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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION FOR CHILDREN, YOUTH & FAMILIES

Nicholas A. Toumpas
Commissioner
Maggie Bishop
Director

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January 16, 2014

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

REQUESTED ACTION

100% federal funds

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to enter into an agreement with JSI d/b/a Community Health Institute, 501 South Street 2nd Floor, Bow, NH 03304, (Vendor Code #161611 B002), to provide services to juvenile court prevention and intervention programs to improve the efficacy, evaluation and sustainability of juvenile court diversion programs statewide by continuing Center for Excellence business operations, in an amount not to exceed eighty thousand four hundred thirty dollars (\$80,430). This amount represents an award effective January 29, 2014, or date of Governor and Executive Council approval, whichever is later, through February 1, 2015.

Funds to support this request are available in the following account for State Fiscal Year 2014 and 2015, with authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council:

05-95-42-421410-79060000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, JUVENILE JUSTICE SERVICES, OJJDP

State Fiscal Year	Class/Account	Activity Code	Class Title	Amount
2014	072-500575	42140614	Grants-Federal	\$40,215
2015	072-500575	42140614	Grants-Federal	\$40,215
			Total:	\$80,430

EXPLANATION

The purpose of this Request is to enter into an agreement with JSI d/b/a Community Health Institute to provide services to juvenile court prevention and intervention programs by educating stakeholders on juvenile court diversion efficacy, core elements and best practices. The vendor will continue business operations of the Center for Excellence, which works with state and local agencies to determine areas of the State that need technical assistance in order to continue juvenile court diversion programs or may benefit from establishing a local juvenile court diversion program.

The State of New Hampshire participates in the federal Office of Juvenile Justice and Delinquency Prevention Act of 2002 Formula Grants program. This grant program requires the State to support a variety of programs related to delinquency prevention and reduction, juvenile justice system improvement, research, evaluation, statistical analysis, and training and technical assistance.

The federal Office of Juvenile Justice and Delinquency Prevention administers the Formula Grants Program under Title II, Part B, of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended in 1988 and 1992 and reauthorized by Congress in 2002 [42 U.S.C. 5631-5633, Section 22 State Plans 28c (1), (2) and (2-A)]. This Act requires states to support a variety of programs related to delinquency prevention and reduction. The State Formula Grants program requires states to pass a certain amount of funds received to units of general local government or private nonprofit agencies in order to assist those agencies in delivering delinquency prevention and reduction programs.

The Department of Health and Human Services solicited proposals from local government entities and nonprofit agencies for delinquency prevention and intervention programs through the Request for Proposal process. A Request for Proposal was posted to the Department's website on July 3, 2013 with a closing date of July 30, 2013. The State Advisory Group convened on September 11, 2013 to review the fifteen (15) proposals received. The review team for the State Advisory Group included the following individuals:

- Joseph Diament – Director, Community Corrections, Department of Corrections
- Starr Smith – Case Manager, Adult Diversion Center, Merrimack County
- Bonnie St. Jean – Administrator, Department of Resource and Economic Development
- Judge Clifford Kinghorn – Judge, Administrative Office of the Courts
- Ted Kirkpatrick – Associate Dean, University of New Hampshire, Durham
- Amy Pepin – Policy Director, New Futures
- Pat Dowling – Retired Legislator, State of New Hampshire

On September 17, 2013, the State Advisory group, by consensus, selected eight (8) vendors to receive the State Formula Grants funding. JSI d/b/a Community Health Institute is one (1) of the eight (8) vendors selected to receive these federal funds. This vendor was chosen due to its current work in engaging policymakers and other stakeholders in a collaborative strategic planning process to develop a sustainable juvenile court diversion system in the State of New Hampshire.

JSI d/b/a Community Health Institute works with all juvenile court diversion programs in the state to determine what juvenile court diversion programs exist in which areas of the state. Further, the vendor assists juvenile court diversion programs in securing foundational and local funding to continue program operations.

The funds awarded to JSI d/b/a Community Health Institute will be used by the vendor specifically to broaden stakeholder knowledge on program standards, best-practices and sustainable funding options by being a repository for information regarding juvenile court diversion programs. Providing a central point of contact for juvenile court diversion programs will ensure that local communities have access to program standards for operation.

Should the Governor and Executive Council not approve this request, juvenile court diversion programs statewide would not have a central point of contract for consultation on best practices and program standards for operating juvenile court diversion programs. The result of not having a repository for information through the Center for Excellence could result in juvenile court diversion programs operating with little to no guidance on program operations and sustainable funding. This could result in a decrease of juvenile court diversion programs available to juveniles statewide,

resulting in an increase of youth entering the juvenile justice system, thereby negatively impacting the citizens of New Hampshire.

Area Served: Statewide

Source of Funds: 100% Federal Funds

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

Respectfully submitted,



Mary Ann Cooney
Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner

RFP 13-DHHS-DCYF-1
State Advisory Group (SAG) Prevention Services for the Community
Vendor Proposal Review
September 17, 2013

Vendor	Area Served	Consensus to Fund at Grant Level:	Consensus to NOT Fund
Child and Family Services	Concord Manchester Nashua Rochester	\$179,699	
City of Nashua Police Athletic League (PAL)	Nashua		X
City of Rochester Police Department	Rochester	\$10,000	
Concord Boys & Girls Club	Concord		X
Family Mediation and Juvenile Services	Atkinson Danville Hampstead Kingston Newton Plaistow	\$50,000	
Federation of the Crippled and Disabled (FedCap)	Statewide		X
JSI d/b/a Community Health Institute	Statewide	\$80,430	
Life Bridge, Inc.	Carroll County Grafton County		X
Nashua Boys & Girls Club	Nashua		X
Helping Our Pupils Excel (HOPE) New Hampshire, Inc.	Manchester		X
New Hampshire Legal Assistance	Concord Rochester	\$68,276	
Salem Boys & Girls Club	Salem	\$21,226	
Seacoast Youth Services	Coastal New Hampshire		X
The Upper Room	Greater Derry Area	\$66,300	
The Youth Council	Nashua	\$90,000	

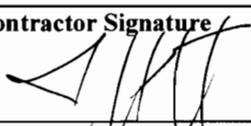
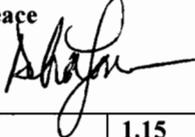
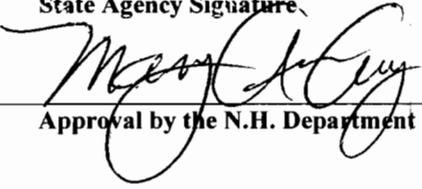
Subject: State Advisory Group (SAG) Prevention Services for the Community

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Health & Human Services Division for Children, Youth and Families		1.2 State Agency Address 1056 North River Road Manchester, NH 03104	
1.3 Contractor Name JSI d/b/a Community Health Institute		1.4 Contractor Address 501 South Street, 2 nd Floor Bow, NH 03304	
1.5 Contractor Phone Number 603-573-3300	1.6 Account Number 010-042-79060000 072-50057542140614	1.7 Completion Date February 1, 2015	1.8 Price Limitation \$80,430
1.9 Contracting Officer for State Agency Eric D. Borrin		1.10 State Agency Telephone Number 603-271-9558	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Jonathan Stewart, Director	
1.13 Acknowledgment: State of <u>NH</u> , County of <u>MERRIMACK</u> On <u>12/15/13</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal]			
1.13.2 Name and Title of Notary Public or Justice of the Peace DEBRA L. LOVE, Notary Public My Commission Expires October 16, 2018 DEBRA L. LOVE, Notary Public My Commission Expires October 16, 2018 			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory MARY ANN COONEY Associate Commissioner	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By:  On: <u>1-15-14</u>			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

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12.17.13

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.
3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

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

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.
5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.
5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.
5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

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

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.
6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.
6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.
6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.
7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.
7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

Contractor Initials: 
Date: 12.15.15

8. EVENT OF DEFAULT/REMEDIES.

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

- 8.1.1 failure to perform the Services satisfactorily or on schedule;
- 8.1.2 failure to submit any report required hereunder; and/or
- 8.1.3 failure to perform any other covenant, term or condition of this Agreement.

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

- 8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;
- 8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
- 8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or
- 8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

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

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

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

14. INSURANCE.

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

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

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

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

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

Contractor Initials: 
Date: 12.13.17

certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

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

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

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

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

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

19. CONSTRUCTION OF AGREEMENT AND TERMS.

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

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

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

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

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

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



Exhibit A

Scope of Services

1. Provisions Applicable to all Services

- 1.1 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 Service(s) described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Contract so as to achieve compliance therewith.
- 1.2 The Contractor shall pursue any and all appropriate public sources of funds that are applicable to the funding of the Services, operations prevention, acquisition, or rehabilitation. Appropriate records shall be maintained by the Contractor to document actual funds received or denials of funding from such public sources of funds.

2. Services to be provided

The Contractor will provide services to juvenile court diversion programs, policymakers and stakeholders, and the Department of Health and Human Services to improve the efficacy, evaluation and sustainability of juvenile court diversion programs statewide by continuing Center for Excellence business operations, which include but are not limited to, educating stakeholders and policymakers on juvenile court diversion efficacy, core elements and best practices. The Contractor shall:

- 2.1 Educate stakeholders on juvenile diversion efficacy, core elements and best practices. The Contractor shall, at a minimum:
 - 2.1.1 Initiate contact and conduct a minimum of thirteen (13) interviews with juvenile court diversion programs including those programs that are not accredited by the Circuit Court or involved with the New Hampshire Juvenile Court Diversion Network to determine program structure, challenges, successes and sustainability. The Contractor, at a minimum, shall:
 - 2.1.1.1 Make initial contact by telephone with administrators, or designees, of the juvenile court diversion programs to schedule interviews.
 - 2.1.1.2 Schedule interviews that accommodate the needs and availability of the juvenile court diver program(s). This may include, but is not limited to, face-to-face interviews, scheduled group discussions, interviews by telephone, or on-line interviews.
 - 2.1.1.3 Obtain information about juvenile court diversion program components, data collection efforts, referral processes, program evaluation efforts, and financial sustainability efforts by using site visit protocols developed by the Contractor in 2012.
 - 2.1.1.4 Document information obtained from interviews described in Section 2.1.1 in order to compile reports and materials to educate stakeholders.

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Exhibit A

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- 2.1.2 Share information obtained in Section 2.1.1 at monthly meetings described in Section 2.3.1.
 - 2.1.3 Provide guidance to local communities on the fundamental core elements and best practices of juvenile court diversion programs.
 - 2.2 Work with state and local agencies to determine areas throughout the state that may benefit from establishing a local juvenile court diversion program. The Contractor shall:
 - 2.2.1 Initiate contact with local government officials, or designees, to schedule meetings as appropriate, with stakeholders identified by the government officials, or designees, in order to determine the feasibility of establishing a local juvenile court diversion program.
 - 2.2.2 Work to increase community buy-in for establishing a local juvenile court diversion program by providing guidance on core elements, program standards, best practices and sustainable funding options.
 - 2.3 Engage policymakers and other stakeholders in a collaborative strategic planning process to develop a sustainable juvenile court diversion system. The Contractor shall:
 - 2.3.1 Facilitate a minimum of twelve (12) work meetings per year that will allow for collaboration between local organizations, governmental policymakers, and other juvenile justice stakeholders. The Contractor, at a minimum, shall:
 - 2.3.1.1 Secure meeting locations.
 - 2.3.1.2 Create meeting agendas that will include reporting interview activities conducted Section 2.1.1.
 - 2.3.1.3 Provide a copy of each agenda to each invitee.
 - 2.3.1.4 Ensure invitees represent a cross section of local, county and state stakeholders.
 - 2.3.1.5 Record attendance and meeting minutes.
 - 2.3.1.6 Disseminate minutes either by hardcopy and/or by electronic posting to meeting attendees, and other stakeholders as appropriate.
 - 2.4 Assist the New Hampshire Juvenile Court Diversion Network and local juvenile court diversion programs in writing policy that includes core elements, best practices and state standards for operating juvenile court diversion programs.
 - 2.5 Partner with the Youth Council of Nashua and the New Hampshire Juvenile Court Diversion Network to merge research and best practices in order to increase the effectiveness of juvenile court diversion programs.
 - 2.6 Broaden stakeholder knowledge on program standards, best-practices, and sustainable funding options by being a repository for information regarding juvenile court diversion programs.



Exhibit A

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- 2.7 Assist the New Hampshire Juvenile Court Diversion Network with securing representation on boards and/or teams that deal with juvenile mental illness issues, drug and alcohol addiction issues, or other juvenile behavior issues to ensure juvenile court diversion programs are represented on these boards and/or teams. At a minimum, the Contractor shall:
- 2.7.1 Research boards and/or teams that exist at the local community level that deal with juvenile mental illness issues, drug and alcohol addiction issues or other juvenile behavior issues. This includes, but is not limited to, receiving detailed lists from juvenile diversion court programs that identify all boards, organizations and associations in the juvenile court diversion program service area.
 - 2.7.2 Provide the information obtained in Section 2.7.1 to the New Hampshire Juvenile Court Diversion Network, both electronically and by hard copy.
 - 2.7.3 Present opportunities for boards and/or teams described in Section 2.7.1 to be represented at the New Hampshire Juvenile Court Diversion Network meetings.
 - 2.7.4 Offer training to New Hampshire Juvenile Court Diversion Network members on how to represent the New Hampshire Juvenile Court Diversion Network interests at other board/team meetings, as described in Section 2.7.1.
- 2.8 Research local, state and national best practices and recommend adoption of best practice reporting methods in order to minimize instances of a single youth entering multiple juvenile court diversion programs. The Contractor shall:
- 2.8.1 Review local, state and national literature on juvenile court diversion plans and programs that successfully report and share information regarding juvenile court diversion youth enrollment.
 - 2.8.2 Conduct outreach activities to other professional juvenile court diversion networks and coordinators to identify best practice reporting methods.
 - 2.8.3 Make recommendations to juvenile court diversion programs for improving reporting methods.
 - 2.8.4 Research approaches of juvenile court diversion programs in New Hampshire to determine the cost-benefit and efficacy of each.
 - 2.8.5 Examine current juvenile court diversion programs to identify gaps in services, common challenges and barriers.
- 2.9 Develop data collection methods that demonstrate effectiveness of juvenile court diversion programs established in New Hampshire. The Contractor shall:
- 2.9.1 Work with juvenile court diversion programs to share best practices in data collection.
 - 2.9.2 Work with juvenile court diversion programs to implement best practices in data collection in order to successfully secure funding for continuation of juvenile court diversion programs.



Exhibit A

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- 2.9.3 Create or build upon a data collection method that sets base-line standards for reporting data.
 - 2.9.4 Use or modify current data collection tools to ensure, at minimum, information is captured and shared with the Center for Excellence, the New Hampshire Juvenile Court Diversion Network, juvenile court diversion programs not associated with the New Hampshire Juvenile Court Diversion Network, and the Division for Children, Youth and Families. Captured information shall include, but not be limited to:
 - 2.9.4.1 Demographic information on race, ethnicity, gender and age.
 - 2.9.4.2 Location of program activities.
 - 2.9.4.3 Number of youth served, including number of youth who successfully completed program requirements.
 - 2.9.4.4 Number of youth that terminated from the program, with the reason for termination.
 - 2.9.4.5 Referral sources.
 - 2.9.4.6 Program components.
 - 2.9.4.7 Number of youth who participated in each program component.
 - 2.10 Provide technical support to juvenile court diversion program administrators on the implementation of standard data collection tools.
 - 2.11 Develop a juvenile court diversion marketing and communication plan. The Contractor shall:
 - 2.11.1 Build upon current research in order to develop effective communication and marketing tools to increase the visibility of juvenile court diversion programs.
 - 2.11.2 Assist accredited and nonaccredited juvenile court diversion programs to design materials, such as laminated posters, bumper stickers, informational brochures and pamphlets that communicate the effectiveness of evidence-based juvenile court diversion programs by:
 - 2.11.2.1 Researching existing national, state and local juvenile court diversion program materials that communicate the effectiveness of evidence-based juvenile court diversion programs.
 - 2.11.2.2 Providing samples and/or suggestions to accredited and non-accredited juvenile court diversion programs that focus on material layout and content.
 - 2.11.2.3 Identifying venues for dispensing materials developed by the juvenile court diversion programs, including those stated in Section 2.11.5, specific to the area served by each juvenile court diversion program.
 - 2.11.3 Assist the New Hampshire Juvenile Court Diversion Network in designing materials similar to the ones identified in Section 2.11.2 that focus on the



Exhibit A

New Hampshire Juvenile Court Diversion Network role in the community in order to educate communities on juvenile court diversion programs.

- 2.11.4 Ensure that all materials developed in Section 2.11.2 and Section 2.11.3 by juvenile court diversion programs receiving funding through the US Department of Justice, Office of Juvenile Justice and Delinquency Prevention are credited to the US Department of Justice, Office of Juvenile Justice and Delinquency Prevention. The Contractor, at a minimum, shall:
 - 2.11.4.1 Provide a copy of any material developed by juvenile court diversion programs to the Division for Children, Youth and Families.
 - 2.11.4.2 Display posters developed by juvenile court diversion programs in local community venues.
 - 2.11.4.3 Provide brochures developed by juvenile court diversion programs to other community-based agencies that serve youth including, but not limited to, police departments, public health departments and State offices.
 - 2.11.4.4 Provide bumper stickers developed by juvenile court diversion programs to interested parties in order to educate the community/state about juvenile court diversion programs.
- 2.11.5 Develop communication channels between accredited and non-accredited juvenile court diversion programs to promote collaboration between stakeholders.
- 2.12 Identify potential local, federal and foundational funding sources available to help sustain and support local juvenile court diversion programs. The Contractor shall:
 - 2.12.1 Research additional local, federal and foundational funding sources that may be available to specifically fund juvenile court diversion program operations.
 - 2.12.2 Report potential funding sources identified in Section 2.12.1 to juvenile court diversion program stakeholders during monthly meetings described in Section 2.3.1.

3. Reporting Requirements

- 3.1 In addition to the reporting requirements to stakeholders and policymakers identified in Section 2 the Contractor shall:
 - 3.1.1 Provide quarterly reports to the Division for Children, Youth and Families that include, but are not limited to:
 - 3.1.1.1 A summary of stakeholder education activities conducted in Section 2.1 through Section 2.8. The narrative shall include, but not be limited to:
 - 3.1.1.1.1 Descriptions of activities performed that indicate dates and times, as well as specific contacts made.

JK



Exhibit A

- 3.1.1.1.2 Barriers and challenges experienced by the Contractor during the quarter.
- 3.1.1.1.3 The Contractor's plan to address barriers and challenges in Section 3.1.1.1.2 for the next quarter.
- 3.1.1.2 A summary of data collection methods developed or modified. The narrative shall include, but not be limited to:
 - 3.1.1.2.1 Barriers and challenges experienced by the Contractor in developing or modifying data collection tools.
 - 3.1.1.2.2 The Contractor's plan to address barriers and challenges in Section 3.1.1.2.1 for the next quarter.
 - 3.1.1.2.3 Juvenile court diversion programs that have implemented new or modified data collection methods.
- 3.1.1.3 Samples of materials developed during the reporting quarter under the provisions of Section 2.11.
- 3.1.1.4 A summary of advisory board/teams researched and presented to the New Hampshire Juvenile Court Diversion Network described in Section 2.7.
- 3.1.2 Provide quarterly reports that include backup documentation listed in Section 3.1.1 detailing actual expenditures for approved contract related activities.
 - 3.1.2.1 Quarterly reports shall be due as follows:
 - 3.1.2.1.1 April 30th for all activities performed from January 1st through March 31st of the current year.
 - 3.1.2.1.2 July 31st for all activities performed from April 1st through June 30th of the current year.
 - 3.1.2.1.3 October 31st for all activities performed from July 1st through September 31st of the current year..
 - 3.1.2.1.4 January 31st for all activities performed from October 1st through December 31st of the previous year.

4. Requirements of Delivery of Services

- 4.1 In addition to the reporting requirements specified in Section 3 the Contractor shall, at minimum:
 - 4.1.1 Conduct a minimum of thirteen (13) interviews described in Section 2.1.1.
 - 4.1.2 Facilitate a minimum of twelve (12) meetings described in Section 2.3.1.
 - 4.1.3 Collaborate with a minimum of fifteen (15) juvenile court diversion programs, statewide, to perform activities identified in Section 2.8 through 2.11.
 - 4.1.4 Provide samples of at least five (5) promotional and/or marketing materials as described in Section 2.11.



Exhibit A

-
- 4.1.5 Conduct a minimum of ten (10) national juvenile court diversion studies as described in Section 2.8.
 - 4.1.6 Research and recommend all statewide boards organization and associations, as described in Section 2.7.1, to the New Hampshire Juvenile Court Diversion Network no later than sixty (60) days from the Contract effective date.
 - 4.1.7 Provide a minimum of two (2) trainings to the New Hampshire Juvenile Court Diversion Network that focus on how to represent interests at board, organization, or association meetings described in Section 2.7.4.



Exhibit B

Method and Conditions Precedent to Payment

This contract is funded with funds from the Catalog of Federal Domestic Assistance (CFDA) #16.540, U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention in providing services pursuant to Exhibit A, Scope of Services. The contractor agrees to provide the services in Exhibit A, Scope of Services in compliance with funding requirements.

1. The State shall pay the Contractor an amount not to exceed the Price Limitation on Form P37, Block 1.8, for the services provided by the Contractor pursuant to Exhibit A, Scope of Services.
2. Payment for expenses shall be on a cost reimbursement basis only for actual expenditures. Expenditures shall be in accordance with the approved line item budgets shown in Exhibits B-1 and B-2.
3. Payment for services shall be made as follows:
 - 3.1. The Contractor shall submit quarterly reports as specified in Exhibit A, Scope of Services, Sections 3, with an invoice for reimbursement of actual expenses incurred during the quarter, for a total of four (4) 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.
 - 3.2. Invoices and reports identified in Section 3.1 must be submitted to:

Pamela Sullivan
Juvenile Justice Specialist
NH Department of Health and Human Services
Division for Children, Youth and Families
1056 North River Road
Manchester, NH 03104
4. Payments may be withheld pending receipt of required reports or documentation as identified in Exhibit A, Section 3.
5. A final payment request shall be submitted no later than sixty (60) days after the Contract ends. Failure to submit the invoice, and accompanying documentation could result in nonpayment.
6. 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.
7. When the contract price limitation is reached, the program shall continue to operate at full capacity at no charge to the State of New Hampshire for the duration of the contract period.
8. Notwithstanding paragraph 18 of Form P-37, General Provisions, an amendment limited to transfer the funds within the budget and within the price limitation, can be made by written agreement of both parties and may be made without obtaining approval of the Governor and Executive Council.


12.13.17

EXHIBIT B-1

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

Bidder/Program Name: JSI Research and Training Institute, Inc. d/b/a Community Health Institute
NH Juvenile Court Diversion Center of Excellence
Budget Request for: State Advisory Group (SAG) Prevention Services for the Community

Budget Period: January 1, 2014 - June 30, 2014

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 17,148.35	\$ -	\$ 17,148.35	\$ -	\$ -	\$ -	\$ 17,148.35	\$ -	\$ 17,148.35
2. Employee Benefits	\$ 6,516.37	\$ -	\$ 6,516.37	\$ -	\$ -	\$ -	\$ 6,516.37	\$ -	\$ 6,516.37
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ 171.48	\$ -	\$ 171.48	\$ -	\$ -	\$ -	\$ 171.48	\$ -	\$ 171.48
Repair and Maintenance	\$ 171.48	\$ -	\$ 171.48	\$ -	\$ -	\$ -	\$ 171.48	\$ -	\$ 171.48
Purchase/Depreciation	\$ 171.48	\$ -	\$ 171.48	\$ -	\$ -	\$ -	\$ 171.48	\$ -	\$ 171.48
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 857.42	\$ -	\$ 857.42	\$ -	\$ -	\$ -	\$ 857.42	\$ -	\$ 857.42
6. Travel	\$ 330.00	\$ -	\$ 330.00	\$ -	\$ -	\$ -	\$ 330.00	\$ -	\$ 330.00
7. Occupancy	\$ 1,714.84	\$ -	\$ 1,714.84	\$ -	\$ -	\$ -	\$ 1,714.84	\$ -	\$ 1,714.84
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ 171.48	\$ -	\$ 171.48	\$ -	\$ -	\$ -	\$ 171.48	\$ -	\$ 171.48
Audit and Legal	\$ 171.48	\$ -	\$ 171.48	\$ -	\$ -	\$ -	\$ 171.48	\$ -	\$ 171.48
Insurance	\$ 171.48	\$ -	\$ 171.48	\$ -	\$ -	\$ -	\$ 171.48	\$ -	\$ 171.48
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 250.37	\$ -	\$ 250.37	\$ -	\$ -	\$ -	\$ 250.37	\$ -	\$ 250.37
10. Marketing/Communications	\$ 171.48	\$ -	\$ 171.48	\$ -	\$ -	\$ -	\$ 171.48	\$ -	\$ 171.48
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ 9,000.00	\$ -	\$ 9,000.00	\$ -	\$ -	\$ -	\$ 9,000.00	\$ -	\$ 9,000.00
13. Meeting Expenses	\$ 359.57	\$ -	\$ 359.57	\$ -	\$ -	\$ -	\$ 359.57	\$ -	\$ 359.57
14. Indirect 10%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Information Systems (indirect) 3%	\$ -	\$ 851.32	\$ 851.32	\$ -	\$ -	\$ -	\$ -	\$ 851.32	\$ 851.32
Human Resources (indirect) 2%	\$ -	\$ 567.54	\$ 567.54	\$ -	\$ -	\$ -	\$ -	\$ 567.54	\$ 567.54
General Administration (indirect) 2%	\$ -	\$ 567.54	\$ 567.54	\$ -	\$ -	\$ -	\$ -	\$ 567.54	\$ 567.54
Payroll and Accounting (indirect) 3%	\$ -	\$ 851.32	\$ 851.32	\$ -	\$ -	\$ -	\$ -	\$ 851.32	\$ 851.32
TOTAL	\$ 37,377.28	\$ 2,837.72	\$ 40,215.00	\$ -	\$ -	\$ -	\$ 37,377.28	\$ 2,837.72	\$ 40,215.00

Indirect As A Percent of Direct

7.6%

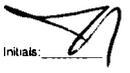
Contractor Initials: 
Date: 12-13-13

EXHIBIT B-2

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

Bidder/Program Name: JSI Research and Training Institute, Inc. d/b/a Community Health Institute
NH Juvenile Court Diversion Center of Excellence
Budget Request for: State Advisory Group (SAG) Prevention Services for the Community

Budget Period: July 1, 2014 - February 1, 2015

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 17,148.35	\$ -	\$ 17,148.35	\$ -	\$ -	\$ -	\$ 17,148.35	\$ -	\$ 17,148.35
2. Employee Benefits	\$ 6,516.37	\$ -	\$ 6,516.37	\$ -	\$ -	\$ -	\$ 6,516.37	\$ -	\$ 6,516.37
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ 171.48	\$ -	\$ 171.48	\$ -	\$ -	\$ -	\$ 171.48	\$ -	\$ 171.48
Repair and Maintenance	\$ 171.48	\$ -	\$ 171.48	\$ -	\$ -	\$ -	\$ 171.48	\$ -	\$ 171.48
Purchase/Depreciation	\$ 171.48	\$ -	\$ 171.48	\$ -	\$ -	\$ -	\$ 171.48	\$ -	\$ 171.48
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 857.42	\$ -	\$ 857.42	\$ -	\$ -	\$ -	\$ 857.42	\$ -	\$ 857.42
6. Travel	\$ 453.72	\$ -	\$ 453.72	\$ -	\$ -	\$ -	\$ 453.72	\$ -	\$ 453.72
7. Occupancy	\$ 1,714.84	\$ -	\$ 1,714.84	\$ -	\$ -	\$ -	\$ 1,714.84	\$ -	\$ 1,714.84
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ 171.48	\$ -	\$ 171.48	\$ -	\$ -	\$ -	\$ 171.48	\$ -	\$ 171.48
Audit and Legal	\$ 171.48	\$ -	\$ 171.48	\$ -	\$ -	\$ -	\$ 171.48	\$ -	\$ 171.48
Insurance	\$ 171.48	\$ -	\$ 171.48	\$ -	\$ -	\$ -	\$ 171.48	\$ -	\$ 171.48
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 250.37	\$ -	\$ 250.37	\$ -	\$ -	\$ -	\$ 250.37	\$ -	\$ 250.37
10. Marketing/Communications	\$ 171.48	\$ -	\$ 171.48	\$ -	\$ -	\$ -	\$ 171.48	\$ -	\$ 171.48
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ 9,000.00	\$ -	\$ 9,000.00	\$ -	\$ -	\$ -	\$ 9,000.00	\$ -	\$ 9,000.00
13. Meeting Expenses:	\$ 235.85	\$ -	\$ 235.85	\$ -	\$ -	\$ -	\$ 235.85	\$ -	\$ 235.85
14. Indirect 10%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Information Systems (indirect) 3%	\$ -	\$ 851.32	\$ 851.32	\$ -	\$ -	\$ -	\$ -	\$ 851.32	\$ 851.32
Human Resources (indirect) 2%	\$ -	\$ 567.54	\$ 567.54	\$ -	\$ -	\$ -	\$ -	\$ 567.54	\$ 567.54
General Administration (indirect) 2%	\$ -	\$ 567.54	\$ 567.54	\$ -	\$ -	\$ -	\$ -	\$ 567.54	\$ 567.54
Payroll and Accounting (indirect) 3%	\$ -	\$ 851.32	\$ 851.32	\$ -	\$ -	\$ -	\$ -	\$ 851.32	\$ 851.32
TOTAL	\$ 37,377.28	\$ 2,837.72	\$ 40,215.00	\$ -	\$ -	\$ -	\$ 37,377.28	\$ 2,837.72	\$ 40,215.00

Indirect As A Percent of Direct

7.6%

Contractor Initials:

Date: 12.13.15

NH Department of Health and Human Services

STANDARD EXHIBIT C

SPECIAL PROVISIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

15. Prior Approval and Copyright Ownership:

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

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

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

Contractor Initials: 
Date: 12.12.13

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

- Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function
- Have a written agreement with the subcontractor that specifies activities and reporting responsibilities and how sanctions/revocation will be managed if the subcontractor's performance is not adequate
- Monitor the subcontractor's performance on an ongoing basis
- Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed
- DHHS shall review and approve all subcontracts.

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

SPECIAL PROVISIONS – DEFINITIONS

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

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

DEPARTMENT: NH Department of Health and Human Services.

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

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

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

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

Contractor Initials: 
Date: 12.12.13

NH Department of Health and Human Services

STANDARD EXHIBIT C-1

ADDITIONAL SPECIAL PROVISIONS

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

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

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

10.2 In the event of early termination, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement, including but not limited to, identifying the present and future needs of clients receiving services under the Agreement and establishes a process to meet those needs.

10.3 The Contractor shall fully cooperate with the State and shall promptly provide detailed information to support the Transition Plan including, but not limited to, any information or data requested by the State related to the termination of the Agreement and Transition Plan and shall provide ongoing communication and revisions of the Transition Plan to the State as requested.

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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.


12.12.13

NH Department of Health and Human Services

STANDARD EXHIBIT D

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

ALTERNATIVE I - FOR 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

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

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

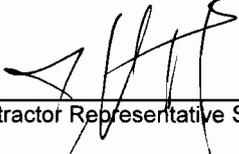
(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

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

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

JSI Research & Training Inst., Inc, d/b/a Community Health Institute From: To:
(Contractor Name) (Period Covered by this Certification)

Jonathan Stewart, Director
(Name & Title of Authorized Contractor Representative)


(Contractor Representative Signature)

12.13.13
(Date)

Contractor Initials: 
Date: 12.13.13

NH Department of Health and Human Services

STANDARD EXHIBIT E

CERTIFICATION REGARDING LOBBYING

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

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

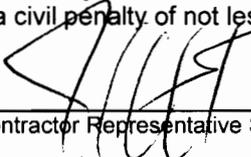
- Programs (indicate applicable program covered):
- *Temporary Assistance to Needy Families under Title IV-A
- *Child Support Enforcement Program under Title IV-D
- *Social Services Block Grant Program under Title XX
- *Medicaid Program under Title XIX
- *Community Services Block Grant under Title VI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

Contract Period: _____ through _____

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.


Johnathan Stewart, Director

 (Contractor Representative Signature) (Authorized Contractor Representative Name & Title)

JSI d/b/a Community Health Institute 12/13/13

 (Contractor Name) (Date)

NH Department of Health and Human Services

STANDARD EXHIBIT F

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

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

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.

Contractor Initials: 

Date: 12-10-13

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

PRIMARY COVERED TRANSACTIONS

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

Contractor Initials: AS

Date: 12.17.13

LOWER TIER COVERED TRANSACTIONS

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

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

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

 _____ (Contractor Representative Signature)	<i>Jonathan Stewart, Director</i> _____ (Authorized Contractor Representative Name & Title)
<i>JSI d/b/a Community Health Institute</i> _____ (Contractor Name)	<i>12/13/13</i> _____ (Date)

Contractor Initials: 
Date: *12.13.13*

NH Department of Health and Human Services

STANDARD EXHIBIT G

**CERTIFICATION REGARDING
THE AMERICANS WITH DISABILITIES ACT COMPLIANCE**

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

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



(Contractor Representative Signature) Jonathan Stewart, Director

(Authorized Contractor Representative Name & Title)

JSI dba Community Health Institute 12/13/13

(Contractor Name) (Date)

NH Department of Health and Human Services

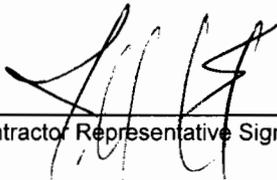
STANDARD EXHIBIT H

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

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


(Contractor Representative Signature)

Jonathan Stewart, Director
(Authorized Contractor Representative Name & Title)

JSI dba Community Health Institute,
(Contractor Name)

12/13/13
(Date)

NH Department of Health and Human Services

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

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

BUSINESS ASSOCIATE AGREEMENT

(1) Definitions.

- a. "Breach" shall have the same meaning as the term "Breach" in Title XXX, Subtitle D. Sec. 13400.
- b. "Business Associate" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "Covered Entity" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "Data Aggregation" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "Health Care Operations" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "HITECH Act" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164.
- i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.

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

(2) Use and Disclosure of Protected Health Information.

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

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

(3) Obligations and Activities of Business Associate.

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

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Date: 12.13.13

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

(4) Obligations of Covered Entity

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

Contractor Initials: 
Date: 12.11.13

(5) Termination for Cause

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

(6) Miscellaneous

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, and the HITECH Act as amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule and the HITECH Act.
- e. Segregation. If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section 3 k, the defense and indemnification provisions of section 3 d and standard contract provision #13, shall survive the termination of the Agreement.

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

NH DHHS
The State Agency Name

JSI d/b/a Community Health Institute
Name of the Contractor

[Signature]
Signature of Authorized Representative

[Signature]
Signature of Authorized Representative

MARY ANN COONEY
Name of Authorized Representative

Jonathan Stewart
Name of Authorized Representative

Associate Commissioner
Title of Authorized Representative

Director
Title of Authorized Representative

1/29/14
Date

12/13/13
Date

Contractor Initials: [Signature]
Date: 12.13.13

NH Department of Health and Human Services

STANDARD EXHIBIT J

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

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

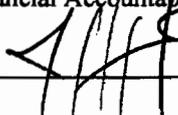
In accordance with 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

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

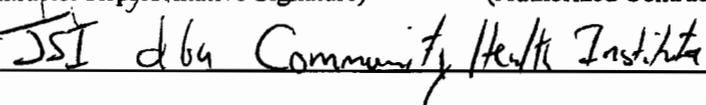
Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

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

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



(Contractor Representative Signature) Jonathan Skunt, Director
(Authorized Contractor Representative Name & Title)



(Contractor Name) 12.13.13
(Date)

Contractor initials: 
Date: 12.13.13
Page # 36 of Page # 37

NH Department of Health and Human Services

STANDARD EXHIBIT J

FORM A

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

1. The DUNS number for your entity is:

14-5729117

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

NO

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: _____

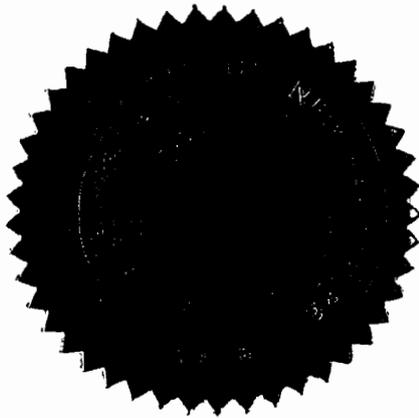
Amount: _____

Contractor initials: g
Date: 12.13.13
Page # 37 of Page # 37

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that Community Health Institute is a New Hampshire trade name registered on March 29, 2007 and that JSI RESEARCH AND TRAINING INSTITUTE, INC. presently own(s) this trade name. I further certify that it is in good standing as far as this office is concerned, having 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 2nd day of April, A.D. 2013

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

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, Joel H. Lamstein, do hereby certify that:

(Name of the elected Officer of the Agency; cannot be contract signatory)

1. I am a duly elected Officer of JSI Research & Training Institute, Inc.

(Agency Name)

2. The following is a true copy of two resolution duly adopted at a meeting of the Board of Directors of

the Agency duly held on October 24, 2008:

(Date)

RESOLVED: That the 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 15th day of December, 2013.

(Date Contract Signed)

4. Jonathan Stewart is the duly elected

Director

(Name of Contract Signatory)

of the Agency.

(Title of Contract Signatory)



(Signature of the Elected Officer)

STATE OF NEW HAMPSHIRE

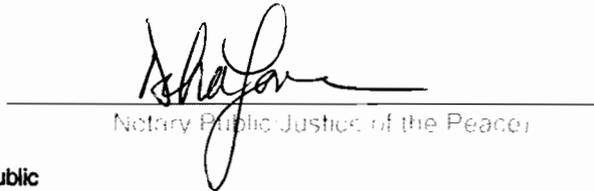
County of Merrimack

The forgoing instrument was acknowledged before me this 15th day of December, 2013.

By Joel Lamstein

(Name of Elected Officer of the Agency)

(Notary Public Justice of the Peace)



(Signature of Notary Public)

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

Commission Expires: _____

JSI Research and Training

Mission Statement

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

Community Health Institute

Mission Statement

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

JSI RESEARCH AND TRAINING INSTITUTE, INC.

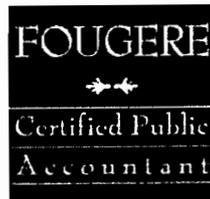
**FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORT**

SEPTEMBER 30, 2012

JSI Research and Training Institute, Inc.
September 30, 2012

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INDEPENDENT AUDITOR'S REPORT

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

We have audited the accompanying statement of financial position of JSI Research and Training Institute, Inc. (a Massachusetts non-profit organization) as of September 30, 2012, and the related statements of activities, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year summarized comparative information has been derived from JSI Research and Training Institute, Inc.'s 2011 financial statements, and in our report dated April 10, 2012, we expressed an unqualified opinion on those financial statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of JSI Research and Training Institute, Inc. as of September 30, 2012, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated April 9, 2013 on our consideration of JSI Research and Training Institute, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on

compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements of JSI Research and Training Institute, Inc. taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic 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 basic 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 basic financial statements taken as a whole.

A handwritten signature in black ink, reading "Samuel Foye CPA". The signature is written in a cursive style with a large initial 'S'.

Duxbury, Massachusetts
April 9, 2013

JSI Research and Training Institute, Inc.
STATEMENT OF FINANCIAL POSITION
September 30, 2012
(With Comparative Totals for 2011)

	2012	2011
ASSETS		
Current Assets:		
Cash and cash equivalents	\$ 34,406,589	\$ 30,376,741
Receivables for program work:		
U.S. Department of Health and Human Services	72,147	82,270
Commonwealth of Massachusetts	653,636	263,550
Other	1,813,913	1,658,434
Field advances - program	379,372	411,461
Employee advances	92,078	73,816
Total Current Assets	37,417,735	32,866,272
Property and Equipment:		
Office furniture and equipment	219,206	219,206
Less: Accumulated depreciation	(219,206)	(213,516)
Net Property and Equipment	-	5,690
Other Assets:		
Deposits	44,015	43,545
TOTAL ASSETS	\$ 37,461,750	\$ 32,915,507
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts payable and payroll withholdings	\$ 1,857,671	\$ 1,910,386
Accrued vacation	979,051	915,939
Advances for program work:		
U.S. Agency for International Development	1,919,095	2,497,939
U.S. Dept. of Health and Human Services	45,638	18,352
U.S. Dept. of Homeland Security	-	-
Other	18,611,504	16,166,468
Loans payable	484,718	572,193
Contingencies	-	-
Total Current Liabilities	23,897,677	22,081,277
Net Assets:		
Unrestricted	13,564,073	10,834,230
Total Net Assets	13,564,073	10,834,230
TOTAL LIABILITIES AND NET ASSETS	\$ 37,461,750	\$ 32,915,507

See notes to financial statements.

JSI Research and Training Institute, Inc.
STATEMENT OF ACTIVITIES
Year Ended September 30, 2012
(With Comparative Totals for 2011)

	2012	2011
UNRESTRICTED NET ASSETS:		
Public Support and Revenue		
Public Support:		
Government grants and contracts:		
U.S. Government	\$ 109,963,987	\$ 113,359,455
Commonwealth of Massachusetts	4,932,870	4,116,778
Other grants and contracts	30,219,590	28,472,866
Program income	107,143	211,341
Contributions	504,214	1,254,616
In Kind Project Contributions	9,085,542	3,676,017
Interest income	31,542	28,928
Total Unrestricted Support and Revenue	154,844,888	151,120,001
Expenses		
Program Services:		
International programs	127,894,661	125,569,002
Domestic programs	9,524,715	9,499,017
Total Program Services	137,419,376	135,068,019
Supporting Services:		
Management and General	14,695,669	12,832,979
Total Expenses	152,115,045	147,900,998
Increase (Decrease) in Unrestricted Net Assets	2,729,843	3,219,003
Net Assets at Beginning of Year	10,834,230	7,615,227
Net Assets at End of Year	\$ 13,564,073	\$ 10,834,230

See notes to financial statements.

JSI Research and Training Institute, Inc.
STATEMENT OF FUNCTIONAL EXPENSES
Year Ended September 30, 2012
(With Comparative Totals for 2011)

	<u>PROGRAM SERVICES</u>		<u>SUPPORTING SERVICES</u>	<u>TOTAL EXPENSES</u>	
	<u>International Programs</u>	<u>Domestic Programs</u>	<u>Total</u>	<u>2012</u>	<u>2011</u>
Salaries	\$ 14,065,428	\$ 4,489,160	\$ 18,554,588	\$ 20,751,440	\$ 18,451,025
Consultants	8,972,878	2,117,944	11,090,822	11,121,555	10,650,276
Cooperating National Salaries	17,953,147	-	17,953,147	17,953,147	16,063,822
Travel	6,389,747	517,681	6,907,428	7,083,157	7,514,440
Allowance & Training	3,616,288	4,295	3,620,583	3,698,620	3,952,796
Sub-contracts	23,667,424	755,435	24,422,859	24,422,859	27,144,346
Equipment, Material and Supplies	4,639,368	56,520	4,695,888	4,770,487	5,561,441
Other Costs	39,504,839	1,583,680	41,088,519	53,222,548	54,880,835
In-kind project expenses	9,085,542	-	9,085,542	9,085,542	3,676,017
Depreciation	-	-	-	5,690	6,000
TOTAL EXPENSE	\$ 127,894,661	\$ 9,524,715	\$ 137,419,376	\$ 152,115,045	\$ 147,900,998

See notes to financial statements.

JSI Research and Training Institute, Inc.
STATEMENT OF CASH FLOWS
Year Ended September 30, 2012
(With Comparative Totals for 2011)

	2012	2011
Cash Flows From Operating Activities:		
Increase (Decrease) in net assets	\$ 2,729,843	\$ 3,219,003
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	5,690	6,000
(Increase) Decrease in receivables for program work	(535,442)	772,566
(Increase) Decrease in field advances - program	32,089	416,290
(Increase) Decrease in employee advances	(18,262)	(18,773)
(Increase) Decrease in deposits	(470)	(10,845)
Increase (Decrease) in accounts payable and payroll withholdings	(52,715)	389,276
Increase (Decrease) in accrued vacation	63,112	53,564
Increase (Decrease) in advances for program work	1,893,478	3,160,370
Net Cash Provided (Used) By Operating Activities	4,117,323	7,987,451
Cash Flows From Investing Activities:		
Acquisition of property and equipment	-	(2,904)
Net Cash Provided (Used) By Investing Activities	-	(2,904)
Cash Flows From Financing Activities:		
Proceeds from loans payable	603,542	804,124
Payments of loans payable	(691,017)	(634,320)
Net Cash Provided (Used) By Financing Activities	(87,475)	169,804
Net Increase (Decrease) in Cash and Cash Equivalents	4,029,848	8,154,351
Cash and Cash Equivalents at Beginning of Year	30,376,741	22,222,390
Cash and Cash Equivalents at End of Year	\$ 34,406,589	\$ 30,376,741

See notes to financial statements.

JSI Research and Training Institute, Inc.
NOTES TO FINANCIAL STATEMENTS
September 30, 2012

NOTE 1 – ORGANIZATION AND NATURE OF ACTIVITIES

JSI Research and Training Institute, Inc. (the “Company”) is a not-for-profit corporation. The Company provides education and research primarily to non-profit health and human service agencies both in the United States and abroad. Current funding is principally from the United States Agency for International Development and the United States Department of Health and Human Services (HHS). The Company was organized on April 11, 1979.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Date of Management’s Review

Subsequent events were evaluated through April 9, 2013, which is the date the financial statements were available to be issued.

Method of Accounting

The financial statements of the Company have been prepared utilizing the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America.

Financial Statement Presentation

The financial statements are presented in accordance with the Statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statements of Not-for-Profit Organizations*. Under SFAS No. 117, the Company 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. At September 30, 2012, there were no temporarily or permanently restricted net assets.

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. Accordingly, actual results may differ from those estimates.

Revenue Recognition

Unrestricted and restricted contributions are recognized as revenue at the date the pledge is made or the gift is received, whichever is earlier. Revenue from cost reimbursement contracts and grants is recorded as the related expenditures are incurred.

JSI Research and Training Institute, Inc.
NOTES TO FINANCIAL STATEMENTS - CONTINUED
September 30, 2012

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Contributions

The Company adheres to SFAS No. 116, *Accounting for Contributions Received and Contributions Made*. In accordance with SFAS No. 116, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions. Under SFAS No. 116, contributions are required to be reported as temporarily restricted support and are then reclassified to unrestricted net assets upon expiration of the time restriction. Temporarily restricted support, whose restrictions are met in the same reporting period, are shown as unrestricted support.

Donated Materials and Services

Donated materials and services are recorded as in kind project contributions at their estimated fair market value as of the date of receipt and as an expense in the accompanying statements of activities. As required under SFAS No. 116, *Accounting for Contributions Received and Contributions Made*, donated services are recognized if the services received create or enhance non-financial assets or require specialized skills that are provided by individuals possessing those skills and would typically need to be purchased if not provided by donation.

Functional Allocation of Expenses

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

Income Taxes

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

Cash and Cash Equivalents

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

Receivables for Program Work

Receivables for program work are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectable amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The allowance for doubtful accounts at September 30, 2012 was \$0.

JSI Research and Training Institute, Inc.
NOTES TO FINANCIAL STATEMENTS - CONTINUED
September 30, 2012

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Property and Equipment

Acquisitions of property and equipment in excess of \$1,500 are capitalized. Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using the straight-line method calculated to extinguish the book value of the respective assets over their estimated useful lives (5 - 7 years) of the related assets.

Prior Year Comparative Totals

The financial statements include prior-year summarized comparative information in total. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Company's financial statements for the year ended September 30, 2011, from which the summarized information was derived.

Reclassification

Certain amounts for 2011 have been reclassified to conform to current year presentation.

NOTE 3 – CONCENTRATION OF CREDIT RISK

The Company maintains bank accounts at several banks. Accounts at these institutions are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At various times during the fiscal year, cash at these institutions exceeded federally insured limits. Management believes the risk in these situations to be minimal.

NOTE 4 – PROPERTY AND EQUIPMENT AND ACCUMULATED DEPRECIATION

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

	2012		
	Cost	Accumulated Depreciation	Net
Office furniture, and equipment	\$ 219,206	\$ (219,206)	\$ -
	\$ 219,206	\$ (219,206)	\$ -

Depreciation expense was \$5,690 for the year ended September 30, 2012.

JSI Research and Training Institute, Inc.
NOTES TO FINANCIAL STATEMENTS - CONTINUED
September 30, 2012

NOTE 5 – LOANS PAYABLE

Loans payable consist of various unsecured short-term loans, payable on demand, from John Snow, Inc., a related party (See NOTE 9). No interest is charged on the loans. The loans payable balance at September 30, 2012 is \$484,718.

NOTE 6 – CONTINGENCIES

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

The Company is a co-borrower of a demand loan with no balance due at September 30, 2012. Management believes that the co-borrower is current on the loan and that its collateral exceeds the balance due. (See NOTE 9)

NOTE 7 – SURPLUS REVENUE RETENTION

In accordance with The Division of Purchased Services (DPS) Regulation, 808 CMR 1.19 (3), a provider of human services is allowed to retain a portion of its excess of support and revenue over expenses in a fiscal year (the “surplus”). A provider may retain as its surplus up to 5% of total revenue from Massachusetts sources during any fiscal year. In addition, a provider may retain a cumulative amount of surplus over a period of years not to exceed 20% of the prior year’s total support and revenue from Massachusetts sources.

The following summarizes the Company’s calculation of the surplus for fiscal year 2012 and on a cumulative basis:

	<u>Surplus Fund Balance</u>	<u>Other Fund Balance</u>	<u>Total Fund Balance</u>
Beginning of Year	\$ 476,274	\$ 10,357,956	\$ 10,834,230
Current Year	<u>48,131</u>	<u>2,681,712</u>	<u>2,729,843</u>
End of Year	<u>\$ 524,405</u>	<u>\$ 13,039,668</u>	<u>\$ 13,564,073</u>

JSI Research and Training Institute, Inc.
NOTES TO FINANCIAL STATEMENTS - CONTINUED
September 30, 2012

NOTE 8 – COMMONWEALTH OF MASSACHUSETTS

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

Accrued (deferred) Revenue at October 1, 2011	\$ 263,550
Receipts	(4,542,784)
Disbursements/expenditures	<u>4,932,870</u>
Accrued (deferred) Revenue at September 30, 2012	<u>\$ 653,636</u>

NOTE 9 – RELATED PARTY TRANSACTIONS

John Snow, Inc.

JSI Research and Training Institute, Inc. (an exempt organization) and John Snow, Inc. (a non-exempt corporation) purchase consulting services from each other. Mr. Joel Lamstein is President and Director of both organizations, and is the sole stockholder of John Snow, Inc. The two companies bill each other at the same rates that they bill the federal and state governments. During the year ended September 30, 2012, John Snow, Inc. billed JSI Research and Training Institute, Inc. \$11,265,239 for consulting services (technical support). This amount is reflected under the program services-consulting line item on the statement of functional expenses. In addition, JSI Research and Training Institute, Inc. performed consulting services (technical support) for John Snow, Inc. totaling \$9,706,366.

The two companies also share facilities and pool various overhead expenses. For the year ended September 30, 2012, JSI Research and Training Institute, Inc. incurred \$14,695,668 of overhead expenses (supporting services), of which \$4,192,046 was its share of John Snow, Inc. incurred costs.

JSI Research and Training Institute, Inc. is a co-borrower with John Snow, Inc. on a commercial demand loan-revolving line of credit with an expiration date of November 30, 2012, which allows for borrowings up to \$6,500,000. The loan is collateralized by a security agreement with a first position lien on all corporate assets of JSI Research and Training Institute, Inc. and John Snow, Inc. including assignment of promissory notes and security documents between the two companies. Interest is charged by utilizing a fluctuating rate based on LIBOR (Advantage) plus two percent (2.00%) payable monthly in arrears, which at September 30, 2012 was 2.2142%. At September 30, 2012, a balance of \$0 was outstanding on the loan. Management believes the loan payable will be extended, when due, under similar terms and conditions.

During the year ended September 30, 2012, John Snow, Inc. made an unrestricted contribution of \$100,000 to the Organization.

JSI Research and Training Institute, Inc.
NOTES TO FINANCIAL STATEMENTS - CONTINUED
September 30, 2012

NOTE 9 – RELATED PARTY TRANSACTIONS - continued

Partnership for Supply Chain Management, Inc.

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

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

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

During the year ended September 30, 2012, JSI Research and Training Institute, Inc. billed PSCM \$38,424,918 for services performed.

World Education, Inc.

On October 10, 2011, the Board of Directors voted to become the sole member of World Education, Inc. (an exempt organization) with such powers as are typically accorded to a sole member including the power of appointment and removal of the World Education, Inc. board of trustees, the right to approve amendments to the bylaws and certificate of incorporation of World Education, Inc., and the right to approve any merger, consolidation, dissolution or transfer of substantial assets of World Education, Inc.

The Company purchased services from World Education, Inc. totaling \$1,522,443 that were charged to sub-contracts expense.

Other

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

The Manoff Group, Inc. (a non-exempt corporation; 40% owned by John Snow, Inc.)	\$ 721,280
	<u>\$ 721,280</u>

JSI Research and Training Institute, Inc.
NOTES TO FINANCIAL STATEMENTS - CONTINUED
September 30, 2012

NOTE 10 - PENSION PLAN

The Company has a defined contribution profit sharing/401(K) plan covering substantially all its employees. Employee contributions are voluntary. Employer contributions are based on a percentage (10% - 15% depending on length of service) of salary. The Plan was effective April 11, 1979. Pension expense was \$2,127,961 for the year ended September 30, 2012.

NOTE 11 – COMMITMENTS

Operating Leases

The Company leases space for general offices under operating leases expiring from 2013 through 2016. The leases contain renewal options for periods of up to 5 years.

During the year ended September 30, 2012, rentals under long-term lease obligations were \$393,077. Future obligations over the primary terms of the Company's long-term leases as of September 30, 2012 are:

<u>Year Ended</u> <u>September 30,</u>	
2013	\$ 331,836
2014	220,932
2015	224,686
2016	132,344
2017	-
Thereafter	-
	<hr/>
	<u>\$ 909,798</u>

JSI Research and Training Institute, Inc.
NOTES TO FINANCIAL STATEMENTS - CONTINUED
September 30, 2012

NOTE 12 – CONCENTRATION OF FUNDING

The Company receives a majority of its funding through contracts and grants with various departments and agencies of the Federal government and from the Commonwealth of Massachusetts.

The Company received 10% or more of its revenues and support from the following sources for the year ended September 30, 2012:

	<u>Income Received</u>	<u>% of Total Income</u>
U.S. Agency for International Development	\$ 66,510,935	42.95%
Partnership for Supply Chain Management, Inc.	<u>38,424,918</u>	<u>24.82%</u>
	<u>\$ 104,935,853</u>	<u>67.77%</u>

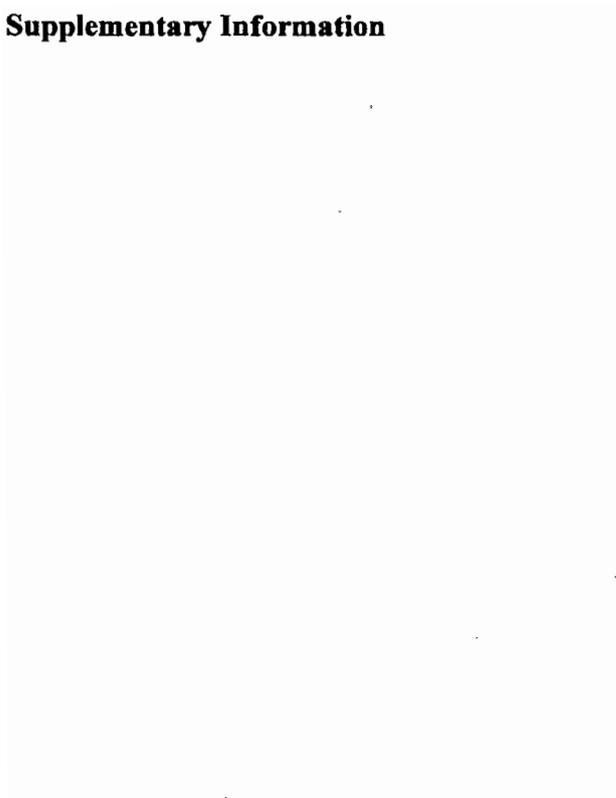
NOTE 13 – IN KIND PROJECT CONTRIBUTIONS

The Company receives donated materials and services consisting of commodities, facilities and equipment, and services for use in its programs from overseas collaborative private voluntary organizations and from foundations providing grants directly to a project. Donated materials and services totaled \$9,476,641 for the year ended September 30, 2012, and are reflected as In Kind Project Contributions on the Statement of Activities and In Kind Project Expenses on the Statement of Functional Expenses.

These contributions satisfy part of the matching requirements needed to obtain full funding on certain U.S. Agency for International Development grants. During the year ended September 30, 2012, the following donated materials and services received by JSI Research and Training Institute, Inc. have been used to fulfill matching requirements on active grants:

36346	Ethiopia SNL	\$ 35,250
36359	Nepal Family Health Program II	929,125
36514	Liberia RBHS	3,178,887
36521	Uganda STAR-EC	3,193,835
36528	Nigeria Tship	223,765
36529	Ghana Focus	1,220,762
36622	New Hampshire STAR	275,137
36662	Madagascar CBIHP	<u>28,781</u>
		<u>\$ 9,085,542</u>

Supplementary Information



JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2012

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. Agency for International Development			
Direct Grants:			
36064 - Sudan Health Transformation SHTP	623-A-00-04-00042-00	98.001	\$ (59,001)
36078 - Immunization Basics	GHS-A-00-04-00004-00	98.001	(1,938)
36183 - Ukraine TFH	121-A-00-05-00709	98.001	250,185
36259 - Northern Central Uganda HIV	617-A-00-06-00009-00	98.001	4,636,459
36267 - Ukraine MIHP II	121-A-00-06-00708-00	98.001	639,509
36359 - Nepal Family Health Program II	367-A-00-08-00001-00	98.001	4,928,843
36514 - Liberia RBHS	669-A-00-09-00001-00	98.001	14,839,279
36521 - Uganda HIV/AIDS/TB	617-A-00-09-00007-00	98.001	6,424,473
36528 - Nigeria TSHIP	620-A-00-09-00014-00	98.001	17,356,684
36529 - Ghana Focus	641-A-00-09-00030-00	98.001	7,505,555
36532 - Turkmenistan YC	120-A-00-09-00029-00	98.001	137,590
36648 - Pakistan TAUH	391-A-00-11-01214-00	98.001	1,212,588
36662 - Madagascar CBIHP	687-A-00-11-00013-00	98.001	4,267,557
36697 - SPRING	OAA-A-11-00031	98.001	3,235,649
36702 - Nepal CHX Cord Care	OAA-A-11-00073	98.001	200,324
36747 - Ukraine HWUP	121-A-11-00003	98.001	1,011,567
Total Direct Grants			<u>66,585,323</u>
Pass-through Grants:			
Passed through Partnership for Supply Chain Management, Inc. (PSCM):	GPO-I-00-05-00032-00	98.001	36,564,848
36211/36344/36524 - Supply Chain Management System			
Passed through World Education:			
36591 - Tanzania OVC	64023-0556-1001	98.001	2,494
Passed through Family Health International (FHI):			
36620 - Africa FHI Neglected Tropical Disease	OAA-A-10-00050	98.001	355,094
Passed through University of California:			
36666 - Malawi Program in Global Health	1560 G PB010	98.001	29,121
Total Pass-through Grants			<u>36,951,557</u>
Total - CFDA #98.001 - USAID Foreign Assistance for Programs Overseas			<u>103,536,880</u>
Direct Grant:			
36098 - Pakistan MNH Prog. Paimon	391-A-00-05-01037-00	98.004	(68,542)
Total - CFDA #98.004 - Non-Governmental Organization Strengthening (NGO)			<u>(68,542)</u>
TOTAL - U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT			<u>\$ 103,468,338</u>

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2012

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES			
Pass-through Grants:			
Passed through NACCHO:			
36595 - NH MRC Conferences	2010-051013	93.008	\$ 1,407
36689 - NH MRC Conferences	2011-041218	93.008	<u>9,255</u>
Total CFDA #93.008 - Medical Reserve Corps Small Grant Program			<u>10,662</u>
Direct Grant:			
36612 - Project HOPE	MPPWH100030	93.015	<u>230,616</u>
Total CFDA #93.015 - HIV Prevention Programs For Women			<u>230,616</u>
Pass-through Grants:			
Passed through State of New Hampshire:			
36502 - Conference on Aging	102-500731	93.043	14,875
36741 - Injury Prevention	1022534	93.043	<u>3,142</u>
Total CFDA #93.043 - Special Programs for the Aging - Title VII, Chapter 2			<u>18,017</u>
Pass-through Grant:			
Passed through Boston Medical Center:			
36688 - ARRA - SHARE	2005	93.048	<u>48,194</u>
Total CFDA #93.048 - Special Programs for the Aging - Title IV and Title II			<u>48,194</u>
Direct Grants:			
36535 - CDC - Botswana IS	5U2GPS001958-02	93.067	14,617
36536 - CDC - Botswana IS	5U2GPS001958-03	93.067	230,819
36646 - CDC - Rwanda IS	5U2GPS001929-02	93.067	627
36746 - CDC - Rwanda IS	5U2GPS001929-03	93.067	<u>891,465</u>
Total Direct Grants			<u>1,137,528</u>
Pass-through Grant:			
Passed through Elizabeth Glaser Pediatric AIDS Foundation:			
36761 - Mozambique TA - EGPAF	CM-02-9-210-02833-5-00	93.067	<u>33,838</u>
Total Pass-through Grant			<u>33,838</u>
Total CFDA #93.067 - Global AIDS			<u>1,171,366</u>
Sub-Total			<u>1,478,855</u>

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2012

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTINUED			
Sub-Total from previous page			\$ 1,478,855
Pass-through Grant:			
Passed through State of New Hampshire:			
36681 - PH Prep FY 12	PO# 1017180	93.069	<u>147,834</u>
Total CFDA #93.069 - Public Health Emergency Preparedness			<u>147,834</u>
Pass-through Grants:			
Passed through State of New Hampshire:			
36671 - NH Asthma Awareness	Agreement @ 5-26-11	93.070	5,448
36729 - NH Asthma Awareness	Agreement @ 1-11-12	93.070	4,104
Passed through Southern New Hampshire AHEC:			
36755 - Asthma Plan	Agreement @ 4-19-12	93.070	<u>2,947</u>
Total CFDA #93.070 - Environmental Public Health and Emergency Response			<u>12,499</u>
Pass-through Grants:			
Passed through State of Colorado:			
36733 - Colorado HIV Testing Plan Facilitation	OEFHAEP12000096	93.092	16,311
Passed through State of Oregon:			
36778 - Cuidate TOT Training	PO319976	93.092	<u>7,297</u>
Total CFDA #93.092 - Affordable Care Act Personal Responsibility Education Program			<u>23,608</u>
Pass-through Grant:			
Passed through State of New Hampshire:			
36501 - Epidemiology/Public Health Data	3160295	93.110	<u>4,555</u>
Total CFDA #93.110 - Maternal and Child Health Federal Consolidated Program			<u>4,555</u>
Pass-through Grants:			
Passed through State of New Hampshire:			
36501 - Epidemiology/Public Health Data	3160295	93.130	14,540
Passed through State of New Hampshire:			
36623 - Rural Health and Primary Care	PO# 101440	93.130	20,934
Passed through State of Vermont:			
36786 - Health Care Workforce Strategic Plan	22008	93.130	<u>3,479</u>
Total CFDA #93.130 - Cooperative Agreements to States/Territories for the Coordination and Development of Primary Care Offices			<u>38,953</u>
Sub-Total			<u>1,706,304</u>

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2012

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTINUED			
Sub-Total from previous page			\$ 1,706,304
Pass-through Grants:			
Passed through State of New Hampshire:			
36501 - Epidemiology/Public Health Data	3160295	93.136	44,174
36741 - Injury Prevention	1022534	93.136	<u>12,382</u>
Total CFDA #93.136 - Injury Prevention and Control Research and State and Community Based Programs			<u>56,556</u>
Pass-through Grants:			
Passed through Health Research, Inc.:			
36377 - HIVQual-I Evaluation	3334-05	93.145	44,832
Passed through Elizabeth Glaser Pediatric AIDS Foundation:			
36240 - Project Heart 2006	0201-43-024-06	93.145	<u>31,409</u>
Total CFDA #93.145 - AIDS Education and Training Centers			<u>76,241</u>
Pass-through Grant:			
Passed through Health Research, Inc.:			
36691 - HIV/QUAL - US	3438-05	93.153	<u>116,894</u>
Total CFDA #93.153 - Coordinated Services and Access to Research for Women, Infants and Youth			<u>116,894</u>
Sub-Total			<u>1,955,995</u>

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2012

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTINUED			
Sub-Total from previous page			\$ 1,955,995
Pass-through Grants:			
Passed through Enterprise Services & Technologies, Inc.:			
36765 - FamPlan Data Systems	CO-12-006-01	93.217	15,741
Passed through Action for Boston Community Development, Inc.:			
36765 - FamPlan Data Systems	PO# 69857	93.217	13,757
Passed through Planned Parenthood of Southern New England:			
36765 - FamPlan Data Systems	Agreement - 7-1-12/2-28-13	93.217	20,094
Passed through Planned Parenthood of Northern New England:			
36765 - FamPlan Data Systems	Agreement - 7-1-12/2-28-13	93.217	10,001
Passed through Health Imperatives, Inc.:			
36765 - FamPlan Data Systems	Agreement - 7-1-12/2-28-13	93.217	5,821
Passed through Planned Parenthood League of Massachusetts:			
36765 - FamPlan Data Systems	Agreement - 7-1-12/2-28-13	93.217	2,448
Passed through Health Quarters, Inc.:			
36765 - FamPlan Data Systems	Agreement - 7-1-12/2-28-13	93.217	4,401
Passed through Planned Parenthood Association of Maine:			
36765 - FamPlan Data Systems	Agreement - 7-1-12/2-28-13	93.217	12,800
Passed through Tapestry Health Systems:			
36765 - FamPlan Data Systems	Agreement - 7-1-12/2-28-13	93.217	\$ 4,309
Total CFDA #93.217 - Family Planning Services			<u>89,372</u>
Pass-through Grant:			
Passed through State of New Hampshire:			
36501 - Epidemiology/Public Health Data	3160295	93.236	<u>2,954</u>
Total CFDA #93.236 - Grants to States to Support Oral Health Workforce Activities			<u>2,954</u>
Sub-Total			<u>2,048,321</u>

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2012

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTINUED			
Sub-Total from previous page			\$ 2,048,321
Pass-through Grants:			
Passed through State of New Hampshire:			
36489 - NH Center 4 Excellence	1003181	93.243	299,134
Passed through Span, Inc.:			
36452 - Span Evaluation	1H79T1020332-02	93.243	22,289
Passed through Institute for Health & Recovery:			
36619 - IHR - RENW Eval	Agreement @ 10-27-10	93.243	73,150
Passed through Action for Boston Community Development, Inc.:			
36699 - Entra Nosotras	PO# 68767	93.243	19,958
Total - CFDA #93.243 - Substance Abuse and Mental Health Services Projects of Regional and National Significance			<u>414,531</u>
Direct Grants:			
36411 - Family Planning Personnel Training - Region VIII	FPTPA080012	93.260	843,409
36416/36417 - Family Planning Personnel Training - Reg. I	FPTPA010002	93.260	461,227
36418 - Family Planning Data System	FPTPA010002	93.260	181,821
36777 - Nation Training Center - Quality Assurance, Quality Improvement, Evaluation	FPTPA006025-01-00	93.260	2,494
36787 - Reproductive Health Prevention Training and Technical Assistance	FPTPA006015-01-00	93.260	8,169
Total - CFDA #93.260 - Family Planning - Personnel Training			<u>1,497,120</u>
Pass-through Grant:			
Passed through State of New Hampshire:			
36593 - NH Immun. Marketing	1009138	93.268	118,661
Total CFDA #93.268 - Immunization Cooperative Agreements			<u>118,661</u>
Pass-through Grants:			
Passed through Monadnock Alcohol & Drug Abuse Coalition:			
36748 - TAP Keene 2012	Agreement @ 4-23-12	93.276	5,543
Passed through We've Got Your Back:			
36749 - TAP Winchester 2012	Agreement @ 4-5-12	93.276	3,648
Total CFDA #93.276 - Drug-free Communities Support Program Grants			<u>9,191</u>
Sub-Total			<u>4,087,824</u>

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2012

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF HEATH AND HUMAN SERVICES - CONTINUED			
Sub-Total from previous page			\$ 4,087,824
Pass-through Grants:			
Passed through State of New Hampshire:			
36501 - Epidemiology/Public Health Data	3160295	93.283	9,206
Passed through State of New Hampshire:			
36673 - TATS	1018535	93.283	289,749
Passed through National Network of Public Health Institutes:			
36738 - Community Guide 2	C319	93.283	13,742
Passed through Dartmouth College:			
36744 - DH Cancer FG	Agreement @ 4-26-12	93.283	5,840
Passed through State of Vermont:			
36745 - Oral Health Plan	21627	93.283	19,230
Passed through State of New Hampshire:			
36753 - NAP SACC Services	1022980	93.283	15,513
Passed through National Network of Public Health Institutes:			
36759 - HFHP Policy	C423	93.283	6,136
Passed through State of New Hampshire:			
36768 - Coordinated Chronic Disease Prevention	PO# 1024694	93.283	35,943
Passed through Commonwealth of Massachusetts			
Dept. of Public Health:			
36157 - CDC and Prevention Investigations and Technical Assistance	INTF-4971-M04603614082	93.283	187,493
36157 - Investigations and Technical Assist.	INTF-4971-M04603614082	93.283	89,484
36421 - Investigations and Technical Assist.	INTF-2915-M04900315005	93.283	<u>127,865</u>
Total - CFDA #93.283 - Centers for Disease Control and Prevention - Investigations and Technical Assistance			<u>800,201</u>
Pass-through Grants:			
Passed through Black Ministerial Alliance of Greater Boston, Inc.:			
36664 - Healthy Futures	Agreement @ 6-1-11	93.297	203,796
36718 - Spanish Translation	Agreement @ 12-1-11	93.297	1,070
36750 - Healthy Futures Health Education	Agreement @ 4-20-12	93.297	<u>4,883</u>
Total - CFDA #93.297 - Teenage Pregnancy Prevention Program			<u>209,749</u>
Sub-Total			<u>5,097,774</u>

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2012

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTINUED			
Sub-Total from previous page			\$ 5,097,774
Pass-through Grant:			
Passed through State of New Hampshire:			
36501 - Epidemiology/Public Health Data	3160295	93.458	9,287
Total - CFDA #93.458 - CDC - Division of Nutrition, Physical Activity and Obesity			9,287
Pass-through Grants:			
Passed through State of New Hampshire:			
36767 - Public Health Partner Feedback	PO# 1024222	93.507	3,404
Passed through State of Connecticut:			
36732 - Planning and Workforce Development	2012-0197	93.507	24,689
Total - CFDA #93.507 - PPHF 2012 National Public Health Improvement Initiative			28,093
Pass-through Grant:			
Passed through State of Vermont:			
36735 - Healthcare Workforce Plan	Agreement @ 2-21-12	93.509	6,005
Total - CFDA #93.509 - Affordable Care Act State Health Care Workforce Development Grants			6,005
Pass-through Grants:			
Passed through State of New Hampshire:			
36501 - Epidemiology/Public Health Data	3160295	93.520	5,693
36673 - TATS	1018535	93.520	40,114
Total - CFDA #93.520 - Centers for Disease Control and Prevention - Affordable Care Act Communities Putting Prevention to Work			45,807
Pass-through Grant:			
Passed through Town of Hudson, Massachusetts:			
36754 - MetroWest Moves	Agreement @ 5-9-12	93.531	23,151
Total - CFDA #93.531 - PPHF 2012 - Community Transition Grants			23,151
Pass-through Grant:			
Passed through State of New Hampshire:			
36751 - Environmental Public Health Tracking	PO# 1022633	93.538	60,411
Total - CFDA #93.538 - Affordable Core Act - Nat'l Environmental Public Health Tracking Program			60,411
Sub-Total			5,270,528

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2012

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF HEATH AND HUMAN SERVICES - CONTINUED			
Sub-Total from previous page			\$ 5,270,528
Pass-through Grant:			
Passed through Early Learning New Hampshire:			
36780 - ARRA - Spark NH Assessment	Agreement @ 8-30-12	93.708	<u>5,783</u>
Total - CFDA #93.708 - ARRA - Head Start			<u>5,783</u>
Pass-through Grant:			
Passed through State of New Hampshire:			
36649 - ARRA - NH HAI Validation	1015154	93.717	<u>9,137</u>
Total - CFDA #93.717 - ARRA - Preventing Healthcare-Associated Infections			<u>9,137</u>
Pass-through Grants:			
Passed through State of New Hampshire:			
36584 - ARRA - NH Quitline	1007769	93.723	63,782
36594 - ARRA - Tob/Obes	1009915	93.723	143,153
Passed through State of Rhode Island:			
36645 - ARRA - RI Quitline	3212655	93.723	118,690
36716 - ARRA - Healthy Places Survey	PO# 3257893	93.723	<u>84,436</u>
Total - CFDA #93.723 - ARRA - Prevention & Wellness - States, Territories and Pacific Islands			<u>410,061</u>
Pass-through Grants:			
Passed through Boston Public Health Commission:			
36604 - ARRA - BPHC Quitline	PO# 21100745/21201308/21201567	93.724	227,633
36719 - ARRA - Tobacco Control Initiative	PO# 3262608	93.724	<u>31,723</u>
Total - CFDA #93.724 - ARRA - Prevention & Wellness - Communities Putting Prevention to Work Funding Opportunities Announcement (FOA)			<u>259,356</u>
Pass-through Grants:			
Passed through State of Colorado:			
36628 - Federally Qualified Health Centers & Rural Health Clinics	3111-0159	93.767	5,141
36740 - Facilitation PO	PC-UHA-MPO12000050	93.767	<u>6,407</u>
Total - CFDA #93.767 - Children's Health Insurance Program			<u>11,548</u>
Sub-Total			<u>5,966,413</u>

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2012

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTINUED			
Sub-Total from previous page			\$ 5,966,413
Pass-through Grant:			
Passed through State of New Hampshire:			
36681 - PH Prep FY12	PO# 1017180	93.889	<u>77,773</u>
Total - CFDA #93.889 - National Bioterrorism Hospital Preparedness Program			<u>77,773</u>
Pass-through Grants:			
Passed through State of Rhode Island:			
36501 - Epidemiology/Public Health Data	3160295	93.913	24,458
Passed through State of New Hampshire:			
36623 - Rural Health and Primary Care	PO# 1011440	93.913	<u>10,643</u>
Total - CFDA #93.913 - Grants to States for Operation of Offices of Rural Health			<u>35,101</u>
Pass-through Grant:			
Passed through Boston Public Health Commission:			
36453 - BPHC Quality Management	6307A	93.914	<u>179,900</u>
Total - CFDA #93.914 - HIV Emergency Relief Project Grants			<u>179,900</u>
Pass-through Grant:			
Passed through Commonwealth of Massachusetts			
Dept. of Public Health:			
HIV Care Formula Grants	INTF-4971-M04603614082	93.917	<u>420,297</u>
Total - CFDA #93.917 - HIV Care Formula Grants			<u>420,297</u>
Pass-through Grant:			
Passed through Commonwealth of Massachusetts			
Dept. of Public Health:			
Special Projects of National Significance	INTF-4971-M04603614082	93.928	<u>4,008</u>
Total - CFDA #93.928 - Special Projects of National Significance			<u>4,008</u>
Pass-through Grant:			
Passed through Albuquerque AAIHB:			
36728 - Lorz Cuidate AAIHB	12-05	93.933	<u>3,808</u>
Total - CFDA #93.933 - Demonstration Projects for Indian Health			<u>3,808</u>
Sub-Total			<u>6,687,300</u>

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2012

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF HEATH AND HUMAN SERVICES - CONTINUED			
Sub-Total from previous page			\$ 6,687,300
Direct Grant:			
36487 - CDC CBA Project	U65PS001661	93.939	<u>668,718</u>
Total - CFDA #93.939 - HIV Prevention Activities - NGO Based			<u>668,718</u>
Pass-through Grant:			
Passed through Commonwealth of Massachusetts Department of Public Health:			
HIV Prevention Activities	INTF-4971-M04603614082	93.940	<u>51,913</u>
Total - CFDA #93.940 - HIV Prevention Activities - Health Department Based			<u>51,913</u>
Pass-through Grant:			
Passed through Denver Public Health:			
36734 - Federal Training Center Collaboration	Agreement @ 3-21-12	93.941	<u>5,470</u>
Total - CFDA #93.941 - HIV Demonstration, Research, Public and Professional Educ. Projects			<u>5,470</u>
Direct Grant:			
36306 - MMIS - CDC	U62/CCU124534-03-4	93.943	<u>(2,261)</u>
Total - CFDA #93.943 - Epidemiologic Research Studies of AIDs and HIV			<u>(2,261)</u>
Pass-through Grant:			
Passed through Commonwealth of Massachusetts			
Dept. of Public Health:			
HIV/AIDS Surveillance	INTF-4971-M04603614082	93.944	<u>40,185</u>
Total - CFDA #93.944 - HIV/AIDS Surveillance			<u>40,185</u>
Direct Grant:			
36615 - CDC Teen Pregnancy	U58DP002906	93.946	<u>489,720</u>
Total - CFDA #93.946 - Cooperative Agreements to Support State-Based Safe Motherhood and Infant Initiative Programs			<u>489,720</u>
Pass-through Grant:			
Passed through Georgetown University			
36435 - IRH Research Project	RX4270-810-JSI	93.974	<u>10,186</u>
Total - CFDA #93.974 - Family Planning - Service Delivery Improvement Research Grants			<u>10,186</u>
Sub-Total			<u>7,951,231</u>

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2012

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTINUED			
Sub-Total from previous page			\$ 7,951,231
Pass-through Grants:			
Passed through State of New Hampshire:			
36501 - Epidemiology/Public Health Data	3160295	93.994	74,341
Passed through State of Vermont:			
36730 - Family Planning Needs	21230	93.994	<u>3,989</u>
Total - CFDA #93.994 - Maternal & Child Health Services Block Grant to the States			<u>78,330</u>
Direct Contracts:			
36424 - OWH Support	HHS-P233200800647P	93.HHS-P233 200800647P	4,460
36596 - 2010 COD Conference	HHS-P233201000426P	93.HHS-P233 201000426P	(2,499)
36656 - Culture of Data 2011	HHS-P233201100246P	93.HHS-P233 201100246P	11,163
36696 - HAI Logistics Support	HHS-P233201100600P	93.HHS-P233 201100600P	54,272
36707 - State Health Officer - Region 7	HHS-P233201100656P	93.HHS-P233 201100656P	5,296
36708 - State Health Officer - Region 8	HHS-P233201100526P	93.HHS-P233 201100526P	<u>3,940</u>
Total Direct Contracts			<u>76,632</u>
TOTAL - U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES			<u>\$ 8,106,193</u>

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2012

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF HOMELAND SECURITY			
Direct Grants:			
United States Coast Guard -			
35962 - Nat'l. Estimate of Life Jacket Wear Rate	1002.11/1102.14	97.012	\$ 352,096
36757 - Nat'l. Estimate of Life Jacket Wear Rate	3311FAN1202.03	97.012	<u>140,725</u>
TOTAL - U.S. DEPARTMENT OF HOMELAND SECURITY -			
Total CFDA #97.012 - Boating Safety Financial Assistance			<u>\$ 492,821</u>
U.S. ENVIRONMENTAL PROTECTION AGENCY			
Pass-through Grant:			
Passed through State of New Hampshire:			
36501 - Epidemiology/Public Health Data	3160295	66.472	\$ <u>6,338</u>
Total CFDA #66.472 - Beach Monitoring and Notification Program			
Implementation Grants			<u>6,338</u>
Direct Grant:			
36698 - Children's Health	CH-83510601	66.609	<u>46,682</u>
Total CFDA #66.609 - Protection of Children From Environmental Health Risks			<u>46,682</u>
TOTAL - U.S. ENVIRONMENTAL PROTECTION AGENCY			<u>\$ 53,020</u>

JSI Research and Training Institute, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2012

Federal Grantor/Pass-through Grantor Program Title	Agency or Pass-through Number	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF JUSTICE			
Pass-through Grants:			
Passed through State of New Hampshire:			
36616 - Seacoast Youth Services	10-DJJS-OJJDO-15	16.540	\$ <u>8,272</u>
Total - CFDA #16.540 - Juvenile Justice and Delinquency Prevention - Allocation to States			<u>8,272</u>
Passed through State of New Hampshire:			
36641 - Adult Drug Court	2010DC01	16.585	\$ <u>5,015</u>
Total - CFDA #16.585 - Drug Court Discretionary Grant Program			<u>5,015</u>
Passed through State of New Hampshire:			
36650 - Family Based Residential Substance Abuse Treatment	201FB02	16.812	4,692
36725 - Second Chances Act Demonstration Project	2010FB02	16.812	<u>8,067</u>
Total - CFDA #16.812 - Second Chance Act Prisoner Re-entry Initiative			<u>12,759</u>
TOTAL U.S. DEPARTMENT OF JUSTICE			\$ <u>26,046</u>
 TOTAL FEDERAL AWARDS			 \$ <u>112,146,418</u>

JSI Research and Training Institute, Inc.
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
September 30, 2012

NOTE 1 – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of JSI Research and Training Institute, Inc. under programs of the federal government for the year ended September 30, 2012. The information in this Schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Because the Schedule presents only a selected portion of the operations of JSI Research and Training Institute, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of JSI Research and Training Institute, Inc.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

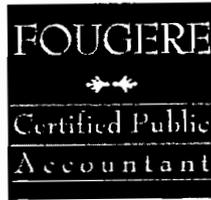
- (1) Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in OMB Circular A-122, *Cost Principles for Non-Profit Organizations*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.
- (2) Catalog of Federal Domestic Assistance (CFDA) numbers are presented when available.

NOTE 3 – SUBRECIPIENTS

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

<u>Program</u>	<u>CFDA Number</u>	<u>Amount Provided to Subrecipients</u>
USAID Foreign Assistance for Programs Overseas	98.001	\$ 21,090,664
Public Health Emergency Preparedness	93.069	41,933
Substance Abuse and Mental Health Services	93.243	34,033
Family Planning - Personnel Training	93.260	32,672
ARRA - Prevention and Wellness-State, Territories and Pacific Islands	93.723	24,241
Protection of Children from Environmental Health Risks	66.609	18,750
Family Planning - Improvement Research Grants	93.974	7,600
Disease Control and Prevention	93.283	8,600
Total Federal Awards Provided to Subrecipients		\$ 21,258,493
Non-Federal Awards Provided to Subrecipients		3,164,366
		<u>\$ 24,422,859</u>

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



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

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

We have audited the financial statements of JSI Research and Training Institute, Inc. (a nonprofit organization) as of and for the year ended September 30, 2012, and have issued our report thereon dated April 9, 2013. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

Management of JSI Research and Training Institute, Inc. is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered JSI Research and Training Institute, Inc.'s internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of JSI Research and Training Institute, Inc.'s internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined previously.

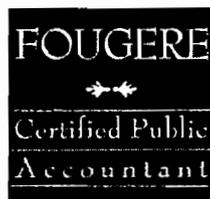
Compliance and Other Matters

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

This report is intended solely for the information and use of management, the audit committee, Board of Directors, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Thomas R. Fugere CPA". The signature is written in a cursive style with a large initial "T" and "F".

Duxbury, Massachusetts
April 9, 2013



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH
REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL
EFFECT ON EACH MAJOR PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133**

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

Compliance

We have audited JSI Research and Training Institute, Inc.'s (a nonprofit organization) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement* that could have a direct and material effect on each of JSI Research and Training Institute, Inc.'s major federal programs for the year ended September 30, 2012. JSI Research and Training Institute, Inc.'s major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of JSI Research and Training Institute, Inc.'s management. Our responsibility is to express an opinion on JSI Research and Training Institute, Inc.'s compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about JSI Research and Training Institute, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of JSI Research and Training Institute, Inc.'s compliance with those requirements.

In our opinion, JSI Research and Training Institute, Inc. complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2012.

Internal Control Over Compliance

Management of JSI Research and Training Institute, Inc. is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered JSI Research and Training Institute, Inc.'s internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of JSI Research and Training Institute, Inc.'s internal control over compliance.

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

Our consideration of the internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of management, the Board of Directors, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.



Duxbury, Massachusetts
April 9, 2013

JSI Research and Training Institute, Inc.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
September 30, 2012

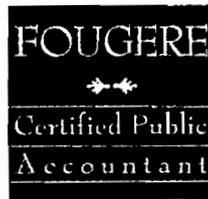
A. SUMMARY OF AUDIT RESULTS

1. The auditors' report expresses an unqualified opinion on the financial statements of JSI Research and Training Institute, Inc.
2. No significant deficiencies were disclosed during the audit of the financial statements of JSI Research and Training Institute, Inc.
3. No instances of noncompliance material to the financial statements of JSI Research and Training Institute, Inc. were disclosed during the audit.
4. No significant deficiencies in internal control were disclosed during the audit of the major federal award programs of JSI Research and Training Institute, Inc.
5. The auditors' report on compliance for the major federal award programs for JSI Research and Training Institute, Inc. expresses an unqualified opinion on all major federal programs.
6. There are no audit findings that are required to be reported in this schedule in accordance with Sec. 510 (a) of OMB Circular A-133.
7. The programs tested as major programs included:

Agency	Program Title	C.F.D.A. #
Agency for International Development	USAID Foreign Assistance for Programs Overseas	98.001 (Cluster)

8. The threshold for distinguishing Types A and B programs was \$3,000,000.
9. JSI Research and Training Institute, Inc. was determined to be a low-risk auditee.

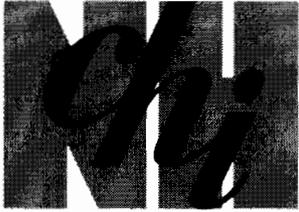
NORMAN R. FOUGERE, JR. CPA
99 HERITAGE LANE
DUXBURY, MA 02332-4334



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

STATUS OF PRIOR YEAR'S FINDINGS AND QUESTIONED COSTS

There were no reportable findings or questioned costs for the year ended September 30, 2012.



Community Health Institute

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

501

South Street

Second Floor

Bow

New Hampshire

03304



Voice: 603.573.3300



Fax: 603.573.3301



A Division of

JSI Research & Training

Institute, Inc.

A Nonprofit Organization

Officers

<u>Name</u>	<u>Title</u>	<u>Term</u>
Joel H. Lamstein	President	2012 - 2013
Joel H. Lamstein	Treasurer	2012 - 2013
Patricia Fairchild	Clerk	2012 - 2013
Joanne McDade	Assistant Clerk	2012 - 2013

Board of Directors

<u>Name</u>	<u>Term</u>
Joel H. Lamstein	2012 - 2013
Patricia Fairchild	2012 - 2013
Herbert S. Urbach	2012 - 2013
Norbert Hirschhorn	2012 - 2013



New Hampshire's Public Health Institute

ELIZABETH G. HOUDE

SUMMARY

Proven nonprofit leader with more than 25 years of experience in agency/project management and community collaboration. In addition to providing strategic leadership for nonprofits and community coalitions, I am skilled in public speaking and writing, and committed to personal and professional growth. Further, I have built a cadre of connections in New Hampshire and around the country through leadership roles and through being selected as a fellow with the Robert Wood Johnson Foundation.

NONPROFIT LEADERSHIP

Community Health Institute, Bow, NH, 2013 – present. Consultant. Subcontracted to help develop a Center for Excellence in Court Diversion engaging community stakeholders, developing learning community and implementing evaluation and sustainability strategies to ensure on-going quality of court diversion programs in New Hampshire.

The Youth Council, Nashua, NH, 1996 - present . Executive Director. Revitalized 23-year-old nonprofit to become premiere youth-serving agency in greater Nashua, NH, offering innovative intervention and treatment programs for children, teens and families. Introduced outcome measures, evidence-based practices and business process improvements and developed numerous collaborative relationships with area schools, police and other nonprofits.

Merrimack Safeguard, 2010 – present. Project Director. Appointed to lead assessment, capacity building and planning for community coalition through Drug Free Communities grant. Spearheaded development of logic model and action plan following federal guidelines, and facilitated coalition infrastructure development including volunteer leadership, by law creation and branding. Developed system tools to promote accountability and follow-through.

NH Teen Institute, 2007 - 2010. Executive Director, Facilitated sustainability of 24-year-old nonprofit. Revitalized mission, introduced evidence-based practice, spearheaded shift to the next developmental stage. Facilitated board transition, policies and practices toward heightened accountability. Transitioned to new leadership in January 2011.

STATE-LEVEL APPOINTMENTS

Governor's Commission on Alcohol and Other Drugs. Public Member. 2001 – present. Appointed to serve in an advisory capacity regarding the delivery of effective and coordinated substance abuse prevention, intervention, treatment and recovery services. Executive Committee member. Chair, Prevention Task Force, 2010 – present.

Reclaiming Futures. Advisory Board. 2002 – 2007. Appointed to NH District Court's initiative to connect courts, communities and substance-involved youth. Reviewed best practices toward developing coordinated system of care.

New Futures. 2001 – 2005. Member, Board of Directors, 2001 - 2003. Appointed to board of nonprofit devoted to policy and programming toward reducing underage drinking and increasing access to treatment. Served on Executive Committee. Invited to join National Advisory Board of Adolescent Treatment Initiative in 2004.

Endowment for Health. 1999 – 2002. Appointed by Attorney General as founding board member of \$85million health care conversion foundation. Served on steering committee, named co-chair of first Program Development Committee, and as board liaison to grant review team recommending \$2.5million of initial grant awards.

PERSONAL & PROFESSIONAL GROWTH

CADCA National Coalition Academy, training completed February 2011.

Robert Wood Johnson Foundation *Developing Leadership in Reducing Substance Abuse*. Fellow. 2002 - 2006. Selected as one of 10 emerging leaders for investment toward building personal and professional leadership skills. Interviewed colleagues and wrote book entitled *Leaders Unmasked: A Celebration of Guts and Grace* as final project.

Project Connect, a Robert Wood Johnson initiative to train emerging leaders to work with elected officials, 2003.

Radiant Communication Strategies, a consultative training to develop communications skills, 2002.

CIVIC ENGAGEMENT

Rotary Club of Nashua West. Member, 1997 - present. President, 2013-14. Board of Directors 2008 – present. Membership chair 2007- 2012. Volunteer Coordinator 2004 – present; Special Projects chair 2005 – 2007;

United Way of Greater Nashua. 1996 – present. Outcome Measures (1997), Management Assistance (1998) and Community Needs Assessment (1999, 2002, 2004, 2007, 2009, 2013).

Merrimack Drug Advisory Council/Merrimack Safeguard. 1996 – 2010. Active member of community collaboration preventing alcohol and other drug problems. Appointed as project director for Drug Free Communities Grant in 2010.

Leadership Greater Nashua, a program of the Nashua Chamber of Commerce, 1999.

Nashua Mayor's Task Force on Youth. 1997 – 2002.

Rivier College Counseling Advisory Board. 1993 - 2000.

Child Welfare Advisory Board. 1997–2000.

State Leadership Team. Concord, NH. 1995 - 1996.

Network. Nashua, NH. 1993 - 1997.

Child Welfare League of America. Washington, DC. 1993 - 1996. Served on *Family-Focused Working Group* comprised of leaders in family-centered care from around the country. Contributed two articles to CWLA's *Mapping a New Direction Resource Guide*.

HONORS & AWARDS

Nashua Telegraph, 2013. Named one of Greater Nashua's 25 Extraordinary Women.

Rotary Club of Nashua West, 2006. Paul Harris Fellow contribution, Award of Excellence, Creative Idea award.

Community Champion, 2002. WMUR and Citizens Bank.

New Hampshire Children's Trust Fund, 2000. Outstanding management in program evaluation.

Commendation NH Governor Jeanne Shaheen, 1999. Excellence in leadership on behalf of children and families.

Rivier College Annual Counseling Award, 1999. Distinguished contributions to students and the community.

OTHER EXPERIENCE

Empty Nest Glassworks/Small Business Owner. Lampwork Artist, 2008 – present. Skilled in hand-melting glass gifts and jewelry using oxygen/propane torch and glass rods. Facebook fan page has grown to over 140 members.

Nashua Children's Home, Nashua, New Hampshire, 1983-1996. Director of Program Management /Community Relations. 1993-1996. Promoted to created positions to implement family-centered philosophy in residential and home-based programs. Presented at workshops from Boys Town to Washington, DC on family-centered practices. Clinical Experience 1983-1993. Counseled children, teens and families struggling with abuse, neglect, behavioral difficulties and emotional handicaps. Served as Family Program Supervisor, Therapist and Residential Counselor.

EDUCATION

Master of Arts in Counseling, with distinction. Rivier University, Nashua, New Hampshire, 1990.

Bachelor of Arts, cum laude. Connecticut College, New London, Connecticut, 1983. Majors: Sociology-Based Human Relations and Child Development. Dean's List, American Association of University Women Award.

EDUCATION

UNIVERSITY OF NEW HAMPSHIRE, DURHAM
Bachelor of Arts, Politics and Society, 2012

EXPERIENCE

JSI d/b/a Community Health Institute, Bow, New Hampshire
Project Associate, March 2013 to present

NH Department Child Youth and Families, Juvenile Court Diversion Center for Excellence, March 2013 to present
Provide project support to the New Hampshire Division of Children, Youth and Families Bureau of Juvenile Justice to create the Juvenile Court Diversion Center for Excellence. The primary goal of this three-year project is to educate policymakers on: the efficacy of court diversion; the core elements and best practices of court diversion that are integral to efficacy; and best practice strategies to initiate and sustain court diversion programs in New Hampshire. JSI will use its experiences in public and community health improvement as well as technical experts from the field of practice in court diversion to conduct meetings with policymakers; develop effective manuals and materials for use in promoting, implementing and sustaining court diversion; institute communication channels and a technical assistance delivery system to support a learning community of practitioners; and through these efforts increase knowledge and action relative to expanded, effective court diversion practice in New Hampshire.

Manchester Department of Public Health, Manchester Neighborhood Health Improvement Strategy, June 2013 to present

Provide project support, facilitation, and logistics coordination to Manchester Department of Public Health in six community forums with community stakeholders and leaders in creation of a Neighborhood Health Improvement Strategy (NHIS). Summarization of Data, Data Collection, Support of data coding, and facilitation and support of NHIS conference.

NH Department of Public Health, Department of Health and Human Services, 2013 NH HIV Needs Assessment, August 2013 to present

Provide project support on project logistics, booking meetings, and meeting minutes. Support of creation content and document editing with regard to Resource Inventory section of the 2013 NH HIV Needs Assessment, under the direction of project director, and collaboration of JSI Boston during a two year period. Reporting of deliverables, and project updates to NHDHHS, Department of Public Health.

NH Department of Health and Human Services, Partnerships for Quitline Sustainability, Tobacco Prevention and Control Program, September 2013 to present

Provide logistics, meeting coordination, and general note taking support to the NH Quitline contract and subcontract meetings.

PRIOR EXPERIENCE

Office of Governor John Lynch-Office of Citizen Services, Concord, New Hampshire
Legislative Intern, 2012

Conducted data entry and analysis for the Office of Citizen Services in its role as constituent based support for policy initiatives. Tracked, cataloged, and reported on legislation of interest to the Governor and his policy staff, in both NH's House of Representatives, and Senate. Completed Capstone Research Project as part of the Internship on political gerrymandering and its political consequences over the next decade, with particular attention paid to NH Senate redistricting SB 201, and HB 592.

University of New Hampshire-Thompson School of Applied Science, Durham/Manchester, New Hampshire
Project Manager, 2010-2011

Acted as Project Manager on the Community Leadership program's warm clothing initiative, Warmth from the Millyard; a warm clothing donation match program for social service agencies and donors. Sole management of the project's largest donor, NH

Lions Club. Scope of work included oversight of Volunteer NH's online database for use in donation facilitation, coordination of events, and overall project support, and development for NH Lions donation of 10,000 plus warm clothing items. Secured NH Lions as a continued and indefinite donor. Worked as Project Support Liaison for Warmth's *Reading Makes a Difference Program*, which facilitated reading projects with 21st Century at-risk learners in two NH locations: Beech St. School, Manchester and Somersworth Youth Safe Haven, Somersworth, NH.

AFFILIATIONS

Membership Committee Co-Chair, New Hampshire Public Health Association, *August 2013-Present*

COMPUTER SKILLS

Proficient in Adobe Acrobat, Microsoft Office applications, and SPSS.

EDUCATION

SCHOOL OF THE MUSEUM OF FINE ARTS, BOSTON, MASSACHUSETTS
Graphic Design Certificate, December, 2008

BOSTON UNIVERSITY SCHOOL OF PUBLIC HEALTH, BOSTON, MASSACHUSETTS
M.P.H., Epidemiology, September, 1998

BOSTON UNIVERSITY SCHOOL OF SOCIAL WORK, BOSTON, MASSACHUSETTS
M.S.W., Macro Social Work, May, 1997

UNIVERSITY OF MASSACHUSETTS, AMHERST, MASSACHUSETTS
B.A., Social Thought and Political Economy, May, 1989

EXPERIENCE

Community Health Institute, Bow, New Hampshire
JSI, Boston, Massachusetts

Senior Consultant, November 1998 to present

Areas of technical expertise include: project management; needs assessment; program evaluation; survey research design and administration; technical assistance for program-level and client-level program implementation; all aspects of qualitative and quantitative data collection and management; grant writing, and report writing and dissemination. Content expertise includes evidence-base strategies to address substance abuse prevention and treatment; treatment drug courts; and prisoner reentry programs. These technical skills are complimented by extensive experience in graphic design with a focus on data visualization and health communication strategies.

Program Evaluation and Needs Assessment projects:

Current Projects:

New Hampshire Department of Children, Youth & Families – Juvenile Court Diversion Center for Excellence
Project Director – Lead the development of a Juvenile Court Diversion Center for Excellence which aims to educate policymakers on the efficacy; core elements and best practices; and best practice strategies to initiate and sustain court diversion programs.

Cheshire County – Cheshire County Drug Court

Project Director – Oversee the development of an evaluation protocol, data management systems and periodic evaluation reports for the SAMHSA/CSAT-funded Cheshire County Drug Court (CCDC). In parallel, implement a Department of Justice Bureau of Justice Assistance-funded cost-benefit analysis of the CCDC using the Transactional and Institutional Cost Analysis approach along with a quasi-experimental study design to compare outcome result between participants and comparable peers.

Keystone Hall – Family-Based Prisoner Substance Abuse Treatment Program

Evaluator – Development and implementation of a process and outcome evaluation plan and customized MS Access data collection system for a Bureau of Justice Assistance-funded trauma informed-treatment and re-entry case management program for incarcerated women in five New Hampshire county correctional facilities.

Institute for Health and Recovery – Project RENEW

Evaluation Advisor –SAMHSA/CSAT-funded Re-Entry Network for Empowering Women project (RENEW). Responsibilities include evaluation design, training of program staff in monitoring, evaluation and data reporting, and analysis and presentation of evaluation data.

Dover Youth to Youth – One Voice Youth Empowerment Model

Work with the Dover Youth to Youth, innovators of the One Voice Youth Empowerment Model, to establish evidence of program effectiveness. Evaluation enhancement efforts were funded by Center for Substance Abuse Prevention's Center for the Application of Prevention Technologies (CAPT) Service-to-Science program in preparation for submission to the National Registry of Evidence-base Programs and Practices (NREPP).

Community-Based Coalition Evaluation

Evaluator – Provide evaluation services for local substance abuse prevention coalitions and Drug-Free Community Grantees including evaluation plans, membership surveys, collecting and reporting national outcome measures using YRBS or comparable data sources, and local strategy/activity program evaluation.

Other Recent Projects:

Adolescent Substance Abuse Treatment – Seacoast Youth Services

Evaluator – Seacoast Youth Services OJJDP-funded Adolescent Substance Abuse Treatment program targeting high-risk youth and Project Adventure, a behavior modification program that uses proactive strategies to provide alternatives to high risk behaviors. Designed a utilization-focused evaluation plan and tools for multiple programs provided by SYS.

NH Tobacco & Obesity Policy Project

Evaluator for implementing high-impact public policy in the domains of licensed child care settings and public schools. TOPP evaluation activities included an annual needs assessment and survey of licensed childcare providers, evaluation of a 3-module training protocol, and an assessment of public school wellness policy adoption and implementation.

Assertive Adolescent Family Treatment – Cohort 2 & 3

Evaluator – SAMHSA/CSAT-funded Assertive Adolescent Family Treatment (AAFT-2 & -3) for Child & Family Services Adolescent Substance Abuse Treatment Program, a program designed to provide substance abuse treatment services New Hampshire adolescents in Merrimack, Hillsborough and western Rockingham counties.

NH Immunization Marketing

Evaluator for the NH Immunization Program health marketing campaign that identified priority audiences, best-practice outreach strategies, partner communication channels and effective educational outreach materials to advance the understanding of the health benefits of vaccines and immunizations.

Legacy Foundation Low Income Smokers

Evaluation and dissemination of an innovative 2-year pilot study designed to enroll low income smokers into smoking cessation quitlines through financial services or workplace transition educational settings using the Ask, Advise, Refer approach with current smokers and help them to identify the financial implications of smoking tobacco.

New Hampshire Strategic Prevention Framework State Incentive Grant

Providing local evaluation services and technical support to two regional coalitions implementing the New Hampshire SPF-SIG assessment, planning and implementation process to address underage and binge drinking among youth and young adults in each region.

CAB Health and Recovery Services, Inc.

Evaluator – Provide evaluation and data management services for multiple SAMHSA/CSAT-funded substance abuse treatment and prevention programs including: MET/CBT-5; Essex County Juvenile Drug Court; Young Offenders Reentry Program; Women RISE; and Protect Encounter.

Youth Vision

Consultant – Conducted a needs assessment and gap analysis of youth between the ages of 16 to 25 who are currently, or at one time, received out-of-home care through the Manchester NH district office.

NH Fit WIC

Evaluation Consultant – Developed an evaluation plan for the New Hampshire Department of Health and Human Services, Nutrition and Health Promotion Section NH Fit WIC Program. Framed by a utilization-focused evaluation design that incorporated input from all stakeholders of the NH Fit WIC Program.

New Hampshire State Incentive Grant

Local Evaluator Liaison for three of twelve funded community coalitions funded under the State Incentive Program to implement evidence based models of substance abuse prevention with youth. Interventions range from school based educational, support and prevention programs to those focused on strengthening families. Responsible for assessment of the capacity of each coalition to implement an evaluation of prevention interventions.

Selected Environmental Health projects:

NH Environmental Public Health Tracking Program Data Utilization and Outreach Project

Project Director for the New Hampshire DHHS Environmental Public Health Tracking program to assess the current communication plan, evaluate the target audience needs, create a user feedback process and develop an outreach plan in order to increase the utilization on EPHT' electronic database and communication tools.

Prairie Grove Health Study

Project Director for study designed to assess current and historical health exposure and status of children diagnosed with cancer living in Prairie Grove, Arkansas. Ata collected included extensive residential, occupational and health histories of the children and families involved in a legal case against local chicken feed industry. The investigation was designed to review the higher than expected rates of childhood cancers which may be linked to exposure to inorganic arsenic found in chicken litter spread on farmland surrounding the town.

NH Environmental Public Health Tracking Program Planning

Project management for the New Hampshire DHHS Environmental Public Health Tracking program development of and implementation plan for a comprehensive tracking and surveillance system. Over seeing Advisory Council and workgroup coordination and facilitation, public health workforce assessment, environmental policy review, and one-day conference planning and facilitation.

New Hampshire Biomonitoring Planning Grant

Facilitator for the development of a plan for a human biomonitoring program for the New Hampshire Department of Health & Human Services, Office of Community and Public Health, Public Health Laboratories. Coordinated the Mercury Biomonitoring work group to develop and implement a human biomonitoring program for Mercury exposure among populations at risk in New Hampshire.

Mobile Bay Mercury Study

Project Director for study designed to determine if Mobile County residents have higher levels of mercury in their bodies and whether their exposure to mercury came from eating fish contaminated with mercury. The goals of the study are to verify previous findings of mercury contamination detected in the area and to determine if there is variation within the levels and rates of exposure to mercury across the county.

Weymouth Community Health Assessment

Project manager for Weymouth Community Needs Assessment designed to identify unmet health needs in the Town and devise a plan to decrease risk factors that are preventable for respiratory illness, mental illness, high risk behaviors, cardiovascular disease, home accidents, and potential environmental exposures from the South Weymouth Naval Air Station.

Toms River Health Status Assessment

Project Director for study designed to assess current and historical health status of children and mothers in Toms River, New Jersey by collecting extensive residential, occupational and health histories of families involved in a class action case against local industry. The investigation was designed to review the higher than expected rates of childhood cancers which were suspected of being linked to local industry and contamination of air as and water sources. Findings from this study contributed to a substantial settlement awarded to the families.

Cape Cod Women's Health Study

Coordination of survey research component of environmental and behavioral implications on breast cancer and disease prevalence on Cape Cod. Established remote office location in Hyannis where the telephone interviews are conducted. Interviewer recruitment, training and management, instrument design, implementation and data management between Hyannis and Boston office.

Selected Graphic Design projects:

Annual Public Health Conference Posters and Materials

New Hampshire Immunization Program

Prevention Research Center at Dartmouth

United Ways of the Greater Seacoast: State of the Seacoast Report

Delamano

Berkshire Medical Center Diabetes Education Brochure: Hospital to Home

Legacy Foundation Tobacco Education Training Manuals

Tools from the Field: Participant-Centered Techniques for Effective Training

New Hampshire Public Health Networks (NH PHN)

Creating Positive Change Coalition

Northern Strafford County Health and Safety Council

ASSOCIATIONS | BOARDS

National Association of Drug Court Professionals; American Evaluation Association, Amesbury Cultural Council.

COMPUTER SKILLS

Adobe CS6 Professional Suite: Illustrator, Photoshop, InDesign, Flash, Dreamweaver; MS Office Suite: Word, Excel, Publisher, Access; SPSS; Social Network Applications.

JSI Research and Training Institute, Inc. d/b/a Community Health Institute
NH DHHS RFP#13-DHHS-DCYF-01

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Rachel Kohn	Project Director	\$85,500.00	26%	\$22,487.59
Sarah Moeckel	Project Associate	\$37,000.00	26%	\$9,652.17
Betsy Houde	Consultant	\$55/hour (sub-contracted; not salaried)	28 hours/month	\$18,000.00