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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF MEDICAID SERVICES
Bureau of Developmental Services

Jeffrey A. Meyers
Commissioner

Christine Santaniello
Director

105 PLEASANT STREET, CONCORD, NH 03301
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March 8, 2018

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, Office of Medicaid Services, Bureau of Developmental Services, to enter into an agreement with Manchester Community Health Center (Vendor #157247-B001), 145 Hollis St. Manchester, NH 03110, to provide neuromotor and complex care services for children with special health care needs in an amount not to exceed \$880,000, effective April 1, 2018, or upon Governor and Executive Council approval, whichever is later, through March 31, 2020. 30% Federal Funds, 70% General Funds

Funds are available in the following account for State Fiscal Year 2018 and State Fiscal Year 2019, and are anticipated to be available in State Fiscal Year 2020, with authority to adjust encumbrances between State Fiscal Years without further approval from the Governor and Executive Council through the Budget Office, if needed and justified.

05-95-90-930010-51910000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DEVELOPMENTAL SERVICES, DIVISION OF DEVELOPMENTAL SERVICES, SPECIAL MEDICAL SERVICES

Fiscal Year	Class/Account	Class Title	Job Number	Total Amount
2018	561-500911	Specialty Clinics	93001000	\$ 110,000
2019	561-500911	Specialty Clinics	93001000	\$ 440,000
2020	561-500911	Specialty Clinics	93001000	\$ 330,000
			Total	\$ 880,000

EXPLANATION

The purpose of this request is to provide medical services for children in New Hampshire who have complex medical needs and neuromotor conditions. The Neuromotor and Complex Care Network consists of interdisciplinary teams of health care professionals

who deliver specialized medical services to children with neuromotor and complex health conditions.

Through the Neuromotor and Complex Care Network, health care professionals work to integrate new services, coordinate service delivery, and improve the linkages between health care providers, educational providers, and community service agencies. The coordination of care eliminates duplication of services and assures that children in need of specialized medical services receive timely and appropriate care.

A Request for Proposals was posted on the Department's website from April 3, 2017 through June 13, 2017. The Department received one (1) proposal, which was evaluated by topic area experts within the Department. Manchester Community Health Center was selected as the winning vendor. The Summary Score Sheet is attached.

Manchester Community Health Center will provide a single point of access to services for comprehensive specialty consultation that draws upon community resources for the provision of those services. The Contractor will identify developmental pediatricians, specialty care providers, community-based psychologists, allied health providers, special education experts and local coordinators to participate as members of interdisciplinary teams, as needed, to effectively provide assessment and consultation services to families.

Additionally, the Contractor will provide interdisciplinary clinic services that are scheduled within a routine frequency and provide general neuromotor and complex care education and training to health care providers, school professionals and caregivers. The Contractor's care coordinator will provide follow-up monitoring and coordination of services for the children and their families.

As referenced in the Request for Proposals and in Exhibit C-1, Revisions to General Provisions, this agreement includes the option for the Department to renew contract services for up to two (2) additional year(s), contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Executive Council.

Should Governor and Executive Council not authorize this request, the Neuromotor and Complex Care Network may not be sustained, and children with neuromotor conditions and complex medical needs may not receive needed specialty medical services, coordinated treatment, and continuity of care.

Area served: Statewide.

Source of Funds: 30% Federal Funds from US Health and Human Services, Health Resources and Services Administration, Title V Block Grant FAIN #B04MC29353, and 70% General Funds.

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

Respectfully submitted,



Christine Santaniello
Director

Approved by:



Jeffrey A. Meyers
Commissioner



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

Neuromotor and Complex Care

Program

RFP Name

RFP-2018-BDS-05-NEURO

RFP Number

Reviewer Names

Bidder Name

1. Manchester Community Health Center

2.

3.

4.

5.

Pass/Fail	Maximum Points	Actual Points
	325	258

1. TECHNICAL:

2. Alicia L'esperance

3. Kerry Wiley

4. Dierdre Dunn

5. COST:

6. Tanja Milic

7. Paula Bundy

Subject: Neuromotor and Complex Care Program (RFP-2018-BDS-05-NEURO)

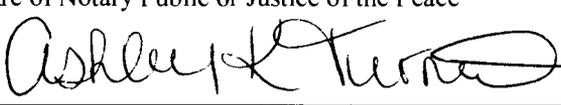
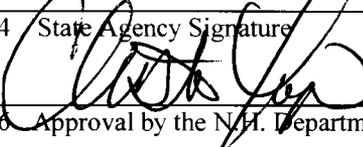
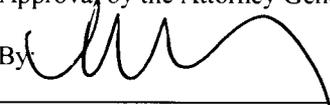
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

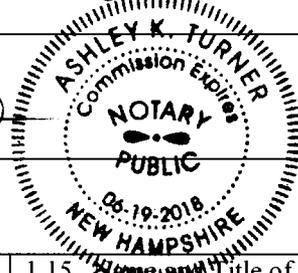
AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name NH Department of Health and Human Services		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301-3857	
1.3 Contractor Name Manchester Community Health Center		1.4 Contractor Address 145 Hollis St. Manchester, NH 03101	
1.5 Contractor Phone Number 603-626-9500	1.6 Account Number 05-095-093-930010-5191-0000-561-500911	1.7 Completion Date March 31, 2020	1.8 Price Limitation \$ 880,000
1.9 Contracting Officer for State Agency E. Maria Reinemann, Esq. Director of Contracts and Procurement		1.10 State Agency Telephone Number 603-271-9330	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Kris McCracken President/CEO	
1.13 Acknowledgement: State of New Hampshire County of Hillsborough On <u>March 7, 2018</u> , 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 Ashley Turner, Notary Public			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Christine Tappan, Associate Commissioner	
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) (if applicable) By:  On: <u>3/12/18</u>			
1.18 Approval by the Governor and Executive Council (if applicable) 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, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 (“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. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 (“Equal Employment Opportunity”), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor’s books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this

Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

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

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

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

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

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

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

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS. The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and 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 \$1,000,000 per occurrence and \$2,000,000 aggregate ; and

14.1.2 special cause of loss coverage form 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 thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) 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 unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

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.



Exhibit A

Scope of Services

1. Provisions Applicable to All Services

- 1.1. The Contractor will submit a detailed description of the language assistance services they will provide to persons with limited English proficiency to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
- 1.2. The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or federal or state court orders may have an impact on the Services described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.
- 1.3. The Contractor shall provide services under this Contract to children and youth, from birth to age twenty-one (21), with Neuromotor conditions and Complex Care needs, who reside in New Hampshire, with an emphasis on services for children/families who:
 - 1.3.1. Do not have timely access to comprehensive specialty consultation services from other sources.
 - 1.3.2. Do not have health insurance.
 - 1.3.3. Have conditions requiring a comprehensive team approach for adequate access to services.
 - 1.3.4. Are medically fragile or have complex health care needs.

2. Scope of Services

- 2.1. The Contractor shall identify developmental pediatrician(s), specialty care providers, community-based psychologists, allied health providers, special education experts, and local coordinators, to participate as members of interdisciplinary teams, as needed to effectively provide assessment and consultation services, and participate as part of interdisciplinary clinics.
- 2.2. The Contractor shall establish and maintain a Neuromotor and Complex Care Network (NCCN), to deliver services to Children with Special Healthcare Needs (CSHCN).
- 2.3. The Contractor shall ensure that all CSHCN enrolled in the NCCN Program meet the following criteria:
 - 2.3.1. Are provided coordinated, ongoing, and comprehensive care within a Medical Home.
 - 2.3.2. Have access to Community-Based services that are organized in such a way that CSHCN and their families can use them easily.
 - 2.3.3. Receive all services necessary to be able to work and live independently as adults before they reach the age of twenty-one (21).

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Exhibit A

- 2.4. The Contractor shall provide Interdisciplinary clinics scheduled at intervals and locations as agreed to by the Department which shall include, but are not limited to:
 - 2.4.1. Neuromotor clinics that provide a continuity of care.
 - 2.4.2. Complex Care Clinics to :
 - 2.4.2.1. Provide point in time evaluations.
 - 2.4.2.2. Address specific needs identified at the time of intake.
 - 2.4.2.3. Follow up on recommendations from interdisciplinary teams.
 - 2.4.3. Interdisciplinary specialty consultation, which is specific to each child, which shall include, but are not limited to:
 - 2.4.3.1. Coordinate treatment between professional service providers.
 - 2.4.3.2. Share expert consultation.
 - 2.4.3.3. Communicate treatment recommendations to:
 - 2.4.3.3.1. Health care providers.
 - 2.4.3.3.2. School support teams.
 - 2.4.3.3.3. Caregivers.
 - 2.4.3.4. Provide Neuromotor and Complex Care education and training to:
 - 2.4.3.4.1. Health care providers.
 - 2.4.3.4.2. School support teams.
 - 2.4.3.4.3. Caregivers.
 - 2.4.4. Develop an individual family-centered plan of care for each CSHCN who receives services from the NCCN , including, but not limited to:
 - 2.4.4.1. Follow-up visits.
 - 2.4.4.2. Monitor requirements.
 - 2.4.4.3. Reassessment plan.
 - 2.4.4.4. Specific type of services required, including, but not limited to:
 - 2.4.4.4.1. Type of service.
 - 2.4.4.4.2. Frequency of service.
- 2.5. The Contractor shall direct and oversee Clinic Coordinators and interdisciplinary teams in all services provided, which shall include, but are not limited to:
 - 2.5.1. Intake.
 - 2.5.2. Triage.
 - 2.5.3. Consultation.
 - 2.5.4. Assessment Evaluations.
 - 2.5.5. Diagnostic Evaluations.



Exhibit A

2.5.6. Development of individual plans.

3. Staffing

- 3.1. The Contractor shall establish and maintain program personnel policies and procedures. These policies include, but are not limited to:
 - 3.1.1. Selection and dismissal of staff, volunteers and others.
 - 3.1.2. Deliver or coordinate services under the provider's direction.
 - 3.1.3. Procedures for supporting students/interns interested in working with CSHCN.
 - 3.1.4. Procedures for verifying staff, volunteer and student trainee/intern qualifications.
 - 3.1.5. Program and personnel policies and procedures will be accessible and available to all agency staff and Special Medical Services.
- 3.2. The Contractor shall employ Clinic/Care Coordinators whose qualifications include, but are not limited to:
 - 3.2.1. Registered Nurse with a Master's or Bachelor's degree and two (2) years of experience in care coordination or working within community programs serving CYSHCN or,
 - 3.2.2. Registered Nurse with an Associate's degree in nursing and four (4) years of experience in care coordination or working within community programs serving CYSHCN or,
 - 3.2.3. Licensed Master Social Worker (LMSW) and one (1) year of experience in care coordination or with community programs serving CYSHCN or,
 - 3.2.4. Licensed Social Worker with a Bachelor's degree and two years of experience in care coordination or with community programs serving CYSHCN.
- 3.3. The Contractor shall employ one (1) or more Orthopedic Specialists whose qualifications include, but are not limited to:
 - 3.3.1. Completed residency or fellowship training in orthopedics, with a particular focus on pediatrics and rehabilitative medicine.
 - 3.3.2. Knowledge of a wide range of neuromotor problems in children.
 - 3.3.3. Skill in physical assessment and interpretation of diagnostic neuromotor problems.
 - 3.3.4. Ten years' experience in orthopedics, including but not limited to five years' experience serving a pediatric population within a family or developmental context.
 - 3.3.5. Ability to work with children and other health professionals within a multidisciplinary framework.
 - 3.3.6. Ability to travel within the State on assignment.

Handwritten initials

Handwritten date: 3/7/18



Exhibit A

- 3.4. The Contractor shall employ two (2) or more Developmental Pediatricians whose qualifications include, but are not limited to:
- 3.4.1. Licensed by the State of New Hampshire, Board of Registration in Medicine.
 - 3.4.2. Have completed fellowship training in child development, developmental disabilities, rehabilitative medicine, or have equivalent training and experience.
 - 3.4.3. Have at least five (5) years of experience working with families who have children with special health care needs in a clinical setting.
 - 3.4.4. Have demonstrated strong interpersonal skills in communication with primary care physicians, local early intervention and education agencies, allied health professionals, and families.
 - 3.4.5. Able to work with children and other health professionals within an interdisciplinary framework.
 - 3.4.6. Familiarity with standardized cognitive assessments and their applicability to children with specific disabilities.
- 3.5. The Contractor shall employ two (2) or more Psychologists whose qualifications include, but are not limited to:
- 3.5.1. Licensed by the New Hampshire Board of Examiners of Psychologists as a certified psychologist.
 - 3.5.2. Possess a Doctorate degree from a recognized college or university with a major emphasis in child psychology.
 - 3.5.3. Have knowledge of the principles and practices of developmental and child psychology that are required for assessment and treatment of children and youth with special health care needs. This includes, but is not limited to:
 - 3.5.3.1. Skill in behavioral observation.
 - 3.5.3.2. Psychological testing (cognitive functioning).
 - 3.5.3.3. Scoring and interpretation.
 - 3.5.3.4. Consultation and counseling.
 - 3.5.4. Five (5) years of experience in child psychology, including no less than three (3) years of experience serving CSHCN and their families.
 - 3.5.5. Demonstrated ability to work with other health professionals within an interdisciplinary framework.
 - 3.5.6. Ability to work under the leadership of and take clinical direction from the Developmental Pediatrician
- 3.6. The Contractor shall employ Community-Based Pediatric Physical Therapists whose qualifications include, but are not limited to:
- 3.6.1. Licensed by the New Hampshire Office of Professional Licensure and Certification, Physical Therapy Governing Board.



Exhibit A

- 3.6.2. Completed fellowship or residency training in pediatric physical therapy or have equivalent training and experience.
- 3.6.3. Demonstrated ability to work with other health professionals within an interdisciplinary framework.
- 3.6.4. Ability to work under the leadership of and take clinical direction from the Developmental Pediatrician and/or Pediatric Orthopedist.
- 3.7. The Contractor shall employ professionals and paraprofessionals to assist Care Coordinators in providing services. The professionals and paraprofessionals may include, but are not limited to, specialty physicians, therapists, family support workers, community aides, and experienced parents. Paraprofessionals are to receive appropriate training and must work in collaboration with and under the supervision of professional staff.
- 3.8. The Contractor shall recruit for positions in the event of any vacancy. The Department will maintain final approval in the selection process.
- 3.9. The Contractor shall notify the Department in writing at least one (1) week prior to any new employee's start date, when a new coordinator or provider is hired to work in the program. Information submitted with this notification shall include:
 - 3.9.1. Full name with middle initial and official start date.
 - 3.9.2. The work phone number and email.
 - 3.9.3. Resume.
- 3.10. The Contractor shall ensure staff receiving funds under this Contract attends required pertinent technical assistance sessions or progress reviews sponsored by the Department.

4. Reporting

- 4.1. The Contractor shall provide monthly reports, in a Department approved format, including, but not limited to:
 - 4.1.1. The unduplicated number, demographic characteristics, and insurance status of each client receiving services.
 - 4.1.2. A narrative describing any problems, obstacles, or hindrances experienced, including a plan to address the identified problems, obstacles, or hindrances.
 - 4.1.3. Assessment of each client, including, but not limited to:
 - 4.1.3.1. Individual goals.
 - 4.1.3.2. Referrals.
 - 4.1.3.3. Number of encounters.
 - 4.1.3.4. Need for financial support.
 - 4.1.3.5. Progress notes.
- 4.2. The Contractor shall provide annual reports, in a format provided by the Department, including, but not limited to:



Exhibit A

- 4.2.1. Quality assurance activities.
- 4.2.2. Future plans, including future goals.
- 4.2.3. Progress toward program objectives.
- 4.2.4. Statistical measures to evaluate:
 - 4.2.4.1. Successful outcomes.
 - 4.2.4.2. Progress towards program goals.
 - 4.2.4.3. Program effectiveness.
- 4.3. The Contractor shall develop and distribute annual consumer satisfaction surveys to families and primary care providers.
- 4.4. The Contractor shall conduct chart audits and case reviews on an annual basis.
- 4.5. The Contractor shall develop and submit to the Department an annual report, to include a corrective action plan for any performance measure not achieved, as referenced in Section 5.

5. Performance Measures

- 5.1. The Contractor shall ensure that following performance indicators are annually achieved and monitored monthly to measure the effectiveness of the agreement:
 - 5.1.1. 100% of parents or guardians of CSHCN who receive services from NCCN providers are given a Family Satisfaction Survey to complete.
 - 5.1.2. 100% of referrals to NCCN are recorded and reported monthly.
 - 5.1.3. 100% of records from each clinic visit and/or consultation with NCCN service provider will be shared with the Medical Home of the CSHCN.
 - 5.1.4. 100% of all intake assessments, includes, but not be limited to:
 - 5.1.4.1. Medical needs.
 - 5.1.4.2. Developmental needs.
 - 5.1.4.3. Equipment needs.

6. Deliverables

- 6.1. The Contractor shall provide a minimum of ten (10) Complex Care Consultation Clinics in the Central and/or Southern part of New Hampshire, and deliver services to no less than thirty (30) children.
- 6.2. The Contractor shall provide a minimum of four (4) Complex Care Consultation Clinics in the North Country area of New Hampshire, and deliver services to no less than twelve (12) children.
- 6.3. The Contractor shall provide a minimum of twenty (20) neuromotor clinics.
- 6.4. The Contractor shall meet with SMS quarterly to evaluate progress and review service metrics.

[Handwritten Signature]
3/7/18



Exhibit B

Method and Conditions Precedent to Payment

1. The State shall pay the contractor an amount not to exceed the Form P-37, General Provisions, Block 1.8, Price Limitation for the services provided by the Contractor pursuant to Exhibit A, Scope of Services.
2. This contract is funded with funds from U.S. Department of Health and Human Services, Maternal and Child Health Services Title V Block Grant, CFDA #93.994.
3. The Contractor agrees to provide the services in Exhibit A, Scope of Services in compliance with funding requirements. Failure to meet the scope of services may jeopardize the funded contractor's current and/or future funding.
4. Payment for said services shall be made monthly as follows:
 - 4.1. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this agreement, and shall be in accordance with the approved line item as shown in Exhibit B-1, Exhibit B-2 and Exhibit B-3.
 - 4.2. The Contractor shall submit an invoice in a form satisfactory to the State by the twentieth (20th) working day of each month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The invoice must be completed, signed, dated and returned to the Department in order to initiate payment.
 - 4.3. The final invoice shall be due to the State no later than forty (40) days after the contract Form P-37, Block 1.7 Completion Date.
 - 4.4. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed to Robin.Hlobeczy@dhhs.nh.gov, or invoices may be mailed to:

Department of Health and Human Services
Special Medical Services Section
129 Pleasant Street, Thayer Building
Concord, NH 03301
 - 4.5. Payments may be withheld pending receipt of required reports or documentation as identified in Exhibit A, Scope of Services and in this Exhibit B.
5. The Contractor shall keep detailed records of their activities related to Department of Health and Human Services'-funded programs and services.
6. Notwithstanding paragraph 18 of the General Provisions P-37, changes limited to adjusting amounts between budget line items, related items, amendments of related budget exhibits within the price limitation, and to adjusting encumbrances between State Fiscal Years, may be made by written agreement of both parties and may be made without obtaining approval of the Governor and Executive Council.

Exhibit B - 1

New Hampshire Department of Health and Human Services

Bidder/Program Name: Manchester Community Health Center

Budget Request for: Neuromotor and Complex Care Program (RFP-2018-BDS-05-NEURO)

(Name of RFP)

Budget Period: 4/1/18-6/30/18

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect	Fixed	Direct Incremental	Indirect	Fixed	Direct Incremental	Indirect	Fixed
1. Total Salary/Wages	\$ 43,213.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,213.00	\$ -	\$ -
2. Employee Benefits	\$ 8,211.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,211.00	\$ -	\$ -
3. Consultants	\$ 23,246.00	\$ -	\$ -	\$ 384.00	\$ -	\$ -	\$ 22,862.00	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 675.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 675.00	\$ -	\$ -
6. Travel	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 333.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 333.00	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pediatric Orthopedist-All Clinics	\$ 4,682.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,682.00	\$ -	\$ -
Developmental Pediatrician	\$ 12,044.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,044.00	\$ -	\$ -
Interpreter Services	\$ 333.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 333.00	\$ -	\$ -
Neuromotor Network Meetings	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -
Travel & Mileage for Developmental Pediatrician	\$ 223.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 223.00	\$ -	\$ -
Medical Transcription for Neuromotor Clinics	\$ 633.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 633.00	\$ -	\$ -
Office Equipment/Information Technology	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -
Space Allocation	\$ -	\$ 2,425.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,425.00	\$ -
Administrative Fee	\$ -	\$ 12,727.00	\$ -	\$ -	\$ -	\$ 61.00	\$ -	\$ 12,666.00	\$ -
TOTAL	\$ 95,293.00	\$ 15,152.00	\$ -	\$ 384.00	\$ -	\$ 61.00	\$ 94,909.00	\$ -	\$ 16,091.00

Indirect As A Percent of Direct 15.90%

Contractor's Initials *MS*
Date 3/7/18

Exhibit B - 2

New Hampshire Department of Health and Human Services

Bladder/Program Name: Manchester Community Health Center

Budget Request for: Neuromotor and Complex Care Program (RFP-2018-BDS-05-NEURO)
(Name of RFP)

Budget Period: 7/1/18-6/30/19

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	\$ 174,788.00	\$ -	\$ 174,788.00	\$ -	\$ -	\$ -	\$ 174,788.00	\$ -	\$ 174,788.00
2. Employee Benefits	\$ 33,210.00	\$ -	\$ 33,210.00	\$ -	\$ -	\$ -	\$ 33,210.00	\$ -	\$ 33,210.00
3. Consultants	\$ 92,983.00	\$ -	\$ 92,983.00	\$ 4,932.00	\$ -	\$ 4,932.00	\$ 88,051.00	\$ -	\$ 88,051.00
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 2,630.00	\$ -	\$ 2,630.00	\$ -	\$ -	\$ -	\$ 2,630.00	\$ -	\$ 2,630.00
7. Travel	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ 870.00	\$ -	\$ 870.00	\$ -	\$ -	\$ -	\$ 870.00	\$ -	\$ 870.00
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 1,333.00	\$ -	\$ 1,333.00	\$ -	\$ -	\$ -	\$ 1,333.00	\$ -	\$ 1,333.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pediatric Orthopedist-All Clinics	\$ 19,102.00	\$ -	\$ 19,102.00	\$ -	\$ -	\$ -	\$ 19,102.00	\$ -	\$ 19,102.00
Developmental Pediatrician	\$ 49,139.00	\$ -	\$ 49,139.00	\$ -	\$ -	\$ -	\$ 49,139.00	\$ -	\$ 49,139.00
Interpreter Services	\$ 1,333.00	\$ -	\$ 1,333.00	\$ -	\$ -	\$ -	\$ 1,333.00	\$ -	\$ 1,333.00
Neuromotor Network Meetings	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
Travel & Mileage for Developmental Pediatrician	\$ 650.00	\$ -	\$ 650.00	\$ -	\$ -	\$ -	\$ 650.00	\$ -	\$ 650.00
Medical Transcription for Neuromotor Clinics	\$ 2,532.00	\$ -	\$ 2,532.00	\$ -	\$ -	\$ -	\$ 2,532.00	\$ -	\$ 2,532.00
Office Equipment/Information Technology	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
Space Allocation	\$ 2,425.00	\$ -	\$ 2,425.00	\$ -	\$ -	\$ -	\$ 2,425.00	\$ -	\$ 2,425.00
Administrative Fee	\$ 57,937.00	\$ -	\$ 57,937.00	\$ -	\$ -	\$ -	\$ 57,937.00	\$ -	\$ 57,937.00
TOTAL	\$ 384,670.00	\$ 61,147.00	\$ 445,717.00	\$ 4,932.00	\$ 785.00	\$ 5,717.00	\$ 379,638.00	\$ 60,362.00	\$ 440,000.00

15 90%

Indirect As A Percent of Direct

Contractors Initials AK
Date 9/18

Exhibit B - 3

New Hampshire Department of Health and Human Services

Bladder/Program Name: Manchester Community Health Center

Budget Request for: Neuromotor and Complex Care Program (RFP-2018-BDS-05-NEURO)
(Name of RFP)

Budget Period: 7/1/19-4/30/20

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	\$ 134,693.00	\$ -	\$ 134,693.00	\$ -	\$ -	\$ -	\$ 134,693.00	\$ -	\$ 134,693.00
2. Employee Benefits	\$ 25,992.00	\$ -	\$ 25,992.00	\$ -	\$ -	\$ -	\$ 25,992.00	\$ -	\$ 25,992.00
3. Consultants	\$ 69,737.00	\$ -	\$ 69,737.00	\$ 9,271.00	\$ -	\$ 9,271.00	\$ 60,466.00	\$ -	\$ 60,466.00
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Office	\$ 1,975.00	\$ -	\$ 1,975.00	\$ -	\$ -	\$ -	\$ 1,975.00	\$ -	\$ 1,975.00
14. Travel	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
15. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16. Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17. Postage	\$ 650.00	\$ -	\$ 650.00	\$ -	\$ -	\$ -	\$ 650.00	\$ -	\$ 650.00
18. Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19. Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20. Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21. Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24. Staff Education and Training	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
25. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26. Other (specific details mandatory)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27. Pediatric Orthopedist-All Clinics	\$ 14,613.00	\$ -	\$ 14,613.00	\$ -	\$ -	\$ -	\$ 14,613.00	\$ -	\$ 14,613.00
28. Developmental Pediatrician	\$ 37,993.00	\$ -	\$ 37,993.00	\$ -	\$ -	\$ -	\$ 37,993.00	\$ -	\$ 37,993.00
29. Interpreter Services	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
30. Neuromotor Network Meetings	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
31. Travel & Mileage for Developmental Pediatrician	\$ 747.00	\$ -	\$ 747.00	\$ -	\$ -	\$ -	\$ 747.00	\$ -	\$ 747.00
32. Medical Transcription for Neuromotor Clinics	\$ 1,899.00	\$ -	\$ 1,899.00	\$ -	\$ -	\$ -	\$ 1,899.00	\$ -	\$ 1,899.00
33. Office Equipment/Information Technology	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
34. Space Allocation	\$ -	\$ 2,425.00	\$ 2,425.00	\$ -	\$ -	\$ -	\$ -	\$ 2,425.00	\$ 2,425.00
35. Administrative Fee	\$ -	\$ 44,321.00	\$ 44,321.00	\$ -	\$ 1,474.00	\$ 1,474.00	\$ -	\$ 42,847.00	\$ 42,847.00
TOTAL	\$ 293,999.00	\$ 46,748.00	\$ 340,745.00	\$ 9,271.00	\$ 1,474.00	\$ 10,745.00	\$ 284,728.00	\$ 46,272.00	\$ 330,000.00

Indirect As A Percent of Direct 15.90%

JH/18



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.

mi
3/7/18



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 choose 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.

Handwritten initials

3/7/18



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 Division reserves the right to renew the Contract for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and approval by the Governor and Executive Council.



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)

145 Hollis Street, Manchester, NH 03101

184 Tarrytown Road, Manchester, NH 03103

1245 Elm Street, Manchester, NH 03101

88 McGregor Street, Manchester, NH 03102

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

Contractor Name: Manchester Community Health Center

3/7/18
Date


Name: Kris McCracken
Title: President/CEO

Contractor Initials MM
Date 3/7/18



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: Manchester Community Health Center

3/7/18
Date


Name: Kris McCracken
Title: President/CEO



**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

[Handwritten Signature]
3/7/18



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 (I)(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: Manchester Community Health Center

3/7/18
Date


Name: Kris McCracken
Title: President/ CEO

Contractor Initials MM
Date 3/7/18



**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.

Exhibit G

Contractor Initials

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

Date

3/5/18

New Hampshire Department of Health and Human Services
Exhibit G



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: Manchester Community Health Center

3/7/18
Date


Name: Kris McCracken
Title: President/CEO

Exhibit G

Contractor Initials MM

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections



CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

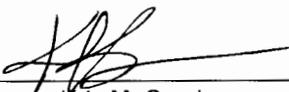
Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, 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: Manchester Community Health Center

3/7/18
Date


Name: Kris McCracken
Title: President/CEO

Contractor Initials MM
Date 3/7/18



Exhibit I

HEALTH INSURANCE PORTABILITY 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, Title XIII, 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.

[Handwritten initials]

3/2/18



Exhibit I

- 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

[Handwritten Signature]
[Handwritten Date: 3/7/18]



Exhibit I

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



Exhibit I

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



Exhibit I

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.

[Handwritten Signature]

3/7/18



Exhibit I

- 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) I, 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.

Department of Health and Human Services
The State

Signature of Authorized Representative

Christine Tappan

Name of Authorized Representative

Associate Commissioner

Title of Authorized Representative

3/8/18
Date

Manchester Community Health Center

Name of the Contractor

Signature of Authorized Representative

Kris McCracken

Name of Authorized Representative

President/CEO

Title of Authorized Representative

3/7/18
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: Manchester Community Health Center

3/7/18
Date

[Signature]
Name: Kris McCracken
Title: President/CEO



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: 928664937
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 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 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: _____



Exhibit K

DHHS INFORMATION SECURITY REQUIREMENTS

1. Confidential Information: In addition to Paragraph #9 of the General Provisions (P-37) for the purpose of this SOW, the Department's Confidential information includes any and all information owned or managed by the State of NH - created, received from or on behalf of the Department of Health and Human Services (DHHS) or accessed in the course of performing contracted services - of which collection, disclosure, protection, and disposition is governed by state or federal law or regulation. This information includes, but is not limited to Personal Health Information (PHI), Personally Identifiable Information (PII), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.
2. The vendor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services. Minimum expectations include:
 - 2.1. Contractor shall not store or transfer data collected in connection with the services rendered under this Agreement outside of the United States. This includes backup data and Disaster Recovery locations.
 - 2.2. Maintain policies and procedures to protect Department confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).
 - 2.3. Maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.
 - 2.4. Encrypt, at a minimum, any Department confidential data stored on portable media, e.g., laptops, USB drives, as well as when transmitted over public networks like the Internet using current industry standards and best practices for strong encryption.
 - 2.5. Ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
 - 2.6. Provide security awareness and education for its employees, contractors and sub-contractors in support of protecting Department confidential information
 - 2.7. Maintain a documented breach notification and incident response process. The vendor will contact the Department within twenty-four 24 hours to the Department's contract manager, and additional email addresses provided in this section, of a confidential information breach, computer security incident, or suspected breach which affects or includes any State of New Hampshire systems that connect to the State of New Hampshire network.
 - 2.7.1. "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations. "Computer Security Incident" shall have the same meaning "Computer Security Incident" in section two (2) of NIST Publication 800-61, Computer Security Incident Handling Guide, National Institute of Standards and Technology, U.S. Department of Commerce.

Breach notifications will be sent to the following email addresses:

 - 2.7.1.1. DHHSChiefInformationOfficer@dhhs.nh.gov
 - 2.7.1.2. DHHSInformationSecurityOffice@dhhs.nh.gov
 - 2.8. If the vendor will maintain any Confidential Information on its systems (or its sub-contractor systems), the vendor will maintain a documented process for securely disposing of such data upon request or contract termination; and will obtain written certification for any State of New Hampshire data destroyed

[Handwritten Signature]

3/7/18



Exhibit K

by the vendor or any subcontractors as a part of ongoing, emergency, and or disaster recovery operations. When no longer in use, electronic media containing State of New Hampshire data shall be rendered unrecoverable via a secure wipe program in accordance with industry-accepted standards for secure deletion, or otherwise physically destroying the media (for example, degaussing). The vendor will document and certify in writing at time of the data destruction, and will provide written certification to the Department upon request. The written certification will include all details necessary to demonstrate data has been properly destroyed and validated. Where applicable, regulatory and professional standards for retention requirements will be jointly evaluated by the State and the vendor prior to destruction.

- 2.9. If the vendor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the vendor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the vendor, including breach notification requirements.
3. The vendor will work with the Department to sign and comply with all applicable State of New Hampshire and Department system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the vendor and any applicable sub-contractors prior to system access being authorized.
4. If the Department determines the vendor is a Business Associate pursuant to 45 CFR 160.103, the vendor will work with the Department to sign and execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.
5. The vendor will work with the Department at its request to complete a survey. The purpose of the survey is to enable the Department and vendor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the vendor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the vendor, or the Department may request the survey be completed when the scope of the engagement between the Department and the vendor changes. The vendor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the appropriate authorized data owner or leadership member within the Department.
6. Data Security Breach Liability. In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent future breach and minimize any damage or loss resulting from the breach. The State shall recover from the Contractor all costs of response and recovery from the breach, including but not limited to: credit monitoring services, mailing costs and costs associated with website and telephone call center services necessary due to the breach.

[Handwritten initials]

3/7/18

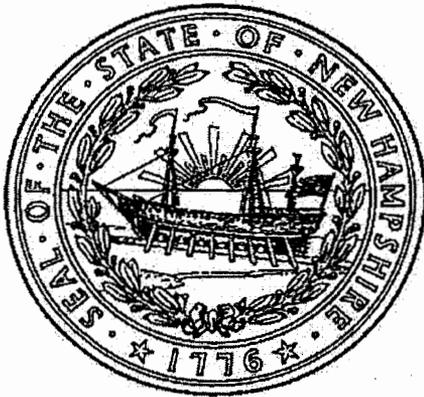
State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that MANCHESTER COMMUNITY HEALTH CENTER is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 07, 1992. 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: 175115



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 3rd day of April A.D. 2017.

A handwritten signature in black ink, appearing to read "William Gardner".

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, Catherine Marsellos, Secretary of the Board of Directors, do hereby certify that:

1. I am a duly elected Officer of Manchester Community Health Center.
2. The following is a true copy of the resolution duly adopted at a meeting of the Board of Directors of the Agency duly held on March 7, 2018:

RESOLVED: That the President/CEO is hereby authorized on behalf of this Agency to enter into the said contract with the State of New Hampshire and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

3. The forgoing resolutions have not been amended or revoked, and remain in full force and in effect as the 7th day of March, 2018.
4. Kris McCracken is the duly elected President/CEO of the Agency.

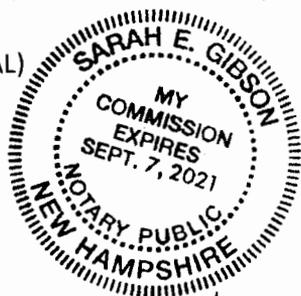
Catherine A. Marsellos
(Signature of the Secretary of the Board of Directors)

STATE OF NEW HAMPSHIRE
County of Hillsborough

The forgoing instrument was acknowledged before me this 7th day of March, 2018, by Catherine Marsellos.

Sarah Gibson
(Notary Public/Justice of the Peace)

(NOTARY SEAL)



Commission Expires: 09/07/21



MANCCOM-01

LMICHALS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/01/2017

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 License # AGR8150 Clark Insurance One Sundial Ave Suite 302N Manchester, NH 03103	CONTACT NAME: Lorraine Michals, CIC	
	PHONE (A/C, No, Ext): (603) 716-2362	FAX (A/C, No): (603) 622-2854
E-MAIL ADDRESS: lmichals@clarkinsurance.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Selective Insurance Co of South Carolina		19259
INSURED Manchester Community Health Center MCHC 145 Hollis Street Manchester, NH 03101		
INSURER B:		
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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			S2291045-00	11/01/2017	11/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			S2291045-00	11/01/2017	11/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			S2291045-00	11/01/2017	11/01/2018	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC9057737-00	11/01/2017	11/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

NH Department of Health & 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

Thomas R. Quinn



MANCHESTER
COMMUNITY
HEALTH CENTER

Mission, Vision and Core Values

Mission

To improve the health and well-being of our patients and the communities we serve by leading the effort to eliminate health disparities by providing exceptional primary and preventive healthcare and support services which are accessible to all.

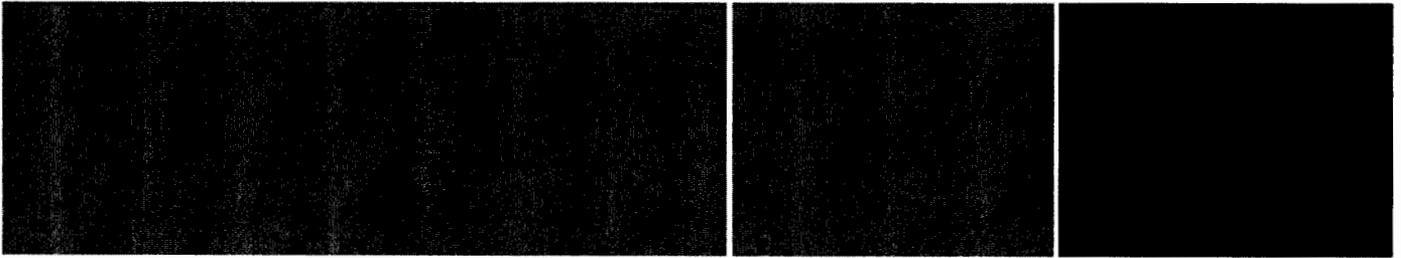
Vision

MCHC will become the provider of choice for comprehensive primary health care by achieving the triple aim of better health outcomes, better patient care, and lowered costs through using innovative care models and strong community partnerships. MCHC will meet our mission by using evidence-based care that is patient-centered, engages families, removes barriers, and promotes well-being and healthy lifestyles through patient empowerment and education.

Core Values

We will promote wellness, provide exceptional care, and offer outstanding services so that our patients achieve and maintain their best possible health. We will do this through fostering an environment of respect, integrity and caring for all stakeholders in our organization.

ADOPTED: 01/28/2014



FINANCIAL STATEMENTS

June 30, 2017 and 2016

With Independent Auditor's Report



INDEPENDENT AUDITOR'S REPORT

Board of Directors
Manchester Community Health Center

We have audited the accompanying financial statements of Manchester Community Health Center, which comprise the balance sheets as of June 30, 2017 and 2016, and the related statements of operations, changes in net assets, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the 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 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 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 financial statements referred to above present fairly, in all material respects, the financial position of Manchester Community Health Center as of June 30, 2017 and 2016, and the results of its operations, changes in its net assets and its cash flows for the years then ended, in accordance with U.S. generally accepted accounting principles.

Berry Dunn McNeil & Parker, LLC

Portland, Maine
December 6, 2017

MANCHESTER COMMUNITY HEALTH CENTER

Balance Sheets

June 30, 2017 and 2016

ASSETS

	<u>2017</u>	<u>2016</u>
Current assets		
Cash and cash equivalents	\$ 671,890	\$ 1,024,773
Patient accounts receivable, less allowance for uncollectible accounts of \$1,702,394 in 2017 and \$1,391,757 in 2016	2,058,763	2,055,686
Grants and other receivables	942,811	566,395
Prepaid expenses	<u>131,702</u>	<u>120,052</u>
Total current assets	3,805,166	3,766,906
Investment in limited liability company	20,298	16,203
Assets limited as to use	-	150,000
Property and equipment, net	<u>4,362,418</u>	<u>3,796,129</u>
Total assets	<u>\$ 8,187,882</u>	<u>\$ 7,729,238</u>

LIABILITIES AND NET ASSETS

Current liabilities		
Line of credit	\$ 810,000	\$ -
Accounts payable and accrued expenses	1,057,214	484,037
Accrued payroll and related expenses	1,059,280	934,203
Current maturities of long-term debt	<u>52,316</u>	<u>51,049</u>
Total current liabilities	2,978,810	1,469,289
Long-term debt, less current maturities	<u>1,206,475</u>	<u>1,258,264</u>
Total liabilities	<u>4,185,285</u>	<u>2,727,553</u>
Net assets		
Unrestricted	3,091,080	4,318,627
Temporarily restricted	810,159	581,700
Permanently restricted	<u>101,358</u>	<u>101,358</u>
Total net assets	<u>4,002,597</u>	<u>5,001,685</u>
Total liabilities and net assets	<u>\$ 8,187,882</u>	<u>\$ 7,729,238</u>

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

MANCHESTER COMMUNITY HEALTH CENTER

Statements of Operations

Years Ended June 30, 2017 and 2016

	<u>2017</u>	<u>2016</u>
Operating revenue		
Patient service revenue	\$ 9,734,445	\$ 9,284,028
Provision for bad debts	<u>(1,687,439)</u>	<u>(1,098,074)</u>
Net patient service revenue	8,047,006	8,185,954
Grants and contracts	6,832,729	6,397,842
Other operating revenue	104,554	154,857
Net assets released from restriction for operations	<u>716,090</u>	<u>539,958</u>
Total operating revenue	<u>15,700,379</u>	<u>15,278,611</u>
Operating expenses		
Salaries and benefits	12,556,077	10,658,870
Other operating expense	4,579,067	4,221,587
Depreciation	336,129	311,809
Interest expense	<u>54,071</u>	<u>38,875</u>
Total operating expenses	<u>17,525,344</u>	<u>15,231,141</u>
Operating (loss) income	<u>(1,824,965)</u>	<u>47,470</u>
Other revenues and gains		
Contributions	194,463	209,687
Investment income	1,166	984
Equity in earnings from limited liability company	<u>4,095</u>	<u>15,703</u>
Total other revenues and gains	<u>199,724</u>	<u>226,374</u>
(Deficit) excess of revenue over expenses	<u>(1,625,241)</u>	273,844
Grants for capital acquisition	69,001	79,924
Net assets released from restriction for capital acquisition	<u>328,693</u>	<u>-</u>
(Decrease) increase in unrestricted net assets	<u>\$ (1,227,547)</u>	<u>\$ 353,768</u>

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

MANCHESTER COMMUNITY HEALTH CENTER

Statements of Changes in Net Assets

Years Ended June 30, 2017 and 2016

	<u>2017</u>	<u>2016</u>
Unrestricted net assets		
(Deficit) excess of revenue over expenses	\$ (1,625,241)	\$ 273,844
Grants for capital acquisition	69,001	79,924
Net assets released from restriction for capital acquisition	<u>328,693</u>	<u>-</u>
(Decrease) increase in unrestricted net assets	<u>(1,227,547)</u>	<u>353,768</u>
Temporarily restricted net assets		
Contributions	1,273,242	545,984
Net assets released from restriction for operations	(716,090)	(539,958)
Net assets released from restriction for capital acquisition	<u>(328,693)</u>	<u>-</u>
Increase in temporarily restricted net assets	<u>228,459</u>	<u>6,026</u>
Change in net assets	(999,088)	359,794
Net assets, beginning of year	<u>5,001,685</u>	<u>4,641,891</u>
Net assets, end of year	<u>\$ 4,002,597</u>	<u>\$ 5,001,685</u>

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

MANCHESTER COMMUNITY HEALTH CENTER

Statements of Cash Flows

Years Ended June 30, 2017 and 2016

	<u>2017</u>	<u>2016</u>
Cash flows from operating activities		
Change in net assets	\$ (999,088)	\$ 359,794
Adjustments to reconcile change in net assets to net cash (used) provided by operating activities		
Provision for bad debts	1,687,439	1,098,074
Depreciation	336,129	311,809
Equity in earnings from limited liability company	(4,095)	(15,703)
Contributions and grants for long-term purposes	(726,960)	(79,924)
Increase in the following assets		
Patient accounts receivable	(1,690,516)	(1,219,342)
Grants and other receivables	(376,416)	(73,969)
Prepaid expenses	(11,650)	(24,094)
Increase in the following liabilities		
Accounts payable and accrued expenses	573,177	157,242
Accrued payroll and related expenses	<u>125,077</u>	<u>312,467</u>
Net cash (used) provided by operating activities	<u>(1,086,903)</u>	<u>826,354</u>
Cash flows from investing activities		
Release of (increase in) board-designated reserves	150,000	(75,000)
Capital expenditures	<u>(902,418)</u>	<u>(215,153)</u>
Net cash used by investing activities	<u>(752,418)</u>	<u>(290,153)</u>
Cash flows from financing activities		
Contributions and grants for long-term purposes	726,960	79,924
Proceeds from line of credit	920,000	-
Payments on line of credit	(110,000)	-
Payments on long-term debt	<u>(50,522)</u>	<u>(48,003)</u>
Net cash provided by financing activities	<u>1,486,438</u>	<u>31,921</u>
Net (decrease) increase in cash and cash equivalents	<u>(352,883)</u>	568,122
Cash and cash equivalents, beginning of year	<u>1,024,773</u>	<u>456,651</u>
Cash and cash equivalents, end of year	<u>\$ 671,890</u>	<u>\$ 1,024,773</u>
Supplemental disclosures of cash flow information		
Cash paid for interest	\$ 54,071	\$ 38,875
Capital expenditures in accounts payable	321,590	-

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

MANCHESTER COMMUNITY HEALTH CENTER

Notes to Financial Statements

June 30, 2017 and 2016

1. Summary of Significant Accounting Policies

Organization

Manchester Community Health Center (the Organization) is a non-stock, not-for-profit corporation organized in New Hampshire. The Organization is a Federally Qualified Health Center (FQHC) providing high-quality, comprehensive family oriented primary healthcare services which meet the needs of a diverse community, regardless of age, ethnicity or income.

Income Taxes

The Organization is a public charity under Section 501(c)(3) of the Internal Revenue Code. As a public charity, the Organization is exempt from state and federal income taxes on income earned in accordance with its tax-exempt purpose. Unrelated business income is subject to state and federal income tax. Management has evaluated the Organization's tax positions and concluded that the Organization has no unrelated business income or uncertain tax positions that require adjustment to the financial statements.

Use of Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles generally requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

Cash and cash equivalents exclude amounts whose use is limited by Board designation.

Allowance for Uncollectible Accounts

Patient accounts receivable are stated at the amount management expects to collect from outstanding balances. Patient accounts receivable are reduced by an allowance for uncollectible accounts. In evaluating the collectibility of patient accounts receivable, the Organization analyzes its past history and identifies trends for each individual payer. In addition, balances in excess of one year are 100% reserved. Management regularly reviews data about revenue in evaluating the sufficiency of the allowance for uncollectible accounts. Amounts not collected after all reasonable collection efforts have been exhausted are applied against the allowance for uncollectible accounts.

MANCHESTER COMMUNITY HEALTH CENTER

Notes to Financial Statements

June 30, 2017 and 2016

A reconciliation of the allowance for uncollectible accounts follows:

	<u>2017</u>	<u>2016</u>
Balance, beginning of year	\$ 1,391,757	\$ 608,028
Provision	1,687,439	1,098,074
Write-offs	<u>(1,376,802)</u>	<u>(314,345)</u>
Balance, end of year	<u>\$ 1,702,394</u>	<u>\$ 1,391,757</u>

The increase in provision and write-offs is primarily the result of the regulatory environment related to challenges with credentialing of providers and timely filing limits imposed by managed care companies.

Grants and Other Receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. All such amounts are considered collectible.

Investment in Limited Liability Company

The Organization is one of eight partners who each made a capital contribution of \$500 to Primary Health Care Partners, LLC (PHCP) during 2015. The Organization's investment in PHCP is reported using the equity method and the investment amounted to \$20,298 and \$16,203 at June 30, 2017 and 2016, respectively.

Assets Limited as to Use

Assets limited as to use consist of cash and cash equivalents and represent assets designated by the board for future capital needs.

Property and Equipment

Property and equipment acquisitions are recorded at cost. Depreciation is provided over the estimated useful life of each class of depreciable asset and is computed on the straight-line method.

Gifts of long-lived assets, such as land, buildings, or equipment, are reported as unrestricted net assets and excluded from the (deficit) excess of revenue over expenses unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as temporarily restricted net assets. Absent explicit continuing donor stipulations, expirations of donor restrictions are reported when the donated or acquired long-lived assets are placed in service.

MANCHESTER COMMUNITY HEALTH CENTER

Notes to Financial Statements

June 30, 2017 and 2016

Temporarily and Permanently Restricted Net Assets

Temporarily restricted net assets include contributions and grants for which donor-imposed restrictions have not been met. Assets are released from restrictions as expenditures are made in line with restrictions called for under the terms of the donor. Restricted grants received for capital acquisitions are reported as temporarily restricted net assets in the period received, and expirations of those donor restrictions are reported when the acquired long-lived assets are placed in service and donor-imposed restrictions are satisfied.

Permanently restricted net assets include net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. Generally, the donors of these assets permit the Organization to use all or part of the income earned on related investments for general or specific purposes.

Donor-Restricted Gifts

Unconditional promises to give cash and other assets are reported at fair value at the date the promise is received. Conditional promises to give and indications of intentions to give are reported at fair value at the date the gift is unconditionally received. The gifts are reported as either temporarily or permanently restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of operations as "net assets released from restriction." Donor-restricted contributions whose restrictions are met in the same year as received are reflected as unrestricted contributions in the accompanying financial statements.

Patient Service Revenue

Patient service revenue is reported at the estimated net realizable amounts from patients, third-party payers, and others for services rendered, including estimated retroactive adjustments under reimbursement agreements with third-party payers. Retroactive adjustments are accrued on an estimated basis in the period the related services are rendered and adjusted in future periods as final settlements are determined.

340B Drug Pricing Program

The Organization, as an FQHC, is eligible to participate in the 340B Drug Pricing Program. The program requires drug manufacturers to provide outpatient drugs to FQHCs and other identified entities at a reduced price. The Organization contracts with local pharmacies under this program. The local pharmacies dispense drugs to eligible patients of the Organization and bill Medicare and commercial insurances on behalf of the Organization. Reimbursement received by the pharmacies is remitted to the Organization, less dispensing and administrative fees. Gross revenue generated from the program is included in patient service revenue. Contracted expenses and drug costs incurred related to the program are included in other operating expenses.

MANCHESTER COMMUNITY HEALTH CENTER

Notes to Financial Statements

June 30, 2017 and 2016

Charity Care

The Organization provides care to patients who meet certain criteria under its charity care policy without charge or at amounts less than its established rates. Because the Organization does not pursue collection of amounts determined to qualify as charity care, they are not reported as net patient service revenue.

Functional Expenses

The Organization provides various services to residents within its geographic location. Expenses related to providing these services are as follows:

	<u>2017</u>	<u>2016</u>
Program services	\$15,198,514	\$13,439,463
Administrative and general	2,138,503	1,619,871
Fundraising	<u>188,327</u>	<u>171,807</u>
Total	<u>\$17,525,344</u>	<u>\$15,231,141</u>

(Deficit) Excess of Revenue Over Expenses

The statements of operations reflect the (deficit) excess of revenue over expenses. Changes in unrestricted net assets which are excluded from the (deficit) excess of revenue over expenses, consistent with industry practice, include contributions of long-lived assets (including assets acquired using contributions which, by donor restriction, were to be used for the purposes of acquiring such assets).

Subsequent Events

For purposes of the preparation of these financial statements, management has considered transactions or events occurring through December 6, 2017, the date that the financial statements were available to be issued. Management has not evaluated subsequent events after that date for inclusion in the financial statements.

MANCHESTER COMMUNITY HEALTH CENTER

Notes to Financial Statements

June 30, 2017 and 2016

2. Property and Equipment

Property and equipment consists of the following:

	<u>2017</u>	<u>2016</u>
Land	\$ 81,000	\$ 81,000
Building and leasehold improvements	4,327,993	3,877,039
Furniture and equipment	<u>1,693,049</u>	<u>1,545,895</u>
 Total cost	 6,102,042	 5,503,934
Less accumulated depreciation	<u>2,099,884</u>	<u>1,764,795</u>
 Construction-in-process	 <u>4,002,158</u>	 <u>3,739,139</u>
	<u>360,260</u>	<u>56,990</u>
 Property and equipment, net	 <u>\$ 4,362,418</u>	 <u>\$ 3,796,129</u>

3. Line of Credit

The Organization has a \$1,000,000 line of credit demand note with a local banking institution. The line of credit is collateralized by all assets and a second mortgage on the Organization's real property. The interest rate is LIBOR plus 3.5% (4.73% at June 30, 2017). There was an outstanding balance on the line of credit at June 30, 2017 of \$810,000 and no outstanding balance in 2016. The line of credit was increased to \$1,500,000 in July 2017.

4. Long-Term Debt

Long-term debt consists of the following:

	<u>2017</u>	<u>2016</u>
Note payable, with a local bank (see terms below)	\$ 1,240,109	\$ 1,284,696
Note payable, New Hampshire Health and Education Facilities Authority (NHHEFA), payable in monthly installments of \$513, including interest at 1.00%, due July 2020, collateralized by all business assets	<u>18,682</u>	<u>24,617</u>
 Total long-term debt	 1,258,791	 1,309,313
Less current maturities	<u>52,316</u>	<u>51,049</u>
 Long-term debt, less current maturities	 <u>\$ 1,206,475</u>	 <u>\$ 1,258,264</u>

MANCHESTER COMMUNITY HEALTH CENTER

Notes to Financial Statements

June 30, 2017 and 2016

The Organization has a promissory note with Citizens Bank, N. A. (Citizens) for the purchase of the medical and office facility in Manchester, New Hampshire. The note is collateralized by the real estate. The note is a five-year balloon note due December 1, 2018 to be paid at the amortization rate of 25 years. The note is borrowed at a variable interest rate with margins adjusted annually on July 1 based on the Organization's achievement of two operating performance milestones (2.8667% at June 30, 2017). NHHEFA is participating in the lending for 30% of the promissory note. Under the NHHEFA program, the interest rate on that portion is approximately 30% of the interest rate charged by Citizens.

The Organization is required to meet an annual minimum working capital and debt service coverage as defined in the loan agreement with Citizens. In the event of default, Citizens has the option to terminate the agreement and immediately request payment of the outstanding debt without notice of any kind to the Organization. After receiving a waiver from Citizens to exclude certain one-time items from the debt service coverage calculation, the Organization is in compliance with all loan covenants at June 30, 2017.

Scheduled principal repayments of long-term debt are as follows:

2018	\$ 52,316
2019	1,199,784
2020	6,115
2021	518
2022	58

5. Temporarily and Permanently Restricted Net Assets

Temporarily and permanently restricted net assets consisted of the following as of June 30:

	<u>2017</u>	<u>2016</u>
Temporarily restricted		
Program services	\$ 148,927	\$ 74,280
Child health services	269,272	356,884
Capital improvements (expended)	66,955	93,546
Capital improvements (not yet in service)	<u>325,005</u>	<u>56,990</u>
Total	<u>\$ 810,159</u>	<u>\$ 581,700</u>
Permanently restricted		
Working capital	<u>\$ 101,358</u>	<u>\$ 101,358</u>

MANCHESTER COMMUNITY HEALTH CENTER

Notes to Financial Statements

June 30, 2017 and 2016

6. Patient Service Revenue

Patient service revenue follows:

	<u>2017</u>	<u>2016</u>
Gross charges	\$16,357,934	\$15,972,455
340B pharmacy revenue	<u>919,437</u>	<u>802,683</u>
Total gross revenue	17,277,371	16,775,138
Contractual adjustments	(6,088,033)	(5,822,424)
Sliding fee scale discounts	<u>(1,454,893)</u>	<u>(1,668,686)</u>
Total patient service revenue	<u>\$ 9,734,445</u>	<u>\$ 9,284,028</u>

Revenue from the Medicaid and Medicare programs accounted for approximately 52% and 9%, respectively, of the Organization's gross patient service revenue for the year ended June 30, 2017 and 59% and 8%, respectively, for the year ended June 30, 2016. Laws and regulations governing the Medicare and Medicaid programs are complex and subject to interpretation. The Organization believes that it is in compliance with all laws and regulations. Compliance with such laws and regulations can be subject to future government review and interpretation, as well as significant regulatory action including fines, penalties and exclusion from the Medicare and Medicaid programs. Differences between amounts previously estimated and amounts subsequently determined to be recoverable or payable are included in patient service revenue in the year that such amounts become known.

A summary of the payment arrangements with major third-party payers follows:

Medicare

The Organization is reimbursed for the medical care of qualified patients on a prospective basis, with retroactive settlements related to vaccine costs only. The prospective payment is based on a geographically-adjusted rate determined by Federal guidelines. Overall, reimbursement is subject to a maximum allowable rate per visit. The Organization's Medicare cost reports have been audited by the Medicare administrative contractor through June 30, 2016.

Medicaid and Other Payers

The Organization also has entered into payment agreements with Medicaid and certain commercial insurance carriers, health maintenance organizations and preferred provider organizations. The basis for payment to the Organization under these agreements includes prospectively-determined rates per visit, discounts from established charges, and capitated arrangements for primary care services on a per member, per month basis.

MANCHESTER COMMUNITY HEALTH CENTER

Notes to Financial Statements

June 30, 2017 and 2016

The Organization provides care to patients who meet certain criteria under its charity care policy without charge or at amounts less than its established rates. The Organization estimates the costs associated with providing charity care by calculating the ratio of total cost to total charges and then multiplying that ratio by the gross uncompensated charges associated with providing care to patients eligible for free care. The estimated cost of providing services to patients under the Organization charity care policy amounted to \$1,620,083 and \$1,649,562 for the years ended June 30, 2017 and 2016, respectively.

The Organization is able to provide these services with a component of funds received through local community support and federal and state grants.

7. Retirement Plan

The Organization has a defined contribution plan under Internal Revenue Code Section 403(b) that covers substantially all employees. The Organization contributed \$289,444 and \$266,304 for the years ended June 30, 2017 and 2016, respectively.

8. Concentration of Risk

The Organization grants credit without collateral to its patients, most of whom are local residents and are insured under third-party payer agreements. Following is a summary of accounts receivable, by funding source, at June 30:

	<u>2017</u>	<u>2016</u>
Medicare	14 %	15 %
Medicaid	42 %	46 %
Other	<u>44 %</u>	<u>39 %</u>
	<u>100 %</u>	<u>100 %</u>

The Organization receives a significant amount of grants from the U.S. Department of Health and Human Services (DHHS). As with all government funding, these grants are subject to reduction or termination in future years. For the years ended June 30, 2017 and 2016, grants from DHHS (including both direct awards and awards passed through other organizations) represented approximately 81% and 72%, respectively, of grants and contracts revenue.

MANCHESTER COMMUNITY HEALTH CENTER

Notes to Financial Statements

June 30, 2017 and 2016

9. Commitments and Contingencies

Medical Malpractice Insurance

The Organization is protected from medical malpractice risk as an FQHC under the Federal Tort Claims Act (FTCA). The Organization has additional medical malpractice insurance, on a claims-made basis, for coverage outside the scope of the protection of the FTCA. As of the year ended June 30, 2017, there were no known malpractice claims outstanding which, in the opinion of management, will be settled for amounts in excess of both FTCA and additional medical malpractice insurance coverage, nor are there any unasserted claims or incidents which require loss accrual. The Organization intends to renew the additional medical malpractice insurance coverage on a claims-made basis and anticipates that such coverage will be available.

Leases

The Organization leases office space and certain other office equipment under noncancelable operating leases. Future minimum lease payments under these leases are:

2018	\$ 195,595
2019	134,132
2020	78,791
2021	73,107
2022	74,276
Thereafter	<u>132,740</u>
Total	<u>\$ 688,641</u>

Rent expenses amounted to \$269,771 and \$246,564 for the years ended June 30, 2017 and 2016, respectively.

10. Financial Improvement Plan

The Organization incurred a significant operating loss during 2017. The financial statements have been prepared assuming the Organization will continue as a going concern, realizing assets and liquidating liabilities in the ordinary course of business. Although not currently planned, realization of assets in other than the ordinary course of business in order to meet liquidity needs could result in losses not reflected in these financial statements.

Management is working on several initiatives to mitigate losses going forward. As discussed below, management believes the combination of planned initiatives will provide the required cash flow and reduction of operating losses to sustain future operations.

MANCHESTER COMMUNITY HEALTH CENTER

Notes to Financial Statements

June 30, 2017 and 2016

During 2017, approximately \$917,000 in bad debt write-offs occurred for charges incurred in 2015 and 2016, and were primarily the result of regulatory issues with credentialing of providers and timely filing limits imposed by managed care insurers, and are not expected to recur in 2018. In addition, provider utilization declined in 2017 due to reduced capacity during renovations, which will be completed in the first quarter of 2018. That utilization reduction was approximately \$290,000 in 2017.

In 2017, the Organization was awarded a grant and acted in good faith, incurring nearly \$250,000 in expenses to provide the services, but never received the final signed prospective contract until 2018. Management also plans to implement enhanced charges in 2018 that will capture services currently being provided but not being billed for which is estimated to provide another \$200,000 in revenue annually, as well as expanding 340B pharmacy activities which would also provide another \$100,000 annually.

KATHLEEN DAVIDSON	Compliance (CHAIR)	Vice President	11/4/2014	November, 2017	11/04/23
	Personnel				
	Executive				
RICHARD ELWELL	Finance (CHAIR)	Treasurer	1/9/2018	January, 2021	01/09/27
	Executive				
DOMINIQUE A. RUST	Executive (CHAIR)	President	4/6/2010	Term ends 4/6/19	04/06/19
	Finance				
TONI PAPPAS	Marketing & Dev (CHAIR)	Director	2/2/2010	Term ends 2/2/19	02/02/19
	Executive				
MUKHTAR IDHOW	Quality Improvement	Director	4/6/2010	Term ends 4/6/19	04/06/19
IDOWU EDOKPOLO	Strategic Planning	Director	11/19/2013	November, 2019	11/19/21
PARSU NEPAL		Director	3/7/2017	March, 2020	03/07/26
CATHERINE MARSELLOS	Strategic Planning	Secretary	6/2/2015	June, 2018	06/02/24
	Quality Improvement				
	Executive				
ALEIDA GALINDO	Marketing & Dev	Director	6/2/2015	June, 2018	06/02/24
	Quality Improvement				
PHILLIP ADAMS		Director	6/21/2016	June, 2019	6/21/2025
SOM GURUNG	Personnel	Director	3/7/2017	March, 2020	03/07/26
RAJESH KOIRALA	Strategic Planning	Director	3/7/2017	March, 2020	03/07/26
KERRI ARAMINI		Director	4/4/2017	April, 2020	04/04/26
LINDA LANGSTEN	Personnel (CHAIR)	Director	7/11/2017	July, 2020	7/11/2026
	Executive				
DAWN MCKINNEY	Strategic Planning	Director	7/11/2017	July, 2020	7/11/2026
MOHAMMAD "SALEEM" YUSUF		Director	1/9/2018	January, 2021	1/9/2027
Oreste (Rusty) J. Mosca	Finance		2/6/2018	February, 2021	2/6/2027

Anne T. Burgess

Summary of Qualifications:

Over 25 years of experience in clinical nursing and education as well as operating room nursing. Effectively educated and managed care for children, parents, physicians, and coworkers relating to Cerebral Palsy, Diabetes and Endocrine diseases. Effectively medically care managed a large group of children and families with complex medical diagnosis interacting both with Medicaid and private insurances. Presented seminars and presentations to educate on current issues as well as introducing new technologies.

Experience:

Pediatric Neuromotor Clinic Nurse Coordinator

Child Health Services @ Manchester Community Health Center Manchester, NH 2004 – present

- Responsible for coordinating care of complex Neuromotor patients
- Evaluated and obtained history of Neuromotor patients, as well as presenting to clinic team
- Educated children and families with Neuromotor diagnosis around health, insurance, social and school issues
- Assist families and medically managed children with Neuromotor diagnosis
- Coordinated and managed clinic and its schedule
- Developed teaching tools as well as educated Student Nurses, Nurses, and Primary Care Physicians in Neuromotor diseases and severe disabilities
- Research and development of personal skills and knowledge of new technology relating to Neuromotor diseases and severe disabilities

Pediatric Diabetes and Endocrinology Nurse Clinician

Children's Hospital at Dartmouth Manchester, NH 1995 – 2003

- Responsible for coordinating care of complex Endocrine patients
- Evaluated and obtained history of diabetic and endocrine patients, as well as presenting to Attending Physician
- Educated and managed Type I and II diabetics of children and young adults
- Triage emergency phone calls
- Coordinated and managed schedule of attending physician
- Evaluated laboratory results and communicated abnormalities requiring immediate attention
- Developed teaching tools as well as educated Student Nurses, Nurses, and Primary Care Physicians in diabetic and endocrine diseases
- Research and development of personal skills and knowledge of new technology relating to Diabetes and Endocrinology

Clinical Coordinator

Phizer-Pharmacia 1999 – 2003

- Coordinate and test Alpha and Beta software
- Create and present software seminar presentations in small and large group settings

Pediatric Nurse Clinician

Dartmouth Hitchcock Clinic Manchester, NH 1995 – 1996

- Responsible for telephone triage, nurse visits, and patient education

Elementary and High School - School Nurse

Department of Health Manchester, NH 1994 – 1995

Elementary School Nurse

Saint Casimir School Manchester, NH 1986 – 1994

Operating Room Staff Nurse

Southern NH Medical Center Manchester, NH 1975 – 1978

Team Leader – Operating Room, Post-Operative Care Unit

Carney Hospital Boston, MA 1973 – 1975

Operating Room Staff Nurse

Halifax District Medical Center Daytona Beach, FL 1972 – 1973

Assistant Head Nurse – Neurosurgical Operating Room – Harvard Neurosurgical Service

Boston City Hospital Boston, MA 1968 – 1972

Designations:

Certified Diabetes Educator 1997 – present

New Hampshire State Registered Nurse Licensee 1976 – present

Massachusetts State Registered Nurse Licensee 1968 – present

Diplomat in Nursing – Boston City Hospital

GPA: 3.75 Rank: 8 of 99

Memberships:

American Diabetes Association

American Association of Diabetes Educators

Publications:

Bert E. Bachrach, MD, David A. Weinstein, MD, Marju Orho-Melander, Ph.D., **Anne Burgess, RN**, and Joseph I. Wolfsdorf, MD, BCh. Glycogen Synthase Deficiency (Glycogen Storage Disease Type 0) Presenting with Hyperglycemia and Glucosuria: Report of three new mutations, *Journal of Pediatrics*, 2002; 140: 781-3.

Abstract (Platform Session): Bert E. Bachrach, David A. Weinstein, MD, Marju Orho-Melander, PhD, **Anne Burgess, RN**, and Joseph I. Wolfsdorf, MB, BCh. Glycogen Synthase Deficiency (Glycogen Storage Disease Type 0) Presenting with Hyperglycemia and Glucosuria: Report of Three New Mutations. Presented by Bert Bachrach, MD at the Pediatric Academic Societies, Baltimore, MD, 2002 Annual Meeting. May 6, 2002.

Anne T. Burgess, RN, CDE, Holiday Tips for Children with Type 1 Diabetes; Anthem Blue Cross Smart Care Newsletter, Nov 2002

Educational Presentations:

Partners for Healthy Growth: Nashua, New Hampshire Pediatric Nurses: Staff Development Meeting (May 2003)

Diabetes 101; In the Pediatric Residential Care Setting: Jolicoeur School, Manchester, NH, Easter Seals New Hampshire: Staff Development Workshop (May 2003)

Gadgets and Gizmos for Children with Diabetes: CHaD Dartmouth Hitchcock Medical Center: Pediatric Endocrinology Review Course (Aug 2002)

Diabetes Care in the Pre-School Setting: Exeter, NH: Pre-School Staff Development Meeting (May 2002)

New Dilemma for the School Nurse! Carbohydrate Counting, Correction Factor, Lantus Insulin and the Insulin Pump:

Manchester, NH Health Dept: School Nurse Staff Development Meeting (Mar 2002)

Raymond, NH School Dept: Regional School Nurse Staff Development Meeting (Apr 2002)

Diabetes Update: Type 1 Diabetes Mellitus Yesterday, Today and Tomorrow: Dartmouth Hitchcock Clinic-
Manchester: Staff Development Meeting (Jan 2002)

And what is this? CGMS (Continues Glucose Monitoring System) in the School Setting:
Manchester, NH Health Department: Regional School Nurse Workshop (Nov 2001)

Let's Take the Drudgery Out of SMN'S (Statements of Medical Necessity):

Norfolk, VA, Pfizer-Pharmacia – Pediatric Endocrinology Nursing Society Nurse Enrichment Day (Apr 2000)

Saint Louis, MO, Pfizer-Pharmacia – Pediatric Endocrinology Nursing Society Nurse Enrichment Day (Apr 1999)

TRACY GASSEK

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

PROFILE

Care Coordinator with extensive experience working with families of children/youth with special health care needs enrolled in Title V –Special Medical Services. Previous work experience includes: Social Worker with the Department of Social Services in Massachusetts. Community Health Worker/Care Coordinator at community health center and medical home site.

PROFESSIONAL EXPERIENCE

October 2001 to Present

Child Health Services/MCHC: Hillsborough County Community Based Care Coordinator
Healthcare Coordinator providing services to families of children with special health care needs and complex medical conditions enrolled in Special Medical Services. Collaborated with community partners, and families linking them to services and resources to maximize the potential of each child and to ensure optimal care within a medical home using a family centered approach.

February 2001 to October 2001

Lamprey Health Care: Community Health Worker/ Medical Home Care Coordinator
Responsibilities included care coordination and referral to supportive services for all patients from Pediatrics to the elderly. Care Coordinator for Medical Home Project. Recruited parent partners and facilitated monthly meetings. Provided pregnancy testing and counselling, HIV testing and counseling.

Experience using electronic medical record managed by "Logician" software.

August 1999 to February 2001

Department of Social Service- Massachusetts: Social Worker

Case Management for children and families referred to DSS. Duties included home visitation, court reports, and management of case records, referrals for supportive services, coordination of placement for children in residential and foster care settings, development and review of service plans, and assessing families on an ongoing basis in regard to safety and risk.

August 1996 to August 1999

Child Health Services: Family Support Worker/Enrichment Coordinator

Social service support for low-income families. CHS is a pediatric clinic in Manchester, NH embracing a bio-psychosocial approach to health. Family Support Workers are responsible for clinic coverage as well as family based services for high-risk families. Other duties included coordination of health insurance coverage for low-income families, intake and registration, family assessments and referrals to outside agencies. Special project included coordination of enrichment program.

June 1996 to January 1998

Brookside Hospital: Mental Health Worker/Family Stabilization Team

Responsibilities included counseling for all hospitalized patients including teens, children and adults. Other duties included work with Family Stabilization Team who addressed the needs of children after hospital discharge. This position included care coordination for patients and development of service plans to reduce repeat hospitalizations.

EDUCATION

University of New Hampshire: BA Psychology

Care Management Certificate: University of Massachusetts Lowell

JANET E. CLARK

PROFESSIONAL EXPERIENCE:

Child Health Services at Manchester Community Health Center, Manchester, NH

Director, Special Medical Programs 2003 to Present

- Management of four programs for children with special health care needs, including the Child Development clinic, Neuromotor Clinic, Community Based Care, and Nutrition programs.
- Member of MCHC Management Team
- Responsible for contract management and compliance with state and federal mandates.
- Supervise 16 MCHC employees and 24 contractors

Regional Program Coordinator, Child Development Unit October 1987 to Present

- Manage regional Child Development Program including clinical assessment, community relations, family support, advocacy, all organizational functions of multi-disciplinary team (MD's, PhD's, support staff).
- Develop yearly clinical activities, collaborative initiatives and long range goals.
- Coordinated Child Development Services Consortium – joint effort by CHS, Area Agency and Early Intervention Program at Easter Seals.
- Participated in agency-wide time study for billing and Quality Assurance purposes/UNH Health policy and Management Personnel.
- Coordinated Health Care Transition Grant for three year A-D/HD Clinic at Child Health Services.

Special Medical Services Bureau, NH Dept of Health and Human Services, Concord, NH

Intake Coordinator (Contractor) September 1999

- Perform initial intake assessment and develop appropriate service plan for new SMSB applicants
- Triage referrals, collaborate with community health and human service providers to assure quality care for children 0-18 years old.

SSI Needs Assessments (Contractor) 1995-1997

- Perform intake/needs assessments for children whose families have applied for SSI benefits and refer for services as appropriate in compliance with Federal Social Security regulations.

Regional Clinic Coordinator – Genetics Services Program Feb 1995-July 1998

- Provided community-based coordination as part of Genetic outreach program collaboratively provided by Children's Hospital at Dartmouth and Special Medical Services Bureau.
- Intake assessment, referral and information to all families scheduled.
- Obtained medical history, pedigree and provided family support at clinic.

Child Health Services

Family Support Worker Feb 1984 – October 1987

- Part of a multi-disciplinary pediatric team.
- Responsible for clinical and social services within the agency setting, home visits, coordination of community resources, interviewing and registration of new families, assessment of need for social services, determination of eligibility for various financial programs, family budgeting, case consultation through clinic conferences and interagency meetings, referrals to community resources, negotiate and advocate on Client's behalf, developing and implementing treatment plans with assigned families, crisis intervention.

New Hampshire Catholic Charities, Inc. Manchester and Keene, NH

Social Worker

August 1979 – May 1983

Responsible for the delivery of clinical, social and parish outreach services.

Cooperative Extension Services, Milford, NH

Program Assistant

May 1978- June 1979

Responsible for planning and implementing volunteer recruitment programs for Hillsborough County.

Main Street House, Noank, CT

Assistant Director

August 1976 – October 1977

A group home for teenage girls, ages 14 though 18.

EDUCATIONAL BACKGROUND:

Graduate course work in Public Health, University of NH, Manchester	2000- 2002
Health Administration, New Hampshire College, Manchester, NH	1994-1995
Graduate courses in counseling at Connecticut College, New London, CT	1976-1980
University of New Hampshire, Durham, NH,	
B.A., Social Work, Providence College, Providence, R.I.	1975

Professional Development:

Certificate in Community Health Leadership (Bi-State Primary Care Association) 2010

Autism Spectrum Disorder, ADOS training, ADHD, Family Support, Genetics, Spectrum of Developmental Disabilities, Johns Hopkins University, CHAD Child Maltreatment Conferences, ACE/Trauma Informed Interventions,

References available upon request.

Wendy A. Labrecque

Objective: Participate as a contributing member in a team that will best utilize acquired skills, education, and experience in accounting.

Summary of Qualifications:

Includes over 20 years in a wide variety of accounting and fiscal management capacities, involving:

- Extensive experience with the day-to-day accounting operations of a non-profit organization, encompassing skills and responsibilities for the oversight of multiple accounts, including ledger balancing and posting, AR/AP, collections and reconciliations, as well as budgetary planning, forecasting and adherence management, P & L analysis, cost containment, IRS tax (990), expense reporting, balance investments in subsidiaries with the corresponding companies' current year contributions/distributions and aviation flight tracking spreadsheets for IRS purposes.
- Producing operating statements and financial year/end reports, preparation and coordination of internal/external (IRS) and funding source audit processes (A133), in addition to experience with corporate consolidation, acquisitions and merger activities, and performing regular intra/inter-fiscal accounting break-downs and analysis of consolidated balance sheets for multiple corporate entities.
- Comprehensive knowledge and hands-on experience with grant administration, budgeting, and reporting/compliance requirements, managing up to 40 grants simultaneously.
- Familiarity with the following computer systems and applications: Windows XP, Microsoft Word 07, Excel 2010, Excel Pivot Tables, Access, PowerPoint, Solomon, Quicken, ADP Payroll, Peachtree, Yardi, People Soft, NVision and a variety of data management packages.
- As a team player, providing substantial input into problem solving and quality assurance activities.
- Additional skills and experience: effective interpersonal and communications skills; coordination of volunteer-based programs, including supervision, training and task assignment responsibilities for up to 20 volunteers.

Employment

History:

EASTER SEALS OF NEW HAMPSHIRE , Manchester, NH March 2013 – August 2014	Sr. Accountant
RJ FINLAY MANAGEMENT , Nashua, NH 2008 – 2013	Accountant
CHARTER TRUST COMPANY , Concord, NH 2005 – 2008	Financial Assistant
EASTER SEALS OF NEW HAMPSHIRE , Manchester, NH 1984-2005	Held various positions from Accounting Clerk to Sr. Accountant

Accomplishments: *Recognized for outstanding job performance and presented: The Carousel of Accomplishment/President's Meritorious Service Award.*

Community/

Volunteer Service: **EASTER SEALS TELETHON PLEDGE CENTER COORDINATOR** **BIG BROTHERS / BIG SISTERS**

Education:

NEW HAMPSHIRE COLLEGE Manchester, NH	Economics / Accounting 1 & 2 Managerial Accounting Program
GOFFSTOWN HIGH SCHOOL , Goffstown, NH	Diploma

Continuing Ed.:

Attended numerous employer sponsored courses, programs and seminars, including: Managing Multiple Priorities, Customer Services, Budgeting Principles, Computer Applications: Excel07, Microsoft Word 07 etc.

References:

Excellent professional and personal references are available and will be furnished upon request.

EVELYN GIBNEY

Evelyn Gibney ♦ [REDACTED], [REDACTED], [REDACTED] [REDACTED]
[REDACTED]

OBJECTIVES:

Seeking Administrative/Program Assistant position and making the most of extensive experience in the medical field. I hope to achieve many new skills and be able to use the skills I now have. I have a positive attitude, excellent time management skills and organized approach. I am very reliable, self-directed, resourceful, and passionate.

EDUCATION:

Life Long Learning	Manchester	2016
LNA Certified	Manchester	2008
LNA Certified	Bedford	1995
Genesis Health Care	Bedford	NH
Groveton High School	Groveton	NH

EXPERIENCE:

Child Health Services/ MCHC/Neuromotor ♦ 145 Hollis Street, Manchester, NH 03101
Secretary /Administrative Assistant 2003 – Present

- Answering phones
- Coordinating Neuromotor clinic
- Gather intake information
- Setting up and maintenance of charts
- Record keeping -maintaining confidentiality
- Management of the transcription process
- Assist with preparation and timely submission of state required statistical forms
- Generate appointment letters, HIPPA releases,
- Confirmation phone calls prior to clinic.
- Function as Medical Assistant during Neuromotor clinics, weighing and measuring, and responsibility for patient flow.
- Cross training for CHS multi phone lines, receptionist and charts
- Working cooperatively with CHS/MCHC administrative staff

Bavarian German Restaurant ♦ 1461 Hooksett Rd C7, Hooksett, NH 03106

Bartender/Server 2010-2015

- Bartending
- Food Service
- Cashiering
- Maintenance of bar inventory

Altex

♦ Canal Street, Manchester, NH 03101

Production Worker 2001-2003

- Labeling
- Stocking
- Sewing

Bijoy Kundo,MD

♦ 88 McGregor St Ste 104, Manchester, NH 03102

Medical Assistant/Secretary 2000-2001

- Receptionist
- Blood pressures, Pulse, Respirations, HCG test, Glucose, etc.
- Preparing charts for appointment
- Billing
- Maintain supplies, inventory, ordering of office and clinic orders
-

Hillsborough County Nursing Home ♦ 88 McGregor St Ste 104, Manchester, NH 03102

LNA 1998-2000

- LNA Certification
- ADL
- Temperature
- Pulse
- Blood Pressure
- Feeding
- Changing linen
- Bathing residents
- Record keeping
- Intake/out put
- Changing Residents

Genesis Eldercare ♦ 91 Country Village Rd, Lancaster, NH 03584
LNA 1996-1998

- LNA Certification
- ADL
- Temperature
- Pulse
- Blood Pressure
- Feeding
- Changing linen
- Bathing residents
- Record keeping
- Intake/out put
- Changing Residents

Genesis Eldercare ♦ 25 Ridgewood Rd, Bedford, NH 03110
LNA /Certification 1995-1996

- LNA Certification
- ADL
- Temperature
- Pulse
- Blood Pressure
- Feeding
- Changing linen
- Bathing residents
- Record keeping
- Intake/out put
- Changing Residents

SKILLS:

- Proficiency and Certified in Excel/Word, Microsoft Office/Outlook, Epic and State of NH Citrix software
- Knowledge of medical terminology;
- Excellent communication skills
- Team player who has flexibility to respond to the occasional demands for or change in priorities within the clinic;
- Ability to understand and maintain client confidentiality.
- Ordering of Neuromotor Supplies
- Mass mailing for multi departments Neuromotor, CDC, Nutrition and etc.-Computer based surveys
- Compassionate and supportive with patients and families demeanor.

MANCHESTER COMMUNITY HEALTH CENTER
Neuromotor and Complex Care Program
04/01/18 - 06/30/18

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Anne Burgess	Nurse	\$14,950	100.00%	\$14,950
Tracy Gassek	Care Coordinator	\$15,028	100.00%	\$15,028
Janet Clark	Director of SMP	\$18,663	15.00%	\$ 2,799
Wendy Labrecque	Accountant	\$10,225	7.14%	\$ 730
Evelyn Gibney	Program Support	\$ 8,579	100.00%	\$ 8,579
Vacant	Billor	\$ 9,017	12.50%	\$ 1,127