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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF HUMAN SERVICES
BUREAU OF ELDERLY & ADULT SERVICES

Jeffrey A. Meyers
Commissioner

Maureen U. Ryan
Director of Human
Services

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9203 1-800-351-1888
Fax: 603-271-4643 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

September 14, 2016

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

REQUESTED ACTION

Authorize the Department of Health and Human services, Bureau of Elderly and Adults Services, to enter into a **retroactive** agreement with New Hampshire Legal Assistance (Vendor #154648), 117 North State Street, Concord, New Hampshire for the provision of Legal Services to adults age sixty (60) and older, in an amount not to exceed \$278,590 effective October 1, 2016, upon Governor and Executive Council approval through September 30, 2018. 85% Federal Funding and 15% General Funds.

Funds to support this request are available in the following account in State Fiscal Year 2017 and anticipated to be available in State Fiscal Years 2018 and 2019 upon availability and continued appropriation of funds in future operating budgets, with the authority to adjust encumbrances between state fiscal years through the Budget Office without Governor and Executive Council approval, if needed and justified.

05-95-48-481010-78720000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADM ON AGING, GRANTS (85% Federal Funds; 15% General Funds)

Fiscal Year	Class	Activity Code	Class Title	Amount
2017	540	500382	Social Service Contracts	\$104,471.25
2018	540	500382	Social Service Contracts	\$139,295.00
2019	540	500382	Social Service Contracts	\$34,823.75
			TOTAL:	\$278,590.00

EXPLANATION

This request is **retroactive** as a result of the need for the Department to prioritize the completion of contracts for substance use disorder services that were time sensitive. The RFA for legal services in this contract was delayed until after the start of State Fiscal Year 2017.

The purpose of this agreement is for the provision of legal services which will allow the Department to assist elderly secure and maintain their independence, health and quality of life, increase their financial literacy and help prevent identify theft and financial exploitation, while remaining in their homes and communities. Services are provided to eligible adults, age sixty (60) or older, who meet the Title III Older Americans Act requirements and have the greatest economic and/or social needs.

The selected vendor shall provide services to eligible individuals who require legal advice, counseling and litigation by attorneys and paralegals to address questions and concerns of a civil nature related to consumer problems; family matters; healthcare; public or private housing. Additionally, the selected vendor shall provide legal advice and counseling relative to the Supplemental Nutrition Assistance Program; public assistance benefits and utility shut-offs as well as problems related to nursing home care or residential care services. Legal Services also include representation at hearings or in court by attorneys, when necessary.

A Request for Application was posted on the Department's website from July 12, 2016 to August 11, 2016. One (1) application was received. A team of individuals with extensive program knowledge reviewed the application. The vendor was selected. The bid summary is attached.

The agreement contains language that allows the Department the right to renew the contracts for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of contracted services and approval by Governor and Executive Council.

Should the Governor and Executive Council not approve this request, Legal Services provided to low income elderly clients may be reduced or eliminated which may jeopardize their ability to remain in their homes and communities. This may result in requiring more costly long-term care services in traditional nursing homes or through community based care programs.

Area to be Served: Statewide

Source of Funds:

15% General Funds and 85% Federal Funds from the United States Department of Health and Human Services, Administration for Community Living, Older Americans Act Title III – Grants for Supportive Services, Catalog of Federal Domestic Assistance (CFDA) #93.044 and Federal Award Identification #17AANHT3SS.

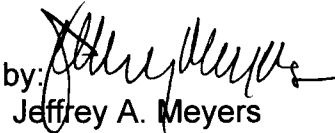
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Maureen U. Ryan
Director of Human Services

Approved by:



Jeffrey A. Meyers
Commissioner



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

Legal Services (Title III Program)

RFA Name

RFA-2017-BEAS-04-Legal

RFA Number

Bidder Name

1. New Hampshire Legal Assistance
2. 0
3. 0
4. 0
5. 0
6. 0
7. 0

Pass/Fail	Maximum Points	Actual Points
	100	100
	100	0
	100	0
	100	0
	100	0
	100	0
	100	0

Reviewer Names

1. Tracey Tarr, Administrator II
2. Rob Berry, Legal Coordinator, DHHS, Ofc of Program Support
3. Margaret Morrill, Program Specialist III
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Subject: Legal Services (RFA-2017-BEAS-04-Legal)

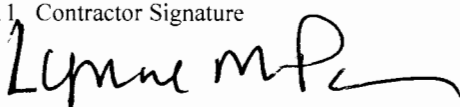
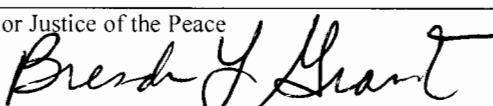
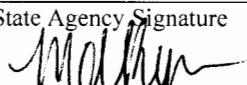
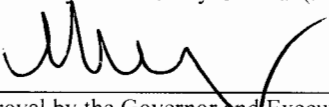
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Health and Human Services Bureau of Elderly and Adult Services		1.2 State Agency Address 129 Pleasant Street Manchester, NH 03301	
1.3 Contractor Name New Hampshire Legal Assistance		1.4 Contractor Address 117 North Main Street Concord, NH 03301	
1.5 Contractor Phone Number 603-206-2226	1.6 Account Number 05-95-48-481010-78720000	1.7 Completion Date September 30, 2018	1.8 Price Limitation \$278,590
1.9 Contracting Officer for State Agency Eric D. Borrin, Director		1.10 State Agency Telephone Number 603-271-9558	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Lynne M. Parker Executive Director	
1.13 Acknowledgement: State of N.H. , County of Merrimack On August 31, 2016 , 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]		BRENDA L. GRANT Notary Public State of New Hampshire My Commission Expires January 13, 2021	
1.13.2 Name and Title of Notary or Justice of the Peace Brenda L. Grant, Administrative Manager, Concord Office, NHLA			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Maureen Ryan Director, Office of Human Services	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: Megan A. Fiske - Attorney 9/16/16			
1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____			

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

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

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

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

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

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

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.

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

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

7. PERSONNEL.

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

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

Agreement. This provision shall survive termination of this Agreement.

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

8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

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

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS. The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

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

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

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

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

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

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

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

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

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no

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

19. CONSTRUCTION OF AGREEMENT AND TERMS.

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

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

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

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

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

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



Scope of Services

1. Provisions Applicable to All Services

- 1.1. The Contractor will submit a detailed description of the language assistance services they will provide to persons with limited English proficiency to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
- 1.2. The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or federal or state court orders may have an impact on the Services described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

2. Scope of Services

2.1. Population

- 2.1.1. The Contractor shall provide Legal Services, pursuant to the Older Americans Act Title III Services/Programs http://www.aoa.gov/AoA_programs/OAA/oa_a.aspx#t3, to individuals who reside in independent living settings and who meet the following eligibility criteria:
 - 2.1.1.1. Individuals who are not already receiving the same or similar services through one of Department's Medicaid Waiver Programs, who are eligible for other NH Medicaid services; or
 - 2.1.1.2. Individuals who are receiving the same or similar services through the Veterans' Administration.
 - 2.1.1.3. Individuals age 60 and older with the most economic or social needs as described in the Older Americans Act Title III Services (Older Americans Act of 1965, as amended through P.L. 114-144, Enacted April 19, 2006 (Link attached: http://www.aoa.gov/AoA_programs/OAA/oa_a_full.asp#_Toc153957659):
 - 2.1.1.3.1. Title III A - Section 305,(a)(2)(E);
 - 2.1.1.3.2. Title III B - Supportive Services;
 - 2.1.1.4. NH Administrative Rule He-E 502 (Link attached: http://www.gencourt.state.nh.us/rules/state_agencies/he-e500.html)

2.2. Area Served

- 2.2.1. The Contractor shall provide services to eligible clients statewide.

2.3. Service Descriptions

- 2.3.1. The Contractor shall provide legal advice, counseling and litigation by attorneys and paralegals to address questions and concerns of a civil nature related to:
 - 2.3.1.1. Consumer problems;
 - 2.3.1.2. Family matters;
 - 2.3.1.3. Health care;
 - 2.3.1.4. Public/private housing;
 - 2.3.1.5. The Supplemental Nutrition Assistance Program;



Exhibit A

- 2.3.1.6. Public assistance benefits and utility shut-offs; and
- 2.3.1.7. Problems related to nursing home care or residential care services.
- 2.3.2. The Contractor shall provide legal representation at hearings or in court by attorneys, when necessary.
- 2.3.3. The Contractor shall provide statewide telephone access through a toll-free number.
- 2.3.4. The Contractor shall increase the public's awareness of this service by:
 - 2.3.4.1. Performing community outreach and education; and
 - 2.3.4.2. Providing materials available as written or electronic to increase individuals' awareness of their legal rights and of available legal services.
- 2.3.5. The Contractor may provide services to nursing home residents or individuals living in a residential care setting.

2.4. Client Access to Services

- 2.4.1. Individuals access services described in this contract through the following ways:
 - 2.4.1.1. Client directly applies for or requests services:
 - 2.4.1.1.1. The Contractor shall determine eligibility for these services in accordance with the rules and requirements of Title III Services. The Contractor shall determine eligibility of the individual and provide written notice of eligibility within forty-five (45) days from the date eligibility was determined, indicate what services are to be provided, at what frequency and indicate the beginning and end dates for the individual's period of eligibility.
 - 2.4.1.2. Client referred by Adult Protection Services (APS)
http://www.ncea.aoa.gov/Stop_Abuse/Partners/APS/index.aspx:
 - 2.4.1.2.1. In the event that an individual has been referred to the Contractor by APS, the Contractor shall not take an application, determine or re-determine the individual's eligibility, or issue eligibility notifications, in accordance with the NH Administrative Rules He-E 502
http://www.gencourt.state.nh.us/rules/state_agencies/he-e500.html.

3. Staffing:

- 3.1. The Contractor shall adhere to the following staffing requirements:
 - 3.1.1. Maintain a level of staffing necessary to perform and carry out all of the functions, requirements, roles and duties in a timely fashion for the number of clients and geographic area as identified in this Agreement.
 - 3.1.2. Verify and document that all staff and volunteers have appropriate training, education, experience and orientation to fulfill the responsibilities of their respective positions. This includes keeping up-to-date personnel and training records and documentation of all individuals requiring licenses and/or certifications.
 - 3.1.3. Develop a Staffing Contingency Plan and submit the plan, in writing, to the Department within thirty (30) days of approval of the Contract Agreement. The plan shall include but not be limited to:



Exhibit A

- 3.1.3.1. The process for replacement of personnel in the event of loss of key personnel or other personnel during the period of this Agreement;
- 3.1.3.2. A description of how additional staff resources will be allocated to support this Agreement in the event of inability to meet any performance standard;
- 3.1.3.3. A description of time frames necessary for obtaining staff replacements;
- 3.1.3.4. An explanation of the Contractor's capabilities to provide, in a timely manner, staff replacements/additions with comparable experience; and
- 3.1.3.5. The method of bringing staff replacements/additions up-to-date regarding this Agreement.

4. Reporting

4.1. Reporting Requirements

- 4.1.1. The Contractor shall complete and submit quarterly reports on a pre-defined electronic form supplied by the Department. The report must be submitted by the 15th of the month following the quarter end date. The data will include, but not be limited to the following:
 - 4.1.1.1. Expenses by program service provided. Service is defined as Legal Services.
 - 4.1.1.2. Revenue by program service provided, by funding source;
 - 4.1.1.3. Actual Units served by program service provided, by funding source;
 - 4.1.1.4. Number of unduplicated clients served by service provided, by funding source;
 - 4.1.1.5. Number of Title III clients served with non-BEAS funds;
 - 4.1.1.6. Unmet need/waiting list; and
 - 4.1.1.7. Lengths of time clients are on a waiting list.

4.2. Service Delivery Verification

- 4.2.1. The Contractor shall submit Service Delivery Verification reports for the following required performance measures:
 - 4.2.1.1. **Quality and Appropriateness:**
 - 4.2.1.1.1. Service Records
 - 4.2.1.1.1.1. The number and percentage of individuals for whom a report to Adult Protection Services was made.
 - 4.2.1.1.2. Experience
 - 4.2.1.1.2.1. The number and percentage of individuals surveyed (via telephone, mail, e-mail, or face-to-face) who report their experiences with their services and providers have been satisfactory or better.
 - 4.2.1.1.2.2. The contractor will indicate the reason(s) why:
 - 4.2.1.1.2.2.1. Applicants were referred to Adult Protection Services; and
 - 4.2.1.1.2.2.2. The number and percentage of individuals surveyed who reported their experiences with their services were not satisfactory or better.
 - 4.2.1.1.2.3. The Contractor shall describe the quality improvement activity(ies) to be initiated to address identified concerns about the quality of services.



Exhibit A

4.2.1.1.3. Service Delivery

- 4.2.1.1.3.1. The number of open cases at the end of each reporting period;
- 4.2.1.1.3.2. The Contractor will indicate the reason(s) applicants did not receive their planned services; and
- 4.2.1.1.3.3. The Contractor will describe the quality improvement activity(ies) to be initiated to address identified concerns about service delivery.

5. Client Fees and Donations

5.1. Title III Services

- 5.1.1. With the exception of Subsection 5.2.1.1. of this Agreement below, NH Administrative Rule He-E 502.12 allows Title III contractors to ask individuals receiving services for a voluntary donation towards the cost of the service and provides guidance for requesting donations. The donation is to be purely voluntary, and no one can be refused services if they are unable or unwilling to donate.
- 5.1.2. The Contractor shall report the total amount of collected donations on the quarterly report and mail/email to:
 - Department of Finance
 - Department of Health and Human Services
 - 129 Pleasant Street
 - Concord, NH 03301

5.2. Adult Protection Services (APS)

- 5.2.1. Pursuant to RSA 161-F: 42 et seq., <http://www.gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-XII-161-F.htm>, BEAS provides protection services to incapacitated adults to prevent and/or ameliorate neglect, abuse or exploitation. When BEAS determines that an individual needs protection services as described in the Adult Protection Program NH Administrative Rule He-E 700, http://www.gencourt.state.nh.us/rules/about_rules/listagencies.htm, the Contractor agrees that the payment received from BEAS for the specified services is payment in full for those services and the provider agrees to refrain from making any attempt to secure additional reimbursement of any type from the individual for those services.
 - 5.2.1.1. The Contractor providing Title III services may not charge fees or ask for donations from clients referred by the Department's Adult Protection Services (APS) Program as long as these individuals remain active recipients of adult protection services as verified by Adult Protection Services staff.

6. Adult Protection Services (APS)

- 6.1. The Contractor shall report suspected abuse, neglect, self-neglect, and/or exploitation of incapacitated adults as required by RSA 161-F: 46 of the Adult Protection law.



Exhibit A

- 6.2. The Contractor shall make a good faith effort to assure the provision of some level of services to those persons who the Department refers to the Contractor and identifies the client in need of protection services.

7. E-Studio Electronic Information System

- 7.1. The Contractor shall be required to use the Department's E-Studio electronic information system. E-Studio is BEAS' primary vehicle for uploading important information concerning time-sensitive announcements, policy releases, administrative rule adoptions and other critical information.
- 7.2. The Contractor shall identify all key personnel who will need E-Studio accounts to ensure that information from the Department can be shared with necessary agency staff. There is no cost to the Contractor for the Department to create an E-Studio account and no limit on the number of staff an agency identifies to have access to E-Studio.
- 7.3. The Contractor shall ensure their E-Studio account(s) are kept current and that the Department is notified when a staff member is no longer working in the program so his/her account can be terminated.

8. Criminal Background and Adult Protection Services Registry Checks

- 8.1. The Contractor's staff members or volunteers, who will be interacting with or providing hands-on care to individuals receiving services, are required to complete a BEAS State Registry check prior to providing services; in accordance with the requirement of RSA 161-F: 49 (<http://gencourt.state.nh.us/rsa/html/XII/161-F/161-F-49.htm>).
- 8.2. The Contractor shall conduct a New Hampshire Criminal Records background check on all agency staff as well as prospective employees or volunteers, funded under this contract, which may have client contact.
- 8.3. The Contractor, which is licensed, certified or funded by the Department, shall meet the requirements of RSA 161-F: 49, which require the submission of the names of prospective employees who may have client contact, for review against the State Adult Protection Services Registry.

9. Grievance and Appeals

- 9.1. The Contractor shall maintain a system for tracking, resolving and reporting client complaints regarding its services, processes, procedures and staff.
- 9.2. The Contractor shall develop a grievance process. Any grievances filed are to be available to the Department upon request. At a minimum the process shall include the following:
- 9.2.1. Client name;
 - 9.2.2. Type of service;
 - 9.2.3. Date of written grievance;
 - 9.2.4. Nature/subject of the grievance;



Exhibit A

- 9.2.5. Who in the agency reconsiders agency decisions;
- 9.2.6. What are the issues that can be addressed in the grievance process; and
- 9.2.7. How consumers are informed of their right to appeal or file grievances.

10. Culturally and Linguistically Appropriate Standards of Care

- 10.1. The Contractor shall ensure equal access to quality services under this contract by providing culturally and linguistically appropriate services according to the following guidelines:
 - 10.1.1. Assess the ethnic/cultural needs, resources and assets of their community.
 - 10.1.2. Promote the knowledge and skills necessary for staff to work effectively with consumers with respect to their culturally and linguistically diverse environment or to those with disabilities.
 - 10.1.3. When feasible and appropriate, provide clients of minimal English skills with interpretation services.
 - 10.1.4. Offer clients a forum through which they have the opportunity to provide feedback to the Contractor regarding cultural and linguistic issues that may require a response.
 - 10.1.5. When feasible and appropriate, identify communication access needs for clients who may be deaf or hard of hearing and/or have vision or speech impairment and develop an individual communication plan for clients to receive services.

11. Wait Lists

- 11.1. The Contractor shall provide all services covered by this contract to the extent that funds, staff and/or resources for this purpose are available.
- 11.2. The Contractor shall maintain a wait list in accordance with the NH Administrative Rule He-E 502. http://www.gencourt.state.nh.us/rules/state_agencies/he-e500.html, when funding or resources are not available to provide the requested services. A wait list includes at a minimum:
 - 11.2.1.1. The individual's full name and date of birth;
 - 11.2.1.2. The name of the service being requested;
 - 11.2.1.3. The date upon which the individual applied for services which shall be the date the application was received by the Contractor or BEAS;
 - 11.2.1.4. The target date of implementing the services based on the communication between the individual and the Department/Contractor;
 - 11.2.1.5. The date upon which the individual's name was placed on the wait list shall be the date of the Notice of Decision in which the individual was determined eligible for Title III services;
 - 11.2.1.6. The individual's assigned priority on the wait list, determined in accordance with Subsection 16.3 below of this Agreement;
 - 11.2.1.7. A brief description of the individual's circumstances and the services he or she needs.



Exhibit A

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- 11.3.** The Contractor shall prioritize each individual's standing on the wait list by determining the individual's urgency of need in the following order:
- 11.3.1. Individual is in an institutional setting or is at risk of being admitted to or discharged from an institutional setting;
 - 11.3.2. Declining mental or physical health of the caregiver;
 - 11.3.3. Declining mental or physical health of the individual;
 - 11.3.4. Individual has no respite services while living with a caregiver;
 - 11.3.5. Length of time on the wait list;
 - 11.3.6. When two (2) or more individuals on the wait list have been assigned the same service priority, the individual served first will be the one with the earliest application date;
 - 11.3.7. Individuals who are being served under Adult Protection Services RSA 161-F: 42-57 shall be given priority status on the waitlist and in accordance with He-E 501.14 (f) and He-E 502.13;
 - 11.3.8. Individuals with adult protection needs in accordance with RSA 161-F: 42-57 shall be exempt from the wait list.
- 11.4.** When an individual is placed on the wait list, the Contractor shall notify the individual in writing.
- 11.5.** The Contractor shall maintain the wait list for the length of the contract period and make it available to the Department upon request.

12. Notice of Failure to meet Service Obligations

- 12.1.** In the event that the Contractor for any reason is unable to meet any service obligations prior to the completion date, the Contractor shall provide written notice of such inability at least ninety (90) days prior and shall mail it to:
- Bureau Director
 - Bureau of Elderly and Adult Services
 - 129 Pleasant Street
 - Concord, NH 03301
- 12.2.** Examples of failure to meet service obligations may include, but are not limited to:
- 12.2.1. Reducing hours of operation
 - 12.2.2. Changing a geographic service area
 - 12.2.3. Closing or opening a site
- 12.3.** The written notification shall include the following:
- 12.3.1. The reasons for the inability to deliver services;
 - 12.3.2. How service recipients and the community will be impacted;
 - 12.3.3. How service recipients and the community will be notified; and
 - 12.3.4. The Contractor's plan to transition clients into other services or refer the clients to other agencies.



Exhibit A

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- 12.4. The Contractor shall maintain a plan that addresses the present and future needs of clients receiving services in the event that:
- 12.4.1. Service(s) are terminated or planned to be terminated prior to the termination date of the contract;
 - 12.4.2. The contract is terminated or is planned to be terminated prior to the termination date of the contract by the Contractor or the State;
 - 12.4.3. The Contractor terminates a services or services for any reason;
 - 12.4.4. The Contractor cannot carry out all or a portion of the services terms or conditions outlined in the contract or sub-contracts.

13. Transition Process

- 13.1. The Contractor shall have a transition process for clients in the event that they may be transitioned between the Department's contracted providers and shall submit their written transition process to the Department within thirty (30) days of approval of the Contract Agreement. The process shall ensure:
- 13.1.1. Uninterrupted delivery of services for clients;
 - 13.1.2. A method of notifying clients and/or the community about the transition. A staff member shall be available to address questions about the transition.

14. Compliance with Laws and Regulations

- 14.1. The Contractor shall provide services and administration of the program in accordance with the applicable federal and state laws and Title III rules, policies and regulations adopted by the Department currently in effect, and as they may be adopted or amended during the contract period.
- 14.2. The Contractor shall be a Legal Services Corporation as defined in Section 307 (a) (11) of the Older Americans Act http://www.aoa.gov/AoA_programs/OAA/oa_full.asp#_Toc153957659. If the Contractor is not a Legal Services Corporation, then it must coordinate its services with existing Legal Services Corporation projects in order to concentrate the use of funds to serve individuals with the greatest need.



Method and Conditions Precedent to Payment

1. The State shall pay the Contractor twenty seven dollars and eighty seven cents (\$27.87) per one-half hour in an amount not to exceed the Price Limitation on Form P-37, Block 1.8, for the services provided by the Contractor pursuant to Exhibit A, Scope of Services.
2. Payment for services shall be on a cost reimbursement basis for actual hours worked only.
3. The Contractor shall be available to provide services identified in Exhibit A, Scope of Services, as needed.
4. The number of hours worked per year shall not exceed twenty five hundred (2500) hours.
5. Payment for services shall be processed as follows:
 - 5.1 The Contractor shall submit a monthly invoice for reimbursement of actual hours worked during the month, for a total of twelve (12) invoices per year. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice for Contractor services provided pursuant to this Agreement.
 - 5.2 Invoices described in Exhibit B, Method and Condition Precedent to Payment, Section 5.1, and reports identified in Exhibit A, Scope of Services, Section 9, Reporting Requirements must be submitted to:

NH Department of Health and Human Services
Data Management Unit
129 Pleasant Street
Concord, NH 03301-3857
6. Payments may be withheld pending receipt of required reports or documentation as identified in Section 5.
7. A final payment request shall be submitted no later than forty (40) days after the Contract ends. Failure to submit the invoice and accompanying documentation could result in nonpayment.
8. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this Contract may be withheld, in whole or in part, in the event of noncompliance with any State or Federal law, rule or regulation applicable to the services provided, or if the said services have not been completed in accordance with the terms and conditions of this Agreement.

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SPECIAL PROVISIONS

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

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

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New Hampshire Department of Health and Human Services
Exhibit C



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

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

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

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

11. **Reports:** Fiscal and Statistical: The Contractor agrees to submit the following reports at the following times if requested by the Department.
 - 11.1. **Interim Financial Reports:** Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.
 - 11.2. **Final Report:** A final report shall be submitted within thirty (30) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.

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

13. **Credits:** All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:
 - 13.1. The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.

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

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

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



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

17. **Limited English Proficiency (LEP):** As clarified by Executive Order 13166, Improving Access to Services for persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, Contractors must take reasonable steps to ensure that LEP persons have meaningful access to its programs.
18. **Pilot Program for Enhancement of Contractor Employee Whistleblower Protections:** The following shall apply to all contracts that exceed the Simplified Acquisition Threshold as defined in 48 CFR 2.101 (currently, \$150,000)

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

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

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

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

19. **Subcontractors:** DHHS recognizes that the Contractor may choose to use subcontractors with greater expertise to perform certain health care services or functions for efficiency or convenience, but the Contractor shall retain the responsibility and accountability for the function(s). Prior to subcontracting, the Contractor shall evaluate the subcontractor's ability to perform the delegated function(s). This is accomplished through a written agreement that specifies activities and reporting responsibilities of the subcontractor and provides for revoking the delegation or imposing sanctions if the subcontractor's performance is not adequate. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions.

When the Contractor delegates a function to a subcontractor, the Contractor shall do the following:

- 19.1. Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function
- 19.2. Have a written agreement with the subcontractor that specifies activities and reporting responsibilities and how sanctions/revocation will be managed if the subcontractor's performance is not adequate
- 19.3. Monitor the subcontractor's performance on an ongoing basis

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

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

DEFINITIONS

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

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

DEPARTMENT: NH Department of Health and Human Services.

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

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

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

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

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

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



REVISIONS TO GENERAL PROVISIONS

1. Subparagraph 4 of the General Provisions of this contract, Conditional Nature of Agreement, is replaced as follows:
 4. **CONDITIONAL NATURE OF AGREEMENT.**
Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including without limitation, the continuance of payments, in whole or in part, under this Agreement are contingent upon continued appropriation or availability of funds, including any subsequent changes to the appropriation or availability of funds affected by any state or federal legislative or executive action that reduces, eliminates, or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope of Services provided in Exhibit A, Scope of Services, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of appropriated or available funds. In the event of a reduction, termination or modification of appropriated or available funds, the State shall have the right to withhold payment until such funds become available, if ever. The State shall have the right to reduce, terminate or modify services under this Agreement immediately upon giving the Contractor notice of such reduction, termination or modification. The State shall not be required to transfer funds from any other source or account into the Account(s) identified in block 1.6 of the General Provisions, Account Number, or any other account, in the event funds are reduced or unavailable.
2. Subparagraph 10 of the General Provisions of this contract, Termination, is amended by adding the following language:
 - 10.1 The State may terminate the Agreement at any time for any reason, at the sole discretion of the State, 30 days after giving the Contractor written notice that the State is exercising its option to terminate the Agreement.
 - 10.2 In the event of early termination, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement, including but not limited to, identifying the present and future needs of clients receiving services under the Agreement and establishes a process to meet those needs.
 - 10.3 The Contractor shall fully cooperate with the State and shall promptly provide detailed information to support the Transition Plan including, but not limited to, any information or data requested by the State related to the termination of the Agreement and Transition Plan and shall provide ongoing communication and revisions of the Transition Plan to the State as requested.
 - 10.4 In the event that services under the Agreement, including but not limited to clients receiving services under the Agreement are transitioned to having services delivered by another entity including contracted providers or the State, the Contractor shall provide a process for uninterrupted delivery of services in the Transition Plan.
 - 10.5 The Contractor shall establish a method of notifying clients and other affected individuals about the transition. The Contractor shall include the proposed communications in its Transition Plan submitted to the State as described above.
3. The Department reserves the right to renew the contract for up to two additional years, subject to the continued availability of funds, satisfactory performance of services and approval by the Governor and Executive Council.



CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS

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

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

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

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
 - 1.1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - 1.2. Establishing an ongoing drug-free awareness program to inform employees about
 - 1.2.1. The dangers of drug abuse in the workplace;
 - 1.2.2. The grantee's policy of maintaining a drug-free workplace;
 - 1.2.3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 1.2.4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - 1.3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - 1.4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - 1.4.1. Abide by the terms of the statement; and
 - 1.4.2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - 1.5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 1.4.2 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency

New Hampshire Department of Health and Human Services
Exhibit D



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

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

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

Contractor Name:

8/31/16
Date

Lynne M Parker
Name: Lynne M. Parker
Title: Executive Director



CERTIFICATION REGARDING LOBBYING

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

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

Programs (indicate applicable program covered):

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

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

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-1.)
3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

Contractor Name:

9/3/16
Date

Lynne M. Parker
Name: Lynne M. Parker
Title: Executive Director



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS**

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

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and

New Hampshire Department of Health and Human Services
Exhibit F



information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

PRIMARY COVERED TRANSACTIONS

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

LOWER TIER COVERED TRANSACTIONS

13. By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:
 - 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
 - 13.2. where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).
14. The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Contractor Name:

Lynne M Parker

Name: *Lynne M. Parker*
Title: *Executive Director*

8/31/16

Date



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

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

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

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment.

Exhibit G

Contractor Initials

LMP

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

New Hampshire Department of Health and Human Services
Exhibit G



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

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

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

Contractor Name:

8/3/14
Date

Lynne M. Parker
Name: Lynne M. Parker
Title: Executive Director

Exhibit G

Contractor Initials

LMP

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



CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

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

Contractor Name:

8/3/14
Date

Lynne M. Parker
Name: Lynne M. Parker
Title: Executive Director



Exhibit I

HEALTH INSURANCE PORTABILITY ACT
BUSINESS ASSOCIATE AGREEMENT

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

(1) **Definitions.**

- a. "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
- b. "Business Associate" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "Covered Entity" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "Data Aggregation" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "Health Care Operations" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "HITECH Act" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 and amendments thereto.
- i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- k. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.



Exhibit I

- i. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.103.
- m. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) **Business Associate Use and Disclosure of Protected Health Information.**

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



Exhibit I

Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

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

(3) Obligations and Activities of Business Associate.

- a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.
- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:
 - o The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
 - o The unauthorized person used the protected health information or to whom the disclosure was made;
 - o Whether the protected health information was actually acquired or viewed
 - o The extent to which the risk to the protected health information has been mitigated.

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

- c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.
- d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section 3 (l). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI



Exhibit I

pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard Paragraph #13 of the standard contract provisions (P-37) of this Agreement for the purpose of use and disclosure of protected health information.

- f. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- g. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- h. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
- i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- j. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- k. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
- l. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business



Exhibit I

Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

(4) Obligations of Covered Entity

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

(5) Termination for Cause

In addition to Paragraph 10 of the standard terms and conditions (P-37) of this Agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit I. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

(6) Miscellaneous

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule.



Exhibit I

- e. Segregation. If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section (3) I, the defense and indemnification provisions of section (3) e and Paragraph 13 of the standard terms and conditions (P-37), shall survive the termination of the Agreement.

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

The State

Maureen Ryan
Signature of Authorized Representative

Maureen Ryan
Name of Authorized Representative

Director, Office of Human Services
Title of Authorized Representative

9/14/16
Date

New Hampshire Legal Assistance

Name of the Contractor
Lynne M. Parker
Signature of Authorized Representative

Lynne M. Parker
Name of Authorized Representative

Executive Director
Title of Authorized Representative

8/3/16
Date



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

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

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

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

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

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

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

Contractor Name:

8/3/14
Date

Lynne m. Parker
Name: Lynne m. Parker
Title: Executive Director



FORM A

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

1. The DUNS number for your entity is: 112141080
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?

X 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:

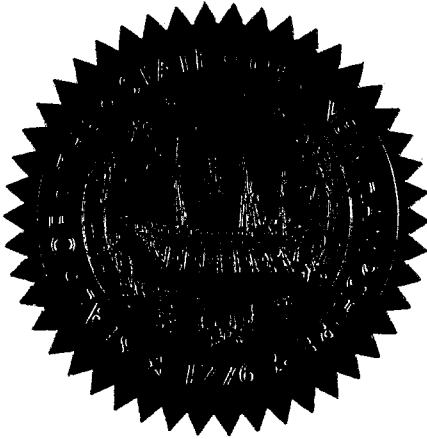
4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

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

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that New Hampshire Legal Assistance is a New Hampshire nonprofit corporation formed April 20, 1971. 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 1st day of April A.D. 2016

A handwritten signature in cursive script, appearing to read "Wm Gardner".

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, Samantha Elliott, do hereby certify that:
(Name of the elected Officer of the Agency, cannot be contract signatory)

1. I am a duly elected Officer of New Hampshire Legal Assistance.
(Agency Name)

2. The following is a true copy of the resolution duly adopted at a meeting of the Board of Directors of
the Agency duly held on 11/18/2015:
(Date)

RESOLVED: That the Executive Director
(Title of Contract Signatory)

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

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of
the 31 day of August, 2016.
(Date Contract Signed)

4. Lynne M. Parker is the duly elected Executive Director
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.



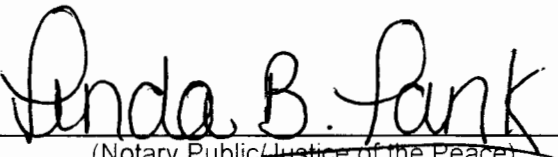
(Signature of the Elected Officer)

STATE OF NEW HAMPSHIRE

County of Merrimack

The forgoing instrument was acknowledged before me this 31 day of August, 2016.

By Samantha Elliott
(Name of Elected Officer of the Agency)



(Notary Public/Justice of the Peace)

(NOTARY SEAL)

LINDA BETTEZ LANK, Notary Public
My Commission Expires January 25, 2017

Commission Expires: _____

NEW HAMPSHIRE LEGAL ASSISTANCE

Board of Directors

ANNUAL BOARD RESOLUTION
AUTHORIZING FUNDING APPLICATIONS

November 18, 2015

Be it resolved that the Executive Director of New Hampshire Legal Assistance (NHLA) and/or his designee is authorized to seek and apply for funds from United Ways, the New Hampshire Bureau of Elderly and Adult Services, the New Hampshire Bar Foundation (IOLTA and other), the U. S. Department of Justice, the New Hampshire Department of Justice, the New Hampshire Department of Health and Human Services, the United States Administration on Aging, the U.S. Department of Housing and Urban Development, the New Hampshire Charitable Foundation and affiliated foundations and funds, the Endowment for Health, the New Hampshire Legislature (for renewal and possible expansion of NHLA's state appropriation), the New Hampshire Housing Finance Authority, local Community Development Offices, and is further authorized to apply for other public and private grants, contracts, and awards, and donations, for civil legal services to the poor, to be used for general revenues and for special projects, and is further authorized to execute such documents as necessary to accept such funds in the name of New Hampshire Legal Assistance.

This resolution shall remain in effect through December 31, 2016.

Adopted by the Board of Directors

November 18, 2015



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/26/2016

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must 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).

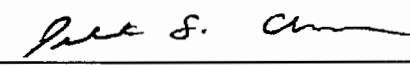
PRODUCER FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101		CONTACT NAME: Cara Scala PHONE (A/C No, Ext): (603) 669-3218 E-MAIL ADDRESS: cscala@crossagency.com		FAX (A/C, No): (603) 645-4331
INSURED NEW HAMPSHIRE LEGAL ASSISTANCE INC 117 N. STATE STREET CONCORD NH 03301		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Hanover Insurance Group, Inc.		22292
		INSURER B: Citizens Ins Co of America		31534
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES CERTIFICATE NUMBER: 16-17 All lines REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			OHV9596253	7/1/2016	7/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			OHV9596253	7/1/2016	7/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			OHV9596253	7/1/2016	7/1/2017	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	WBV9596241 (3a.) NH All officers included	7/2/2016	7/2/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER State of New Hampshire Department of Health & Human Services 129 Pleasant Street Concord, NH 03301	CANCELLATION 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 Jill Charnley/JSC 

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NEW HAMPSHIRE LEGAL ASSISTANCE

OUR VISION AND MISSION

OUR VISION is that the low-income people of New Hampshire will have their voices heard in the courtrooms and other legal and policy-making arenas of our state when their shelter, health care, subsistence income, education, custody of their children, safety from abuse, or other basic needs are at stake.

OUR MISSION is to fulfill America's promise of equal justice by providing civil legal services to New Hampshire's poor, including education and empowerment, advice, representation, and advocacy for systemic change.

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.

Financial Statements

December 31, 2015 and 2014

and

Independent Auditor's Report

**NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
FINANCIAL STATEMENTS
December 31, 2015 and 2014**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
New Hampshire Legal Assistance, Inc.

We have audited the accompanying financial statements of New Hampshire Legal Assistance, Inc., which comprise the statements of financial position as of December 31, 2015 and 2014, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of New Hampshire Legal Assistance, Inc., as of December 31, 2015 and 2014, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of functional expenses and the combining statements of financial position and activities are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Vachon Clutay & Company PC

Manchester, New Hampshire
March 29, 2016

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
Statements of Financial Position
December 31, 2015 and 2014

	<u>2015</u>	<u>2014</u>
ASSETS		
CURRENT ASSETS:		
Cash and equivalents	\$ 981,588	\$ 1,169,819
Cash, restricted	109,206	46,126
Investments	501,066	500,953
Grants and contracts receivable	1,568,996	1,377,727
Contributions receivable	14,737	38,527
Prepaid expenses	34,364	38,383
Security deposits	13,850	13,850
TOTAL CURRENT ASSETS	<u>3,223,807</u>	<u>3,185,385</u>
NONCURRENT ASSETS:		
Contributions receivable	10,000	15,000
Land, building and equipment (net)	234,567	255,587
TOTAL NONCURRENT ASSETS	<u>244,567</u>	<u>270,587</u>
TOTAL ASSETS	<u>\$ 3,468,374</u>	<u>\$ 3,455,972</u>
LIABILITIES & NET ASSETS		
CURRENT LIABILITIES:		
Accounts payable	\$ 40,909	\$ 55,562
Accrued expenses	127,027	113,798
Deposits held for others	109,206	46,126
Current portion of note payable	11,000	12,000
TOTAL CURRENT LIABILITIES	<u>288,142</u>	<u>227,486</u>
NONCURRENT LIABILITIES:		
Note payable, less current portion	42,000	53,000
TOTAL NONCURRENT LIABILITIES	<u>42,000</u>	<u>53,000</u>
TOTAL LIABILITIES	<u>330,142</u>	<u>280,486</u>
NET ASSETS:		
Unrestricted	1,020,960	968,374
Temporarily restricted	2,117,272	2,207,112
TOTAL NET ASSETS	<u>3,138,232</u>	<u>3,175,486</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 3,468,374</u>	<u>\$ 3,455,972</u>

See notes to financial statements

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
Statements of Activities
For the Years Ended December 31, 2015 and 2014

	<u>2015</u>	<u>2014</u>
CHANGES IN UNRESTRICTED NET ASSETS		
SUPPORT AND REVENUE:		
New Hampshire Bar Foundation - IOLTA	\$ 284,669	\$ 327,833
Government grants and contracts	837,223	913,366
United Ways	112,277	128,692
Contributions - Foundations and Other	234,573	196,373
Contributions - Campaign for Legal Services	229,423	238,743
Case revenue	142,552	142,797
Investment income	2,459	4,243
Net assets released from restrictions	<u>1,494,797</u>	<u>1,356,183</u>
TOTAL UNRESTRICTED SUPPORT AND REVENUE	<u>3,337,973</u>	<u>3,308,230</u>
EXPENSES:		
Program services:		
Domestic violence project	221,781	328,941
Housing justice project	647,564	632,937
Senior citizens' law project	209,385	191,571
Youth law project	220,299	239,099
Other civil legal services	<u>1,353,544</u>	<u>1,131,434</u>
Total program services	<u>2,652,573</u>	<u>2,523,982</u>
Supporting services:		
Fund raising	201,819	210,734
Management and general	430,995	540,507
Total supporting services	<u>632,814</u>	<u>751,241</u>
TOTAL EXPENSES	<u>3,285,387</u>	<u>3,275,223</u>
INCREASE IN UNRESTRICTED NET ASSETS	<u>52,586</u>	<u>33,007</u>
CHANGES IN TEMPORARILY RESTRICTED NET ASSETS		
New Hampshire Bar Foundation - IOLTA	203,331	234,167
Government grants and contracts	1,043,260	1,520,762
United Ways	31,166	33,250
Contributions - Foundations and Other	127,200	50,000
Temporarily restricted net assets released from restrictions	<u>(1,494,797)</u>	<u>(1,356,183)</u>
INCREASE (DECREASE) IN TEMPORARILY RESTRICTED NET ASSETS	<u>(89,840)</u>	<u>481,996</u>
CHANGE IN NET ASSETS	(37,254)	515,003
NET ASSETS - January 1, as restated	<u>3,175,486</u>	<u>2,660,483</u>
NET ASSETS - December 31	<u>\$ 3,138,232</u>	<u>\$ 3,175,486</u>

See notes to financial statements

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
Statements of Cash Flows
For the Years Ended December 31, 2015 and 2014

	<u>2015</u>	<u>2014</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ (37,254)	\$ 515,003
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Depreciation	21,020	20,338
Unrealized losses in investments	50	
Net effect of changes in:		
Grants and contracts receivable	(191,269)	(276,449)
Contributions receivable	28,790	19,711
Prepaid expenses	4,019	10,666
Security deposits		(1,550)
Accounts payable	(14,653)	26,086
Accrued expenses	13,229	1,160
Deferred revenue		(38,938)
Deposits held for others	63,080	(3,377)
Net cash provided (used) by operating activities	<u>(112,988)</u>	<u>272,650</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of property and equipment		(7,623)
Purchase of investments	(163)	(465)
Net cash used in investing activities	<u>(163)</u>	<u>(8,088)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Payments on note payable	(12,000)	(12,000)
Net cash used for financing activities	<u>(12,000)</u>	<u>(12,000)</u>
NET INCREASE (DECREASE) IN CASH AND EQUIVALENTS	(125,151)	252,562
CASH AND EQUIVALENTS - January 1	<u>1,215,945</u>	<u>963,383</u>
CASH AND EQUIVALENTS - December 31	<u>\$ 1,090,794</u>	<u>\$ 1,215,945</u>

See notes to financial statements

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
NOTES TO FINANCIAL STATEMENTS
For the Years Ended December 31, 2015 and 2014

NOTE 1--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

New Hampshire Legal Assistance, Inc. is a non-profit organization incorporated in 1971, with the mission to fulfill America's promise of equal justice by providing civil legal services to New Hampshire's poor, including education and empowerment, advice, representation, and advocacy for systemic change.

The accounting policies of New Hampshire Legal Assistance, Inc. (the 'Entity'), conform to accounting principles generally accepted in the United States of America as applicable to nonprofit entities except as indicated hereafter. The following is a summary of significant accounting policies.

Basis of Presentation

The financial statements have been prepared in accordance with the reporting pronouncements pertaining to Not-for-Profit Entities included within the FASB Accounting Standards Codification. The Entity is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets, based upon the existence or absence of donor-imposed restrictions. The Entity has no permanently restricted net assets.

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting.

Recognition of Donor Restrictions

Contributions are recognized when the donor makes a promise to give to the Entity that is, in substance, unconditional. Contributions that are restricted by the donor are reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor restricted support is reported as an increase in temporarily or permanently restricted net assets depending on the nature of the restriction. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and other cash accounts with a maturity of 90 days or less. For the purpose of the Statements of Cash Flows, cash and cash equivalents consist of the following:

	<u>2015</u>	<u>2014</u>
As presented on the Statements of Financial Position -		
Cash and equivalents	\$ 981,588	\$ 1,169,819
Cash, restricted	109,206	46,126
	<u>\$ 1,090,794</u>	<u>\$ 1,215,945</u>

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended December 31, 2015 and 2014

Investments

Investments, which consist principally of money market accounts, are carried at market value at December 31, 2015 and 2014. Unrealized gains and losses on investments are reflected in the statements of activities.

Contributions Receivable

Unconditional pledges are recorded as made. These amounts are recorded at the present value of the estimated fair value. Conditional pledges are recognized only when the conditions on which they depend are substantially met and the pledges become unconditional. Contributions receivables are collectible as follows:

	<u>Total</u>	<u>0-1 Years</u>	<u>1-5 Years</u>
Contributions receivable	\$ 24,737	\$ 14,737	\$ 10,000

Land, Building and Equipment

Property and equipment is recorded at cost for purchased items and at estimated fair value for donated items and is summarized as follows:

	<u>2015</u>	<u>2014</u>
Land	\$ 10,000	\$ 10,000
Building	421,175	421,175
Equipment	<u>215,635</u>	<u>277,555</u>
	646,810	708,730
Less: Accumulated Depreciation	<u>(412,243)</u>	<u>(453,143)</u>
	<u>\$ 234,567</u>	<u>\$ 255,587</u>

Depreciation is computed using the straight-line method over estimated three to ten year lives for equipment, and ten to forty year lives for the building and improvements. Expenditures for repairs and maintenance are expensed when incurred and betterments with a useful life in excess of two years are capitalized.

Depreciation expense for the years ending December 31, 2015 and 2014 was \$21,020 and \$20,338, respectively.

Deposits Held for Others

Deposits held for others consist of funds that are held for the express purpose of third party individuals and organizations, and are therefore not available to support the Entity's own programs.

Bad Debts

The Entity uses the reserve method for accounting for bad debts. It is the Entity's policy to charge off uncollectible receivables when management determines the receivable will not be collected. No allowance has been recorded as of December 31, 2015 and 2014, because management of the Entity believes that all outstanding receivables are fully collectible.

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended December 31, 2015 and 2014

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures during the reporting period. Actual results could differ from those estimates.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the accompanying statements of activities. Accordingly, certain indirect costs have been allocated among the programs and supporting services benefited, based primarily on percentage allocations calculated based on hours worked.

Fund Raising Activities

Fund raising expenses represent the allocated costs of the Campaign for Legal Services (See Note 14 below). Distributions of campaign donations to the Entity's campaign partner agencies have been included as fundraising expense because the Entity has an agreement to distribute these funds, which do not represent typical, out-of-pocket operating expenses of the Entity. Distributions of campaign donations for the year ended December 31, 2015 and 2014 totaled \$35,297 and \$77,052, respectively.

Donated Services

The Entity receives donated services from a variety of part-time volunteers in the form of administrative assistance, as well as paralegal and legal services. The estimated fair value of these donations is recorded as revenue and expenses in the accompanying Statements of Activities. Donated services recognized as revenue and expenses in the Statements of Activities for the year ended December 31, 2015 was \$56,438.

Fair Value of Financial Instruments

Cash and equivalents, accounts receivable, accounts payable, and accrued expenses are carried in the financial statements at amounts which approximate fair value due to the inherently short-term nature of the transactions. The fair values determined for financial instruments are estimates, which for certain accounts may differ significantly from the amounts that could be realized upon immediate liquidation.

Reclassification

Certain reclassifications have been made to the December 31, 2014 financial statement presentation to correspond to the current year format. These reclassifications had no effect on the change in net assets for the year ending December 31, 2014, as previously reported.

NOTE 2--INVESTMENTS

Fair Value Measurements

The Entity reports under the Fair Value Measurements pronouncements of the FASB Accounting Standards Codification (FASB ASC 820-10), which establishes a framework for measuring fair value.

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended December 31, 2015 and 2014

That framework provides a fair value hierarchy that prioritizes the inputs of valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurement) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy are described below.

Level 1 - Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Entity has the ability to access.

Level 2 – Inputs to the valuation include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in active markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 – Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs at the closing price reported on the active market on which the individual securities are traded.

Following is a description of the valuation methodologies used for assets measured at fair value.

Cash Management Funds: Valued at acquisition cost.

Unit Investment Trusts: Valued at the closing price reported on the active market on which the individual securities are traded.

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Entity believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The following tables set forth by level, within the fair value hierarchy, the Entity's assets at fair value as of December 31, 2015 and 2014:

Assets at Fair Value as of December 31, 2015				
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Cash Management Funds	\$ 498,776			\$ 498,776
Unit Investment Trusts	2,290			2,290
Total assets at fair value	<u>\$ 501,066</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 501,066</u>

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended December 31, 2015 and 2014

Assets at Fair Value as of December 31, 2014				
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Cash Management Funds	\$ 498,614			\$ 498,614
Unit Investment Trusts	2,339			2,339
Total assets at fair value	<u>\$ 500,953</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,953</u>

Investment Valuation and Income Recognition

The Entity's investments as of December 31, 2015 and 2014 are stated at fair value. Shares of the separate investment accounts are valued at quoted market prices, which represent the net value of shares held by the Entity at year-end.

Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date.

Investments consist of cash management funds and unit investment trusts which are carried at market value (adjusted annually). Realized and unrealized gains and losses are reflected in the statement of activities. Assets held in the investment accounts were as follows at December 31, 2015 and 2014:

	<u>Market Value 2015</u>	<u>Market Value 2014</u>
Cash Management Funds	\$ 498,776	\$ 498,614
Unit Investment Trusts	2,290	2,339
	<u>\$ 501,066</u>	<u>\$ 500,953</u>

NOTE 3--GRANTS AND CONTRACTS RECEIVABLE

Grants and contracts receivable, by funding category, consist of the following at December 31, 2015 and 2014:

	<u>2015</u>	<u>2014</u>
State of New Hampshire - Departments and Agencies	\$ 1,192,195	\$ 1,049,564
Local Governments	29,843	4,934
New Hampshire Bar Foundation - IOLTA	244,000	281,000
United Way (various branches)	40,958	42,229
Foundations and Other	62,000	
	<u>\$ 1,568,996</u>	<u>\$ 1,377,727</u>

NOTE 4--NOTE PAYABLE

Note payable at December 31, 2015 and 2014 consists of the following:

	<u>2015</u>	<u>2014</u>
Promissory note payable, maturing July 2020; payable in monthly installments of \$1,000	\$ 53,000	\$ 65,000

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended December 31, 2015 and 2014

The Entity's note payable is a result of a legal settlement agreement reached in November 2012. The terms of the agreement require the Entity to make monthly payments of \$1,000, with no interest, through July 2020. In addition, as part of the settlement agreement, the holder of the promissory note will make annual payments of \$5,000 over a six year period commencing April 30, 2013, to the Campaign for Legal Services.

Scheduled maturities of the note payable for the next five years are as follows:

<u>Year Ended</u> <u>December 31,</u>	<u>Amount</u>
2016	\$ 11,000
2017	12,000
2018	12,000
2019	12,000
2020	6,000
	<u>\$ 53,000</u>

NOTE 5--LINE OF CREDIT

The Entity has an available line of credit with its primary bank for up to \$500,000. No amounts have been drawn on the line of credit and there was no outstanding balance due as of December 31, 2015 and 2014.

NOTE 6--VACATION LEAVE

Full-time employees earn annual vacation leave as they provide services. Pursuant to Entity policy, full-time employees may accumulate, subject to certain limitations, unused vacation leave, and upon termination of employment be compensated for such amounts at current rates of pay. Employees may not "cash out" their accumulated vacation leave at any time during their employment. Accumulated earned vacation leave at December 31, 2015 and 2014 was \$87,420 and \$89,911, respectively, and has been included as part of the 'Accrued expenses' liability in the Statements of Financial Position.

NOTE 7--PENSION PLAN

The Entity operates a 401(k) retirement plan, and under the plan's "safe harbor" rules, the Entity contributes 3% of all employees' salaries to the plan. Under the terms of the plan, the Entity has the discretion to make a higher level of contribution to the plan, but is not obligated. For the years ended December 31, 2015 and 2014 the Entity's discretionary contribution was 2% of all employees' salaries. Contributions to the plan for the year ended December 31, 2015 and 2014 totaled \$97,242 and \$98,267, respectively.

NOTE 8--TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets whose use has been limited by donors as to purpose and/or a future time period consists of the following as of December 31, 2015 and 2014:

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended December 31, 2015 and 2014

	<u>2015</u>	<u>2014</u>
Civil legal services	\$ 873,568	\$ 937,416
Fair Housing legal services	870,437	1,079,006
Domestic violence legal services	100,319	55,642
Elderly and Adult legal services	122,171	69,647
Juveniles and Youth legal services		19,865
Human Services and Homeless legal services	75,000	25,538
Medical and Legal Collaboration	62,000	
Campaign for Legal Services	13,777	19,998
	<u>\$ 2,117,272</u>	<u>\$ 2,207,112</u>

NOTE 9--LEASE COMMITMENTS

The Entity leases its current Manchester, New Hampshire office building under an agreement that commenced October 1, 2014 and ends September 30, 2019. The Entity leases its Concord, New Hampshire office under an agreement that commenced November 19, 2014 and ends November 18, 2019. The terms of all of the Entity's leases contain a provision that allow the Entity to terminate the lease prior to the end of the lease term in the event of a funding reduction. Rental expense for leases was \$166,537 and \$170,593 for the years ended December 31, 2015 and 2014, respectively.

The following is a schedule, by years, of future minimum payments for operating leases:

<u>Year Ended</u> <u>December 31,</u>	<u>Annual Lease</u> <u>Commitments</u>
2016	\$ 136,810
2017	139,113
2018	141,466
2019	<u>119,122</u>
	<u>\$ 536,511</u>

NOTE 10--INCOME TAXES

The Entity is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code and is also exempt from New Hampshire income taxes and, therefore, has made no provision for Federal or State income taxes. In addition, the Entity has been determined by the Internal Revenue Service not to be a "Private Foundation" within the meaning of Section 509(a) of the Code.

The Entity has adopted FASB Accounting Standards Codification Topic 740 entitled *Accounting for Income Taxes* which requires the Entity to report uncertain tax positions for financial reporting purposes. FASB ASC 740 prescribes rules regarding how the Entity should recognize, measure and disclose in its financial statements, tax positions that were taken or will be taken on the Entity's tax returns that are reflected in measuring current or deferred income tax assets and liabilities. Differences between tax positions taken in a tax return and amounts recognized in the financial statements will generally result in an increase in a liability for income tax payable or a reduction in a deferred tax asset or an increase in a deferred tax liability. The Entity had no uncertain tax positions as of December 31, 2015 and, accordingly does not have any unrecognized tax benefits that need to be recognized or disclosed in the financial statements. As of December 31, 2015, the tax years 2014, 2013 and 2012 remain subject to possible examination by major tax jurisdictions.

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended December 31, 2015 and 2014

NOTE 11--CASE REVENUE

The Entity receives a regular stream of case revenue from fees in Social Security and SSI disability cases. These fee awards must be approved by the Social Security Administration Administrative Law Judge. From time to time the Entity also receives larger attorney fee awards in individual and class action cases. These class action fee awards are episodic and it is not possible to predict in advance their amounts or the dates they will be received. Rather than spending these entire awards in the year they are received, the Entity allocates them over a period of years to avoid wide fluctuations in staff size.

NOTE 12--ECONOMIC DEPENDENCY

For the years ended December 31, 2015 and 2014, approximately 36% of total support and revenue was derived from an appropriation from the State of New Hampshire. The discontinuation or reduction of the State appropriation would likely result in a decrease in services provided by the Entity, until alternative revenues could be obtained.

NOTE 13--SIGNIFICANT CONCENTRATIONS OF CREDIT RISK

The Entity maintains its bank deposits at a local financial institution located in New Hampshire. The Entity's cash balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to a total of \$250,000 for all cash checking accounts. The Entity has entered into an agreement with the bank to move funds in excess of FDIC limits into an insured cash sweep account. Funds held in the insured cash sweep account are placed into FDIC insured deposit accounts with other financial institutions throughout the United States. As of December 31, 2015 and 2014 the Entity's bank deposits were fully insured.

NOTE 14--CAMPAIGN FOR LEGAL SERVICES

In June 2005, the Entity assumed administration of the Campaign for Legal Services (the Campaign) from the New Hampshire Bar Foundation. The Campaign is a joint fundraising effort on behalf of the Entity, the Legal Advice and Referral Center (LARC) and the Pro Bono Referral Program of the New Hampshire Bar Association (Pro Bono), all not-for-profit entities providing civil legal services to low-income people. During the year ended December 31, 2015 Pro Bono withdrew from the joint fundraising effort and did not participate in any distributions from the Campaign. Revenue and expenses of these activities have been reported as contributions received and made and as fund raising expenses in these financial statements. For the years ended December 31, 2015 and 2014 the Campaign had total unrestricted revenue and support of \$235,654 and \$311,152 and total expenses excluding distributions of \$134,805 and \$100,052, respectively. Distributions to the Campaign partners during the years ended December 31, 2015 and 2014 totaled \$100,849 and \$211,100, respectively. Distributions were allocated and made as follows for the years ended December 31, 2015 and 2014: the Entity received \$65,552 and \$134,049, LARC received \$35,297 and \$45,387, and Pro Bono received \$0 and \$31,665, respectively.

NOTE 15--CONTINGENCIES

The Entity participates in a number of Federal and State assisted grant programs and contracts. Such programs may be subject to financial and compliance audits by the grantors or their representatives. The amounts, if any, of expenses which may be disallowed by a grantor agency cannot be determined at this time, although the Entity expects such amounts, if any, to be immaterial.

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended December 31, 2015 and 2014

NOTE 16--RESTATEMENT OF NET ASSETS

During the year ended December 31, 2015, it was noted that grants and contracts receivable were understated and that deferred revenue was overstated. In addition, it was noted that the law library noncurrent asset was overstated. The impact of these restatements on net assets as of January 1, 2015 is as follows:

Net Assets - January 1, 2015, as previously reported	\$ 2,784,109
Amount of restatement due to:	
Understatement of grants and contracts receivable	370,801
Overstatement of law library	(29,424)
Overstatement of deferred revenue	50,000
Net Assets - January 1, 2015, as restated	<u>\$ 3,175,486</u>

NOTE 17--SUBSEQUENT EVENTS

Subsequent events have been evaluated through March 29, 2016, which is the date the financial statements were available to be issued.

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
Schedules of Functional Expenses
For the Years Ended December 31, 2015 and 2014

December 31, 2015

	Program Services				Supporting Services		Combined Total		
	Domestic Violence Project	Housing Justice Project	Senior Citizens' Law Project	Youth Law Project	Other Civil Legal Services	Fund Raising		Management and General	
Salaries	\$ 141,609	\$ 425,941	\$ 136,410	\$ 128,504	\$ 819,730	\$ 94,273	\$ 282,947	\$ 377,220	\$ 2,029,434
Payroll taxes	11,631	34,808	11,184	10,598	63,206	7,486	22,467	29,953	161,380
Employee benefits	26,528	79,447	25,794	24,294	150,632	17,983	53,972	71,955	378,650
Space and occupancy	13,110	33,539	10,509	12,900	97,903	10,512	24,200	34,712	202,673
Office supplies and expenses	2,156	5,052	3,195	1,977	18,038	4,816	3,801	8,617	39,035
Postage	558	1,483	594	564	8,026	370	1,088	1,458	9,484
Equipment rental and maintenance	1,392	3,574	1,084	1,374	10,161	1,101	2,534	3,635	21,220
Communications	2,016	5,211	1,628	1,966	14,869	1,608	3,701	5,309	30,999
Library	2,789	7,284	2,313	2,508	15,684	1,604	4,146	4,146	34,724
Training and meetings	482	8,922	880	2,013	8,271	133	2,789	2,922	23,490
Insurance	1,193	3,065	959	1,179	8,470	1,130	5,783	6,913	21,779
Dues and fees	1,019	2,734	799	1,133	6,485	326	1,650	1,976	14,146
Litigation expenses	4,483	2,879	1,236	6,001	3,221	17,820			17,820
Temporaries/contract services	5,782	15,575	4,521	4,889	75,238	16,044	15,681	31,725	137,730
Sub-Grants		9,922	5,000	14,700	17,139	804	933	1,737	46,761
Travel	6,261	6,229	2,651	5,010	16,624	35,297	1,309	11,245	35,297
Distributions to campaign partners						9,936	3,994	3,994	21,233
Other expenses	772	1,899	628	689	6,000				21,020
Depreciation					17,026				
Total Functional Expenses	\$ 221,781	\$ 647,564	\$ 209,385	\$ 220,299	\$ 1,353,544	\$ 201,819	\$ 430,995	\$ 632,814	\$ 3,285,387

December 31, 2014

	Program Services				Supporting Services		Combined Total		
	Domestic Violence Project	Housing Justice Project	Senior Citizens' Law Project	Youth Law Project	Other Civil Legal Services	Fund Raising		Management and General	
Salaries	\$ 17,677	\$ 35,609	\$ 119,649	\$ 124,485	\$ 727,910	\$ 65,774	\$ 315,843	\$ 381,617	\$ 1,963,945
Payroll taxes	43,715	87,078	10,217	10,432	57,052	5,654	27,149	32,803	163,790
Employee benefits	20,955	37,148	24,357	25,155	141,782	13,388	64,290	77,678	399,765
Space and occupancy	3,188	7,222	9,614	13,171	72,429	6,754	46,960	53,714	207,031
Office supplies and expenses	951	1,735	463	2,189	11,912	4,406	11,175	15,581	42,520
Postage	2,251	3,974	1,055	1,435	7,726	430	1,640	2,070	9,479
Equipment rental and maintenance	2,928	5,378	1,435	1,951	12,672	705	4,545	5,250	21,691
Communications	4,347	7,387	1,960	4,391	17,210	984	5,032	6,016	30,380
Library	1,457	5,022	920	3,776	2,011	11,826	5,923	17,749	39,245
Training and meetings	2,028	3,577	930	1,281	6,942	201	6,853	7,054	21,812
Insurance	1,335	1,899	473	1,048	8,315	285	1,070	1,355	9,670
Dues and fees	9,954	4,416	1,231	2,048	12,656	22,266	40,994	63,260	30,305
Litigation expenses	5,271	9,824	2,502	38,103	16,888	618	1,609	2,227	135,848
Temporaries/contract services		5,147	2,033	1,330	6,080	77,052			14,590
Sub-Grants	9,166	7,561	3,425	6,899	10,606	391	2,520	2,911	39,884
Travel									77,052
Distributions to campaign partners						9,406	4,638	4,638	12,317
Other expenses	1,222	2,172	569	779	4,664				20,338
Depreciation					15,700				
Total Functional Expenses	\$ 328,941	\$ 632,937	\$ 191,571	\$ 239,099	\$ 1,131,434	\$ 210,734	\$ 540,507	\$ 751,241	\$ 3,275,225

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
Combining Statement of Financial Position
December 31, 2015

	<u>New Hampshire Legal Assistance</u>	<u>Campaign for Legal Services</u>	<u>Eliminations</u>	<u>Total</u>
ASSETS				
CURRENT ASSETS:				
Cash and equivalents	\$ 878,962	\$ 102,626		\$ 981,588
Cash, restricted	109,206			109,206
Investments	501,066			501,066
Grants and contracts receivable	1,568,996			1,568,996
Contributions receivable	85,584	14,737	\$ (85,584)	14,737
Prepaid expenses	34,364			34,364
Security deposits	13,850			13,850
TOTAL CURRENT ASSETS	<u>3,192,028</u>	<u>117,363</u>	<u>(85,584)</u>	<u>3,223,807</u>
NONCURRENT ASSETS:				
Contributions receivable		10,000		10,000
Land, building and equipment (net)	234,567			234,567
TOTAL NONCURRENT ASSETS	<u>234,567</u>	<u>10,000</u>	<u>-</u>	<u>244,567</u>
TOTAL ASSETS	<u>\$ 3,426,595</u>	<u>\$ 127,363</u>	<u>\$ (85,584)</u>	<u>\$ 3,468,374</u>
LIABILITIES & NET ASSETS				
CURRENT LIABILITIES:				
Accounts payable	\$ 12,907	\$ 113,586	\$ (85,584)	\$ 40,909
Accrued expenses	127,027			127,027
Deposits held for others	109,206			109,206
Current portion of note payable	11,000			11,000
TOTAL CURRENT LIABILITIES	<u>260,140</u>	<u>113,586</u>	<u>(85,584)</u>	<u>288,142</u>
NONCURRENT LIABILITIES:				
Note payable, less current portion	42,000			42,000
TOTAL NONCURRENT LIABILITIES	<u>42,000</u>	<u>-</u>	<u>-</u>	<u>42,000</u>
TOTAL LIABILITIES	<u>302,140</u>	<u>113,586</u>	<u>(85,584)</u>	<u>330,142</u>
NET ASSETS:				
Unrestricted	1,020,960			1,020,960
Temporarily restricted	2,103,495	13,777		2,117,272
TOTAL NET ASSETS	<u>3,124,455</u>	<u>13,777</u>	<u>-</u>	<u>3,138,232</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 3,426,595</u>	<u>\$ 127,363</u>	<u>\$ (85,584)</u>	<u>\$ 3,468,374</u>

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
Combining Statement of Financial Position
December 31, 2014

	<u>New Hampshire Legal Assistance</u>	<u>Campaign for Legal Services</u>	<u>Eliminations</u>	<u>Total</u>
ASSETS				
CURRENT ASSETS:				
Cash and equivalents	\$ 1,051,086	\$ 118,733		\$ 1,169,819
Cash, restricted	46,126			46,126
Investments	500,953			500,953
Grants and contracts receivable	1,377,727			1,377,727
Contributions receivable	110,249	38,527	\$ (110,249)	38,527
Prepaid expenses	38,383			38,383
Security deposits	13,850			13,850
TOTAL CURRENT ASSETS	<u>3,138,374</u>	<u>157,260</u>	<u>(110,249)</u>	<u>3,185,385</u>
NONCURRENT ASSETS:				
Contributions receivable		15,000		15,000
Land, building and equipment (net)	255,587			255,587
TOTAL NONCURRENT ASSETS	<u>255,587</u>	<u>15,000</u>	<u>-</u>	<u>270,587</u>
TOTAL ASSETS	<u>\$ 3,393,961</u>	<u>\$ 172,260</u>	<u>\$ (110,249)</u>	<u>\$ 3,455,972</u>
LIABILITIES & NET ASSETS				
CURRENT LIABILITIES:				
Accounts payable	\$ 13,549	\$ 152,262	\$ (110,249)	\$ 55,562
Accrued expenses	113,798			113,798
Deposits held for others	46,126			46,126
Current portion of note payable	12,000			12,000
TOTAL CURRENT LIABILITIES	<u>185,473</u>	<u>152,262</u>	<u>(110,249)</u>	<u>227,486</u>
NONCURRENT LIABILITIES:				
Note payable, less current portion	53,000			53,000
TOTAL NONCURRENT LIABILITIES	<u>53,000</u>	<u>-</u>	<u>-</u>	<u>53,000</u>
TOTAL LIABILITIES	<u>238,473</u>	<u>152,262</u>	<u>(110,249)</u>	<u>280,486</u>
NET ASSETS:				
Unrestricted	968,374			968,374
Temporarily restricted	2,187,114	19,998		2,207,112
TOTAL NET ASSETS	<u>3,155,488</u>	<u>19,998</u>	<u>-</u>	<u>3,175,486</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 3,393,961</u>	<u>\$ 172,260</u>	<u>\$ (110,249)</u>	<u>\$ 3,455,972</u>

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
Combining Statement of Activities
For the Year Ended December 31, 2015

	<u>New Hampshire Legal Assistance</u>	<u>Campaign for Legal Services</u>	<u>Eliminations</u>	<u>Total</u>
CHANGES IN UNRESTRICTED NET ASSETS				
SUPPORT AND REVENUE:				
New Hampshire Bar Foundation - IOLTA	\$ 284,669			\$ 284,669
Government grants and contracts	837,223			837,223
United Ways	112,277			112,277
Contributions - Foundations and Other	234,573			234,573
Contributions - Campaign for Legal Services	65,552	\$ 229,423	\$ (65,552)	229,423
Case revenue	142,552			142,552
Investment income	2,449	10		2,459
Net assets released from restrictions	<u>1,488,576</u>	<u>6,221</u>		<u>1,494,797</u>
TOTAL UNRESTRICTED SUPPORT AND REVENUE	<u>3,167,871</u>	<u>235,654</u>	<u>(65,552)</u>	<u>3,337,973</u>
EXPENSES:				
Program services:				
Domestic violence project	221,781			221,781
Housing justice project	647,564			647,564
Senior citizens' law project	209,385			209,385
Youth law project	220,299			220,299
Other civil legal services	<u>1,353,544</u>			<u>1,353,544</u>
Total program services	<u>2,652,573</u>	<u>-</u>	<u>-</u>	<u>2,652,573</u>
Supporting services:				
Fund raising	31,717	235,654	(65,552)	201,819
Management and general	430,995			430,995
Total supporting services	<u>462,712</u>	<u>235,654</u>	<u>(65,552)</u>	<u>632,814</u>
TOTAL EXPENSES	<u>3,115,285</u>	<u>235,654</u>	<u>(65,552)</u>	<u>3,285,387</u>
INCREASE IN UNRESTRICTED NET ASSETS	<u>52,586</u>	<u>-</u>	<u>-</u>	<u>52,586</u>
CHANGES IN TEMPORARILY RESTRICTED NET ASSETS				
New Hampshire Bar Foundation - IOLTA	203,331			203,331
Government grants and contracts	1,043,260			1,043,260
United Ways	31,166			31,166
Contributions - Foundations and Other	127,200			127,200
Temporarily restricted net assets released from restrictions	<u>(1,488,576)</u>	<u>(6,221)</u>		<u>(1,494,797)</u>
DECREASE IN TEMPORARILY RESTRICTED NET ASSETS	<u>(83,619)</u>	<u>(6,221)</u>	<u>-</u>	<u>(89,840)</u>
CHANGE IN NET ASSETS	<u>(31,033)</u>	<u>(6,221)</u>	<u>-</u>	<u>(37,254)</u>
NET ASSETS - January 1, as restated	<u>3,155,488</u>	<u>19,998</u>	<u>-</u>	<u>3,175,486</u>
NET ASSETS - December 31	<u>\$ 3,124,455</u>	<u>\$ 13,777</u>	<u>\$ -</u>	<u>\$ 3,138,232</u>

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
Combining Statement of Activities
For the Year Ended December 31, 2014

	New Hampshire Legal Assistance	Campaign for Legal Services	Eliminations	Total
CHANGES IN UNRESTRICTED NET ASSETS				
SUPPORT AND REVENUE:				
New Hampshire Bar Foundation - IOLTA	\$ 327,833			\$ 327,833
Government grants and contracts	913,366			913,366
United Ways	128,692			128,692
Contributions - Foundations and Other	196,373			196,373
Contributions - Campaign for Legal Services	134,049	\$ 238,743	\$ (134,049)	238,743
Case revenue	142,797			142,797
Investment income	4,226	17		4,243
Net assets released from restrictions	1,283,791	72,392		1,356,183
TOTAL UNRESTRICTED SUPPORT AND REVENUE	<u>3,131,127</u>	<u>311,152</u>	<u>(134,049)</u>	<u>3,308,230</u>
EXPENSES:				
Program services:				
Domestic violence project	328,941			328,941
Housing justice project	632,937			632,937
Senior citizens' law project	191,571			191,571
Youth law project	239,099			239,099
Other civil legal services	1,131,434			1,131,434
Total program services	<u>2,523,982</u>	<u>-</u>	<u>-</u>	<u>2,523,982</u>
Supporting services:				
Fund raising	33,631	311,152	(134,049)	210,734
Management and general	540,507			540,507
Total supporting services	<u>574,138</u>	<u>311,152</u>	<u>(134,049)</u>	<u>751,241</u>
TOTAL EXPENSES	<u>3,098,120</u>	<u>311,152</u>	<u>(134,049)</u>	<u>3,275,223</u>
INCREASE IN UNRESTRICTED NET ASSETS	<u>33,007</u>	<u>-</u>	<u>-</u>	<u>33,007</u>
CHANGES IN TEMPORARILY RESTRICTED NET ASSETS				
New Hampshire Bar Foundation - IOLTA	234,167			234,167
Government grants and contracts	1,520,762			1,520,762
United Ways	33,250			33,250
Contributions - Foundations and Other	50,000			50,000
Temporarily restricted net assets released from restrictions	(1,283,791)	(72,392)		(1,356,183)
INCREASE (DECREASE) IN TEMPORARILY RESTRICTED NET ASSETS	<u>554,388</u>	<u>(72,392)</u>	<u>-</u>	<u>481,996</u>
CHANGE IN NET ASSETS	<u>587,395</u>	<u>(72,392)</u>	<u>-</u>	<u>515,003</u>
NET ASSETS - January 1, as restated	2,568,093	92,390	-	2,660,483
NET ASSETS - December 31	<u>\$ 3,155,488</u>	<u>\$ 19,998</u>	<u>\$ -</u>	<u>\$ 3,175,486</u>

**NEW HAMPSHIRE LEGAL ASSISTANCE
Board of Directors 2016** (revised 8-16-2016)

BRIDGET ANDERSON	
GEORGE DANA BISBEE, Esq.	Devine, Millimet & Branch
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JOSEPH PLAIA, Esq.	Plaia LLC
DEBORAH KANE REIN, Esq. (Secretary)	Rein Mediation
DARLENE SCHMIDT-BRANDT	Bellwether Community Credit Union
DENISE WEBB	

CHERYL STEINBERG

EXPERIENCE:

NEW HAMPSHIRE LEGAL ASSISTANCE, Concord, New Hampshire

Director, Senior Citizens Law Project, May 2010 – present

Oversee project activities, represent clients focusing on illegal and abusive debt collection practices, financial exploitation and nursing home/assisted living discharges, and provide training and outreach.

Development Director, October 2006 – September 2010

Responsible for grant writing, research and management, and overseeing individual fundraising campaign.

Staff/Directing Attorney, January 1999 – August 2007

Served in several capacities including general staff attorney, attorney/manager for the Senior Legal Advice Line, and project director for the New Hampshire Health Law Collaborative.

DISABILITIES RIGHTS CENTER, INC., Concord, New Hampshire

Staff Attorney, January 1997 – December 1998

Represented persons with disabilities in a variety of civil legal matters, including special education law.

CONNOR AND KITCHEN, Manchester, New Hampshire

Of Counsel, August 1996 – January 1997

Represented persons in family and special education law matters.

LAW OFFICES OF ROBERT V. JOHNSON, II, Concord, New Hampshire

Associate, October 1995 – July 1996

Represented persons in a wide range of matters including personal injury, workers' compensation, probate and family law.

CHAMBERLAIN AND CONNOR, Manchester, New Hampshire

Associate, August 1993 – October 1995

Represented persons in family law matters with a concentration in child advocacy and special education law.

THE HONORABLE SHANE DEVINE, SENIOR JUDGE

UNITED STATES DISTRICT COURT, Concord, New Hampshire

Extern, September 1992 – May 1993

Performed legal research and drafted court orders on a wide range of legal issues.

EDUCATION:

FRANKLIN PIERCE LAW CENTER, Concord, New Hampshire

Juris Doctor, May 1993

SOUTHERN ILLINOIS UNIVERSITY, Carbondale, Illinois

Bachelor of Arts, Sociology, August 1983

Honors: Sociology Major Honors Award

BAR ADMISSION AND PROFESSIONAL ASSOCIATIONS:

Admitted to New Hampshire Bar, October 1993; member, National Academy of Elder Law Attorneys..

KAY ELIZABETH DROUGHT

Education

BOALT HALL SCHOOL OF LAW, UNIVERSITY OF CALIFORNIA, Berkeley, California
Juris Doctor, May 1985

UNIVERSITY OF CALIFORNIA, Berkeley, California
Master of Arts, City and Regional Planning, May 1985

WILLIAMS COLLEGE, Williamstown, Massachusetts
Bachelor of Arts, *cum laude*, Political Economy, May 1981

Legal Employment

NEW HAMPSHIRE LEGAL ASSISTANCE, Portsmouth, New Hampshire
Litigation Director, 2004 to present

Branch Law Office Managing Attorney, 1997 to present

- Supervise and co-counsel significant litigation
- Lead counsel, 42 U.S.C. Section 1983 lawsuit to enforce children's rights to dental care under federal Medicaid law, *Hawkins v. Commissioner, 99-CV-143 (D.N.H.)*
- Lead counsel, Right-to-Know case involving Medicaid records, *Hawkins v. Department of Health and Human Services, 147 N.H. 376 (2001)*
- Co-counsel, successful challenge to State's inclusion of children's SSI as TANF assistance group income, *Hendrick v. Department of Health and Human Services, New Hampshire Supreme Court August 2016.*
- Conduct community outreach on Medicaid dental issues
- Organize and lead case acceptance meetings and case review discussions
- Represent individual clients in unemployment, eviction defense, and public benefits cases

TEXAS RURAL LEGAL AID, FARM WORKER DIVISION, Plainview and Hereford, Texas

Regional Counsel, 1993 to 1997

Branch Manager, 1988 to 1992

Staff Attorney, 1987 to 1997

- Litigated employment, civil rights, housing, environmental, education, and consumer cases, primarily in federal courts
- Lead counsel in numerous class action and mass plaintiff cases, including: *Murillo v. Texas A & M University System et al.*, 921 F. Supp. 443 (S.D. Tex. 1996) and *Salinas v. Rodriguez, Goodpasture, et al.*, 963 F. 2d 791 (5th Cir. 1992), *reh'g denied* 978 F. 2d 187 (5th Cir. 1992)
- Organized press conferences and media coverage of significant cases

- Gave presentations on pretrial procedure and federal labor laws at numerous seminars for new farm worker attorneys; prepared outlines, video demonstrations, and other training materials

MONTGOMERY & ANDREWS, P.A., Santa Fe, New Mexico

Associate Attorney, Commercial Department, 1985-1987

- Represented business clients in collection lawsuits; advised hospital, utility, and financial institution clients on a variety of issues; represented individuals in real estate purchases
- Gave presentations to large groups of hospital and public utility employees about legal issues affecting their work

UNIVERSITY OF CALIFORNIA, BERKELEY, DEPARTMENT OF CITY AND REGIONAL PLANNING, Berkeley, California

Teaching Assistant, graduate level Land Use Law course, 1985

OFFICE OF THE CITY ATTORNEY, Oakland, California

Law Clerk, 1984 - 1985

Volunteer Experience

NEW HAMPSHIRE SUPERIOR COURT RULE 170 MEDIATION PROGRAM

Volunteer Mediator, 2002 to 2010

ROCKINGHAM COUNTY COMMUNITY ACTION

Member, Board of Directors, 1998 to 2000

STATE BAR OF TEXAS, DISTRICT 13A GRIEVANCE COMMITTEE

Member, 1994 to 1997

STATE BAR OF NEW MEXICO, PRO BONO COMMITTEE

Member, 1986-1987

Candace Cappio Gebhart

SUMMARY

Skilled paralegal with broad-based experience. Demonstrated ability to handle high volume caseload effectively and consistently. Proficiency in legal research and writing. Excellent communicator. Keen organizational skills. Exceptionally detail oriented.

PROFESSIONAL EXPERIENCE

NEW HAMPSHIRE LEGAL ASSISTANCE

October, 2005 - present

PARALEGAL

Demonstrated ability to handle high volume caseload to effectively represent low-income clients throughout the state of New Hampshire. Ability to work independently with minimal attorney supervision. Areas of expertise include landlord-tenant (public and private), foreclosure/bankruptcy, consumer debt collection, Medicare/Medicaid, public benefits and issues affecting seniors. Participate in agency and community meetings regarding legal issues, rights and/or services by providing information that is clear, fact-based, and supported with appropriate materials. Work cooperatively with area non-profits developing strategies to effectively advocate for low-income individuals to prevent homelessness.

ORR & RENO, PA; Concord, New Hampshire

August, 2004 – October, 2005

PARALEGAL

Legal and factual research to support Litigation Department consisting of eleven full-time litigators, directly assigned to the Litigation Department Director and three attorneys. Responsibilities include extensive preparation of motions, memoranda of points and authorities, discovery requests and responses thereto, summaries of depositions and medical records, case chronologies, and the like. Attend depositions and court hearings, prepare trial and oral argument notebooks, prepare exhibits for trial, draft Q & A, prepare clients for trial. Average monthly billable hours: 122.

OTIS, COAN & STEWART, LLC; Greeley, Colorado

2001-July, 2004

LEGAL ASSISTANT

Assist partner in preparation of real estate documents, primarily for subdivisions (development agreements, covenants, homeowner association documents); responsible for preparation of mechanic's lien documents, demand letters for collection and, when necessary, pleadings for same (complaint, motions for default judgment, etc.).

LAW OFFICES OF ZILDA MCCAUSLAND & EILER & AICKLEN, LLC

2000-2001

LEGAL ASSISTANT

Santa Rosa, California

Legal and factual research for a family law practitioner (McCausland) and the satellite office of a firm specializing in defense of personal injury litigation matters. Approximately 40% of Ms. McCausland's caseload was in the representation of non-English speaking children during the term of dependency and neglect proceedings.

HATHAWAY, SPEIGHT & KUNZ, LLC; Cheyenne, Wyoming 1998 - 2000

LEGAL ASSISTANT

Assisted partner whose practice comprised serving as bond counsel on public financing transactions throughout the State of Wyoming. Directly responsible for the preparation of resolutions, trust indentures, agency agreements, and myriad closing documents for the issuance of bonds through public offering and private placement.

BOULDER COUNTY LEGAL SERVICES; Boulder, Colorado 1990 - 1994

PRO BONO COORDINATOR / PARALEGAL

Implemented, coordinated, recruited, and maintained the volunteer attorney program (approximately 350 attorneys) through community outreach, technical assistance, case follow-up and support. Responsible for interview, selection, and scheduling of non-attorney volunteers (approximately 20 paralegals). Developed, updated, and produced specific training seminars and materials for both groups and other agency programs related to low-income client population and BCLS program needs. Participated in agency and community meetings regarding legal issues, rights and/or services by providing information that was clear, knowledgeable, and supported with appropriate materials. Worked cooperatively with the Boulder County Bar Association, Department of Social Services, and other agencies and organizations in developing strategies to effectively advocate for low-income populations. Demonstrated ability to handle high volume caseload effectively and consistently (annually: referred approximately 600 cases to private bar and opened 25 cases personally) while supervising administrative office personnel and tasks to maintain and enhance effective operation of the program.

ADDITIONAL RELEVANT EXPERIENCE

CITY ATTORNEY'S OFFICE; Boulder, Colorado 1988 - 1990

LEGAL ASSISTANT

NATIONAL WILDLIFE FEDERATION; Washington, D.C. 1985 - 1988

LEGAL ASSISTANT

ACHIEVEMENTS

PARALEGAL PROFESSIONALISM AWARD 2009

{in recognition of my efforts to save homes, prevent homelessness, and advocate for low-income families in New Hampshire}

TWIN PINE RANCH & FARTHING RANCH, Wyoming 1994 - 1998

RANCH HAND

NOMINATED BY THE BOULDER BAR ASSOCIATION AND THE BOULDER 1994

WOMEN'S BAR ASSOCIATION FOR THE COLORADO BAR ASSOCIATION'S JACOB V. SCHAEZEL AWARD *{demonstrated dedication to the development and delivery of legal services to the poor}*

EDUCATION

GEORGE WASHINGTON UNIVERSITY; Washington, D.C.
Legal Assistant Certificate

PRATT INSTITUTE; Brooklyn, NY
Bachelor Industrial Design

Dona L. Larsen

EXPERIENCE:

NEW HAMPSHIRE LEGAL ASSISTANCE, Berlin, New Hampshire

Staff Paralegal, August 1983 - present

I have represented low-income clients and seniors in various areas of administrative law including property tax issues, unemployment compensation, social security and other disability areas. I have also done outreach at Senior Centers and trainings in various areas of administrative law.

EDUCATION:

UNIVERSITY OF MIAMI, Coral Gables, Florida
Bachelor of Arts, Hispanic American Studies

PLYMOUTH STATE COLLEGE, Plymouth, New Hampshire
Various courses toward a Master of Business Administration

PROFESSIONAL CERTIFICATIONS:

Since June 2005, I have been certified as a non-attorney representative from the Social Security Administration to receive direct fee payment.

PROFESSIONAL ASSOCIATIONS:

Chair, Coös County ServiceLink,
Board member, Coös County FEMA
Member, Androscoggin Valley Agency Providers
Member, Littleton Elder Wrap Group

NEW HAMPSHIRE LEGAL ASSISTANCE

Key Personnel

Name	Job Title	Annual Salary	% Paid from this Contract	Amount Paid from this Contract
Cheryl Steinberg	SLP Director	\$100,277	55.7%	\$111,709
Kay Drought	Litigation Director	\$102,905	12.0%	\$24,697
Candace Gebhart	Staff Paralegal	\$68,848	5.5%	\$7,573
Dona Larsen	Staff Paralegal	\$68,848	20.8%	\$28,641