731	Contracts for Prog Svc	90017417	$0	$111,999	$111,999
2018	102-500731	Contracts for Prog Svc	90017417	$0	$111,999	$111,999
			Total:	**$223,998**	**$265,998**	**$489,996**

EXPLANATION

This purpose of this request is to add services to the current contract by requiring the vendor to conduct a Diabetes Self-Management Education Program workshop for healthcare and public health organizations and to promote Diabetes Self-Management Education to the healthcare community, people with diabetes, and their caregivers. The workshop will assist New Hampshire organizations to understand the National Standards for Diabetes Self-Management Education and learn about other essential elements required for implementation of a comprehensive program. Organizations planning to start a new diabetes education program or improve an existing program should attend. Diabetes Self-Management Education is proven to improve clinical outcomes, reduce use of acute, inpatient hospital services, and lower Medicare and insurance claim costs.

This request also exercises a renewal option to promote participation in National Diabetes Prevention Programs among New Hampshire adults at high risk for type 2 diabetes. The vendor will continue managing promotion and outreach activities using materials created by the Centers for Disease Control and Prevention that have been tailored specifically for New Hampshire.

The vendor will continue to collaborate with the Diabetes Prevention Advisory Group formed in May 2015. The vendor will also continue collaborative work with healthcare and community partners by utilizing existing materials and developing new materials, as needed, to promote diabetes awareness statewide, based on the needs of local programs throughout the state.

The Department is satisfied with the vendor's performance and supports the request to add to the scope of services and renew the existing agreement.

Should Governor and Executive Council not authorize this request, fewer individuals at risk for type 2 diabetes will be aware of programs and resources that could prevent progression to type 2 diabetes. Without this outreach and promotion of National Diabetes Prevention Programs as well as the Diabetes Self-Management Education Program workshop, there could be an increase in the number of individuals that progress from prediabetes to type 2 diabetes. The result could be an unnecessary increase in New Hampshire's health and economic burden, which would negatively impact the citizens, statewide.

Area served: Statewide.

Source of Funds: 100% Federal Funds from the U.S. Centers for Disease Control and Prevention.

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

Respectfully submitted,

Marcella Jordan Bobinsky
Acting Director

Approved by:
Jeffrey A. Meyers
Acting Commissioner

State of New Hampshire
Department of Health and Human Services
Amendment #1 to the Pre-diabetes Media Development and Placement Services

This 1st Amendment to the Pre-diabetes Media Development and Placement Services contract (hereinafter referred to as "Amendment #1") dated this, 20th day of September 2015 is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and JSI Research & Training Institute, Inc. d/b/a Community Health Institute (hereinafter referred to as "the Contractor"), a non-profit organization with a place of business at 501 South Street, 2nd Floor, Bow, NH 03304.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on March 25, 2015 (item #10), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18 of the Agreement, and Exhibit C-1 Paragraph 3, the State may renew the contract for two (2) additional years by written agreement of the parties and approval of the Governor and Executive Council; and;

WHEREAS, the parties agree to add to the scope of services, extend the Contract for two (2) additional years, and increase the price limitation; and

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

To amend as follows:

1. Form P-37, General Provisions, Item 1.7, Completion Date, to read:

   June 30, 2018

2. Form P-37, General Provisions, Item 1.8, Price Limitation, to read:

   $489,996

3. Add Exhibit A-1 - Amendment #1, Scope of Services,

4. Delete Exhibit B-1, Budgets and replace with Exhibit B-1 - Amendment #1 Budgets

5. Add Exhibit B-2 Budgets

This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

11/30/15
Date

Brook Dupee
Bureau Chief

JSI Research & Training Institute, Inc. d/b/a
Community Health Institute

11.24.15
Date

NAME Jonathan Stewart
TITLE Regional Director

Acknowledgement:

State of New Hampshire, County of Merrimack on 11/24/2015, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace

DEBRA L. LOVE, Notary Public
My Commission Expires October 16, 2018

Name and Title of Notary or Justice of the Peace

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

OFFICE OF THE ATTORNEY GENERAL

12/21/15
Date

Name: Megan A. Yaple
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Exhibit A-1 - Amendment #1

Scope of Services

1. Provisions Applicable to All Services

1.1. The Contractor shall submit a detailed description of the language assistance services that will be provided to persons with limited English proficiency to ensure meaningful access to programs/services offered through this contract within ten (10) days of the Contract effective date.

2. Scope of Work

2.1. The Contractor shall coordinate and facilitate a planning committee for the purpose of developing a New Hampshire-specific workshop, entitled, "Building Your Diabetes Education Program," which shall be presented by the American Association of Diabetes Educators (AADE). The Contractor shall:

2.1.1. Recruit and facilitate a planning committee. The committee will provide guidance on tailoring the workshop to NH-specific needs.

2.1.2. Identify, organize, and train a group of planning committee members to assist with registration, evaluation and CEU forms, and other administrative and logistical tasks on the day of the conference.

2.1.3. Within two weeks of amendment approval, recruit planning committee members including representation from the NH Department of Health and Human Services (DHHS), Division of Public Health Services (DPHS), Granite State Diabetes Educators (GSDE), and other partners as determined by DPHS.

2.1.4. Coordinate and facilitate planning committee meetings.

2.1.5. Coordinate communication among members of the planning committee.

2.1.6. Perform additional administrative duties as requested by the Department.

2.2. The Contractor shall enter into contract with the American Association of Diabetes Educators (AADE) for the provision of a "Building Your Diabetes Education Program" Workshop. The Contractor shall:

2.2.1. Ensure the AADE workshop is attended by a minimum of 80 attendees, up to a maximum of 100 attendees.

2.2.2. Ensure the AADE workshop takes place no later than June 15, 2016.

2.2.3. Identify and contact accredited AADE speakers and additional speakers, as appropriate, to present information at the scheduled AADE workshop.

2.2.4. Provide logistical support with follow-up contacts to speakers, as needed, to ensure scheduled AADE workshop needs are met. Logistical support shall include, but not be limited to:

2.2.4.1. Preparing and mailing paperwork to scheduled speakers that includes, but is not limited to:

2.2.4.1.1. Attendance with the specific date, date, time, and location of the workshop.

2.2.4.1.2. Directions to the workshop.

2.2.4.1.3. Conflict of interest statements that must be signed and returned to the Department.

2.2.4.1.4. Other information as required by the Department.

2.2.4.2. Coordinating with AADE to receive, accept, and compile registration forms for the scheduled AADE workshop.

2.2.4.3. Collecting registration fees.

2.2.4.4. Securing meeting space and audiovisual equipment

2.2.4.5. Coordinating accommodations for planning committee members and speakers who require overnight hotel reservations.

2.2.4.6. Coordinating light breakfast and lunch in accordance with United States Office of Management and Budget (OMB) guidelines.

2.2.4.7. Providing sufficient staff for the workshop.

2.2.5. Promote the scheduled AADE workshop by marketing the program to:

2.2.5.1. All NH ADA/AADE program coordinators and staff.

2.2.5.2. Federally qualified health centers (FQHCs).

2.2.5.3. Pharmacists.

2.2.5.4. Community mental health centers.

2.2.5.5. Health care administrators.

2.2.5.6. Other organizations that serve people with diabetes who may benefit from becoming accredited/recognized programs, as identified by the Department.

2.2.6. Work with AADE to develop evaluations and compile evaluation results following the workshop.

2.2.7. Present a final report on the outcome of the conference to the Department and the planning committee by June 29, 2016.

2.2.8. Work with AADE to provide continuing education units (CEU) to workshop participants.

2.3. The Contractor shall provide support services that include but are not limited to securing the workshop venue and organizing Workshop Exhibitors. Support services shall include, but not be limited to:

2.3.1. Identifying Workshop Exhibitors to sponsor workshop activities by purchasing vendor space at the workshop.

2.3.2. Making initial contact with Workshop Exhibitors to measure interest in purchasing a vendor space.

Exhibit A-1 - Amendment #1

2.3.3. Securing Workshop Exhibitors for the workshop, which includes but is not limited to, processing vendor registration forms.

2.3.4. Providing logistical support to follow-up with Workshop Exhibitors, as needed.

2.3.5. Preparing and mailing follow-up paperwork to Workshop Exhibitors to ensure vendor spaces are filled.

2.4. The Contractor shall assist AADE/AADE Diabetes Self-Management Education (DSME) Programs to market services in order to increase provider referrals to American Diabetes Association-Recognized and AADE-Accredited DSME Programs. The Contractor shall:

2.4.1. Interview select DSME program coordinators to identify marketing needs that will result in increased provider referrals.

2.4.2. Market the value of DSME to providers and other health professionals by utilizing AADE materials as well as other materials approved by the Department.

Exhibit B-1 - Amendment #1 - Budget

New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: JSI Research & Training Institute, Inc. d.b.a. Community Health Institute

Budget Request for: Prediabetes Media Development and Placement Services

Budget Period: March 1, 2015 - June 30, 2015

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 41,965.73	$ 3,818.88	$ 45,784.61	$ -	$ -	$ -	$ 41,965.73	$ 3,818.88	$ 45,784.61
2. Employee Benefits	$ 15,946.98	$ -	$ 15,946.98	$ -	$ -	$ -	$ 15,946.98	$ -	$ 15,946.98
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ 3,776.92	$ -	$ 3,776.92	$ -	$ -	$ -	$ 3,776.92	$ -	$ 3,776.92
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 3,357.26	$ -	$ 3,357.26	$ -	$ -	$ -	$ 3,357.26	$ -	$ 3,357.26
6. Travel	$ 300.00	$ -	$ 300.00	$ -	$ -	$ -	$ 300.00	$ -	$ 300.00
7. Occupancy	$ 4,196.57	$ -	$ 4,196.57	$ -	$ -	$ -	$ 4,196.57	$ -	$ 4,196.57
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ 1,636.66	$ 1,636.66	$ -	$ -	$ -	$ -	$ 1,636.66	$ 1,636.66
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 35,000.00	$ -	$ 35,000.00	$ -	$ -	$ -	$ 35,000.00	$ -	$ 35,000.00
11. Staff Education and Training	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Formative Research Costs	$ 2,000.00	$ -	$ 2,000.00				$ 2,000.00		$ 2,000.00
	$ -	$ -							
	$ -	$ -	$ -						
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -						
TOTAL	**$ 106,543.46**	**$ 5,455.54**	**$ 111,999.00**	**$ -**	**$ -**	**$ -**	**$ 106,543.46**	**$ 5,455.54**	**$ 111,999.00**
Indirect As A Percent of Direct		5.1%							

Contractor Initials: [signature]

Date: 11/24/15

Exhibit B-1 Amendment #1 Budgets

New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: JSI Research & Training Institute, Inc., d.b.a. Community Health Institute

Budget Request for: Prediabetes Media Development and Placement Services

Budget Period: July 1, 2015 - June 30, 2016

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	**Direct Incremental**	**Indirect Fixed**	**Total**	**Direct Incremental**	**Indirect Fixed**	**Total**	**Direct Incremental**	**Indirect Fixed**	**Total**
1. Total Salary/Wages	$ 33,124.65	$ 3,014.34	$ 36,138.99	$ -	$ -	$ -	$ 33,124.65	$ 3,014.34	$ 36,138.99
2. Employee Benefits	$ 12,587.37	$ -	$ 12,587.37	$ -	$ -	$ -	$ 12,587.37	$ -	$ 12,587.37
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ 2,981.22	$ -	$ 2,981.22	$ -	$ -	$ -	$ 2,981.22	$ -	$ 2,981.22
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 2,649.97	$ -	$ 2,649.97	$ -	$ -	$ -	$ 2,649.97	$ -	$ 2,649.97
6. Travel	$ 275.00	$ -	$ 275.00	$ -	$ -	$ -	$ 275.00	$ -	$ 275.00
7. Occupancy	$ 3,312.46	$ -	$ 3,312.46	$ -	$ -	$ -	$ 3,312.46	$ -	$ 3,312.46
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ 1,291.86	$ 1,291.86	$ -	$ -	$ -	$ -	$ 1,291.86	$ 1,291.86
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 50,762.13	$ -	$ 50,762.13	$ -	$ -	$ -	$ 50,762.13	$ -	$ 50,762.13
11. Staff Education and Training	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Formative Research Costs	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -	$ 2,000.00	$ -	$ 2,000.00
AADE Workshop	$ 42,000.00	$ -	$ 42,000.00	$ -	$ -	$ -	$ 42,000.00	$ -	$ 42,000.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	**$ 149,692.80**	**$ 4,306.20**	**$153,999.00**	**$ -**	**$ -**	**$ -**	**$149,692.80**	**$ 4,306.20**	**$153,999.00**
Indirect As A Percent of Direct		2.9%							

Contractor Initials: TK

Date: 11/24/15

Exhibit B-2 - Budget

New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: JSI Research & Training Institute, Inc. d.b.a. Community Health Institute

Budget Request for: Prediabetes Media Development and Placement Services

Budget Period: July 1, 2016 - June 30, 2017

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	**Direct Incremental**	**Indirect Fixed**	**Total**	**Direct Incremental**	**Indirect Fixed**	**Total**	**Direct Incremental**	**Indirect Fixed**	**Total**
1. Total Salary/Wages	$ 41,965.73	$ 3,818.88	$ 45,784.61	$ -	$ -	$ -	$ 41,965.73	$ 3,818.88	$ 45,784.61
2. Employee Benefits	$ 15,946.98	$ -	$ 15,946.98	$ -	$ -	$ -	$ 15,946.98	$ -	$ 15,946.98
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ 3,776.92	$ -	$ 3,776.92	$ -	$ -	$ -	$ 3,776.92	$ -	$ 3,776.92
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 3,357.26	$ -	$ 3,357.26	$ -	$ -	$ -	$ 3,357.26	$ -	$ 3,357.26
6. Travel	$ 300.00	$ -	$ 300.00	$ -	$ -	$ -	$ 300.00	$ -	$ 300.00
7. Occupancy	$ 4,196.57	$ -	$ 4,196.57	$ -	$ -	$ -	$ 4,196.57	$ -	$ 4,196.57
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ 1,636.66	$ 1,636.66	$ -	$ -	$ -	$ -	$ 1,636.66	$ 1,636.66
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 35,000.00	$ -	$ 35,000.00	$ -	$ -	$ -	$ 35,000.00	$ -	$ 35,000.00
11. Staff Education and Training	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Formative Research Costs	$ 2,000.00	$ -	$ 2,000.00				$ 2,000.00		$ 2,000.00
	$ -	$ -							
	$ -	$ -	$ -						
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -						
TOTAL	**$ 106,543.46**	**$ 5,455.54**	**$ 111,999.00**	**$ -**	**$ -**	**$ -**	**$ 106,543.46**	**$ 5,455.54**	**$ 111,999.00**
Indirect As A Percent of Direct		5.1%							

JSI Research & Training Institute, Inc, d/b/a Community Health Institute
Exhibit B-2
Page 1 of 2

Contractor Intitials:

Date: 11/24/15

Exhibit B-2 Budgets

New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: JSI Research & Training Institute, Inc., d.b.a. Community Health Institute

Budget Request for: Prediabetes Media Development and Placement Services

Budget Period: July 1, 2017 - June 30, 2018

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	**Direct Incremental**	**Indirect Fixed**	**Total**	**Direct Incremental**	**Indirect Fixed**	**Total**	**Direct Incremental**	**Indirect Fixed**	**Total**
1. Total Salary/Wages	$ 33,124.65	$ 3,014.34	$ 36,138.99	$ -	$ -	$ -	$ 33,124.65	$ 3,014.34	$ 36,138.99
2. Employee Benefits	$ 12,587.37	$ -	$ 12,587.37	$ -	$ -	$ -	$ 12,587.37	$ -	$ 12,587.37
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ 2,981.22	$ -	$ 2,981.22	$ -	$ -	$ -	$ 2,981.22	$ -	$ 2,981.22
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 2,649.97	$ -	$ 2,649.97	$ -	$ -	$ -	$ 2,649.97	$ -	$ 2,649.97
6. Travel	$ 275.00	$ -	$ 275.00	$ -	$ -	$ -	$ 275.00	$ -	$ 275.00
7. Occupancy	$ 3,312.46	$ -	$ 3,312.46	$ -	$ -	$ -	$ 3,312.46	$ -	$ 3,312.46
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ 1,291.86	$ 1,291.86	$ -	$ -	$ -	$ -	$ 1,291.86	$ 1,291.86
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 50,762.13	$ -	$ 50,762.13	$ -	$ -	$ -	$ 50,762.13	$ -	$ 50,762.13
11. Staff Education and Training	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Formative Research Costs	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -	$ 2,000.00	$ -	$ 2,000.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	**$ 107,692.80**	**$ 4,306.20**	**$111,999.00**	**$ -**	**$ -**	**$ -**	**$107,692.80**	**$ 4,306.20**	**$111,999.00**
Indirect As A Percent of Direct		4.0%							

Contractor Initials: [handwritten initials]

Date: 11/24/15

v)

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527
603-271-4501 1-800-852-3345 Ext. 4501
Fax: 603-271-4827 TDD Access: 1-800-735-2964

NH DIVISION OF
Public Health Services
Improving health, preventing disease, reducing costs for all

Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

February 11, 2015 G&C Approved

Date 3/25/15
Item # 10

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, to enter into an agreement with the JSI Research and Training Institute, Inc, d/b/a Community Health Institute, (Vendor #161611-B001), 501 South St., 2nd Floor, Bow, NH 03304, to develop, manage and evaluate a media campaign that targets adults at high risk for type 2 diabetes, statewide, in an amount not to exceed $223,988, effective upon Governor and Executive Council approval through June 30, 2016. 100% Federal Funding.

Funds are available in the following account(s) for SFY 2015. Funds are anticipated to be available in SFY 2016 upon the availability and continued appropriation of funds in the future operating budget, with authority to adjust encumbrances between State Fiscal Years through the Budget Office, without further approval from the Governor and Executive Council, if needed and justified.

05-95-90-902010-1227 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, COMBINED CHRONIC DISEASE

Fiscal Year	Class/Account	Class Title	Job Number	Total Amount
SFY 2015	102-500731	Contracts for Prog Svc	90017417	$111,999
SFY 2016	102-500731	Contracts for Prog Svc	90017417	$111,999
			Sub Total	$223,988

EXPLANATION

This purpose of this request is to develop and implement a statewide media campaign in order to increase awareness of prediabetes and increase participation in National Diabetes Prevention Programs among New Hampshire adults at high risk for type 2 diabetes. The vendor will develop, manage and evaluate a statewide media campaign utilizing advertising messages and materials created by the Centers for Disease Control and Prevention (CDC) and specifically tested for New Hampshire.

The Centers for Disease Control and Prevention (CDC) estimates that 37% of American adults and half of those aged 65 years and older have prediabetes. However, very few adults with prediabetes – only about 11% - are aware of their condition. Prediabetes is a medical condition where an individual's blood sugar is higher than normal, but not yet high enough to be diagnosed with diabetes. Without intervention, 15% to 30% of individuals who have prediabetes will likely develop type 2 diabetes within five years. Type 2 diabetes is a serious condition that can lead to heart attack; stroke; blindness; kidney failure; or loss of toes, feet or legs.

Media messages will encourage New Hampshire residents to learn about their risk for diabetes and prediabetes and to participate in activities such as National Diabetes Prevention Programs, if appropriate. The National Diabetes Prevention Program is proven to prevent or delay type 2 diabetes in people at high risk for the disease. It is estimated that nationwide implementation of the National Diabetes Prevention Program could save the United States health care system $5.7 billion and prevent about 885,000 future cases of type 2 diabetes.

A Request for Proposals was posted on the Department of Health and Human Services' web site from November 24, 2014 through January 2, 2015. Two proposals were received in response to the Request for Proposals. Three reviewers who work for the Department reviewed the proposals. The reviewers represent seasoned public health professionals who have between six to nine years of experience managing agreements with vendors for various public health programs. JSI Research and Training Institute, Inc., d/b/a Community Health Institute, was selected for this project through a competitive bid process. The Bid Summary is attached.

The vendor will create a Campaign Advisory Board to identify Diabetes Prevention Ambassadors in each geographic are of the State and to review pre-developed messages and materials. The board will include representatives from existing National Diabetes Prevention Programs, diabetes educators and other specialists working in the chronic disease field. The vendor will collaborate with the advisory board to adapt existing materials and messages based on format need and to develop new materials, as needed, based on media placement.

Media placement will include radio, print, websites, mobile messaging, promotional social media postings and out of home and community outreach. The vendor will prepare media buy plans for the Department's review, which includes, but is not limited to negotiating media placement rates to provide added value for each media buy. The vendor will also extend campaign reach after the paid media runs out through collaboration with healthcare and community partners as identified by the Department.

The vendor will determine the success of the campaign to increase traffic to National Diabetes Prevention Programs by obtaining participation data and activity detail from each National Diabetes Prevention Program in the State to document current and past participation. Documenting participation rates will enable the Department to compare numbers of enrollees on a regular basis to determine the effectiveness of the campaign in various areas of the State.

Should Governor and Executive Council not authorize this Request, individuals at risk for type 2 diabetes may not realize the programs and tools available that could prevent progression to this chronic disease. Without this public awareness campaign, there will be an increase in the number of individuals that will progress from prediabetes to type 2 diabetes. The result will be an unnecessary increase in New Hampshire's health and economic burden, which will negatively impact the citizens, statewide.

Area served: Statewide.

Source of Funds: 100% Federal Funds from the U.S. Centers for Disease Control and Prevention.

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

Respectfully submitted,

José Thier Montero, MD, MHCDS
Director

Approved by:
Nicholas A. Toumpas
Commissioner

New Hampshire Department of Health and Human Services
Office of Business Operations
Contracts & Procurement Unit
Summary Scoring Sheet

Prediabetes Media Development and Placement Services
RFP Name

15-DHHS-DPHS-CCD-10
RFP Number

Bidder Name

1. JSI Research and Training Institute, Inc.
2. Millennium Intergrated Marketing, LLC
3. 0
4. 0
5. 0

Pass/Fail	Maximum Points	Actual Points
	240	[illegible]
	240	[illegible]
	240	0
	240	0
	240	0

Reviewer Names

1. Christin Dovidio, Programs Information Officer
2. Lissa Sirois, Health Promotion Advisor
3. Marisa Lara, Program Specialist
4. Shelley Swanson, Administrator III
5. Dolores Cooper, Administrator III
6.
7.

Subject: Prediabetes Media Development and Placement Services

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Health & Human Services Division of Public Health Services	**1.2 State Agency Address** 129 Pleasant Street Concord, NH 03301
1.3 Contractor Name JSI Reasearch & Training Institute, Inc. d/b/a Community Health Institute	**1.4 Contractor Address** 501 South Street, 2nd Floor Bow, NH 03304

1.5 Contractor Phone Number (603) 573-3300	**1.6 Account Number** 05-95-90-902010-1227	**1.7 Completion Date** June 30, 2016	**1.8 Price Limitation** $223,988

1.9 Contracting Officer for State Agency Eric D. Borrin	**1.10 State Agency Telephone Number** (603) 271-9558
1.11 Contractor Signature	**1.12 Name and Title of Contractor Signatory** Jonathan Stewart, Director

1.13 Acknowledgement: State of NH, County of Merrimack

On 2/4/15 before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.

1.13.1 Signature of Notary Public or Justice of the Peace

[Seal]

1.13.2 Name and Title of Notary or Justice of the Peace

DEBRA L. LOVE, Notary Public
My Commission Expires October 16, 2018

DEBRA L. LOVE, Notary Public
My Commission Expires October 16, 2018

1.14 State Agency Signature	**1.15 Name and Title of State Agency Signatory** Brook S. Dupee / Bureau Chief

1.16 Approval by the N.H. Department of Administration, Division of Personnel *(if applicable)*

By: Director, On:

1.17 Approval by the Attorney General (Form, Substance and Execution)

By: / Megan A. Yaple Attorney On: 2/18/15

1.18 Approval by the Governor and Executive Council

By: 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.

Contractor Initials: AS
Date: 2-4-15

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

Contractor Initials: AS
Date: 2-4-15

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.

Contractor Initials: [illegible]
Date: 2-4-15

Scope of Services

1. **Provisions Applicable to All Services**
    1.1. The Contractor shall develop, manage and evaluate a statewide media campaign that targets adults at high risk for type 2 diabetes, statewide utilizing pre-existing materials available through the Centers for Disease Control and Prevention (CDC), or other resources, as identified and approved by the Department.

    1.2. The Contractor shall test and adapt materials in Section 1.1, as appropriate, for New Hampshire.

    1.3. For the purpose of this contract, campaign materials shall be:

    1.3.1. Tagged with local National Diabetes Prevention Program site information; the CDC's Diabetes Prevention Program website; or other site approved by the Department.

    1.3.2. Approved by the Department and placed based on target audience and media channel demographic.

    1.3.3. Design specifically to increase prediabetes awareness among high risk individuals, which include but are not limited to:

    1.3.3.1. Adults age 45 years of age or older.

    1.3.3.2. Women with a history of gestational diabetes.

    1.3.3.3. People diagnosed with prediabetes.

    1.3.3.4. Health professionals that serve the above populations.

    1.3.3.5. Cities and counties that have an available National Diabetes Prevention Program.

    1.4. For the purpose of this contract, the National Diabetes Prevention Program (NDPP) is a program that prevents or delays type 2 diabetes in high-risk patients, through group classes led by trained lifestyle coaches.

    1.5. The Department shall retain sole possession of all materials resulting from this contract.

    1.6. The Department shall review all co-sponsorship opportunities created on behalf of this project to ensure appropriateness with campaign.

2. **Scope of Work**

The Contractor shall develop, manage and evaluate a statewide media campaign utilizing advertising messages and materials created by the CDC, as approved by the Department.

2.1. Media Development

2.1.1. The Contractor shall create a Campaign Advisory Board to identify "Diabetes Prevention Ambassadors" in each geographic area of the State and review pre-developed messages and materials. The Contractor shall ensure membership includes, but is not limited to: not be limited to:

2.1.1.1. Representatives from existing NDPP programs.

2.1.1.2. Diabetes educators.

2.1.1.3. Other specialists working in the chronic disease field.

2.1.2. The Contractor shall create and test media messages and materials for target audience receptivity, as approved by the Department. The Contractor shall collaborate with the campaign advisory board:

2.1.2.1. Adapt existing materials or create new materials based on test results and format need.

2.1.2.2. Develop additional materials, as needed, based on spot placement including, but not limited to vignettes with personal New Hampshire stories.

2.1.2.3. Develop a plan to utilize media in order to increase participation in NDPPs, which includes tagging materials with local program information. The plan must:

2.1.2.3.1. Include a data and evaluation component.

2.1.2.3.2. Be developed in consultation with the Department and local National Diabetes Prevention Programs.

2.2. Media Placement

2.2.1. The Contractor shall establish placement of media developed in Section 2.1 above, as approved by the Department, which may include, but is not limited to:

2.2.1.1. Radio.

2.2.1.2. Print.

2.2.1.3. Web.

2.2.1.4. Mobile.

2.2.1.5. Promotional social media postings.

2.2.1.6. Out of home and community outreach.

2.2.2. The Contractor shall ensure media placement activities are far reaching in the New Hampshire audience and include, but are not limited to:

2.2.2.1. Preparing media buy plans for Department review and approval.

2.2.2.2. Requesting proposals from media outlets for spot placements.

2.2.2.3. Negotiating media placement rates to provide added value for each media buy.

2.2.2.4. Invoicing media outlets and paying for media buys.

2.2.2.5. Extending campaign reach after the paid media run ends by running public service announcements. The Contractor shall:

2.2.2.5.1. Foster buy-in and a shared mission with all collaborators.

2.2.2.5.2. Leverage both buy-in and mission to facilitate a change in systems where service providers view the National Diabetes Prevention Program as a valuable referral resource for people with prediabetes.

2.2.2.5.3. Ensure the campaign endures after the media buys cease by creating and printing enduring materials including, but not limited to posters, brochures and displays.

2.2.2.6. Collaborating with healthcare and community partners, as identified by the Department, to distribute media through their networks.

2.3. Media Evaluation

2.3.1. The Contractor shall evaluate the effectiveness of the media campaign by conducting evaluation activities, which shall include, but not be limited to:

2.3.1.1. Using geo-targeting and audience segmentation for analyzing placement opportunities to determine the most cost effective placement that reaches the maximum number of individuals in the target audience(s).

2.3.1.2. Requesting and reviewing affidavits that show:

2.3.1.2.1. Actualized media run.

2.3.1.2.2. Added value delivered.

2.3.1.2.3. Credit received/used.

2.3.1.3. Analyzing media metrics to determine accuracy in reaching target audience(s).

2.3.1.4. Providing customized post-buy reports, presentations, and evaluations to the Department.

2.3.1.5. Evaluating:

2.3.1.5.1. Reach and frequency through media metrics, provided by media vendors and using the industry standard for frequency to determine measure success of the project's statewide distribution.

2.3.1.5.2. Effectiveness of of social media presence through Facebook, Twitter, and YouTube.

2.3.1.5.3. Implementation timelines and project activities through key informant interviews, focus groups and a representative sample survey of individuals from target populations in selected areas.

2.3.1.5.4. The extent to which the campaign impacted knowledge, beliefs and/or attitudes regarding prediabetes and participation in National Diabetes Prevention Programs.

2.3.1.5.5. Necessary modifications, including but not limited to media buy adjustments based on evaluation information gathered through the:

2.3.1.5.5.1. Tracking of televisions, radio print and PSAs including reach, frequency, number of placements, audience size and location.

2.3.1.5.5.2. Track results of press releases including the number of news stories place, geographic location and circulation of publications.

2.3.1.5.5.3. Tracking the number of public inquiries.

2.3.1.5.5.4. Monthly web statistics and unique visits to websites, number of downloads of publications.

2.3.1.5.5.5. Number of marketing materials ordered.

2.3.1.5.5.6. Number of materials distributed, frequency of inquiries for new materials by partners who use promotional materials.

2.3.1.5.5.7. Survey data about partner satisfaction to identify challenges with campaigns, materials, how/where materials are being used.

2.3.1.5.6. Awareness of NDPP among community and other organizations in areas of the state that do not have active programs; and to document initial willingness and readiness to screen for prediabetes and changes in actual screenings following the media campaign, via phone survey.

2.3.1.5.7. Attitudes, beliefs, awareness of prediabetes, importance of screening, and NDPP among at-risk populations via focus groups and or targeted surveying before and after the media campaign.

2.3.1.6. Conducting data collection using surveys and other methodologies, as approved by the Department, which may include website redirects via Google Analytics.

2.3.2. The Contractor shall determine the success of the campaign to increase traffic to local National Diabetes Prevention Programs by obtaining participation data and activity detail from each NDPP in order to document current and past participation. The Contractor shall:

2.3.2.1. Track information including, but not limited to, participation rates in each key activity in order to compare numbers on a regular basis before the campaign begins and while the campaign is running.

2.3.2.2. Capture demographic information and risk factors regarding each participant in the program.

2.3.3. The Contractor shall raise awareness of prediabetes in areas of the State without National Diabetes Prevention Programs by forming linkages with community based organizations, health providers/educators and employers, statewide. The Contractor shall:

2.3.3.1. Create messaging customized to the local level by ensuring materials are developed in a template that can easily be adapted to include provider-specific information.

3. Reporting Requirements

3.1. Monthly Reports

3.1.1. The Contractor shall provide monthly reports that include, but are not limited to:

3.1.1.1. Costs of advertising versus earned/social media cost.

3.1.1.2. Return on investment.

3.1.1.3. Audience reach.

3.1.1.4. Target segmentation.

3.1.1.5. Demographics.

3.1.1.6. Other metrics as identified by the Department.

3.1.2. The Contractor shall provide a narrative summary of the qualitative market research findings to the Department no later than four (4) months from the contract effective date.

4. Requirements of Delivery of Services

4.1. Work Plan

4.1.1. The Contractor shall present a finalized Year 1 work plan to the Department no later than thirty (30) days from the contract effective date.

4.1.2. The Contractor shall present a draft Year 2 work plan to the Department no later than ninety (90) days prior to the start of Year 2.

4.2. Deliverables

4.2.1. The Contractor shall establish a Campaign Advisory Board, as described in Section 2.1.1, no later than sixty (60) days from the contract effective date. The Contractor shall

4.2.1.1. Provide a list of advisory board members with contact information to the Department seven (7) days from the date of advisory board establishment.

4.2.2. The Contractor shall meet all benchmarks, goals and measurable established by the finalized work plan in Section 4.1.1.

Method and Conditions Precedent to Payment

1. The State shall pay the Contractor an amount not to exceed the Price Limitation, Block 1.8, in accordance with the budget in Exhibit B-1, Budgets for the services provided by the Contractor pursuant to Exhibit A, Scope of Services.
2. This contract is funded with federal funds made available under the Catalog of Federal Domestic Assistance, CFDA #93.757, Federal Agency, Centers for Disease Control and Prevention, State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated Risk Factors and Promote School Health.
3. Payment for said services shall be made as follows:
   - 3.1. The Contractor will submit an invoice by the tenth working day of each month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice for Contractor services provided pursuant to this Agreement.
   - 3.2. The invoice must be submitted by mail or e-mail to:

     Financial Manager
     Department of Health and Human Services
     129 Pleasant Street
     Concord, NH 03301

     dphscontractbilling@dhhs.state.nh.us
4. A final payment request shall be submitted no later than sixty (60) days from the Form P37, General Provisions, Contract Completion Date, Bock 1.7.
5. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this Contract may be withheld, in whole or in part, in the event of noncompliance with any State or Federal law, rule or regulation applicable to the services provided, or if the said services have not been completed in accordance with the terms and conditions of this Agreement.
6. When the contract price limitation is reached, the program shall continue to operate at full capacity at no charge to the State of New Hampshire for the duration of the contract period.
7. Notwithstanding paragraph 18 of the Form P-37, General Provisions, an amendment limited to transfer the funds within the budget in Exhibit B-1 and within the price limitation, can be made by written agreement of both parties and may be made without obtaining approval of the Governor and Executive Council.

Exhibit B-1 - Budget

New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: JSI Research & Training Institute, Inc. d.b.a. Community Health Institute

Budget Request for: Prediabetes Media Development and Placement Services

Budget Period: March 1, 2015 - June 30, 2015

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 41,965.73	$ 3,818.88	$ 45,784.61	$ -	$ -	$ -	$ 41,965.73	$ 3,818.88	$ 45,784.61
2. Employee Benefits	$ 15,946.98	$ -	$ 15,946.98	$ -	$ -	$ -	$ 15,946.98	$ -	$ 15,946.98
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ 3,776.92	$ -	$ 3,776.92	$ -	$ -	$ -	$ 3,776.92	$ -	$ 3,776.92
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 3,357.26	$ -	$ 3,357.26	$ -	$ -	$ -	$ 3,357.26	$ -	$ 3,357.26
6. Travel	$ 300.00	$ -	$ 300.00	$ -	$ -	$ -	$ 300.00	$ -	$ 300.00
7. Occupancy	$ 4,196.57	$ -	$ 4,196.57	$ -	$ -	$ -	$ 4,196.57	$ -	$ 4,196.57
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ 1,636.66	$ 1,636.66	$ -	$ -	$ -	$ -	$ 1,636.66	$ 1,636.66
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 35,000.00	$ -	$ 35,000.00	$ -	$ -	$ -	$ 35,000.00	$ -	$ 35,000.00
11. Staff Education and Training	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Formative Research Costs	$ 2,000.00	$ -	$ 2,000.00				$ 2,000.00		$ 2,000.00
	$ -	$ -							
	$ -	$ -	$ -						
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -						
TOTAL	$ 106,543.46	$ 5,455.54	$ 111,999.00	$ -	$ -	$ -	$ 106,543.46	$ 5,455.54	$ 111,999.00
Indirect As A Percent of Direct		5.1%							

Contractor Initials: [signature]

Date: 2-4-15

Exhibit B-1 Budgets

New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: JSI Research & Training Institute, Inc., d.b.a. Community Health Institute

Budget Request for: Prediabetes Media Development and Placement Services

Budget Period: July 1, 2015 - June 30, 2016

Expense Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 33,124.65	$ 3,014.34	$ 36,138.99	$ -	$ -	$ -	$ 33,124.65	$ 3,014.34	$ 36,138.99
2. Employee Benefits	$ 12,587.37	$ -	$ 12,587.37	$ -	$ -	$ -	$ 12,587.37	$ -	$ 12,587.37
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ 2,981.22	$ -	$ 2,981.22	$ -	$ -	$ -	$ 2,981.22	$ -	$ 2,981.22
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 2,649.97	$ -	$ 2,649.97	$ -	$ -	$ -	$ 2,649.97	$ -	$ 2,649.97
6. Travel	$ 275.00	$ -	$ 275.00	$ -	$ -	$ -	$ 275.00	$ -	$ 275.00
7. Occupancy	$ 3,312.46	$ -	$ 3,312.46	$ -	$ -	$ -	$ 3,312.46	$ -	$ 3,312.46
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ 1,291.86	$ 1,291.86	$ -	$ -	$ -	$ -	$ 1,291.86	$ 1,291.86
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 50,762.13	$ -	$ 50,762.13	$ -	$ -	$ -	$ 50,762.13	$ -	$ 50,762.13
11. Staff Education and Training	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Formative Research Costs	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -	$ 2,000.00	$ -	$ 2,000.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 107,692.80	$ 4,306.20	$111,999.00	$ -	$ -	$ -	$107,692.80	$ 4,306.20	$111,999.00
Indirect As A Percent of Direct		4.0%							

Contractor Initials:

Date: 2-4-15

SPECIAL PROVISIONS

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:

1. **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.

2. **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.

3. **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.

4. **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 re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.

5. **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.

6. **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.

7. **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 Contractors 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:
   7.1. Renegotiate the rates for payment hereunder, in which event new rates shall be established;
   7.2. Deduct from any future payment to the Contractor the amount of any prior reimbursement in excess of costs;

7.3. 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:

8. **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:
   8.1. 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.
   8.2. 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.
   8.3. Medical Records: Where appropriate and as prescribed by the Department regulations, the Contractor shall retain medical records on each patient/recipient of services.

9. **Audit:** Contractor shall submit an annual audit to the Department within 60 days after the close of the agency 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.
   9.1. 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.
   9.2. 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.

10. **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.

11. **Reports:** Fiscal and Statistical: The Contractor agrees to submit the following reports at the following times if requested by the Department.
    11.1. 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.
    11.2. 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.

12. **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.

13. **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:
    13.1. 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.

14. **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.

15. **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.

16. **Equal Employment Opportunity Plan (EEOP):** The Contractor will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR), if it has received a single award of $500,000 or more. If the recipient receives $25,000 or more and has 50 or

more employees, it will maintain a current EEOP on file and submit an EEOP Certification Form to the OCR, certifying that its EEOP is on file. For recipients receiving less than $25,000, or public grantees with fewer than 50 employees, regardless of the amount of the award, the recipient will provide an EEOP Certification Form to the OCR certifying it is not required to submit or maintain an EEOP. Non-profit organizations, Indian Tribes, and medical and educational institutions are exempt from the EEOP requirement, but are required to submit a certification form to the OCR to claim the exemption. EEOP Certification Forms are available at: http://www.ojp.usdoj/about/ocr/pdfs/cert.pdf.

17. **Limited English Proficiency (LEP):** As clarified by Executive Order 13166, Improving Access to Services for persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, Contractors must take reasonable steps to ensure that LEP persons have meaningful access to its programs.

18. **Pilot Program for Enhancement of Contractor Employee Whistleblower Protections:** The following shall apply to all contracts that exceed the Simplified Acquisition Threshold as defined in 48 CFR 2.101 (currently, $150,000)

CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS (SEP 2013)

(a) This contract and employees working on this contract will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and FAR 3.908.

(b) The Contractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts over the simplified acquisition threshold.

19. **Subcontractors:** DHHS recognizes that the Contractor may ohoose to use subcontractors with greater expertise to perform certain health care services or functions for efficiency or convenience, but the Contractor shall retain the responsibility and accountability for the function(s). Prior to subcontracting, the Contractor shall evaluate the subcontractor's ability to perform the delegated function(s). This is accomplished through a written agreement that specifies activities and reporting responsibilities of the subcontractor and provides for revoking the delegation or imposing sanctions if the subcontractor's performance is not adequate. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions.
When the Contractor delegates a function to a subcontractor, the Contractor shall do the following:
19.1. Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function
19.2. Have a written agreement with the subcontractor that specifies activities and reporting responsibilities and how sanctions/revocation will be managed if the subcontractor's performance is not adequate
19.3. Monitor the subcontractor's performance on an ongoing basis

19.4. Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed
19.5. DHHS shall, at its discretion, review and approve all subcontracts.

If the Contractor identifies deficiencies or areas for improvement are identified, the Contractor shall take corrective action.

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.

FINANCIAL MANAGEMENT GUIDELINES: Shall mean that section of the Contractor Manual which is entitled "Financial Management Guidelines" and which contains the regulations governing the financial activities of contractor agencies which have contracted with the State of NH to receive funds.

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.

CONTRACTOR MANUAL: Shall mean that document prepared by the NH Department of Administrative Services containing a compilation of all regulations promulgated pursuant to the New Hampshire Administrative Procedures Act. NH RSA Ch 541-A, for the purpose of implementing State of NH and federal regulations promulgated thereunder.

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

REVISIONS TO GENERAL 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.

   10.2 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 clients receiving services under the Agreement and establishes a process to meet those needs.

   10.3 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.

   10.4 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.

   10.5 The Contractor shall establish a method of notifying clients and other affected individuals about the transition. The Contractor shall include the proposed communications in its Transition Plan submitted to the State as described above.

3. The Department reserves the right to renew the contract for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of contracted services and Governor and Executive Council approval.

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

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
   1.1. 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;
   1.2. Establishing an ongoing drug-free awareness program to inform employees about
      1.2.1. The dangers of drug abuse in the workplace;
      1.2.2. The grantee's policy of maintaining a drug-free workplace;
      1.2.3. Any available drug counseling, rehabilitation, and employee assistance programs; and
      1.2.4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
   1.3. 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);
   1.4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
      1.4.1. Abide by the terms of the statement; and
      1.4.2. 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;
   1.5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 1.4.2 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;

1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted

1.6.1. 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

1.6.2. 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;

1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.

2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code) (list each location)

Check ☐ if there are workplaces on file that are not identified here.

Contractor Name: JSI Research & Training Institute, Inc. d/b/a Community Health Institute

2-4-15
Date

Name: Jonathan Stewart
Title: Director

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

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

1. 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 sub-contractor).

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 sub-contractor), 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 Name: JSI Research & Training Institute, Inc.
d/b/a Community Health Institute

2-4-2015
Date

Name: Jonathan Stewart
Title: Director

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 Debarment, 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 certification 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 may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary 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 in 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 into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A 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, ineligible, 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 system 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 Federal government, DHHS may terminate this transaction for cause or default.

PRIMARY COVERED TRANSACTIONS

11. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
    - 11.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
    - 11.2. 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;
    - 11.3. 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 (l)(b) of this certification; and
    - 11.4. 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.

12. Where 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 proposal (contract).

LOWER TIER COVERED TRANSACTIONS

13. By signing 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 it and its principals:
    - 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
    - 13.2. 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).

14. The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, 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 Name: JSI Research & Training Institute, Inc. d/b/a Community Health Institute

2-4-2015
Date

Name: Jonathan Stewart
Title: Director

CERTIFICATION OF COMPLIANCE WITH REQUIREMENTS PERTAINING TO FEDERAL NONDISCRIMINATION, EQUAL TREATMENT OF FAITH-BASED ORGANIZATIONS AND WHISTLEBLOWER PROTECTIONS

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:

Contractor will comply, and will require any subgrantees or subcontractors to comply, with any applicable federal nondiscrimination requirements, which may include:

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;

- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;

- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);

- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;

- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;

- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;

- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;

- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;

- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

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.

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, to the applicable contracting agency or division within the Department of Health and Human Services, and to the Department of Health and Human Services Office of the Ombudsman.

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:

1. By signing and submitting this proposal (contract) the Contractor agrees to comply with the provisions indicated above.

Contractor Name: JSI Research & Training Institute, Inc. d/b/a Community Health Institute

2-4-2015
Date

Name: Jonathan Stewart
Title: Director

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.

Contractor Name: JSI Research & Training Institute, Inc. d/b/a Community Health Institute

2-4-2015
Date

Name: Jonathan Stewart
Title: Director

HEALTH INSURANCE PORTABLITY 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 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.

(1) Definitions.

a. "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.

b. "Business Associate" has the meaning given such term in section 160.103 of Title 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. "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.

e. "Data Aggregation" 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 and amendments thereto.

i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).

j. "Privacy Rule" 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.

k. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

l. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.103.

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. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, 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) **Business Associate 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, Business Associate, including but not limited to all its directors, officers, employees and agents, shall 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 HIPAA Privacy, Security, and Breach Notification Rules 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.

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. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.

b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:

- The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
- The unauthorized person used the protected health information or to whom the disclosure was made;
- Whether the protected health information was actually acquired or viewed
- The extent to which the risk to the protected health information has been mitigated.

The Business Associate shall complete the risk assessment within 48 hours of the breach and immediately report the findings of the risk assessment in writing to the Covered Entity.

c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.

d. 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.

e. 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 (l). 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 Paragraph #13 of the standard contract provisions (P-37) of this Agreement for the purpose of use and disclosure of protected health information.

f. 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.

g. 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.

h. 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.

i. 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.

j. 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.

k. 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.

l. 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.

(5) **Termination for Cause**

In addition to Paragraph 10 of the standard terms and conditions (P-37) 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. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, 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. Amendment. 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. Data Ownership. 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. Interpretation. 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.

e. Segregation. 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. Survival. 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) l, the defense and indemnification provisions of section (3) e and Paragraph 13 of the standard terms and conditions (P-37), shall survive the termination of the Agreement.

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

The State

Signature of Authorized Representative

Brook S. Dupee

Name of Authorized Representative

Bureau Chief

Title of Authorized Representative

2/18/15

Date

JSI Research & Training Institute, Inc. d/b/a Community Health Institute

Name of the Contractor

Signature of Authorized Representative

Jonathan Stewart

Name of Authorized Representative

Director

Title of Authorized Representative

February 4, 2015

Date

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:
    10.1. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than $25M annually and
    10.2. 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.

Contractor Name: JSI Research & Training Institute, Inc. d/b/a Community Health Institute

2-4-2015
Date

Name: Jonathan Stewart
Title: Director

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.

1. The DUNS number for your entity is: 14-5729117

2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

   ________ NO   ___X___ YES

   If the answer to #2 above is NO, stop here

   If the answer to #2 above is YES, please answer the following:

3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C.78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

   ________ NO   ___X___ YES

   If the answer to #3 above is YES, stop here

   If the answer to #3 above is NO, please answer the following:

4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

   Name: ____________________   Amount: ____________

   Name: ____________________   Amount: ____________

   Name: ____________________   Amount: ____________

   Name: ____________________   Amount: ____________

   Name: ____________________   Amount: ____________