



Jeffrey A. Meyers  
Commissioner

Katja S. Fox  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR BEHAVIORAL HEALTH

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9544 1-800-852-3345 Ext. 9544  
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November 21, 2019

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Behavioral Health, to amend an existing **sole source** agreement with New Hampshire Juvenile Court Diversion Network, Inc., (Vendor # 270119-B001), 10 Ferry Street, Suite 333, Concord NH 03301, to enhance and expand access to juvenile court diversion accredited programs in underserved regions within the State where accredited juvenile court diversion programs currently do not exist and support the infrastructure of the NH Juvenile Diversion Network by increasing the price limitation by \$49,500 from \$1,033,696 to \$1,083,196, and no change to the completion date of June 30, 2020, effective upon Governor and Executive Council approval. 100% Other (Governor's Commission) Funds.

This agreement was originally approved by the Governor and Executive Council on November 18, 2016 (Item #18), and subsequently amended on June 20, 2018 (Item #32).

Funds are available in the following account for State Fiscal Year 2020, with authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office, if needed and justified.

**05-95-49-491510-29890000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR'S COMMISSION FUNDS (100% Other Funds).**

State Fiscal Year	Class / Account	Class Title	Job Number	Current (Modified) Budget	Increased (Decreased) Amount	Revised Modified Budget
2017	102-500734	Contracts for Prog Svc	49158504	\$258,424	\$0	\$258,424
2018	102-500734	Contracts for Prog Svc	49158504	\$258,424	\$0	\$258,424
			<b>Subtotal</b>	<b>\$516,848</b>	<b>\$0</b>	<b>\$516,848</b>

**05-95-49-491510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF BEHAVIORAL HEALTH, GOVERNOR'S COMMISSION FUNDS (100% Other Funds**

State Fiscal Year	Class / Account	Class Title	Job Number	Current (Modified) Budget	Increased (Decreased) Amount	Revised Modified Budget
2019	102-500734	Contracts for Prog Svc	92058504	\$258,424	\$0	\$258,424
2020	102-500734	Contracts for Prog Svc	92058504	\$258,424	\$49,500	\$307,924
			<b>Subtotal</b>	<b>\$516,848</b>	<b>\$49,500</b>	<b>\$566,348</b>
			<b>Total</b>	<b>\$1,033,696</b>	<b>\$49,500</b>	<b>\$1,083,196</b>

**EXPLANATION**

This request is **sole source** because on December 14, 2018, the Governor's Commission on Alcohol and Other Drugs voted to approve the enhancement and expansion of access to accredited juvenile court diversion programs in underserved regions of the State where such programs currently do not exist and to support the infrastructure of the NH Juvenile Diversion Network. The Director of the DHHS Bureau of Drug and Alcohol Services serves as the Executive Director of the Governor's Commission and is responsible for administering the budget.

The Contractor will utilize an evidence-based Screening, Brief, Intervention and Referral to Treatment (SBIRT) process that will allow staff members to identify juveniles in need of alcohol and/or other drug prevention education or, in some cases, provide referral to community providers for appropriate intervention and treatment. The Contractor will ensure that quality juvenile court diversion programs continue to divert first-time offending youth, who may otherwise be prosecuted through the court system, to early intervention services. The Contractor will utilize additional funding to enhance the skills and knowledge of staff on SBIRT and restorative justice models within a minimum of sixteen (16) accredited juvenile court diversion programs.

Accredited juvenile court diversion programs have an in-depth screening process for youth and provide education and counseling for parents/guardians. The screening/intake process includes screening for substance use/misuse, mental health issues and other risky behaviors. This agreement will help accredited juvenile court diversion programs in all New Hampshire counties provide uniform evidence-based services for youth referred to an accredited juvenile court diversion program. Early diagnosis and intervention may lead to a decrease in youth alcohol and drug use/misuse and reduce recidivism. In addition to screening, the programs use a restorative justice model that ensures youth are held accountable for their actions and provides participants with the skills necessary to make healthier life decisions and build resiliency to effectively deal with stressors, including peer pressure and family dynamics.

Approximately 150 individuals will be served from December 18, 2019 through June 30, 2020.

The New Hampshire Juvenile Diversion Network effectiveness in delivering services will be measured through monitoring of the following performance measures the effectiveness of the amendment agreement:

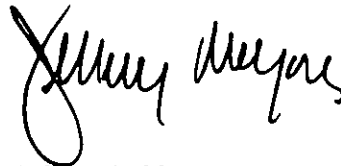
- The increase in number of accredited juvenile diversion programs in underserved regions within the state.
- The increase in number of first-time offenders receiving SBIRT services.
- A decrease in recidivism for juveniles who participate in the juvenile diversion programs.

Should the Governor and Executive Council not authorize this request, juveniles who are first-time offenders residing in underserved areas of the state may not have access to diversion services that could assist them with their substance misuse and/or mental health issues. This may result in an increase in the number of juvenile cases prosecuted in adult court and may lead to future recidivism.

Area served: Statewide.

Source of Funds: 100% Other Funds (Governor Commissioner's).

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeffrey A. Meyers". The signature is fluid and cursive, with a large initial "J" and "M".

Jeffrey A. Meyers  
Commissioner

**New Hampshire Department of Health and Human Services  
Juvenile Court Diversion Services**



**State of New Hampshire  
Department of Health and Human Services  
Amendment #2 to the Juvenile Court Diversion Services**

This 2<sup>nd</sup> Amendment to the Juvenile Court Diversion Services contract (hereinafter referred to as "Amendment #2") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and New Hampshire Juvenile Court Diversion Network, Inc., (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 1 Eagle Square, 4th Fl. Concord, NH 03301.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on November 18, 2016 (Item #18), as amended on June 20, 2018 (Item #33), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to increase the price limitation, and modify the scope of services to support continued delivery of these services; and

WHEREAS, all terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #2 remain in full force and effect; and

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

1. Form P-37 General Provisions, Block 1.3, Contractor Name, to read:  
1 Eagle Square, 4th Fl. Concord, NH 03301.
2. Form P-37 General Provisions, Block 1.4, Contractor Address, to read:  
New Hampshire Juvenile Court Diversion Network, Inc.
3. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$1,083,196.
4. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Nathan D. White, Director.
5. Form P-37, General Provisions, Block 1.10, State Agency Telephone Number, to read:  
603-271-9631.
6. Add Exhibit A-2 Amendment #2, Additional Scope of Services.
7. Delete Exhibit B-4 Amendment #1, Budget SFY 2020 and replace with Exhibit B-5 Amendment #2, Budget, SFY 2020.

*KGR*  
11/20/19

New Hampshire Department of Health and Human Services  
Juvenile Court Diversion Services



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

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

State of New Hampshire  
Department of Health and Human Services

11/22/19  
Date

Katja S. Fox  
Name: Katja S. Fox  
Title: Director

New Hampshire Juvenile Court Diversion Network, Inc.

11/28/19  
Date

Nicole E. Rodler  
Name: Nicole E. Rodler  
Title: NH Juvenile Court Diversion Network Board Chair

Acknowledgement of Contractor's signature:

State of New Hampshire County of Stafford on 10/28/19, before the undersigned officer, personally appeared the person identified directly above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Rebecca J. Warburton  
Signature of Notary Public or Justice of the Peace

Rebecca J. Warburton  
Name and Title of Notary or Justice of the Peace

My Commission Expires: 6/10/2020

**New Hampshire Department of Health and Human Services  
Juvenile Court Diversion Services**



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

**OFFICE OF THE ATTORNEY GENERAL**

Date 11/26/19

Name: CATHERINE PINDS  
Title: Attorney

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

**OFFICE OF THE SECRETARY OF STATE**

Date \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_



New Hampshire Department of Health and Human Services  
Juvenile Court Diversion Accreditation Services

Exhibit A-2 Amendment #2

**Scope of Services**

**1. Provisions Applicable to All Services**

- 1.1. The Contractor shall submit a detailed description of the language assistance services 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. For the purposes of this contract, youth are individuals under 18 years of age.

**2. Scope of Services**

- 2.1. The Contractor shall collaborate with the Community Health Institute (CHI) to expand juvenile court diversion services in regions of the state where there is limited or no access to juvenile court diversion services. The Contractor shall:
  - 2.1.1. Conduct an asset and gaps assessment to identify regions with limited or no access to juvenile diversion services.
  - 2.1.2. Identify a minimum of three (3) Circuit Court regions in need of accredited juvenile court diversion services, based on the asset and gaps assessments.
  - 2.1.3. Coordinate with local agencies in each of the selected Circuit Court regions to pilot a minimum of one to a maximum of three (3) juvenile court diversion program(s).
- 2.2. The Contractor shall collaborate with the CHI to assist pilot Juvenile Court Diversion Programs with attaining accreditation. The Contractor shall:
  - 2.2.1. Enter into a sub-contract with agencies in each of the selected Circuit Court regions to implement a minimum of one (1) pilot juvenile court diversion program, ensuring clear delineations of communities served by the pilot program.
  - 2.2.2. Ensure each pilot Juvenile Court Diversion Programs (JCDPs) completes the NH Juvenile Court Diversion Network Accreditation Self-Assessment Questionnaire.
  - 2.2.3. Review results of the NH Juvenile Court Diversion Network Accreditation Self-Assessment Questionnaire to determine current organizational structure in order to assist each pilot JCDP with developing a written plan to meet accreditation standards. Each plan shall include, but not be limited to, written specifics indicating:

*[Handwritten Signature]*  
*[Handwritten Date: 1/26/14]*



**New Hampshire Department of Health and Human Services  
Juvenile Court Diversion Accreditation Services**

**Exhibit A-2 Amendment #2**

- 2.2.4. Steps to be taken to increase awareness and utilization of the pilot juvenile court diversion programs.
- 2.2.5. Contact to be conducted by telephone, e-mail or in person with local police departments, State Police, Sheriffs' Departments, prosecutors and/or judges to extract information regarding juvenile court diversion programs currently in place.
- 2.2.6. Outreach activities that will be conducted by telephone, e-mail, or in-person with local police departments, State Police, Sheriffs' Departments, prosecutors and/or judges to share information regarding court diversion programs.
- 2.3. The Contractor shall ensure each pilot JCDP develops a plan to approach law enforcement organizations within their respective regions that can refer youth to local juvenile court diversion programs. The plan shall include, but not be limited to:
  - 2.3.1. A communications plan that identifies the method and frequency of contact with law enforcement officials who have decision making authority.
  - 2.3.2. A meeting plan that includes agendas, written minutes and methods of distributing minutes from meetings.
  - 2.3.3. An outcomes plan that establishes the goals for each meeting.
- 2.4. The Contractor shall ensure each pilot JCDP provides updates to Juvenile Probation and Parole Officers and DCYF Child Protective Service Workers, in writing, of local juvenile court diversion programs available to eligible youth within their respective regions.
- 2.5. The Contractor shall ensure each pilot JCDP has established policies, procedures and protocols to:
  - 2.5.1. Accept referrals from the law enforcement and judicial system communities for juvenile court diversion services.
  - 2.5.2. Screen each youth to determine juvenile court diversion eligibility by ensuring the youth:
    - 2.5.2.1. Is under the age of eighteen at the time of arrest.
    - 2.5.2.2. Has no previous arrest record.
    - 2.5.2.3. Does not have an open delinquency case in New Hampshire.
  - 2.5.3. Conduct intake interviews with eligible youth and their parents or guardians to identify issues relating to:
    - 2.5.3.1. The arrest.
    - 2.5.3.2. Their performance at home.

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10/27/19





New Hampshire Department of Health and Human Services  
Juvenile Court Diversion Accreditation Services

Exhibit A-2 Amendment #2

- 2.5.3.3. Their performance in school.
- 2.5.3.4. Their performance in the community.
- 2.5.4. Assess youth for mental health issues or substance misuse and make appropriate referrals to qualified providers who can deliver the appropriate level of intervention and/or treatment necessary.
- 2.5.5. Develop contracts of consequences for each youth based on his/her individual needs using a strengths-based focus and restorative justice principles that include group education sessions, as appropriate.
- 2.5.6. Conduct group education sessions for youth eligible for juvenile court diversion services, as needed, to address behavioral concerns discovered during intake.
- 2.5.7. Monitor each youth's progress toward meeting contract goals over a period of time not to exceed six (6) months.
- 2.5.8. Communicate with the appropriate referral source in when the following circumstances apply:
  - 2.5.8.1. A youth has successfully completed a juvenile court diversion program.
  - 2.5.8.2. Upon early termination from the juvenile court diversion program.
- 2.6. The Contractor shall comply and participate with all technical assistance and evaluation protocols, which must include, but are not limited to:
  - 2.6.1. Monitoring juvenile court diversion programs to ensure tracking of the number and nature of juvenile arrests as well as basic demographic information of youth referred to juvenile court diversion programs. The Contractor shall:
    - 2.6.1.1. Assist juvenile court diversion programs with reporting information to the Community Health Institute to ensure youth are being appropriately referred.
    - 2.6.1.2. Ensure juvenile court diversion programs collect data that includes, but is not limited to:
      - 2.6.1.2.1. The number of youth arrested for a substance-related offense.
      - 2.6.1.2.2. The percentage of youth who screen positive for mental health.
      - 2.6.1.2.3. The percentage of youth who screen positive for substance misuse.

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New Hampshire Department of Health and Human Services  
Juvenile Court Diversion Accreditation Services

Exhibit A-2 Amendment #2

- 2.6.2. Scheduling and conducting quarterly site visits either in person or via conference calls with each pilot JCDP.
- 2.6.3. Scheduling and conducting an annual joint site visit, which shall be conducted with the Department and the Contractor at each pilot JCDP.
- 2.6.4. Facilitating communication between local juvenile court diversion programs and the CHI to increase program capacity and the number of youth served.
- 2.7. The Contractor shall work to ensure pilot JCDPs attain accreditation based on the standards approved by Administrative Judge of the Judicial Branch Family Division. The Contractor shall ensure JCDPs and services:
  - 2.7.1. Demonstrate evidence of community involvement in their juvenile court diversion process.
  - 2.7.2. Demonstrate evidence that they have working relationships with local police and schools.
  - 2.7.3. Maintain regularly updated schedule of fees for the services they provide.
  - 2.7.4. Maintain an annual operating budget that is approved by its governing body.
  - 2.7.5. Maintain a liability insurance policy that covers its governing body, employees, volunteers, and diversion related programs.
  - 2.7.6. Continually evaluate programing effectiveness.
  - 2.7.7. Maintain a database or filing system for all active and closed juvenile diversion cases.
  - 2.7.8. Follow all laws regarding the privacy, storage and destruction of client records.
- 2.8. The Contractor shall ensure pilot juvenile court diversion programs maintain minimum written documentation and guidelines that include, but are not limited to:
  - 2.8.1. Written juvenile court diversion program referral process.
  - 2.8.2. Written eligibility guidelines for participation in court diversion.
  - 2.8.3. Diversion participation agreement form.
  - 2.8.4. Confidential release of information form.
  - 2.8.5. Diversion intake or screening/information form.
  - 2.8.6. Signed juvenile court diversion contracts on file that incorporate restorative justice principles for each participant.

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**New Hampshire Department of Health and Human Services  
Juvenile Court Diversion Accreditation Services**

**Exhibit A-2 Amendment #2**

- 2.8.7. Community service opportunities available to juveniles participating in juvenile court diversion.
- 2.8.8. Educational resources to educate juvenile participants misusing drugs and alcohol.
- 2.8.9. Documentation of all contact with participants, parents or others involved with the juvenile court diversion process.
- 2.8.10. A written process for exiting participants from the program upon completion of contract obligations.
- 2.8.11. One copy of each closing/completion letter is sent to participants.
- 2.8.12. One copy of written notice of completion that is sent to all referral sources.
- 2.8.13. A written list of community resources available to children and their families.

**3. Reporting Requirements**

- 3.1. The Contractor shall provide to the Department a monthly report within twenty (20) working days of the end of the following month (e.g. July data will be entered fully by the 20th working day in August). All data must be in the aggregate and deidentified.
- 3.2. The Contractor shall submit a year-end report that includes, but is not limited to:
  - 3.2.1. Detailed activities conducted to assist pilot JCDPs with attaining accreditation.
  - 3.2.2. Identification of barriers experienced by each pilot JCDP to attain accreditation.
  - 3.2.3. Recommendations for addressing barriers when providing Juvenile Court Diversion Accreditation Services to other areas of the State.
  - 3.2.4. The number of youth that were eligible for juvenile court diversion programs, by demographic information collected in P-WITS and the number of youth that did not complete juvenile court diversion programs and the reasons for non-completion.

**4. Minimum Performance Standards**

- 4.1. The Contractor shall ensure 80% of youth entering the Juvenile Court Diversion Program in the piloted regions complete the pilot juvenile court diversion program in which the youth enrolled.

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New Hampshire Department of Health and Human Services  
Juvenile Court Diversion Accreditation Services

Exhibit A-2 Amendment #2

**5. Requirements of Delivery of Services**

- 5.1. The Contractor shall provide documented proof that the self-assessments in are completed by each pilot Juvenile Court Diversion Program (JCDP) no later than June 30, 2020.
- 5.2. The Contractor shall provide a copy of each accreditation plan to the Department within thirty (30) of each pilot JCDP completing the self-assessment described in Subsection 2.2.2.
- 5.3. The Contractor shall provide a copy of each pilot JCDP plan to approach law enforcement organizations, as described in Subsection 2.3., to the Department no later than sixty (60) days from the sub-contract effective date.
- 5.4. The Contractor shall schedule a minimum of one (1) site visit to each pilot JCDP as described in Subsection 2.6.2, per quarter, for a total of a minimum of twelve (12) site visits over the course of the contract.
- 5.5. The Contractor shall identify a minimum of three (3) pilot regions, statewide, no later than January 20, 2020.
- 5.6. The Contractor shall assist with establishing a maximum of one (1) accredited pilot JCDPs in each region by June 30, 2020.

**6. Liquidated Damages**

- 6.1. The Contractor and the Department agree that the Web Information Technology System (WITS) shall be the source of record with data polls taking place on the twenty (20th) day of the month.
- 6.2. The Contractor and the Department agree that it will be extremely impracticable and difficult to determine actual damages that the Department will sustain in the event the vendor fails to maintain the required performance standards in Section 4, Minimum Performance Standards, throughout the life of the contract. Any breach by the Contractor will delay and disrupt the Department's operations and obligations and lead to significant damages. Therefore, the parties agree that the liquidated damages as specified below are reasonable.
- 6.3. Assessment of liquidated damages shall be in addition to, not in lieu of, such other remedies as may be available to the Department. Except and to the extent expressly provided herein, the Department shall be entitled to recover liquidated damages cumulatively under each section applicable to any given incident.
- 6.4. The Department shall make all assessments of liquidated damages. Should the Department determine that liquidated damages may, or will be assessed, the Department shall notify the Contractor as specified in Section 7, Notifications and Remedies for Liquidated Damages, below.
- 6.5. The Contractor shall submit a written Corrective Action Plan to the Department within five (5) business days of receiving notification as specified in Section 7,

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New Hampshire Department of Health and Human Services  
Juvenile Court Diversion Accreditation Services

Exhibit A-2 Amendment #2

Notifications and Remedies for Liquidated Damages., for review and approval prior to implementation of the corrective action plan.

- 6.6. The Contractor agrees that as determined by the Department, failure to provide services that meet the performance standards in Section 4, Minimum Performance Standards, shall result in liquidated damages as specified in Section 7, Notifications and Remedies for Liquidated Damages. The Department's decision to assess liquidated damages must be reasonable, based in fact and made in good faith.
- 6.7. The remedies specified in Section 7, Notifications and Remedies for Liquidated Damages, shall apply until the failure is cured or resulting dispute is resolved in the Contractor's favor.
- 6.8. Liquidated damages in the amount of \$500 per month for failure to meet the performance measures identified in Section 4, Minimum Performance Measures.
- 6.9. The amount of liquidated damages assessed by the Department to the Contractor shall not exceed the price limitation in Form P-37, General Provisions, Block 1.8, Price Limitation.

**7. Notifications and Remedies for Liquidated Damages.**

- 7.1. Prior to the imposition of liquidated damages or any other remedies under this Contract, including termination for breach, the Department shall issue written notice of remedies that shall include, as applicable:
  - 7.1.1. A citation to the Contract provision violated.
  - 7.1.2. The remedies to be applied and the date the remedies shall be imposed.
  - 7.1.3. The basis for the Department's determination that the remedies shall be imposed.
  - 7.1.4. A request for a Corrective Action Plan.
  - 7.1.5. The timeframe and procedure for the Contractor to dispute the Department's determination. The Contractor's dispute of liquidated damages or remedies shall not stay the effective date of the proposed liquidated damages or remedies.
  - 7.1.6. If the failure is not resolved within the cure period, liquidated damages may be imposed retroactively to the date of failure to perform and continue until the failure is cured or any resulting dispute is resolved in the Contractor's favor.
- 7.2. In connection with any action taken or decision made by the Department with respect to this Contract, within ninety (90) days following the action or decisions, the Contractor may protest such action or decision by the delivery of a notice of protest to the Department and by which the Contractor may protest said action or

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**New Hampshire Department of Health and Human Services  
Juvenile Court Diversion Accreditation Services**

**Exhibit A-2 Amendment #2**

decision and request an informal hearing with the Director of the Bureau of Drug and Alcohol Services.

- 7.2.1. The Contractor shall provide the Department with an explanation of its position protesting the Department's action or decision.
- 7.2.2. The Director shall determine a time that is mutually agreeable to the parties during which they may present their views on the disputed issues. It is understood that the presentation and discussion of the disputed issues will be informal in nature.
- 7.2.3. The Director shall provide written notice of the time, format and location of the presentation.
- 7.2.4. At the conclusion of the presentations, the Director shall consider all evidence and shall render a written recommendation as soon as practicable, but in no event more than thirty (30) calendar days after the conclusion of the presentation.
- 7.2.5. The Director may appoint a designee to hear and determine the matter.

*[Signature]*  
07/28/19

**Exhibit B-6 Amendment #2, Budget  
Juvenile Court Diversion Accreditation Services**

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

Bidder/Program Name: NH Juvenile Court Diversion Network, Inc.

Budget Request for: Juvenile Court Diversion Accreditation

Budget Period: July 1, 2019 through June 30, 2020

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	\$ 42,924.00	\$ -	\$ 42,924.00	\$ -	\$ -	\$ -	\$ 42,924.00	\$ -	\$ 42,924.00
2. Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ 280.00	\$ 280.00	\$ -	\$ 280.00	\$ 280.00	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ 720.00	\$ 720.00	\$ -	\$ 720.00	\$ 720.00	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Outreach Activities to Increase Referrals	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -	\$ 50,000.00
Early Identification Services	\$ 156,000.00	\$ -	\$ 156,000.00	\$ -	\$ -	\$ -	\$ 156,000.00	\$ -	\$ 156,000.00
Evaluation Community Health Institute	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00
Community Health Institute	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
Seacoast Region/Chase Home	\$ 13,000.00	\$ -	\$ 13,000.00	\$ -	\$ -	\$ -	\$ 13,000.00	\$ -	\$ 13,000.00
Stratford County Region/Farmington	\$ 13,000.00	\$ -	\$ 13,000.00	\$ -	\$ -	\$ -	\$ 13,000.00	\$ -	\$ 13,000.00
Central NH Region/CADY Inc.	\$ 13,000.00	\$ -	\$ 13,000.00	\$ -	\$ -	\$ -	\$ 13,000.00	\$ -	\$ 13,000.00
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 307,924.00</b>	<b>\$ 3,000.00</b>	<b>\$ 310,924.00</b>	<b>\$ -</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ 307,924.00</b>	<b>\$ -</b>	<b>\$ 307,924.00</b>
Indirect As A Percent of Direct 1.0%									

# State of New Hampshire

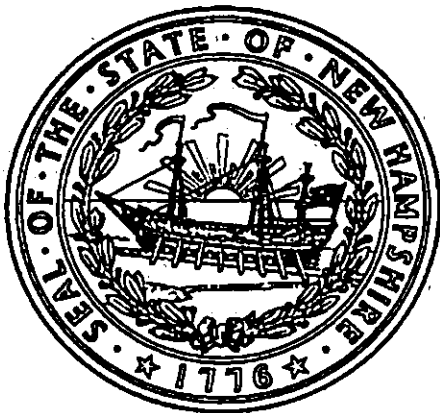
## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NEW HAMPSHIRE JUVENILE COURT DIVERSION NETWORK, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on July 11, 1994. 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: 211850

Certificate Number: 0004606758



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 16th day of October A.D. 2019.

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

William M. Gardner  
Secretary of State



## CERTIFICATE OF VOTE

I, Cory Towne-Kerr, do hereby certify that:  
(Name of the elected Officer of the Agency; cannot be contract signatory)

1. I am a duly elected Officer of NH Juvenile Court Diversion Network (NHJCDN) Board of Directors.  
(Agency Name)

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 May 15, 2019:  
(Date)

**RESOLVED:** That the NHJCDN Board Chair  
(Title of Contract Signatory)

is hereby authorized on behalf of this Agency to enter into the said contract with the State 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 effect as of  
the 30 day of October, 2019.  
(Date Contract Signed)

4. Nicole E Rodler is the duly elected NHJCDN Board Chair  
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

Cory Towne-Kerr  
(Signature of the Elected Officer)

STATE OF NEW HAMPSHIRE

County of Rockingham

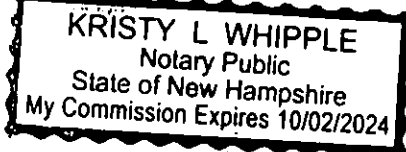
The forgoing instrument was acknowledged before me this 30<sup>th</sup> day of October, 2019.

By Cory Towne-Kerr  
(Name of Elected Officer of the Agency)

Kristy L Whipple  
(Notary Public/Justice of the Peace)

(NOTARY SEAL)

Commission Expires: 10/2/24





NHJUVEN-01

DBEAUDOIN

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/25/2019

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).

<b>PRODUCER</b> Davis & Towle Morrill & Everett, Inc. 115 Airport Road Concord, NH 03301	<b>CONTACT NAME:</b> Donna P. Beaudoin, CPCU <b>PHONE (A/C, No, Ext):</b> (603) 715-9734 <b>FAX (A/C, No):</b> (603) 225-7935 <b>E-MAIL ADDRESS:</b> dbeaudoin@davistowle.com
<b>INSURED</b>  NH Juvenile Court Diversion Network 100 North Main Street, Suite 400 Concord, NH 03301	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Philadelphia Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

## 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 INSR	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 checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK1797444	4/30/2019	4/30/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

## CERTIFICATE HOLDER

## CANCELLATION

State of New Hampshire  
Department of Health & Human Services  
190 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

*Donna P. Beaudoin*



# NH JUVENILE COURT DIVERSION NETWORK

100 N. Main Street, Suite 400  
Concord, NH 03301

Office: 603-225-9540 x104  
[www.NHCourtDiversion.org](http://www.NHCourtDiversion.org)

December 3, 2019

Contracts and Procurement  
NH DHHS, Brown Building  
129 Pleasant Street  
Concord, NH 03301

To Whom It May Concern:

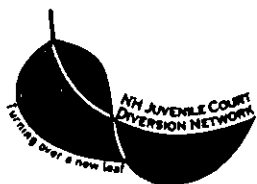
Please note that since we have no employees, our liability insurance provider indicated that we do not need to carry Worker's Compensation insurance.

The ACORD Certificate for liability insurance was previously submitted as required.

Thank you for your assistance.

Sincerely,

Alissa Cannon  
Coordinator



# NH JUVENILE COURT DIVERSION NETWORK

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## MISSION STATEMENT

### PURPOSE

To promote and support community-based alternatives to the formal court process that integrate restorative justice practices, promote positive youth development, and reduce juvenile crime and recidivism.

### OBJECTIVES

- Promote principles of Restorative Justice
- To advocate for each member program and support the community-based individuality of each
- Utilize evidence based programming and best practices
- Promote principles of Restorative Justice in shaping juvenile law and policy in NH
- Promote the use of common data across diversion programs to substantiate outcomes
- To aid in maintaining high educational standards by sponsoring joint trainings and seminars

# NH Juvenile Court Diversion Network

## PROFIT AND LOSS

January 1 - November 20, 2019

	TOTAL
<b>Income</b>	
4001 Contracts	
4003 BDAS SBIRT Screening	40,602.09
<b>Total 4001 Contracts</b>	<b>40,602.09</b>
4100 Grants	23,246.03
4200 Membership Dues	500.00
4400 Other Income	
4475 Interest Income	12.51
<b>Total 4400 Other Income</b>	<b>12.51</b>
Uncategorized Income	143,549.83
<b>Total Income</b>	<b>\$207,910.46</b>
<b>GROSS PROFIT</b>	<b>\$207,910.46</b>
<b>Expenses</b>	
5050 Current Expenses	
5052 Accounting/Audit	75.00
5053 Bank Service Charges	10.00
5054 Computer supplies/software	347.12
5070 Insurance General	451.00
5090 Marketing/Web hosting	15.16
5100 Meeting Costs	404.14
5105 Office Supplies	107.96
5111 Postage, Mailing Service	312.70
5150 Travel	238.82
<b>Total 5050 Current Expenses</b>	<b>1,961.90</b>
5200 Rent/Occupancy	6,510.06
5300 Program Subcontracts	53,970.83
5302 BDAS Sustainability	6,070.96
5303 BDAS SBIRT Screening	132,115.95
5304 JSI Subcontract for Administrative Services	6,954.35
<b>Total 5300 Program Subcontracts</b>	<b>199,112.09</b>
SAG Juvenile Justice- Rent (	832.78
<b>Total Expenses</b>	<b>\$208,418.83</b>
<b>NET OPERATING INCOME</b>	<b>\$ -508.37</b>
<b>NET INCOME</b>	<b>\$ -508.37</b>

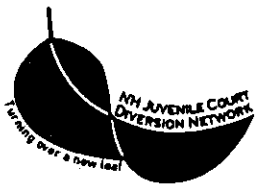
# NH Juvenile Court Diversion Network

## PROFIT AND LOSS

January 1, 2018 - January 16, 2019

	TOTAL
<b>Income</b>	
4001 Contracts	
4000 SAG Juvenile Justice	-5,438.23
4002 BDAS Sustainability	-11,429.70
4003 BDAS SBIRT Screening	182,427.79
4005 JSI Subcontract for Administrative Services	-1,750.00
<b>Total 4001 Contracts</b>	<b>163,809.86</b>
4100 Grants	24,812.69
4200 Membership Dues	1,650.00
4400 Other Income	
4475 Interest Income	15.01
<b>Total 4400 Other Income</b>	<b>15.01</b>
Uncategorized Income	93,036.21
<b>Total Income</b>	<b>\$283,323.77</b>
<b>GROSS PROFIT</b>	<b>\$283,323.77</b>
<b>Expenses</b>	
5001 Personnel	0.00
5050 Current Expenses	
5054 Computer supplies/software	288.35
5060 Fundraising Expense	82.44
5070 Insurance General	434.00
5080 Licenses and Permits	30.00
5100 Meeting Costs	586.51
5110 Other Network Expense	174.06
5111 Postage, Mailing Service	38.00
5120 Professional Fees/Dues	125.00
5130 Telephone, Telecommunications	540.00
5150 Travel	490.88
<b>Total 5050 Current Expenses</b>	<b>2,789.24</b>
5200 Rent/Occupancy	2,081.95
5300 Program Subcontracts	
5302 BDAS Sustainability	48,000.00
5303 BDAS SBIRT Screening	121,246.27
5304 JSI Subcontract for Administrative Services	6,324.39
<b>Total 5300 Program Subcontracts</b>	<b>175,570.66</b>
6100 Contract Services	
6110 Coordinator Contract	16,431.54
6112 Evaluation Contract	41,387.08
6215 Other Contract Services	5,250.00
<b>Total 6100 Contract Services</b>	<b>63,068.62</b>
Juvenile Justice- Rent (	832.78
Uncategorized Expense	50.00
<b>Total Expenses</b>	<b>\$244,393.25</b>

	TOTAL
NET OPERATING INCOME	\$38,930.52
NET INCOME	\$38,930.52



# NH JUVENILE COURT DIVERSION NETWORK

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## BOARD OF DIRECTORS 2019-2020

### **Chairperson**

Nicole Rodler  
Rochester Police Department's Juvenile  
Diversion  
(603) 330-7149  
nicole.rodler@rochesternh.net

### **Vice Chairperson**

Dian McCarthy  
Goffstown Juvenile Diversion Program  
(603) 497-3499  
dmccarthy@crispinshouse.org

### **Treasurer**

Cory Towne-Kerr  
Seacoast Community Diversion Program  
(603) 436-2216  
ctowne@chasehome.org

### **Secretary**

Karen Kersting  
UpReach Therapeutic Riding Center  
(603) 497-2343  
karen@upreachtrc.org

### **Accreditation Chair**

Diane Casale  
Greater Derry Juvenile Diversion  
(603) 432-8882  
dcasale@urteachers.org

### **Members-At-Large**

Jim Kemmerer  
CADY  
(603) 536-9793  
jkemmerer@cadyinc.org

Steve Pappajohn  
Dover Juvenile Court Diversion Network  
(603) 516-8336  
s.pappajohn@dover.nh.gov



**Alissa D. Cannon, BS, CPS**

6 Yearling Drive  
Barrington, NH 03825  
603-380-6151  
alissadcannon@gmail.com

**EDUCATION**

**Granite State College** 2018  
*Psychology, BS*

**Granite State College** 2008  
*Behavioral Science, AS*

**SKILLS AND CERTIFICATIONS**

- *Statement of Eligibility for Health Education, State of New Hampshire*
- *Statement of Eligibility for Family and Consumer Science, State of New Hampshire*
- *Certified Paraprofessional II, State of New Hampshire*
- *Certified Prevention Specialist, International Credentialing & Reciprocity Consortium*
- *Certified in Youth Mental Health First Aid*
- *Outcome Measurement and Reporting*
- *Trained in the Strategic Prevention Framework and Coordinated School Health*

**EMPLOYMENT**

*2018-Present*

**Paraprofessional II** – Barrington Middle School

*Working with students with varying educational and emotional disabilities in the OnTrack Program; Collaborating with teachers, administrators and special educators to increase students' accessibility to the curriculum, while implementing positive reinforcement for the behavioral management of assigned students within the classroom; Using prevention skills and encouraged overall wellness for the students and their behaviors; Creating schedules for paraprofessionals during exams to assure assistance was fully utilized to the benefit of the students.*

*2018-Present*

**Coordinator** – NH Juvenile Court Diversion Network

*Serving part-time as the state Juvenile Court Diversion Network as Coordinator - managing state grant funding, supporting regional S.B.I.R.T. (Screening, Brief Intervention, Referral to Treatment) initiatives for juveniles entering diversion programs, and facilitating monthly meetings for the Board of Directors and the full Network of programs.*

*2016-2018*

**Substance Misuse Prevention Coordinator** – Strafford County Public Health Network/Goodwin Community Health

*Serving Strafford County as the Coordinator for Substance Misuse Prevention - organizing local partners; building relationships and sector capacity; serving on local wellness committees; assessing needs in the community to plan substance misuse prevention programs and activities for youth and at-risk populations; coordinating the implementation of the Youth Risk Behavior Survey for middle schools; helping implement Coordinated School Health curriculum in two school districts; convening the Prevention Leadership Workgroup – a working collaboration of prevention specialists; utilizing local data to develop strategic plans and annual work plans in order to reduce the use of alcohol, marijuana and other drugs among teens and young adults.*

2016

**Coalition Coordinator** – Somersworth Prevention Coalition

*Held the position of Coordinator for a community coalition, collaborating with local partners to organize and plan substance misuse prevention activities that align with requirements of the Drug Free Communities Support Program; Utilizing the strategic prevention framework process to analyze community needs, develop action plans and implement programs, and cultivate partnerships geared towards the reduction of drug and alcohol use among teens and community education of substance misuse issues.*

2015-2016

**Paraprofessional** – Rye Junior High School

*Working with students with varying educational and emotional disabilities; Collaborating with teachers, administrators and special educators to increase students' accessibility to the curriculum, while implementing positive reinforcement for the behavioral management of assigned students within the classroom and encouraged overall wellness for the students and their behaviors.*

2014 - 2015

**Marketing Assistant** – Options, Inc.

*Worked in a local non-profit organization serving men and women with developmental disabilities in a clerical position with daily use of Microsoft Office products and broad internet knowledge; Coordinating with department managers to construct effective marketing tools that benefit their departments, including the development of social media strategies; Supervising two resale store employees as the Manager for the store; Creating monthly newsletters for employees, as well as Constant Contact emails for general interest population; Developing policies and procedures and maintaining records for the agency's volunteer base; Assisting with the development and coordination of agency activities that include small events and large fundraising events.*

2011-2013

**Community Outreach Coordinator** – TRACC Coalition, Tangipahoa Parish Government

*Began as an Administrative Assistant to the Prevention Director for the TRACC Coalition of Tangipahoa Parish Government, answering phones, fielding questions regarding substance use and abuse prevention, compiling data for youth substance misuse and alcohol related highway crashes.*

*Promoted to Community Outreach Coordinator, working closely with local law enforcement agencies and conducting monthly meetings with designated law enforcement coalition partners; organizing and overseeing the youth prevention program alongside various community agency partners; planning and executing various training seminars in relation to youth and substance use/abuse, as well as law enforcement and substance use/abuse trainings; Scheduling and planning all monthly TRACC Coalition meetings, as well as communicating with partners; Using data to develop strategies to implement alcohol abuse and underage drinking prevention tools within the community.*

2009-2011

**Editor/Staff Writer** – Amite Tangi Digest

*Began as an Assistant Editor for the local community newspaper, covering local government and municipality meetings and writing stories; photographing sports events; visiting local schools and developing relationships with educators, town leaders as well as with local fire and police agencies; working alongside various community members; handling layout and print of weekly newspaper editions; Maintaining newspaper's website and Facebook accounts; Experience using various computer programs such as Adobe Photoshop and InDesign.*

2006-2009

**Paraprofessional II** – Epping High School

*Working with students with varying educational and emotional disabilities; Collaborating with teachers, administrators and special educators to increase students' accessibility to the curriculum, while implementing positive reinforcement for the behavioral management of assigned students within the classroom; Using prevention skills and encouraged overall wellness for the students and their behaviors; Creating schedules for paraprofessionals during exams to assure assistance was fully utilized to the benefit of the students.*

# KEY ADMINISTRATIVE PERSONNEL

NH Department of Health and Human Services

Contractor Name:

Name of Program:

New Hampshire Juvenile Court Diversion Network

BUDGET PERIOD: SFY 2020				
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Alissa Cannon	Coordinator	\$42,924	100.00%	\$42,924.00
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)				\$42,924.00

BUDGET PERIOD: SFY 2021				
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Alissa Cannon	Coordinator	\$42,924	100.00%	\$42,924.00
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)				\$42,924.00



Jeffrey A. Meyers  
Commissioner

Katja S. Fox  
Director

33 mac

MAY 31 '18 at 11:37 DAS

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR BEHAVIORAL HEALTH

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9200 1-800-852-3345 Ext. 9200  
Fax: 603-271-9200 TDD Access: 1-800-735-2964

May 24, 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, Bureau of Drug and Alcohol Services, to exercise a renewal option and amend an existing **sole source** agreement with the Juvenile Court Diversion Network, Inc. (Vendor #270119) 10 Ferry Street, Suite 333, Concord, NH 03301, for the provision of Juvenile Court Diversion Services for individuals seventeen (17) years of age and younger who have been arrested for a first-time offense, by increasing the price limitation by \$516,848 from \$516,848 to an amount not to exceed \$1,033,696 and extending the completion date from June 30, 2018 to June 30, 2020, effective July 1, 2018 or upon Governor and Executive Council approval whichever is later. 100% Other Funds.

The original contract was approved by the Governor and Executive Council on November 18, 2016 (Item #18).

Funds are available in the following account in State Fiscal Year 2019 and anticipated to be available in State Fiscal Year 2020 upon availability and continued appropriation of funds in the future operating budget, with authority to adjust encumbrances between state fiscal years through the Budget Office without further approval from the Governor and Executive Council, if needed and justified.

**05-95-49-491510-29890000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS  
DEPT OF, HHS: DIV FOR BEHAVIOR HEALTH, BUREAU OF DRUG & ALCOHOL SVCS,  
GOVERNOR'S COMMISSION FUNDS (100% Other Funds)**

State Fiscal Year	Class	Title	Activity Code	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2017	102-500734	Contracts for Program Svcs	49158504	\$258,424	\$0	\$258,424
2018	102-500734	Contracts for Program Svcs	49158504	\$258,424	\$0	\$258,424
			<b>Sub-Total:</b>	<b>\$516,848</b>	<b>\$0</b>	<b>\$516,848</b>

**05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF BEHAVIORAL HEALTH, GOVERNOR'S COMMISSION FUNDS (100% Other Funds)**

Fiscal Year	Class / Account	Class Title	Activity/Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2019	102-500734	Contracts for Social Svc	92058504	\$0	\$258,424	\$258,424
2020	102-500734	Contracts for Social Svc	92058504	\$0	\$258,424	\$258,424
			<b>Sub-Total:</b>	<b>\$0</b>	<b>\$516,848</b>	<b>\$516,848</b>
			<b>Total:</b>	<b>\$0</b>	<b>\$1,033,696</b>	<b>\$1,033,696</b>

**EXPLANATION**

This is a **sole source** agreement to provide funding to the Juvenile Court Diversion Network to expand services to its sixteen (16) programs throughout New Hampshire. The Governor's Commission has supported the continuation of these services.

The funds will be utilized to expand outreach to referral sources to increase the number of juveniles referred to the program statewide and to further improve and expand the use of an universally applied Screening, Brief Intervention and Referral to Treatment (SBIRT) program. The programs utilize an evidence-based screening tool that allows staff members to identify juveniles in need of alcohol and/or other drug prevention education or, in some cases, provide referral to community providers for appropriate intervention and treatment.

The purpose of this amendment is to ensure quality juvenile court diversion programs continue to divert first time offending youth who may otherwise be prosecuted through the court system to early intervention services. The vendor will utilize additional funding to enhance the skills and knowledge of staff on SBIRT and restorative justice models within a minimum of sixteen (16) accredited juvenile court diversion programs.

Accredited juvenile court diversion programs have an in-depth screening process for youth and provide education and counseling for parents/guardians. The screening/intake process includes screening for substance use/misuse, mental health issues and other risky behaviors. This agreement will help accredited juvenile court diversion programs in all New Hampshire counties provide uniform evidence-based services for youth referred to an accredited juvenile court diversion program. Early diagnosis and intervention may lead to a decrease in youth alcohol and drug use/misuse and reduce recidivism. In addition to screening, the programs use a restorative justice model that ensures youth are held accountable for their actions and

provides participants with the skills necessary to make healthier life decisions and build resiliency to effectively deal with stressors including peer pressure and family dynamics.

As of March 30, 2017, 286 youth were screened using an Evidenced Based Screening, Brief Intervention, and Referral to Treatment tool. Based on that screening, 25% of youth were referred to some level of substance misuse treatment and 38% were referred to mental health treatment. Additionally, the programs had a 93% participant completion rate which resulted in 265 youth being diverted from the juvenile court system for prosecution.

This agreement contains language which allows the Department to extend for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and Governor and Executive Council approval. The Department is satisfied with the services and is requesting approval to exercise the two (2) years of the renewal option that are available.

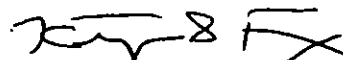
Notwithstanding any other provision of the Contract to the contrary, no services shall continue after June 30, 2019, and the Department shall not be liable for any payments for services provided after June 30, 2019, unless and until an appropriation for these services has been received from the state legislature and funds encumbered for the SFY 2020-2021 biennia.

Should the Governor and Executive Council not approve this request, juveniles, statewide, may not have access to important services that could assist them with their substance use issues and/or their parents' substance use issues. This may result in an increase in the number of juvenile cases prosecuted in court.

Area Served: Rockingham, Hillsborough, Cheshire, Merrimack, Strafford, Sullivan, Carroll, Belknap, Grafton and Coos Counties.

Source of Funds: 100% Other Funds (Liquor Revenue Funds).

Respectfully submitted,



Katja S. Fox  
Director

Approved by:



Jeffrey A. Meyers  
Commissioner

**New Hampshire Department of Health and Human Services  
Juvenile Court Diversion Services**



**State of New Hampshire  
Department of Health and Human Services  
Amendment #1 to the Juvenile Court Diversion Services Contract**

This 1<sup>st</sup> Amendment to the Juvenile Court Diversion Services contract (hereinafter referred to as "Amendment #1") dated this 17<sup>th</sup> day of May 2018, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Juvenile Court Diversion Network, Inc., (hereinafter referred to as "the Contractor"), a corporation with a place of business at 10 Ferry Street, Suite 333, Concord, NH 03301.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on November 18, 2016, (Item #18), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions Paragraph 3, the State may modify the scope of work and the payment schedule as well as extend the completion date of the contract upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, and modify the scope of services to support continued delivery of these services; and

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

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2020.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$1,033,696.
3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
E. Maria Reinemann, Esq., Director of Contracts and Procurement.
4. Form P-37, General Provisions, Block 1.10, State Agency Telephone Number, to read:  
603-271-9330.
5. Add Exhibit A Amendment #1 Additional Scope of Services.
6. Delete Exhibit B, Method and Conditions Precedent to Payment in its entirety and replace with Exhibit B Amendment #1, Method and Conditions Precedent to Payment.
7. Add Exhibit B-3 Amendment #1 Budget SFY 2019.
8. Add Exhibit B-4 Amendment #1 Budget SFY 2020.
9. Add Exhibit K DHHS Information Security Requirements.

*Handwritten signature/initials*

New Hampshire Department of Health and Human Services  
Juvenile Court Diversion Services



This amendment shall be effective upon the date of Governor and Executive Council approval.  
IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

5/24/18  
Date

Katja S. Fox  
Name: Katja S. Fox  
Title: Director

JUVENILE COURT DIVERSION NETWORK, INC.

\_\_\_\_\_  
Date

Nick E. Rodler  
Name: Nick E. Rodler  
Title: NH Juv Ct. Div Network Chair

Acknowledgement of Contractor's signature:

State of NH, County of Strafford on 5/18/18, before the undersigned officer, personally appeared the person identified directly above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Gloria Belanger  
Signature of Notary Public or Justice of the Peace

Gloria Belanger  
Name and Title of Notary or Justice of the Peace

My Commission Expires: 3/13/20



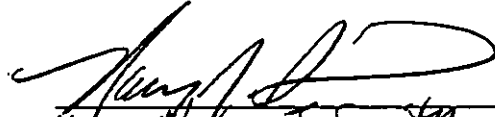
New Hampshire Department of Health and Human Services  
Juvenile Court Diversion Services



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

OFFICE OF THE ATTORNEY GENERAL

5/29/2018  
Date

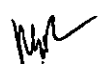
  
Name: Nancy J. Smith  
Title: Senior Asst. Attorney General

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

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

  
5/29/18



## Additional 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. Notwithstanding any other provision of the Contract to the contrary, no services shall continue after June 30, 2019, and the Department shall not be liable for any payments for services provided after June 30, 2019, unless and until an appropriation for these services has been received from the state legislature and funds encumbered for the SFY 2020-2021 biennia.
- 1.4. The Vendor shall provide court diversion services for individuals 17 years of age and younger who have been arrested for a first time offense.

### 2. Scope of Services

- 2.1. The Vendor shall provide training to staff on SBIRT within all 17 accredited Juvenile Court Diversion Programs (JCDP) and any new accredited JCDPs, which shall include, but not be limited to:
  - 2.1.1. All training shall include review and instruction in safeguarding the confidentiality of information or records relating to the juveniles in diversion according to state and federal laws;
  - 2.1.2. Conduct educational workshops on the SBIRT (Screening, Brief Intervention, and Referral to Treatment) tool;
  - 2.1.3. Ensure workshops are offered in several areas for ease of attendance and to encompass all accredited JCDP's;
  - 2.1.4. Develop a workshop agenda;
  - 2.1.5. Secure venues for conducting the workshops;
  - 2.1.6. Design an Attendee Registration Form;
  - 2.1.7. Design a Sign-in Sheet and Evaluation Form for attendees to complete and submit at the end of the workshop.
- 2.2. The Vendor shall provide training to staff on the Restorative Justice Model within all 17 accredited JCDP and any new accredited JCDPs, which shall include, but not be limited to:
  - 2.2.1. All training shall include review and instruction in safeguarding the confidentiality of information or records relating to the juveniles in diversion according to state and federal laws;
  - 2.2.2. Conduct educational workshops on the Restorative Justice Model;

*[Handwritten Signature]*

*9/19/18*



- 2.2.3. Ensure workshops are offered in several areas for ease of attendance and to encompass all accredited JCDP's;
- 2.2.4. Develop a workshop agenda;
- 2.2.5. Secure venues for conducting the workshops;
- 2.2.6. Design an Attendee Registration Form;
- 2.2.7. Design a Sign-in Sheet and Evaluation Form for attendees to complete and submit at the end of the workshop.
- 2.3. The Vendor shall expand services to under-served communities and support the infrastructure of the network, which shall include, but not be limited to:
  - 2.3.1. Ensuring each JCDP develops and implements a plan to increase awareness and utilization of juvenile court diversion programs;
  - 2.3.2. Planning outreach activities at least quarterly that may include, but are not limited to:
    - 2.3.2.1. Group presentations;
    - 2.3.2.2. One-on-one meetings;
    - 2.3.2.3. Distribution of information in a variety of methods including but not limited to e-mail and telephone.
  - 2.3.3. Identifying goals and outcomes resulting from outreach activities, which may include but are not limited to:
    - 2.3.3.1. Introducing programs to new referral sources or under-utilized referral sources;
    - 2.3.3.2. Increasing number of referrals already being sent by a referral source;
    - 2.3.3.3. Developing relationships with local government officials.

### 3. Minimum Performance Requirements

- 3.1. The Vendor shall ensure eighty percent (80%) of youth entering the Juvenile Court Diversion Programs complete the program in which the youth enrolled.

### 4. Deliverables

- 4.1. The Contractor shall submit the workshop agenda to the Department for approval within ten (10) days of the effective date of this contract.
- 4.2. The Contractor shall submit all items related to the workshop to the Department for approval thirty (30) days prior to the workshop.
- 4.3. The Contractor shall provide each JCDP outreach plan (Section 2.3, Scope of Work), within sixty (60) days of the effective date of this agreement.
- 4.4. The Contractor shall provide a copy of the selected evidenced based SBIRT tool (Section 2.1, Scope of Work) within ten (10) days of its selection.

*[Handwritten Signature]*  
9/18/18



- 
- 4.5. The Contractor shall submit established training protocols for administering the SBIRT tool (Section 2.1 Scope of Work) to the Department within sixty (60) days of their establishment.
  - 4.6. The Contractor shall provide documented proof that all JCDP staff has been trained in the SBIRT tool within ten (10) days of the training date.
  - 4.7. The Contractor shall provide a copy of each JCDP's improvement plan based on the NH SBIRT Juvenile Court Diversion Playbook guidelines within sixty (60) days of the assessment.
  - 4.8. The Contractor shall provide a copy of each subcontract executed by a JCDP to the Department within five (5) days of the subcontract being executed by both parties.

ACM  
9/18/18

New Hampshire Department of Health and Human Services  
Juvenile Court Diversion Services  
Exhibit B Amendment #1



**Method and Conditions Precedent to Payment**

1. This contract is funded with 100% Other Funds from Governor's Commission Funds.
2. The State shall pay the Contractor an amount not to exceed the Price Limitation, Block 1.8 of the Form P-37, General Provisions, in accordance with the budgets in Exhibit B-1 Budget, Exhibit B-2 Budget, Exhibit B-3 Budget, and Exhibit B-4 Budget, for the services provided by the Contractor pursuant to Exhibit A-1, Scope of Services.
3. Payment for said services shall be made as follows:
  - 3.1. The Contractor shall submit an invoice by the tenth (10<sup>th</sup>) working day of each month, which identifies and requests reimbursement for authorized expenses incurred in the prior month.
  - 3.2. Authorized expenses shall be those expenses in Exhibits B-1 Budget, B-2 Budget, Exhibit B-3 Budget and Exhibit B-4 Budget.
  - 3.3. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice for Contractor services provided pursuant to this Agreement.
  - 3.4. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed to [Jill.Burke@dhhs.nh.gov](mailto:Jill.Burke@dhhs.nh.gov), or invoices may be mailed to:  
Jill Burke  
Department of Health and Human Services  
129 Pleasant Street  
Concord, NH 03301
4. A final payment request shall be submitted no later than forty (40) days from the Contract Completion Date, Block 1.7 of the Form P-37, General Provisions.
5. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this Contract may be withheld, in whole or in part, in the event of noncompliance with any State or Federal law, rule or regulation applicable to the services provided, or if the said services have not been completed in accordance with the terms and conditions of this Agreement.
6. When the contract price limitation is reached, the program shall continue to operate at full capacity at no charge to the State of New Hampshire for the duration of the contract period.
7. Notwithstanding paragraph 18 of the Form P-37, General Provisions, an amendment limited to budget line item adjustments of related budget exhibits within the price limitation, can be made by written agreement of both parties without obtaining further approval of the Governor and Executive Council.

*[Handwritten Signature]*  
Date 9/18/16

# EXHIBIT B-3 AMENDMENT #1 BUDGET

New Hampshire Department of Health and Human Services

Bidder/Contractor Name: Juvenile Court Diversion Network, Inc.

Budget Request for: Amendment #1 SS-2017-BDAS-03-COURT  
(Name of RFP)

Budget Period: SFY 2019

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 37,424.00	\$ -	\$ 37,424.00	
2. Employee Benefits	\$ -	\$ -	\$ -	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ -	\$ -	\$ -	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
Outreach Activities to Increase Referrals	\$ 50,000.00	\$ -	\$ 50,000.00	
Early Identification Services	\$ 156,000.00	\$ -	\$ 156,000.00	
Evaluation Community Health Institute	\$ 15,000.00	\$ -	\$ 15,000.00	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 258,424.00</b>	<b>\$ -</b>	<b>\$ 258,424.00</b>	

Indirect As A Percent of Direct

0.0%

Exhibit B-3 Amendment #1 Budget - SFY 2019

Contractor Initials:

Page 1 of 1

Date:

*[Handwritten Signature]*  
8/15/18

# EXHIBIT B-4 AMENDMENT #1 BUDGET

New Hampshire Department of Health and Human Services

Bidder/Contractor Name: Juvenile Court Diversion Network, Inc.

Budget Request for: Amendment #1 SS-2017-BDAS-03-COURT  
(Name of RFP)

Budget Period: SFY 2020

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 37,424.00	\$ -	\$ 37,424.00	
2. Employee Benefits	\$ -	\$ -	\$ -	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ -	\$ -	\$ -	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
Outreach Activities to Increase Referrals	\$ 50,000.00	\$ -	\$ 50,000.00	
Early Identification Services	\$ 156,000.00	\$ -	\$ 156,000.00	
Evaluation Community Health Institute	\$ 15,000.00	\$ -	\$ 15,000.00	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 258,424.00</b>	<b>\$ -</b>	<b>\$ 258,424.00</b>	

Indirect As A Percent of Direct

0.0%

Exhibit B-4 Amendment #1 Budget - SFY 2020

Contractor Initials: WJ

CH/DHHS/011414

Page 1 of 1

Date: 8/15/18

# New Hampshire Department of Health and Human Services

## Exhibit K

### DHHS Information Security Requirements



#### A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
2. "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.
3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

Confidential Information also 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 Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.
5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.
6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic

NGK  
6/18/18



**New Hampshire Department of Health and Human Services**

**Exhibit K**

**DHHS Information Security Requirements**



mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.
8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.
9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.
11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.
12. "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.

**I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR**

**A. Business Use and Disclosure of Confidential Information.**

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
2. The Contractor must not disclose any Confidential Information in response to a

# New Hampshire Department of Health and Human Services

## Exhibit K

### DHHS Information Security Requirements



request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS 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 Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

## II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open

**New Hampshire Department of Health and Human Services**

**Exhibit K**

**DHHS Information Security Requirements**



wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.

9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

**III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS**

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

**A. Retention**

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to 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.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

**New Hampshire Department of Health and Human Services**

**Exhibit K**

**DHHS Information Security Requirements**



whole, must have aggressive intrusion-detection and firewall protection.

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

**B. Disposition**

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor 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 by the Contractor 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 and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor 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 Contractor prior to destruction.
2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.
3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

**IV. PROCEDURES FOR SECURITY**

- A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:
  1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
  2. The Contractor will 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.).

*[Handwritten Signature]*  
5/18/18

**New Hampshire Department of Health and Human Services**

**Exhibit K**

**DHHS Information Security Requirements**



3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.
4. The Contractor will 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.
5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.
6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor 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 Contractor, including breach notification requirements.
7. The Contractor 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 Contractor and any applicable sub-contractors prior to system access being authorized.
8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.
9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.
10. The Contractor 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 Information Security Office leadership member within the Department.
11. 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

*NA*  
*9/18/15*

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



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.

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.
13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at <https://www.nh.gov/doit/vendor/index.htm> for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.
14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer, and additional email addresses provided in this section, of any security breach within two (2) hours of the time that the Contractor learns of its occurrence. This includes 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.
15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.
16. The Contractor must ensure that all End Users:
  - a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.
  - b. safeguard this information at all times.
  - c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.
  - d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.

**New Hampshire Department of Health and Human Services**

**Exhibit K**

**DHHS Information Security Requirements**



- e. limit disclosure of the Confidential Information to the extent permitted by law.
- f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric Identifiers, etc.).
- g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.
- h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.
- i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

**V. LOSS REPORTING**

The Contractor must notify the State's Privacy Officer, Information Security Office and Program Manager of any Security Incidents and Breaches within two (2) hours of the time that the Contractor learns of their occurrence.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

- 1. Identify Incidents;
- 2. Determine if personally identifiable information is involved in Incidents;
- 3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
- 4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and

*[Handwritten Signature]*  
5/18/18

**New Hampshire Department of Health and Human Services**

**Exhibit K**

**DHHS Information Security Requirements**



5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

**VI. PERSONS TO CONTACT**

- A. DHHS contact for Data Management or Data Exchange issues:

DHHSInformationSecurityOffice@dhhs.nh.gov

- B. DHHS contacts for Privacy issues:

DHHSPrivacyOfficer@dhhs.nh.gov

- C. DHHS contact for Information Security issues:

DHHSInformationSecurityOffice@dhhs.nh.gov

- D. DHHS contact for Breach notifications:

DHHSInformationSecurityOffice@dhhs.nh.gov

DHHSPrivacyOfficer@dhhs.nh.gov





Jeffrey A. Meyers  
Commissioner

Katja S. Fox  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR BEHAVIORAL HEALTH

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9200 1-800-852-3345 Ext. 9200  
Fax: 603-271-9200 TDD Access: 1-800-735-2964

October 6, 2016

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Bureau of Drug and Alcohol Services, to enter into a **sole source** agreement with the Juvenile Court Diversion Network, Inc. (Vendor #270119) 10 Ferry Street, Suite 333, Concord, NH 03301, for the provision of Juvenile Court Diversion Services for individuals seventeen (17) years of age and younger who have been arrested for a first-time offense, in an amount not to exceed \$516,848 effective upon Governor and Executive Council approval through June 30, 2018. 100% Other Funds.

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

05-95-49-491510-2989 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS  
DEPT OF, HHS: DIV FOR BEHAVIOR HEALTH, BUREAU OF DRUG & ALCOHOL SVCS,  
GOVERNOR'S COMMISSION FUNDS (100% Other Funds)

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	AMOUNT
2017	102-500734	Contracts for Program Svcs	49158504	\$258,424
2018	102-500734	Contracts for Program Svcs	49158504	\$258,424
			Total:	\$516,848

**EXPLANATION**

This is a **sole source** agreement due to the passage of Senate Bill 533 on June 24, 2016, which authorized the Governor's Commission on Alcohol and Drug Prevention, Treatment and Recovery, through the Bureau of Drug and Alcohol Services, to provide funding to the Juvenile Court Diversion Network to expand services to its sixteen (16) programs throughout New Hampshire.

The purpose of this agreement is to expand juvenile court diversion services currently being provided in Sullivan and Carroll counties to the other fourteen (14) Juvenile Diversion Programs within New Hampshire, to ensure quality juvenile court diversion programs are available to youth who may otherwise be prosecuted through the court system. Accredited

G+C APPROVED 11/18/16  
OCT 28 2016 12:45 PM  
Item #18 mac

juvenile court diversion programs have an in-depth screening process for youth and their parents/guardians. The screening/intake process includes screening for substance use/misuse, mental health issues and other risky behaviors. This agreement will help accredited juvenile court diversion programs in all New Hampshire counties provide uniform evidence-based services for youth involved in the juvenile justice system. Early diagnosis and intervention may lead to a decrease in youth and parent drug use/misuse and reduce recidivism.

The funds will be utilized to expand outreach to referral sources to increase the number of juveniles referred to the program statewide and to develop, and universally implement, a Screening, Brief Intervention and Referral to Treatment (SBIRT) program. The programs will implement a uniform evidence-based screening tool that will allow programs to identify juveniles early on in need of alcohol and/or other drug prevention education and counseling or referral to community providers to appropriate intervention and treatment.

By expanding services to include all sixteen (16) programs, more juveniles will receive early intervention that will provide them with accountability for their actions and skills to make healthier life decisions and build resiliency to effectively deal with stressors including family dynamics. According to a three-year study of juveniles who successfully completed the program, conducted by John Snow Industries in 2014, 70% of youth who successfully completed the program did not re-offend within their first year and 60% did not re-offend in their third year. The study will be repeated this year.

This agreement contains language which allows the Department to extend for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and Governor and Executive Council approval.

Should the Governor and Executive Council not approve this request, only youth in Carroll and Sullivan counties would have access to accredited juvenile court diversion programs. The juveniles in other New Hampshire counties may not have access to important services that could assist them with their substance use issues and/or their parents' substance use issues. This may result in an increase in the number of cases prosecuted in court.

Area Served: Rockingham, Hillsborough, Cheshire, Merrimack, Strafford, Belknap, Grafton and Coos Counties

Source of Funds: 100% Other Funds (Liquor Revenue Funds).

Respectfully submitted,



Katja S. Fox  
Director

Approved by:



Jeffrey A. Meyers  
Commissioner

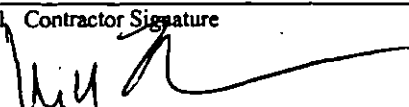
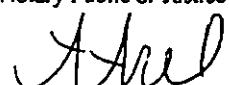


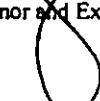
Subject: Juvenile Court Diversion Services (SS-2017-BDAS-03-COURT)

**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 Department of Health & Human Services		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301	
1.3 Contractor Name Juvenile Court Diversion Network, Inc.		1.4 Contractor Address 10 Ferry Street, Suite 333 Concord, NH 03301	
1.5 Contractor Phone Number (603) 225-9540 Ext. 104	1.6 Account Number 05-95-49-491510-29890000-102-500734	1.7 Completion Date June 30, 2018	1.8 Price Limitation \$516,848
1.9 Contracting Officer for State Agency Eric D. Borin, Director		1.10 State Agency Telephone Number (603) 271-9558	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Nicole Rodier, Chair	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Merrimack</u> On <u>October 3, 2016</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 <u>April Avel Notary Public</u>			
1.14 State Agency Signature  Date: _____		1.15 Name and Title of State Agency Signatory <u>Katja S Fox, Director</u>	
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>Meghan A. Fine - Attorney 10/26/16</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.



## **Scope of Services**

### **1. Provisions Applicable to All Services**

- 1.1. The Contractor shall 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. For the purposes of this contract, youth are individuals under 18 years of age.
- 1.4. The Contractor shall ensure Juvenile Court Diversion Programs and Services:
  - 1.4.1. Demonstrate evidence of community involvement in their juvenile court diversion process.
  - 1.4.2. Demonstrate evidence that they have working relationships with local police and schools.
  - 1.4.3. Maintain regularly updated schedule of fees for the services they provide.
  - 1.4.4. Maintain an annual operating budget that is approved by its governing body.
  - 1.4.5. Maintain a liability insurance policy that covers its governing body, employees, volunteers, and diversion related programs.
  - 1.4.6. Continually evaluate programing effectiveness.
  - 1.4.7. Maintain a data base or filing system for all active and closed juvenile diversion cases.
  - 1.4.8. Follow all laws regarding the privacy, storage and destruction of client records.

### **2. Scope of Work**

- 2.1. The Contractor shall ensure Juvenile Court Diversion Programs maintain written documentation and guidelines that include, but are not limited to:
  - 2.1.1. Written juvenile court diversion program referral process;
  - 2.1.2. Written eligibility guidelines for participation in court diversion;
  - 2.1.3. Diversion participation agreement form;

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Exhibit A

- 2.1.4. Confidential release of information form;
  - 2.1.5. Diversion intake or screening/information form;
  - 2.1.6. Signed juvenile court diversion contracts on file that incorporate restorative justice principles for each participant;
  - 2.1.7. Community service opportunities available to juveniles participating in juvenile court diversion;
  - 2.1.8. Educational resources to educate juvenile participants misusing drugs and alcohol;
  - 2.1.9. Documentation of all contact with participants, parents or others involved with the juvenile court diversion process;
  - 2.1.10. Written process for exiting participants from the program upon completion of contract obligations;
  - 2.1.11. One copy of each closing/completion letter sent to participants;
  - 2.1.12. One copy of written notice of completion sent to all referral sources; and
  - 2.1.13. Written list of community resources available to children and their families.
- 2.2. The Contractor shall ensure each Juvenile Court Diversion Program (JCDP) develops and implements an outreach plan to increase awareness and utilization of juvenile court diversion programs from a variety of referral sources.
- 2.3. The Contractor shall provide technical assistance to each JCDP on how to develop an outreach plan, which includes, but is not limited to:
- 2.3.1. Producing new outreach materials that include the incorporation of new evaluation data that illustrates diversion program effectiveness in preventing recidivism;
  - 2.3.2. Planning quarterly outreach activities that may include, but are not limited to:
    - 2.3.2.1. Group presentations.
    - 2.3.2.2. One-on-one meetings.
    - 2.3.2.3. Distribution of information in a variety of methods including but not limited to e-mail and telephone.
  - 2.3.3. Identifying goals and outcomes resulting from outreach activities, which may include but are not limited to:
    - 2.3.3.1. Introducing programs to new referral sources or under-utilized referral sources.

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Exhibit A

- 2.3.3.2. Increasing number of referrals already being sent by a referral source.
- 2.3.3.3. Developing relationships with local government officials.
- 2.4. The Contractor shall conduct a workshop on effective methods to engage stakeholders for all JCDPs to build awareness of the value of the JCDPs in order to increase the number of juveniles that can benefit from an accredited Juvenile Court Diversion Program. The Contractor shall:
  - 2.4.1. Ensure the workshop addresses effective methods to engage stakeholders and government officials, which may include but are not limited to:
    - 2.4.1.1. Telephone contacts.
    - 2.4.1.2. Emails
    - 2.4.1.3. One-on-one meetings.
    - 2.4.1.4. Group presentation for program directors of each JCDP;
  - 2.4.2. Develop workshop agenda;
  - 2.4.3. Submit workshop agenda to the Department for approval;
  - 2.4.4. Secure venue for conducting the workshop;
  - 2.4.5. Design Attendee Registration Form;
  - 2.4.6. Coordinate Attendee Registrations
  - 2.4.7. Design a sign-in sheet and evaluation form for attendees to complete at the workshop
  - 2.4.8. Submit all items related to the workshop to the Department for approval.
  - 2.4.9. Facilitate workshop activities that includes but not limited to:
    - 2.4.9.1. Pre-registration activities;
    - 2.4.9.2. Outreach, registration; and
    - 2.4.9.3. Evaluation of the workshop.
- 2.5. The Contractor shall ensure each JCDP utilizes a universally applied evidenced based screening tool for early identification of substance misuse and/or mental health issues of each youth referred to the program. The Contractor shall:

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Exhibit A

- 2.5.1. Train each JCDP staff conducting screenings on the use of the Screening Brief Intervention and Referral to Treatment (SBIRT) tool.
- 2.5.2. Provide the evidence-based SBIRT tool that will be used by each JCDP to the Department.
- 2.5.3. Submit training protocols for administering the SBIRT tool to the Department.
- 2.6. The Contractor shall ensure each JCDP completes an internal assessment of program practices using the NH SBIRT Playbook for Juvenile Court Diversion in order to identify areas of improvement in program, policies and practices. The Contractor shall:
  - 2.6.1. Provide technical assistance to each JCDP on how to assess program practices.
  - 2.6.2. Provide technical assistance to each JCDP, as needed, to develop a plan to improve programs, policies and practices.
  - 2.6.3. Ensure all improvement plans are submitted to the Department.
- 2.7. The Contractor shall ensure each JCDP establishes policies, procedures and protocols that are informed by the improvement plan in Section 2.6.2 in order to:
  - 2.7.1. Accept referrals from the law enforcement and judicial system communities for juvenile court diversion services.
  - 2.7.2. Screen each youth to determine juvenile court diversion eligibility by ensuring each youth:
    - 2.7.2.1. Is less than (18) years of age at the time of arrest;
    - 2.7.2.2. Has no previous arrest record; and
    - 2.7.2.3. Does not have an open delinquency case in New Hampshire.
  - 2.7.3. Conduct intake interviews with eligible youth and their parents or guardians to identify issues relating to:
    - 2.7.3.1. The arrest;
    - 2.7.3.2. Their performance at home;
    - 2.7.3.3. Their performance in school; and
    - 2.7.3.4. Their performance in the community.
  - 2.7.4. Assess youth for mental health issues or substance misuse and make appropriate referrals to qualified providers who can deliver the appropriate level of intervention and/or treatment necessary.

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Exhibit A

- 2.7.5. Develop contracts of consequences for each youth based on his/her individual needs using a strengths-based focus and restorative justice principles that include group education sessions, as appropriate.
- 2.7.6. Conduct group education sessions for youth eligible for juvenile court diversion services, as needed, to address behavioral concerns discovered during the intake..
- 2.7.7. Monitor each youth's progress toward meeting contract goals over a period of time not to exceed six (6) months.
- 2.7.8. Communicate with the appropriate referral source, as appropriate:
  - 2.7.8.1. When a youth has successfully completed a Juvenile Court Diversion Program.
  - 2.7.8.2. Upon early termination from the juvenile court diversion program including the reason for early termination.
- 2.8. The Contractor shall monitor JCDPs to ensure information regarding the number and nature of juvenile arrests is captured in addition to basic demographic information of youth referred to Juvenile Court Diversion Programs. The Contractor shall ensure JCDPs:
  - 2.8.1. Have the ability to determine if youth are being appropriately referred.
  - 2.8.2. Collect data that includes, but is not limited to:
    - 2.8.2.1. The number of youth arrested for a substance-related offense;
    - 2.8.2.2. The number of youth that report using substances; and
    - 2.8.2.3. The number of youth that report family members using illegal substances in the home.
  - 2.8.3. Report substance-use data to capture the types of services provided.

### 3. Reporting Requirements

- 3.1. The Contractor shall enter data and complete monthly data reporting in New Hampshire Prevention Web Information Technology System (P-WITS) within twenty (20) working days of the end of the following month (e.g. July data will be entered fully by the 20th working day in August).

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Exhibit A

3.2. The Contractor shall submit quarterly narrative summary reports of contract related activities conducted, which shall include but are not limited to:

3.2.1. Descriptions of activities conducted including but not limited to dates, times, duration and the number of participants in each activity; and

3.2.2. Barriers and challenges experienced by the Contractor during the previous month.

3.2.3. A plan to address barriers and challenges identified in Section 3.2.2 during the following quarter.

3.3. The Contractor shall submit an annual year-end report that includes, but is not limited to:

3.3.1. Detailed activities conducted to assist JCDPs;

3.3.2. Identification of barriers experienced by each JCDP; and

3.3.3. Recommendations for addressing barriers when providing Juvenile Court Diversion Program services.

3.4. The Contractor shall provide an annual year-end report that includes, but is not limited to:

3.4.1. The number of youth that were eligible for juvenile court diversion programs, by demographic information collected in P-WITS; and

3.4.2. The number of youth that did not complete juvenile court diversion programs and the reasons for non-completion.

#### 4. Minimum Performance Standards

4.1. The Contractor shall ensure eighty percent (80%) of youth entering the Juvenile Court Diversion Programs complete the Juvenile Court Diversion Program in which the youth enrolled.

#### 5. Requirements of Delivery of Services

5.1. The Contractor shall submit the workshop agenda to the Department for approval within ten (10) days of the effective date of this contract.

5.2. The Contractor shall submit all items related to the workshop to the Department for approval thirty (30) days prior to the workshop.

5.3. The Contractor shall provide each JCDP outreach plan (Section 2.2, Scope of Work), within sixty (60) days of the effective date of this agreement.

5.4. The Contractor shall provide a copy of the selected evidenced based SBIRT tool (Section 2.5.2) within ten (10) days of its selection.

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Exhibit A

- 5.5. The Contractor shall submit established training protocols for administering the SBIRT tool (Section 2.5.3) to the Department within sixty (60) days of their establishment.
- 5.6. The Contractor shall provide documented proof that all JCDP staff has been trained in the SBIRT tool within ten (10) days of the training date.
- 5.7. The Contractor shall provide a copy of each JCDP's improvement plan based on the NH SBIRT Juvenile Court Diversion Playbook guidelines within sixty (60) days of the assessment.
- 5.8. The Contractor shall provide a copy of each subcontract executed by a JCDP to the Department within five (5) days of the subcontract being executed by both parties.

## 6. Liquidated Damages

- 6.1. The Contractor agrees that the Web Information Technology System (WITS) shall be the source of record with data polls taking place on the tenth (10th) day of the month, beginning with December 10, 2016.
- 6.2. The Contractor agrees that it will be extremely impracticable and difficult to determine actual damages that the Department will sustain in the event that the Contractor fails to maintain the required performance standards in Section 4, Minimum Performance Standards, throughout the life of the contract. Any breach by the Contractor will delay and disrupt the Department's operations and obligations and lead to significant damages. Therefore, the Contractor agrees that the liquidated damages as specified in the sections below are reasonable.
- 6.3. Assessment of liquidated damages shall be in addition to, not in lieu of, such other remedies as may be available to the Department. Except and to the extent expressly provided herein, the Department shall be entitled to recover liquidated damages cumulatively under each section applicable to any given incident.
- 6.4. The Department shall make all assessments of liquidated damages. Should the Department determine that liquidated damages may, or will be assessed; the Department shall notify the Contractor as specified in Section 7, Notifications and Remedies for Liquidated Damages, below.
- 6.5. The Contractor shall submit a written Corrective Action Plan to the Department within five (5) business days of receiving notification as specified in Section 7, Notifications and Remedies for Liquidated Damages, for review and approval prior to implementation of the corrective action plan.
- 6.6. The Contractor agrees that as determined by the Department, failure to provide services that meet the performance standards in Section 4, Minimum Performance Standards, shall result in liquidated damages as

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Exhibit A

specified in Section 7, Notifications and Remedies for Liquidated Damages. The Department's decision to assess liquidated damages must be reasonable, based in fact and made in good faith.

- 6.7. The remedies specified in Section 7, Notifications and Remedies for Liquidated Damages, shall apply until the failure is cured or resulting dispute is resolved in the Contractor's favor.
- 6.8. Liquidated damages shall be in the amount of five hundred dollars (\$500) per month for failure to meet the Minimum Performance Standards identified in Section 4.
- 6.9. The amount of liquidated damages assessed by the Department to the Contractor shall not exceed the price limitation in Form P-37, General Provisions, Block 1.8, Price Limitation.

## 7. Notifications and Remedies for Liquidated Damages

- 7.1. Prior to the imposition of liquidated damages or any other remedies under this Contract, including termination for breach, the Department shall issue written notice of remedies that shall include, as applicable:
  - 7.1.1. A citation to the Contract provision violated.
  - 7.1.2. The remedies to be applied and the date the remedies shall be imposed.
  - 7.1.3. The basis for the Department's determination that the remedies shall be imposed.
  - 7.1.4. A request for a Corrective Action Plan.
  - 7.1.5. The timeframe and procedure for the Contractor to dispute the Department's determination. The Contractor's dispute of liquidated damages or remedies shall not stay the effective date of the proposed liquidated damages or remedies.
  - 7.1.6. If the failure is not resolved within the cure period, liquidated damages may be imposed retroactively to the date of failure to perform and continue until the failure is cured or any resulting dispute is resolved in the Contractor's favor.
- 7.2. In connection with any action taken or decision made by the Department with respect to this Contract, within ninety (90) days following the action or decisions, the Contractor may protest such action or decision by the delivery of a notice of protest to the Department and by which the Contractor may protest said action or decision and/or request an informal hearing with the Director of the Bureau of Drug and Alcohol Services.
  - 7.2.1. The Contractor shall provide the Department with an explanation of its position protesting the Department's action or decision.

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Exhibit A

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- 7.2.2. The Director shall determine a time that is mutually agreeable to the parties during which they may present their views on the disputed issues. It is understood that the presentation and discussion of the disputed issues will be informal in nature.
- 7.2.3. The Director shall provide written notice of the time, format and location of the presentation.
- 7.2.4. At the conclusion of the presentations, the Director shall consider all evidence and shall render a written recommendation as soon as practicable, but in no event more than thirty (30) calendar days after the conclusion of the presentation.
- 7.2.5. The Director may appoint a designee to hear and determine the matter.

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Exhibit B

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**Method and Conditions Precedent to Payment**

1. This contract is funded with 100% other Liquor Revenue Funds.
2. The State shall pay the Contractor an amount not to exceed the Price Limitation, Block 1.8 of the Form P-37, General Provisions, in accordance with the budgets in Exhibit B-1, Budget and B-2, Budget for the services provided by the Contractor pursuant to Exhibit A-1, Scope of Services.
3. Payment for said services shall be made as follows:
  - 3.1. The Contractor shall submit an invoice by the tenth (10<sup>th</sup>) working day of each month, which identifies and requests reimbursement for authorized expenses incurred in the prior month.
  - 3.2. Authorized expenses shall be those expenses in Exhibits B-1, Budget and B-2, Budget.
  - 3.3. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice for Contractor services provided pursuant to this Agreement.
  - 3.4. The invoice shall be submitted by mail or e-mail to:

Financial Manager  
Department of Health and Human Services  
129 Pleasant Street  
Concord, NH 03301  
Jill.Burke@dhhs.nh.gov
4. A final payment request shall be submitted no later than forty (40) days from the Contract Completion Date, Block 1.7 of the Form P-37, General Provisions.
5. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this Contract may be withheld, in whole or in part, in the event of noncompliance with any State or Federal law, rule or regulation applicable to the services provided, or if the said services have not been completed in accordance with the terms and conditions of this Agreement.
6. When the contract price limitation is reached, the program shall continue to operate at full capacity at no charge to the State of New Hampshire for the duration of the contract period.
7. Notwithstanding paragraph 18 of the Form P-37, General Provisions, an amendment limited to budget line item adjustments within Exhibits B-1, Budget or Exhibit B-2, Budget, within the price limitation, can be made by written agreement of both parties without obtaining further approval of the Governor and Executive Council.

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# B-1 BUDGET

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

Bidder Name: New Hampshire Juvenile Court Diversion Network

Budget Request for: Outreach and SBIRT Services  
(Name of RFP)

Budget Period: SFY 2017

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 12,524.00	\$ -	\$ 12,524.00	
2. Employee Benefits	\$ -	\$ -	\$ -	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ -	\$ -	\$ -	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
A. Outreach activities to increase referrals	\$ 47,500.00	\$ -	\$ 47,500.00	
B. Adopting Evidence-Based Screening	\$ 80,000.00	\$ -	\$ 80,000.00	
C. Early Identification Services	\$ 105,900.00	\$ -	\$ 105,900.00	
D. Evaluation/Community Health Institute	\$ 12,500.00	\$ -	\$ 12,500.00	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
TOTAL	\$ 268,424.00	\$ -	\$ 268,424.00	

Indirect As A Percent of Direct

0.0%

## B-2 BUDGET

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

Bidder Name: New Hampshire Juvenile Court Diversion Network

Budget Request for: Outreach and SBIRT Services  
(Name of RFP)

Budget Period: SFY 2018

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 12,448.00	\$ -	\$ 12,448.00	
2. Employee Benefits	\$ -	\$ -	\$ -	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ -	\$ -	\$ -	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
A. Outreach activities to increase referrals	\$ 25,000.00	\$ -	\$ 25,000.00	
B. Adopting Evidence-Based Screening	\$ -	\$ -	\$ -	
C. Early Identification Services	\$ 208,476.00	\$ -	\$ 208,476.00	
D. Evaluation/Community Health Institute	\$ 12,500.00	\$ -	\$ 12,500.00	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 258,424.00</b>	<b>\$ -</b>	<b>\$ 258,424.00</b>	

Indirect As A Percent of Direct

0.0%

Initials 1/18/18  
Date 10-2-14



### 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;

New Hampshire Department of Health and Human Services  
Exhibit C



- 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.

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New Hampshire Department of Health and Human Services  
Exhibit C



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

*NUM*

*10/3/16*

New Hampshire Department of Health and Human Services  
Exhibit C



- 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.

*MEH*  
10-3-16



**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 additional years, subject to the continued availability of funds, satisfactory performance of services and approval by the Governor and Executive Council.

*[Handwritten Signature]*





**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 GRANTEEES 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

New Hampshire Department of Health and Human Services  
Exhibit D




- has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
    - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.
2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

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

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

10/3/16  
Date

Contractor Name:

  
Name: Nicole Rodler  
Title: Chair



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-1.)
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:

Name: Nicole Radler  
Title: chair

10-3-16  
Date



**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

*[Signature]*

10-3-16

New Hampshire Department of Health and Human Services  
Exhibit F



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 (1)(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.

10-3-16  
Date

Contractor Name:

Nicole Eadler  
Name: Nicole Eadler  
Title: Chair

Contractor Initials

NE  
Date 10-3-16



**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

10-3-14

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.

10-3-16  
Date

Contractor Name:

Name: Nicole Rodler  
Title: Chair

Exhibit G

Contractor Initials

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.

10-3-16  
Date

Contractor Name:

Will S.

Name: Michelle Loder  
Title: Chair





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.



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



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

*llk*

10/3/14



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.



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.

NH DHHS  
The State  
Katya S Fox  
Signature of Authorized Representative  
Katya S Fox  
Name of Authorized Representative  
Director  
Title of Authorized Representative  
10/11/16  
Date

NH Juvenile Court Diversion Network  
Name of the Contractor  
Nicole Rodier  
Signature of Authorized Representative  
Nicole Rodier  
Name of Authorized Representative  
Chair  
Title of Authorized Representative  
10-3-16  
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.

10-3-16  
Date

Contractor Name:

Nicole Rodler  
Name: Nicole Rodler  
Title: Chair

New Hampshire Department of Health and Human Services  
Exhibit J



**FORM A**

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

1. The DUNS number for your entity is: 07-989-9350
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: _____
Name: _____	Amount: _____
Name: _____	Amount: _____
Name: _____	Amount: _____
Name: _____	Amount: _____

  /    
10-3-16