



MTT
48

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF HUMAN SERVICES
OFFICE OF MINORITY HEALTH & REFUGEE AFFAIRS

Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate Commissioner

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

September 26, 2013

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

Retroactive
100% Federal funds

REQUESTED ACTION

Authorize the Department of Health and Human Services, Office of Minority Health and Refugee Affairs to enter into a **retroactive** contract with the Organization for Refugee and Immigrant Success, (VC#TBD), 434 Lake Avenue, Manchester, New Hampshire in the amount not to exceed \$15,000.00 to provide direct services to New Hampshire refugees effective retroactive to October 1, 2013 through September 30, 2014. Funds as identified below are available in State Fiscal Year 2014 and State Fiscal Year 2015, with the authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council:

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

SFY	Appropriation	Class/Object	Class Title	Amount
2014	010-042-79220000	102-500731	Contracts for Program Services	\$11,022.00
2015	010-042-79220000	102-500731	Contracts for Program Services	\$3,978.00
Grand Total				\$15,000.00

EXPLANATION

This contract is retroactive because the Department of Health and Human Services did not receive documentation of final grant award until August 27, 2013 for a project period beginning October 1, 2013. Funds are derived from the annual refugee social services allocation to New Hampshire from the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Refugee Resettlement.

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

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
September 26, 2013
Page 2

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

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

The Request for Proposals was advertised in the New Hampshire Union Leader for three days, August 5, 6, and 7, 2013 and was disseminated widely through relevant contact lists including the New Hampshire Refugee Advisory Council and the New Hampshire Health and Equity Partnership, which represent a broad array of stakeholders. The Office of Minority Health and Refugee Affairs received five proposals and made four awards. Southern New Hampshire Services was not selected to provide English for Speakers of Other Languages due to the increased need for case management and employment services. A selection team composed of two Office of Minority of Health and Refugee Affairs staff and one Concord City Planning Services staff were selected to evaluate each proposal based upon their knowledge about the Refugee Program and refugee concerns throughout the state. Each member of the selection team ranked the bidders numerically based upon the criteria as outlined in the Request for Proposal. A Bidders Summary including the list of bidders and the Review Criteria matrix with final scores is attached. The Organization for Refugee and Immigrant Success was selected because their proposal successfully addressed goals outlined in the Request for Proposals.

Performance measures for this contract include:

- Demonstrate sustained employment for 50-70 refugees
- Demonstrate increased understanding of American systems for 50-60
- Demonstrate increased cross-cultural knowledge for 6 mainstream organizations

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

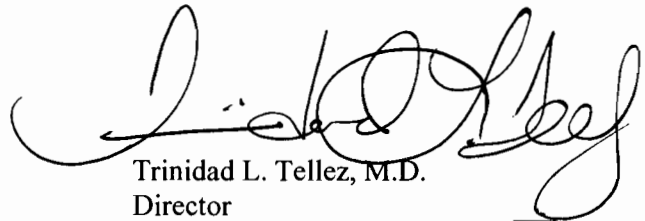
Area served: Concord and Manchester

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

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

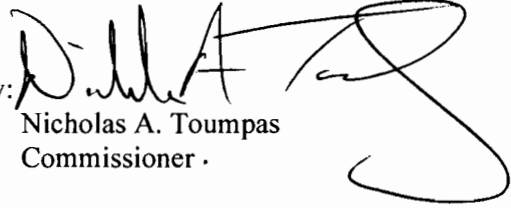
Respectfully submitted,

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
September 26, 2013
Page 3



Trinidad L. Tellez, M.D.
Director

Approved by:



Nicholas A. Toumpas
Commissioner

Program Name Refugee Social Services
Contract Purpose 0
RFP Score Summary

RFA/RFP CRITERIA	Max Pts	LCS	IIB	SNHS	BCNH	ORIS	Bidder Name, Town, St	Bidder Name, Town, St	Bidder Name, Town, St	Bidder Name, Town, St
Experience and Capacity	20	18.67	18.67	15.33	16.67	16.83	0.00	0.00	0.00	0.00
Need & Target Population	15	15.00	13.67	12.00	11.33	9.33	0.00	0.00	0.00	0.00
Approach	30	27.67	27.67	25.33	24.67	22.33	0.00	0.00	0.00	0.00
Collaboration/Partnerships	5	4.00	3.83	3.33	3.00	2.67	0.00	0.00	0.00	0.00
Outcomes	20	19.00	16.67	13.33	16.00	14.33	0.00	0.00	0.00	0.00
Budget	10	9.33	6.67	8.67	9.33	8.83	0.00	0.00	0.00	0.00
TOTAL POINTS	100	93.67	87.17	78.00	81.00	74.33	0.00	0.00	0.00	0.00

BUDGET REQUEST										
Year 01										
Year 02										
Year 03										
Year 04										
TOTAL BUDGET REQUEST										
BUDGET AWARDED										
Year 01										
Year 02										
Year 03										
Year 04										
TOTAL BUDGET AWARDED										

RFP Reviewers		Name	Job Title	Dept/Agency	Qualifications
1		Brandon Anderson	Refugee Program Specialist	OMHRA	
2		Trinidad Tellez	Director	OMHRA	
3		Gloria McPherson	City Planner	City of Concord	
4					
5					
6					
7					
8					
9					
10					


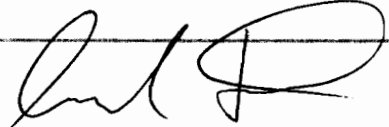
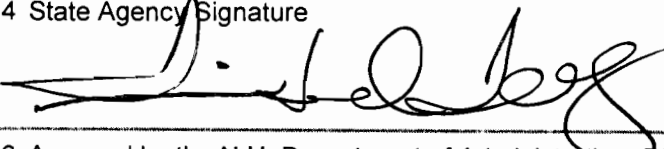
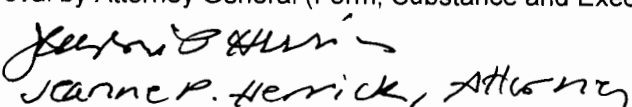
Subject: Organization for Refugee and Immigrant Success--Refugee Social Services

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Health and Human Services Office of Minority Health and Refugee Affairs		1.2 State Agency Address 97 Pleasant Street, Thayer Building Concord, NH 03301	
1.3 Contractor Name Organization for Refugee and Immigrant Success		1.4 Contractor Address 521 Maple St, Manchester, NH 03104	
1.5 Contractor Phone No. 603-296-0443	1.6 Account Number 010-042-79220000-102	1.7 Completion Date September 30, 2014	1.8 Price Limitation \$15,000.00
1.9 Contracting Officer for State Agency Barbara Seebart, Refugee Coordinator		1.10 State Agency Telephone Number (603) 271-8557	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Mukhtar Idhow, Executive Director	
1.13 Acknowledgment: State of <u>New Hampshire</u> County of <u>Hillsborough</u> On <u>Sept 14th 2013</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]			
<div style="border: 2px solid black; padding: 5px; width: fit-content; margin: auto;"> <p style="text-align: center;">AMANDA J FELDMAN Notary Public, New Hampshire My Commission Expires May 25, 2016</p> </div>			
1.13.2 Name and Title of Notary Public or Justice of the Peace			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Trinidad Tellez, Director	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by Attorney General (Form, Substance and Execution) By:  <u>Jeanne P. Herrick, Attorney</u> On: <u>20 Sept 2013</u>			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

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

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

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

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.

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

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

7. PERSONNEL.

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

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

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

8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

(2) days after giving the Contractor notice of termination;
8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or
8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

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

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

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

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

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

14. INSURANCE.

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

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

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

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

15. WORKERS' COMPENSATION.

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

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

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

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

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

EXHIBIT A

SCOPE OF SERVICES

Under this contract, the Contractor will facilitate the integration of African refugees, with emphasis on the newly arriving Congolese group, into Concord and Manchester, New Hampshire by providing case management, interpretation and employment services. The State Refugee Coordinator will monitor the program. This agreement consists of the following documents: Exhibits A, B, C, C1, D, E, F, G, H, I and J which are all incorporated herein by reference as if fully set forth herein.

The following activities will be provided through this contract:

1. Provide job-related services to 50 African refugees to include initial and second job placements, job upgrades, job development and referral to training.
2. Provide resources and referrals that support 50 African refugees' access to affordable housing, including assistance with applications and paperwork.
3. Refer, as needed, 50 African refugees to health/mental health and other service providers.
4. Facilitate participation in public programs such as WIC, Head Start, Fuel Assistance, TANF, SNAP, and NH Healthy Kids.
5. Advocate, on behalf of refugees, to protect rights and ensure access to services.
6. Provide cultural and linguistic interpreter services in public and private settings such as schools, courts and businesses.
7. Trimester Reports, as prescribed by the grantor, the federal Office of Refugee Resettlement, will be submitted by the Contractor, to the Department of Health and Human Services, Office of Minority Health and Refugee Affairs. The contract will be monitored by the NH Office of Minority Health and Refugee Affairs.

Fiscal Standards

Funds awarded shall be used solely to support the service described herein. The funded contractor will be expected to keep records of activities related to OMHRA funded programs and services. Payment for contracted services will be made upon compliance with reporting requirements. Funded contractors will be accountable to meet the scope of services. Failure to meet the scope of services may jeopardize the funded contractor's current and/or future funding. Corrective action may include actions such as a contract amendment or termination of the contract. During the contract period OMHRA may adjust contract amounts based upon utilization, fiscal expenditure and other contract requirements. Any reallocations will be carried out through the contract amendment process.

Contractor Initials *MP*
Date *7/14/13*

EXHIBIT B

CONTRACT PRICE

In consideration of the satisfactory performance of the Services as determined by the State, the State agrees to pay over to the Contractor, funds not to exceed \$15,000.00.


1. Payments under this contract are not to exceed \$15,000.00 for the budget period October 1, 2013-September 30, 2014.
2. Funding of this contract is contingent upon the continued sufficient funding of the Refugee Social Services Grant as awarded by the Administration for Children and Families Office of Refugee Resettlement for the Budget Period October 1, 2013 – September 30, 2014.
3. Reimbursements for services provided shall be made by the State on a monthly basis after receipt and review of monthly expenditure reports submitted by the Contractor to the State. These reports, which are based on a budget approved by the State, Exhibit B-1, shall be in a form satisfactory to the State and shall include at a minimum the line items as outlined in the approved budget. Monthly expenditure reports shall be submitted no later than 30 days after the close of the month.
4. The Contractor and/or the State may change the approved budget, Exhibit B-1, through line item increases, decreases or the creation of new line items, and adjusting amounts between Fiscal Years provided these amendments do not exceed the Contract price. Such amendments shall only be made upon written request to and written approval by the State with programmatic justification.
5. Notwithstanding paragraph 18 of the P-37, an amendment to the terms of Paragraph #4 of Exhibit B, to adjust amounts within the price limitation, can be made by written agreement of both parties and may be made without obtaining approval of Governor and Council.
6. Payments will be made by DHHS within 60 days of receipt of conforming invoice. Final invoice must be submitted by October 31, 2014.

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

CDFA No: 93.566

Award Name: Refugee Social Services

Federal Agency: Health and Human Services
Administration for Children and Families
Office of Refugee Resettlement

Contractor Initial 
Date 9/14/13

NH Department of Health and Human Services

STANDARD EXHIBIT C

SPECIAL PROVISIONS

1. Contractors Obligations: The Contractor covenants and agrees that all funds received by the Contractor under the Contract shall be used only as payment to the Contractor for services provided to eligible individuals and, in the furtherance of the aforesaid covenants, the Contractor hereby covenants and agrees as follows:

2. Compliance with Federal and State Laws: If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.

3. Time and Manner of Determination: Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.

4. Documentation: In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.

5. Fair Hearings: The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.

6. Gratuities or Kickbacks: The Contractor agrees that it is a breach of this Contract to accept or make a payment, gratuity or offer of employment on behalf of the Contractor, any Sub-Contractor or the State in order to influence the performance of the Scope of Work detailed in Exhibit A of this Contract. The State may terminate this Contract and any sub-contract or sub-agreement if it is determined that payments, gratuities or offers of employment of any kind were offered or received by any officials, officers, employees or agents of the Contractor or Sub-Contractor.

7. Retroactive Payments: Notwithstanding anything to the contrary contained in the Contract or in any other document, contract or understanding, it is expressly understood and agreed by the parties hereto, that no payments will be made hereunder to reimburse the Contractor for costs incurred for any purpose or for any services provided to any individual prior to the Effective Date of the Contract and no payments shall be made for expenses incurred by the Contractor for any services provided prior to the date on which the individual applies for services or (except as otherwise provided by the federal regulations) prior to a determination that the individual is eligible for such services.

8. Conditions of Purchase: Notwithstanding anything to the contrary contained in the Contract, nothing herein contained shall be deemed to obligate or require the Department to purchase services hereunder at a rate which reimburses the Contractor in excess of the Contractor's costs, at a rate which exceeds the amounts reasonable and necessary to assure the quality of such service, or at a rate which exceeds the rate charged by the Contractor to ineligible individuals or other third party funders for such service. If at any time during the term of this Contract or after receipt of the Final Expenditure Report hereunder, the Department shall determine that the Contractor has used payments hereunder to reimburse items of expense other than such costs, or has received payment in excess of such costs or in excess of such rates charged by the Contractor to ineligible individuals or other third party funders, the Department may elect to:

8.1 Renegotiate the rates for payment hereunder, in which event new rates shall be established;

8.2 Deduct from any future payment to the Contractor the amount of any prior reimbursement in excess of costs;

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

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

9. Maintenance of Records: In addition to the eligibility records specified above, the Contractor covenants and agrees to maintain the following records during the Contract Period:

9.1 Fiscal Records: books, records, documents and other data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor during the Contract Period, said records to be maintained in accordance with accounting procedures and practices which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.

9.2 Statistical Records: Statistical, enrollment, attendance or visit records for each recipient of services during the Contract Period, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.

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

10. Audit: Contractor shall submit an annual audit to the Department within 60 days after the close of the Contractor fiscal year. It is recommended that the report be prepared in accordance with the provision of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.

10.1 Audit and Review: During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts.

10.2 Audit Liabilities: In addition to and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department, all payments made under the Contract to which exception has been taken or which have been disallowed because of such an exception.

11. Confidentiality of Records: All information, reports, and records maintained hereunder or collected in connection with the performance of the services and the Contract shall be confidential and shall not be disclosed by the Contractor, provided however, that pursuant to state laws and the regulations of the Department regarding the use and disclosure of such information, disclosure may be made to public officials requiring such information in connection with their official duties and for purposes directly connected to the administration of the services and the Contract; and provided further, that the use or disclosure by any party of any information concerning a recipient for any purpose not directly connected with the administration of the Department or the Contractor's responsibilities with respect to purchased services hereunder is prohibited except on written consent of the recipient, his attorney or guardian.

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

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

12.1 Interim Financial Reports: Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.

12.2 Final Report: A final report shall be submitted within thirty (30) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.

13. Completion of Services: Disallowance of Costs: Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

14. Credits: All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:

14.1 The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.

15. Prior Approval and Copyright Ownership:

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

16. Operation of Facilities: Compliance with Laws and Regulations: In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Contract the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.

17. Subcontractors: 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:

- Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function
- 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
- Monitor the subcontractor's performance on an ongoing basis
- Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed
- DHHS shall review and approve all subcontracts.

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

SPECIAL PROVISIONS – DEFINITIONS

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

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

DEPARTMENT: NH Department of Health and Human Services.

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

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

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

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

NH Department of Health and Human Services

STANDARD EXHIBIT C-1

ADDITIONAL SPECIAL PROVISIONS

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

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

10.1 The State may terminate the Agreement at any time for any reason, at the sole discretion of the State, 30 days after giving the Contractor written notice that the State is exercising its option to terminate the Agreement.

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.

Contractor Initials

Date

MMH
9/14/13

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. Subparagraph 14.1.1 of the General Provisions of this contract is deleted and the following subparagraph is added:

14.1.1 comprehensive general liability against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$1,000,000 per occurrence and excess/umbrella liability coverage in the amount of \$1,000,000 per occurrence.

Contractor Initials

Date


9/14/13

Appendix B

Page 1 of 2

NH Department of Health and Human Services

STANDARD EXHIBIT D

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

ALTERNATIVE I - FOR 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

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

Contractor Initials: M/61
Date: 9/14/13

Appendix B

Page 2 of 2

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

(B) 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.

Organization for Refugee & Immigrant Services From: *10/1/13* To: *9/30/14*
(Contractor Name) (Period Covered by this Certification)

Mukhtar Idhon EXECUTIVE DIRECTOR
(Name & Title of Authorized Contractor Representative)

[Signature]
(Contractor Representative Signature)

9/14/13
(Date)

Contractor Initials: *MI*
Date: *9/14/13*

NH Department of Health and Human Services

STANDARD EXHIBIT E

CERTIFICATION REGARDING LOBBYING

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

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

- Programs (indicate applicable program covered):
*Temporary Assistance to Needy Families under Title IV-A
*Child Support Enforcement Program under Title IV-D
*Socail Services Block Grant Program under Title XX
*Medicaid Program under Title XIX
*Community Services Block Grant under Title VI
*Child Care Development Block Grant under Title IV

Contract Period: 10/1/13 through 9/30/14

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.

[Signature]
(Contractor Representative Signature)

Mukhtar Idhon Executive Director
(Authorized Contractor Representative Name & Title)

Mukhtar Idhon
(Contractor Name)

9/14/13
(Date)

Appendix B

Page 1 of 3

NH Department of Health and Human Services

STANDARD EXHIBIT F

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Office of the President, Executive Order 12549 and 45 CFR Part 76 regarding 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.

Contractor Initials: M/21

Date: 9/14/13

Appendix B

Page 2 of 3

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

PRIMARY COVERED TRANSACTIONS

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) 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;
 - (c) 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
 - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) 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).

Contractor Initials: MBI

Date: 9/14/13

Appendix B

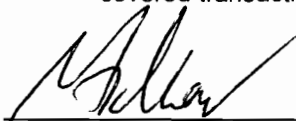
Page 3 of 3

LOWER TIER COVERED TRANSACTIONS

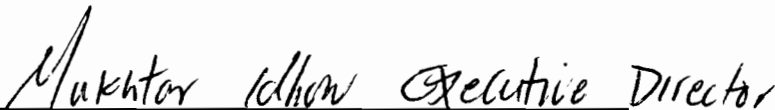
By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:

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


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



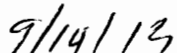
(Contractor Representative Signature)




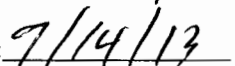
(Authorized Contractor Representative Name & Title)



(Contractor Name)



(Date)

Contractor Initials: 
Date: 

Appendix B

Page / of /

NH Department of Health and Human Services

STANDARD EXHIBIT G

CERTIFICATION REGARDING THE AMERICANS WITH DISABILITIES ACT COMPLIANCE

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

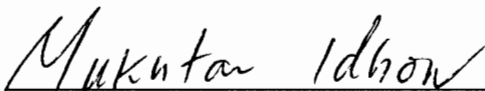
1. By signing and submitting this proposal (contract) the Contractor agrees to make reasonable efforts to comply with all applicable provisions of the Americans with Disabilities Act of 1990.



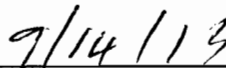
(Contractor Representative Signature)



(Authorized Contractor Representative Name & Title)



(Contractor Name)



(Date)

Appendix B

Page / of /

NH Department of Health and Human Services


STANDARD EXHIBIT H

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

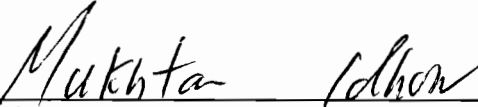
Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care,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

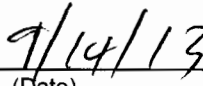
The Contractor identified in Section 1.3 of the General Provisions agrees, by signature of the Contractor's representative as identified in Section 1.11 and 1.12 of the General Provisions, to execute the following certification:

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


(Contractor Representative Signature)


(Authorized Contractor Representative Name & Title)


(Contractor Name)


(Date)

Appendix B

Page 1 of 6

NH Department of Health and Human Services

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

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

BUSINESS ASSOCIATE AGREEMENT

(1) Definitions.

- a. "Breach" shall have the same meaning as the term "Breach" in Title XXX, Subtitle D. Sec. 13400.
- b. "Business Associate" has the meaning given such term in section 160.103 of 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.
- i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "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.

Contractor Initials: MM

Date: 9/14/13

Appendix B

Page 2 of 6

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

(2) Use and Disclosure of Protected Health Information.

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

Appendix B

Page 3 of 6

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

(3) Obligations and Activities of Business Associate.

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

Contractor Initials: Mh

Date: 9/14/13

Appendix B

Page 4 of 6

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

(4) Obligations of Covered Entity

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

Appendix B

Page 5 of 6

(5) **Termination for Cause**

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

(6) **Miscellaneous**

- a. **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, and the HITECH Act as amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. **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 and the HITECH Act.
- 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 k, the defense and indemnification provisions of section 3 d and standard contract provision #13, shall survive the termination of the Agreement.

Appendix B

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

Dept. of Health & Human Services, Minority Health Mukhtar Idris
The State Agency Name Name of the Contractor

[Signature] [Signature]
Signature of Authorized Representative Signature of Authorized Representative

Trinidad Tellez _____
Name of Authorized Representative Name of Authorized Representative

Director _____
Title of Authorized Representative Title of Authorized Representative

9/19/13 9/14/13
Date Date

Appendix B

NH Department of Health and Human Services

STANDARD EXHIBIT J

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

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

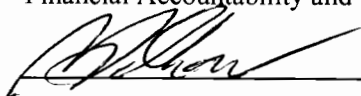
In accordance with 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

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

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

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

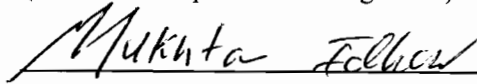
The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.



(Contractor Representative Signature)

Mukhtar Idhon Executive Director


(Authorized Contractor Representative Name & Title)



(Contractor Name)

9/14/13

(Date)

Contractor initials: 
Date: 9/14/13
Page # 1 of Page # 2

NH Department of Health and Human Services

STANDARD EXHIBIT J

FORM A

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

1. The DUNS number for your entity is: 829 313 746 0000

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:

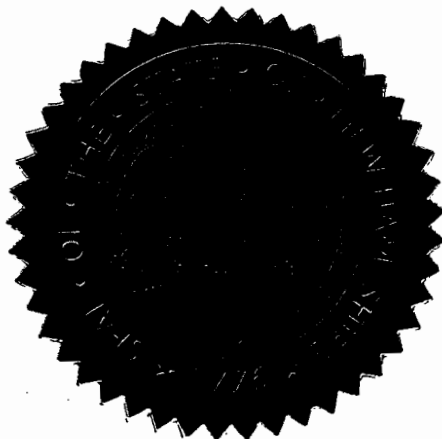
Name: _____	Amount: _____
Name: _____	Amount: _____
Name: _____	Amount: _____
Name: _____	Amount: _____
Name: _____	Amount: _____

Contractor initials: Mh1
Date: 9/14/13
Page # 2 of Page # 2

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that Organization for Refugee and Immigrant Success is a New Hampshire nonprofit corporation formed January 30, 2006. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 12th day of September A.D. 2013

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

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

(Corporation with Seal)

I, George Hernandez, Treasurer of the
(Corporation Representative Name) (Corporation Representative Title)

ORIS, do hereby certify that:
(Corporation Name)

(1) I am the duly elected and acting Treasurer of the
(Corporation Representative Title)
ORIS, a NH corporation (the "Corporation");
(Corporation Name) (State of Incorporation)

(2) I maintain and have custody of and am familiar with the Seal and minute books of the Corporation;

(3) I am duly authorized to issue certificates;

(4) the following are true, accurate and complete copies of the resolutions adopted by the Board of Directors of the Corporation at a meeting of the said Board of Directors held on the

14 day of SEPT, 2012, which meeting was duly held in accordance with
NH law and the by-laws of the Corporation:
(State of Incorporation)

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting by and through the Department of Health and Human Services, providing for the performance by the Corporation of certain _____ services, and that the President (any Vice President) (and the Treasurer) (or any of them acting singly) be and hereby (is) (are) authorized and directed for and on behalf of this Corporation to enter into the said contract with the State and to take any and all such actions and to execute, seal, acknowledge and deliver for and on behalf of this Corporation any and all documents, agreements and other instruments (and any amendments, revisions or modifications thereto) as (she) (he) (any of them) may deem necessary, desirable or appropriate to accomplish the same;

RESOLVED: That the signature of any officer of this Corporation affixed to any instrument or document described in or contemplated by these resolutions shall be conclusive evidence of the authority of said officer to bind this Corporation thereby;

The forgoing resolutions have not been revoked, annulled or amended in any manner whatsoever, and remain in full force and effect as of the date hereof; and the following person(s) (has) (have) been duly elected and now occupy the office(s) indicated below

Kary Jencks President Name

Aburkar Masudi Vice President Name

George Hernandez Treasurer Name

IN WITNESS WHEREOF, I have hereunto set my hand as the Treasurer
(Title)

of the Corporation and have affixed its corporate seal this 14 day of September, 2013.

[Signature]
(Signature)

(Seal)

STATE OF New Hampshire
COUNTY OF Hillsborough

On this the 14th day of Sep., 2013 before me, George M. Herrmann, the undersigned officer,
personally appeared George M. Herrmann who acknowledge her/himself to be the

Treasurer, of ORIS, a corporation, and that she/he, as
(Title) (Name of Corporation)

such Treasurer being authorized to do so, executed the foregoing instrument for the
(Title)

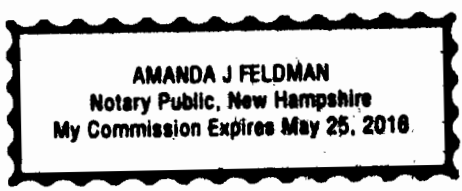
purposes therein contained, by signing the name of the corporation by her/himself as

George M. Herrmann

IN WITNESS WHEREOF I hereunto set my hand and official seal.

[Signature]
Notary Public/Justice of the Peace

My Commission expires: 5/25/16





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/2/2013

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

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

PRODUCER FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101		CONTACT NAME Barbara Souza, ACSR, AAI PHONE (Ac. No. Cont.) (603) 660-3218 TAC No: (603) 643-4331 E-MAIL ADDRESS: bsouza@crossagency.com	
INSURED Organization for Refugee & Immigrant Success 434 Lake Avenue Second Floor Manchester NH 03103		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Ind Co INSURER B: Liberty Mutual Group NH NC INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL1310194294 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.

INGR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER (Y/N)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		PHPR1010733	4/23/2013	4/23/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>				MED EXP (Any one person) \$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$ 2,000,000
A	AUTOMOBILE LIABILITY		PHPR1010733	4/23/2013	4/23/2014	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per occurrence) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB		PHUD436714	10/1/2013	4/23/2014	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR				AGGREGATE \$ 1,000,000
	<input type="checkbox"/> DEF <input checked="" type="checkbox"/> RETENTION \$ 10,000	<input type="checkbox"/> CLAIMS-MADE				
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		WC5318390628013 (3A.) NH	5/8/2013	5/8/2014	<input type="checkbox"/> RETALIATORY LIMIT <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	All officers included			
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Issued as evidence of coverage to landlord for rented office space, located 434 Lake Avenue, Manchester, NH. Certificate Holder is included as additional insured.

CERTIFICATE HOLDER

CANCELLATION

Department Of Health & Human Services
 State Of New Hampshire
 97 Pleasant Street
 Thayer Building
 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

B Souza, ACSR, AAI/BS *Barbara A Souza*



Financial Audit Statements – Memo

Until September 30, 2012, The Organization for Refugee and Immigrant Success (ORIS) operated under Southern New Hampshire Services as its Fiscal Agent. Effective October 1, 2012, ORIS has been its own Fiscal Agent. A financial audit has been scheduled for the end of the 2013 Fiscal Year; as such, the documents are not yet available.



Board of Directors, 2013

Mr. Mukhtar Idhow
ORIS Executive Director

Ms. Kary Nealle Jenks
ORIS Board Chair
Intern Executive Director of NH Citizen Alliance
Consultant at NH State Legislative

Ms. Shannon Richmond
ORIS Board Secretary
PC Connection

Mr. Abukar Masudi
Team Leader at Pleasant View Garden

Mr. Pierre Kabeya
President of Congolese Community of NH

Mr. Hashun Mohamed
Line Leader and Community Sports Volunteer Coordinator

Mr. Kevin Hodges
Political Consultant

George Herrmann
Executive Director of Measured Progress

Thondi Soko
NH Community College Professor

Abdirahman Yusuf

Organization for Refugee and Immigrant Success
434 Lake Ave., Second Floor, Manchester NH 03103



Mission Statement

The Organization for Refugee and Immigrant Success (ORIS) is an ethnic community-based organization. Our mission is to aid in the resettlement of refugee and immigrant groups in the state of New Hampshire by providing assistance, training, resources, and opportunities that promote self-sufficiency. Over the past five years, ORIS has developed the resources and capabilities to foster the self-sufficiency and integration of new Americans, including the development of an experienced, multinational, and multilingual staff and consultant team.

Organization for Refugee and Immigrant Success
434 Lake Ave., Second Floor, Manchester NH 03103

ORIS

RFP #14-DHHS-OMHRA-01

Exhibit B-1

Budget Form

Bidder/Program Name: Organization for Refugee and Immigrant Success (ORIS)

Budget Request for: Refugee Social Services Program (RFP) #14-DHHS-OMHRA-01

Budget Period: III. (10/01/2013 – 09/30/2014)

Line Item	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$10,764		\$10,764
2. Employee Benefits	\$2,152		\$2,152.80
3. Consultants			
4. Equipment			
- Rental			
- Repair and Maintenance			
- Purchase/Depreciation			
5. Supplies			
- Educational			
- Lab			
- Pharmacy			
- Medical			
- Office	\$83.20		\$83.20
6. Travel			
7. Occupancy			
8. Current Expenses			
9. Software			
10. Marketing/Communications			
11. Staff Education and Training			
12. Subcontract/Agreements	\$2,000		\$2,000
13. Other			
TOTAL:			\$15,000

Mh
9/27/13

ORIS

RFP #14-DHHS-OMHRA-01

Appendix C

Budget Form

Bidder/Program Name: Organization for Refugee and Immigrant Success (ORIS)

Budget Request for: Refugee Social Services Program (RFP) #14-DHHS-OMHRA-01

Budget Period: i. (10/01/2013 – 06/30/2014)

Line Item	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$7,866		\$7,866
2. Employee Benefits	\$1,573.20		\$1,573.20
3. Consultants			
4. Equipment			
- Rental			
- Repair and Maintenance			
- Purchase/Depreciation			
5. Supplies			
- Educational			
- Lab			
- Pharmacy			
- Medical			
- Office	\$83.20		\$83.20
6. Travel			
7. Occupancy			
8. Current Expenses			
9. Software			
10. Marketing/Communications			
11. Staff Education and Training			
12. Subcontract/Agreements	\$1,500		\$1,500
13. Other			
TOTAL:			\$11,022.40

ORIS

RFP #14-DHHS-OMHRA-01

Appendix C

Budget Form

Bidder/Program Name: Organization for Refugee and Immigrant Success (ORIS)

Budget Request for: Refugee Social Services Program (RFP) #14-DHHS-OMHRA-01

Budget Period: ii. (07/01/2014 – 09/30/2014)

Line Item	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$2,898		\$2,898
2. Employee Benefits	\$579.60		\$579.60
3. Consultants			
4. Equipment			
- Rental			
- Repair and Maintenance			
- Purchase/Depreciation			
5. Supplies			
- Educational			
- Lab			
- Pharmacy			
- Medical			
- Office			
6. Travel			
7. Occupancy			
8. Current Expenses			
9. Software			
10. Marketing/Communications			
11. Staff Education and Training			
12. Subcontract/Agreements	\$500		\$500
13. Other			
TOTAL:			\$3,977.60

ORIS

Refugee Social Services Program

Budget justification:

Budget period: i. (10/01/2013 – 06/30/2014)

1. Salary/Wages - Funds requested: **\$7,866**
Congolese Outreach Coordinator: 10 hours/week for 38 weeks at \$15/hour = \$5,700
Associate Director/Employment Specialist: 3 hours/week for 38 weeks at \$19/hour: \$2,166
2. Fringe Benefits – Funds Requested: **\$1,573.20**
20% fringe rate on \$7,866 = \$1,573.20
3. Subcontracts – Funds requested: **\$2,000**
New American Africans: 100 total hours of case management and community outreach @ \$20/hour = \$2,000
4. Supplies: **\$83.20**
General office supplies (notebooks, folders for client files, pens, etc.) = \$83.20

ORIS

Refugee Social Services Program

Budget justification:

Budget period: ii. (07/01/2014 – 09/30/2014)

1. Salary/Wages - Funds requested: **\$2,898**
Congolesse Outreach Coordinator: 10 hours/week for 14 weeks at \$15/hour = \$2,100
Associate Director/Employment Specialist: 3 hours/week for 14 weeks at \$19/hour = \$798
2. Fringe Benefits – Funds Requested: **\$579.60**
20% fringe rate on \$2,898 = \$579.60
3. Subcontracts – Funds requested: **\$2,000**
New American Africans: 100 total hours of case management and community outreach @ \$20/hour = \$2,000
4. Supplies: **\$83.20**
General office supplies (notebooks, folders for client files, pens, etc.) = \$83.20

ORIS

Refugee Social Services Program

Budget justification:

Budget period: iii. (10/01/2013 – 09/30/2014)

1. Salary/Wages - Funds requested: **\$10,764**
Congolese Outreach Coordinator: 10 hours/week for 52 weeks @ \$15/hour = \$7,800
Associate Director/Employment Specialist: 3 hours/week for 52 weeks @ \$19/hour = \$2,964
2. Fringe Benefits – Funds Requested: **\$2,152.5**
20% fringe rate on \$10,764 staff salary/wages = \$2,152.5
3. Subcontracts – Funds requested: **\$2,000**
New American Africans: 100 total hours of case management and community outreach @ \$20/hour = \$2,000
4. Supplies: **\$83.20**
General office supplies (notebooks, folders for client files, pens, etc.) = \$83.20

Appendix D

Program Staff List

Department of Health and Human Services. Complete one Program Staff List for each Fiscal Year.

Proposal Agency Name: Organization for Refugee and Immigrant Success (ORIS)

Program: Refugee Social Services Program (RFP) #14 DHHS-OMHRA-01

Budget Period: i. (10/01/2013 – 06/30/2014)

A.	B.	C.	D.	E.	F.	G.
Position Title	Current Individual in Position	Projected hourly rate as of 1 st day of budget period	Hours per week	Amount funded by this program for budget period	Amount funded by other sources for budget period	Site
Administrative Salaries:						
Total Admin. Salaries:						
Direct Services Salaries						
Outreach Coordinator	Mr. Valere Mangituka Mohamed	\$15	30	\$5,700	\$11,400	ORIS (Manchester)
Assoc. Director/Employment Specialist	Ms. Emma Tobin	\$19	35	\$2,166	\$23,104	ORIS (Manchester)
Total Direct Salaries				\$7,866	\$34,504	
Total Salaries by Program:				\$7,866	\$34,504	

Appendix D

Program Staff List

Department of Health and Human Services. Complete one Program Staff List for each Fiscal Year.

Proposal Agency Name: Organization for Refugee and Immigrant Success (ORIS)

Program: Refugee Social Services Program (RFP) #14 DHHS-OMHRA-01

Budget Period: ii. (07/01/2014 – 09/30/2014)

A.	B.	C.	D.	E.	F.	G.
Position Title	Current Individual in Position	Projected hourly rate as of 1 st day of budget period	Hours per week	Amount funded by this program for budget period	Amount funded by other sources for budget period	Site
Administrative Salaries:						
Total Admin. Salaries:						
Direct Services Salaries						
Outreach Coordinator	Mr. Valere Mangituka Mohamed	\$15	30	\$2,100	\$4,200	ORIS (Manchester)
Assoc. Director/Employment Specialist	Ms. Emma Tobin	\$19	35	\$798	\$8,512	ORIS (Manchester)
Total Direct Salaries				\$2,898	\$12,712	
Total Salaries by Program:				\$2,898	\$12,712	

ORIS

Refugee Social Services Program

Appendix D

Program Staff List

Department of Health and Human Services. Complete one Program Staff List for each Fiscal Year.

Proposal Agency Name: Organization for Refugee and Immigrant Success (ORIS)

Program: Refugee Social Services Program (RFP) #14 DHHS-OMHRA-01

Budget Period: iii. (10/01/2013 – 09/30/2014)

A.	B.	C.	D.	E.	F.	G.
Position Title	Current Individual in Position	Projected hourly rate as of 1 st day of budget period	Hours per week	Amount funded by this program for budget period	Amount funded by other sources for budget period	Site
Administrative Salaries:						
Total Admin. Salaries:						
Direct Services Salaries						
Outreach Coordinator	Mr. Valere Mangituka Mohamed	\$15	30	\$7,800	\$15,600	ORIS (Manchester)
Assoc. Director/Employment Specialist	Ms. Emma Tobin	\$19	35	\$2,964	\$29,640	ORIS (Manchester)
Total Direct Salaries				\$10,764	\$45,240	
Total Salaries by Program:				\$10,764	\$45,240	

Valère Mangituka Mambueni Mohamed

Education

- Possesses a Bachelor Degree of Science in Human Services from Springfield College, MA / 2012 and currently student in Master of Science in Organizational Management and Leadership; Graduation expected in May 2014.
- Possesses a Commercial Driver License (CDL B) from NH DMV with Passenger and School Bus Endorsement / 2010
- Multilingual: French, English, Lingala
- Excellent interpersonal skills
- Committed to diversity / Multiculturalism
- Good problem solver

EMPLOYMENT HISTORY

- Employer name: Organizational for Refugee and Immigrant Success(ORIS)
- Position: Outreach Specialist/Coordinator
- From: 06/14/2013 to present

- Employer name: New Hampshire Congolese Community
- Position: Executive Vice President/Programs Coordinator
- From December 2009 to August 2013, Wage: Volunteer, Par time

EXPERIENCES IN ADMINISTRATIVE/COMMUNITY/COMPUTER

- Manage and Supervise Organization Activities and Advocate

- ☐ Community Outreach Specialist, Coordinator and Chief office
- ☐ Administration function/Grant writing/ Financial Management
- ☐ Create reports, letters, presentations, community workshop, and Computer Literacy
- ☐ Planning, Evaluation, Creativity and Leadership

BACKGROUND

Born in Kinshasa the Capitol of Democratic Republic of Congo in Africa came to United States in September 17, 2008 and started to organize and lead the Congolese community of New Hampshire as coordinator and General secretary in December 2009, in January 2011 led the youth commission before to become a vice president in January 2013.

EMMA G. TOBIN

International and Community Development Professional with in-depth project management and qualitative research experience. Areas of expertise include refugee services, programming for children and youth, organizational capacity building, and participatory methods in research and evaluation.

RELEVANT WORK EXPERIENCE

Project Management:

Organization for Refugee and Immigrant Success (ORIS)

Associate Director, Manchester, New Hampshire

- Overseeing the development and implementation of youth programs, community outreach, and bridging-case management services
- Leading the program evaluation and reporting

Maxwell Stamp, PLC, London, UK

Consultant – Gender and Education Specialist, November - December 2012

- Provided research on best practice in creating access to education for marginalized girls in Bangladesh
- Conducted a technical review of the final project proposal

Refugee Studies Centre, University of Oxford, Oxford, UK

Research Assistant, July 2011 - January 2012

- Evaluated the impact of a 5-year grant from the UK's Department for International Development (DfID) through focus groups, interviews, and desk-based research; Co-drafted a report for submission to DfID
- Edited an academic manuscript on gender representations of and by Sahrawi refugees
- Provided support for departmental workshops and meetings; coordinated internal communication

Field Postings and Project Implementation:

World Education, Inc. (International NGO), Mae Sot, Thailand

Community Development and Project Management Trainer, May 2012 – May 2013

- Facilitated a USAID-funded community development and project management training program for young adults displaced from Burma
- Oversaw the design, implementation, and monitoring of participatory development projects in migrant communities in partnership with community-based, national, and international organizations in Mae Sot

Where There Be Dragons (International Education Programs), India and Nepal

Himalayan Studies Instructor, India and Nepal, July 2009 - January 2010

- Designed and implemented a curriculum covering topics such as international development, human trafficking, gender disparity, and forced migration
- Developed and supervised student internships and community development projects
- Managed a multi-currency, \$30,000 operating budget

Emory University, Tibetan Studies Program, Dharamsala, India

Program Coordinator, January 2007 - June 2008

- Co-Designed and taught an Anthropology course on the contemporary Tibetan exile community
- Coordinated students' independent research projects, internships, and fieldwork in partnership with local organizations

- Managed a multi-currency, \$100,000 operating budget; coordinated residential life, events, and travel

Louisiana Himalaya Association, (Non-profit Organization), Dharamsala, India
English as a Foreign Language (EFL) Instructor, June 2006 - June 2007

- Taught English for the work-place to adolescent and adult refugees
- Provided employment and educational counseling to clients

Publishing and Communications

Oxford Monitor of Forced Migration (Journal), Oxford, UK

Field Editor, July 2011 - November 2012

- Solicited and edited field-reflections and policy-relevant articles from academics and practitioners
- Expanded the reach of the journal through online marketing and events

The Bundle Corporation - Personal Finance Website, New York, NY

Content Writer, January 2010 - June 2011

- Researched, wrote, and edited lifestyle and finance articles for online publication
- Managed crowd-sourced content
- Promoted the site at large via social media platforms such as Facebook and Twitter

EDUCATION

University of Oxford, UK, M.Sc. Refugee and Forced Migration Studies, July 2011

- Core courses: International Human Rights and Refugee Law; Asylum and the Modern State; Anthropology of Mobility; Gender, Generation and Forced Migration
- Dissertation: "Virtual Tibet in Exile: Diasporic Digital Networking and the Politics of Belonging"

Hampshire College, Amherst, MA, B.A. Social Anthropology and Gender Studies, May 2006

- Studied Social Anthropology with a focus in refugee and media studies
- Conducted one year of ethnographic fieldwork in north India, culminating in a thesis titled, "Citizens of Exile: Tibetans in India, Statelessness, and National Identity"

School for International Training: Tibetan Studies, India, Nepal, and Tibet, Autumn 2004

- Studied Tibetan language, history, and culture in a multidisciplinary semester program
- Conducted research on the impacts of Tibetan politics on primary school education in Sikkim, India

PUBLICATIONS

Forced Migration Review, Issue 38: "The Networking Tibetan Diaspora", October 2011

Nepal: Development and Social Change, World Learning: "Just Behind the Mountain: Refugee Children Imagine Tibet," January 2005

HONORS AND AWARDS

International Studies Association Annual Convention, Selected Panelist on the theme "Power, Principles, and Participation in the Global Information Age," San Diego, CA, April 2012

Mongolian & Tibetan Affairs Commission Conference, Invited Participant, Taipei, Taiwan, June 2006

Five College Anthropology Conference, Selected Panelist in 2005 and 2006, Amherst, Massachusetts

Global Migrations Grant, Funded Researcher, Dharamsala, India, 2005

REFERENCES AVAILABLE UPON REQUEST

Muktar Idhow

- Community leader who engages diverse populations in community building, conflict resolution, and strategic planning.
- Solid track record of managing complex projects from planning to implementation and evaluation.
- Skilled manager and administrator, comfortable in both non-profit and for-profit sectors.

Experience:

Oct 2009 – present

Organization for Refugee and Immigrant Success - Manchester, NH

Executive Director

- Oversee day-to-day operations of ethnic community based organization with an annual budget of \$350,000. Submit application and reports to maintain 501(c) 3 status.
- Program management - Develop programs to further the mission of the organization. Oversee design, promotion, and delivery of quality programs and services. Monitor progress towards the achievement of the programs' objectives and outcomes.
- Oversee financial administration - Recommend yearly budget for board approval. Maintain records of all fiscal matters pertaining to the Organization and ensure that proper controls are in place. Identify resources and establish strategic approach to fundraising. Submit proposals and maintain documentation of funding.
- Provide board support – Provide monthly programs updates, advise and inform the board members of program and organizational operations, maintain records of the board of directors meetings.
- Community and public relations –Assure the Organization and its mission, programs and services are constantly presented in strong positive images to relevant stakeholders. Represent the Organization at meetings and conferences.
- Liaison and collaborations- Act as a liaison between refugees, service providers, and the Organization. Establish and maintain contacts with officials of city, state, county and federal agencies in regards to refugee issues. Collaborate with agencies in the greater Manchester area to improve services to the refugees. Maintains knowledge of federal, State and Local rules regarding services to refugees.
- Human resources management - Supervise team of staff and consultants. Manage Memorandum of Understanding with fiscal agent/employer Southern New Hampshire Services.

Feb 2008 – Sept 2009

Coastal Enterprises, Inc. - Portland, ME

Outreach and Training Coordinator, New American Sustainable Agriculture Project

- Conduct outreach to refugee community; enroll clients in agricultural training programs.
- Coordinate with project partners to secure land for incubator farm program.
- Coordinate trainings and workshops on production and marketing of specialty crops.
- Deliver agricultural English language and financial literacy classes.

Sept 2005 – Feb 2008

Manchester Community Health Center - Manchester, NH

Medical Interpreter

- Act as a liaison between service providers and the Somali Bantu community.
- Provide medical interpretation services for Somali clients.
- Assist in scheduling appointments and contacting clients.
- Assist the home visiting nurses and physicians.

Oct 2007 – Feb 2008

Southern New Hampshire Services - Manchester, NH

Interpreter

- Act as a liaison and interpreter between the Somali Clients and DHHS , welfare, city schools, medical providers, and other service providers in the community.

Jan 2005 – Oct 2007

Manchester – Boston regional Airport – Manchester, NH

Customer Service Representative – Southwest Airlines

- Assist travelers in all aspect of customer service support.
- Assist special needs clients with baggage claim, transportation and connecting them with family members.

Sept 2004 – Jan 2005

Mc. Donald's – Manchester – Boston Regional Airport – Manchester, NH

Cashier

- Acted as the first point of contact
- Assisted in all details included in opening and closing the store

May -2001- May -2004

GT2 Non-profit – Kenya

Farming Training Coordinator

- Acted as a team leader and trainer to assisting local members of the refugee camps on basic crop management and farming skills.
- Helped identify individuals appropriate for training.
- Ordered supplies, plants and other materials to assist the farmers.
- Monitored and conducted home visits with participants.
- Assisted in centralization and distribution of plants and harvest to other communities in need.

Education/ Training:

Opando High School Hagadera Camp- Kenya 1990-1998

Moi University, Eldoret Kenya -1999-2001

Max Impact Institute - Manchester NH

Microsoft Office Application Package - October 2006

NH Minority Health Coalition - Manchester, NH

Legal and Medical Interpretation Training - May 2006

Language skills:

English

Somali (also known as AF Maha, spoken by majority Somali)

Mai Mai (also known as Af Mai, spoken by the Somali Bantu community)

Kiswahili

Minor Arabic

Professional Development:

Catholic Legal Immigration Network Conference, March 2012

- From There to Here: Admission to the U.S. via the U.S. Refugee Program (Overview of Immigration Consequences of Crimes for Asylees and Refugees, Responding to RFEs)
- The New N-648 (Post-Admission Issues, Preparing Waivers on Behalf of Refugees and Asylees, Family Reunification for Refugees)
- Eligibility Adjustment for Asylees and Refugees (Dealing with TRIG Issues, Ethical Issues)
- Parole (Termination of Status, Consular Processing of I-730s)

Volunteer:

2010- Present

Board member of Manchester Community Health Center-

Member of Refugee Task Force Committee

2012- Present

Board member of the National Immigrant Farming Initiative