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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

Lori A. Shibinette
 Commissioner

Patricia M. Tilley
 Director

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November 3, 2021

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, to enter into a **Sole Source** contract with Bi-State Primary Care Association, Inc. (VC#166695), Bow, NH, in the amount of \$5,570,000 to expand health equity infrastructure in Community Health Centers across the state, with the option to renew for up to two (2) additional years, effective upon Governor and Council approval through June 30, 2023. 100% Federal Funds.

Funds are available in the following accounts for State Fiscal Years 2022 and 2023, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

05-95-90-901010-5771 HEALTH AND HUMAN SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: PUBLIC HEALTH DIV, PUBLIC HEALTH SYSTEMS, POLICY AND PERFORMANCE, PH COVID-19 HEALTH DISPARITIES

State Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
2022	102-500731	Contracts for Opr Svc	90577100	\$910,000
2023	102-500731	Contracts for Opr Svc	90577100	\$910,000
			Subtotal	\$1,820,000

05-95-90-902510-2465 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: NEW HAMPSHIRE HOSPITAL, NEW HAMPSHIRE HOSPITAL, ARPA DHHS FISCAL RECOVERY FUNDS

State Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
2022	102-500731	Contracts for Opr Svc	00FRF602PH9508B	\$1,839,088
2023	102-500731	Contracts for Opr Svc	00FRF602PH9508B	\$1,910,912
			Subtotal	\$3,750,000
			Total	\$5,570,000

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EXPLANATION

This request is **Sole Source** because Bi-State Primary Care Association is federally designated to provide technical assistance to Community Health Centers to improve programmatic, clinical, operational, and financial performance. The Contractor therefore has highly specialized expertise and is uniquely qualified to work with New Hampshire Community Health centers and their patients to address health disparities among populations who are at high risk for COVID-19 and underserved, including racial and ethnic minority populations and rural communities.

The purpose of this request is to increase opportunities for COVID-19 vaccines for low income, uninsured, rural and/or other individuals and families who may have barriers to accessing healthcare. The Contractor will support Community Health Centers to increase COVID-19 testing, treatment and other health related services to address the impacts of COVID pandemic. The Contractor will work with New Hampshire's Community Health Centers to address COVID-19 health disparities among high-risk and underserved populations, including racial and ethnic minority populations and rural communities.

The Contractor will work with the health centers and community partners to operationalize COVID-19 vaccine clinics to ensure equitable distribution of the COVID-19 vaccination. To ensure individuals receive information on where they can receive the COVID-19 vaccination, the Contractor will develop and implement engagement strategies and increase vaccine confidence through education, outreach and partnership. The Contractor will also expand the workforce of Community Health Workers and embed them within the statewide network of Community Health Centers to provide culturally and linguistically appropriate services to individuals and families directly impacted by the COVID-19 pandemic. Through Community Health Workers, the Community Health Centers will also connect families to mental health, health care, substance use disorder, financial and budgeting supports, food programs, COVID-19 testing, vaccinations, and other services and/or resource information related to social determinants of health.

Approximately 285,000 individuals will be served during State Fiscal Years 2022 and 2023.

The Department will monitor services by ensuring the Contractor:

- Submits quarterly reports that tracks efforts, successes, and challenges by Community Health Centers by region.
- Achieves an overall 25% increase of coordination of services across the Community Health Centers.

As referenced in Exhibit A of the attached agreement, the parties have the option to extend the agreement for up two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

Should the Governor and Council not authorize this request, the Department's ability to address COVID-19 and other health-related impacts on high-risk and underserved populations would be significantly limited, potentially increasing the health and economic burden of the COVID-19 pandemic on citizens statewide.

Area served: Statewide

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Source of Federal Funds: Assistance Listing Number #93.391, FAIN # NH75OT000031;
Assistance Listing Number #21.017

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

Respectfully submitted,

DocuSigned by:

Ann H. N. Landry

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Lori A. Shibinette

Commissioner

Subject: Expanding COVID-19 Health Equity and Program Infrastructure in Community Health Centers (SS-2022-DPHS-04-EXPAN-01)

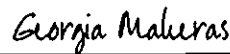
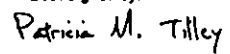
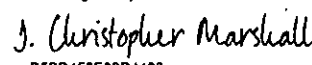
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name New Hampshire Department of Health and Human Services		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301-3857	
1.3 Contractor Name Bi-State Primary Care Association, Inc.		1.4 Contractor Address 525 Clinton Street Bow, NH, 03304	
1.5 Contractor Phone Number (603) 228-2830	1.6 Account Number 05-95-90-901010-5771;05-95-90-902510-2465	1.7 Completion Date June 30, 2023	1.8 Price Limitation \$5,570,000
1.9 Contracting Officer for State Agency Nathan D. White, Director		1.10 State Agency Telephone Number (603) 271-9631	
1.11 Contractor Signature <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>DocuSigned by:</small>  </div> Date: 11/3/2021		1.12 Name and Title of Contractor Signatory Georgia Maheras VP, Policy and Strategy	
1.13 State Agency Signature <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>DocuSigned by:</small>  </div> Date: 11/3/2021		1.14 Name and Title of State Agency Signatory Patricia M. Tilley Director	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>DocuSigned by:</small>  </div> By: _____ On: 11/4/2021			
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____			

2. 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 B which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("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 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 for Services provided in EXHIBIT B, in whole or in part. 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 reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source 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 C 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 applicable 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 employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property 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. The Contractor 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.

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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 cured, 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 give the Contractor a written notice specifying the Event of Default and 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 give the Contractor a written notice specifying the Event of Default; treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. 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.

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, 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 B. In addition, at the State's discretion, 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.

10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

10.1 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.

10.2 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.

10.3 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.

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.

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. INDEMNIFICATION. Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the

Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. 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 continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

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

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 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 ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

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. The 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. **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.

17. **AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

18. **CHOICE OF LAW AND FORUM.** This Agreement shall be governed, interpreted and 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. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. **CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

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 or modifying provisions set forth in the attached EXHIBIT A 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 with respect to the subject matter hereof.

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**New Hampshire Department of Health and Human Services
Expanding COVID-19 Health Equity and Program Infrastructure in Community
Health Centers**

EXHIBIT A

Revisions to Standard Agreement Provisions

1. Revisions to Form P-37, General Provisions

1.1. Paragraph 3, Effective Date/Completion of Services, is amended by adding subparagraph 3.3 as follows:

3.3. The parties may extend the Agreement for up two (2) additional year(s) from the Completion Date, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and approval of the Governor and Executive Council.

1.2. Paragraph 12, Assignment/Delegation/Subcontracts, is amended by adding subparagraph 12.3 as follows:

12.3. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions. The Contractor shall have written agreements with all subcontractors, specifying the work to be performed and how corrective action shall be managed if the subcontractor's performance is inadequate. The Contractor shall manage the subcontractor's performance on an ongoing basis and take corrective action as necessary. The Contractor shall annually provide the State with a list of all subcontractors provided for under this Agreement and notify the State of any inadequate subcontractor performance.

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**New Hampshire Department of Health and Human Services
Expanding COVID-19 Health Equity and Program Infrastructure in Community Health
Centers**

EXHIBIT B

Scope of Services

1. Statement of Work – General

- 1.1. The Contractor shall ensure the services described herein are provided to vulnerable populations (or "target populations"), including, but not limited to:
 - 1.1.1. Racial minority populations.
 - 1.1.2. Ethnic minority populations.
 - 1.1.3. Individuals experiencing homelessness.
 - 1.1.4. Individuals experiencing housing instability.
 - 1.1.5. Rural communities.
- 1.2. The Contractor shall ensure any Community Health Center subcontracted through this Agreement shall adhere to the requirements detailed in the COVID-19 Vaccination Program Provider Agreement that is in place with the Department.

2. Statement of Work- COVID-19 Vaccines

- 2.1. The Contractor shall reduce access barriers to the COVID-19 vaccination by partnering with Community Health Centers (CHCs) in New Hampshire to support the infrastructure and capacity of the CHCs. The Contractor shall:
 - 2.1.1. Work with the CHCs to operationalize COVID-19 vaccine clinics for the target populations listed in Subsection 1.1 above to increase equitable distribution of COVID-19 vaccination. The Contractor shall work with CHCs to operationalize COVID-19 vaccine clinics by utilizing strategies that include, but are not limited to:
 - 2.1.1.1. Vaccine strike teams.
 - 2.1.1.2. Mobile vaccine clinics.
 - 2.1.1.3. Satellite clinics.
 - 2.1.1.4. Temporary clinics.
 - 2.1.1.5. Travel to off-site clinics to provide vaccination services in non-traditional settings, including in-home vaccination to homebound patients where other mechanisms for in-home vaccination are not available.
 - 2.1.1.6. Other vaccine sites, as approved by the Department.
 - 2.1.2. Ensure vaccine sites are located at a variety of settings, including, but not limited to, pharmacies, healthcare facilities, and community-based sites.
 - 2.1.3. Ensure hours of operation at vaccine sites are adjusted to meet the needs of the target population.

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**New Hampshire Department of Health and Human Services
Expanding COVID-19 Health Equity and Program Infrastructure in Community Health
Centers**

EXHIBIT B

- 2.2. The Contractor shall develop and implement engagement strategies to promote the COVID-19 vaccination and increase vaccine confidence through education, outreach and partnerships in the target populations. The Contractor shall:
- 2.2.1. Identify community liaison collaborators within the CHCs to increase the knowledge of COVID-19 vaccinations among the target populations. Community liaison collaborators shall include, but are not limited to:
 - 2.2.1.1. Federally Qualified Health Centers
 - 2.2.1.2. Community Mental Health Centers.
 - 2.2.1.3. Community-based Organizations.
 - 2.2.1.4. City Health Departments.
 - 2.2.1.5. Faith-based Organizations.
 - 2.2.1.6. Local barbers and hairdressers.
 - 2.2.1.7. Community Colleges.
 - 2.2.2. Conduct outreach to populations, including, but not limited to, those who:
 - 2.2.2.1. Experienced disproportionately high rates of COVID-19 and related deaths.
 - 2.2.2.2. Have high rates of underlying health conditions that place them at greater risk for severe COVID-19 as determined by the Centers for Disease Control and Prevention.
 - 2.2.2.3. Are likely to experience barriers to accessing COVID-19 vaccination services, such as geographical barriers, health system barriers.
 - 2.2.2.4. Are likely to have low acceptance of or confidence in COVID-19 vaccines.
 - 2.2.2.5. Have a history of mistrust in health authorities or the medical establishment.
 - 2.2.2.6. Are not well-known to health authorities or have not traditionally been the focus of immunization programs.
 - 2.2.3. Reduce barriers to receipt of vaccination services, including, but not limited to, providing translation services and/or internet access for individuals who need assistance with Vaccination and Immunization Network Interface (VINI) or other State immunization registry systems.
 - 2.2.4. Conduct outreach to assess individual's readiness to receive a

**New Hampshire Department of Health and Human Services
Expanding COVID-19 Health Equity and Program Infrastructure in Community Health
Centers**

EXHIBIT B

- vaccination.
- 2.2.5. Have a medical professional available to provide counseling to individuals experiencing vaccine hesitancy.
- 2.2.6. Increase COVID-19 vaccine confidence among the populations listed above by:
 - 2.2.6.1. Addressing and monitoring vaccine misinformation on social media.
 - 2.2.6.2. Developing and distributing messaging in multiple languages, including, but not limited to:
 - 2.2.6.2.1. Videos.
 - 2.2.6.2.2. Audio.
 - 2.2.6.2.3. Print materials.
 - 2.2.6.2.4. Social media campaigns featuring a diverse array of community leaders, outreach staff, and other respected, non-medical practitioners.
- 2.2.7. Participate in meetings with the Department, as requested by the Department.
- 2.2.8. Attend New Hampshire Immunization Program (NHIP) trainings.
- 2.2.9. Attend NH Public Health Association and other stakeholder immunization meetings/conferences.
- 2.2.10. Share information with the target populations regarding Department and other health organizations training and technical assistance opportunities.
- 2.3. The Contractor shall ensure the CHCs have proper vaccine storage, handling, administration and documentation in accordance with state and federal guidelines by providing resources, equipment and/or supplies as needed, including, but not limited to:
 - 2.3.1. Clinical and/or administrative staff resources.
 - 2.3.2. Appropriate refrigerators/freezer, and data loggers, the Contractor shall inform the Department of the need.
 - 2.3.3. Additional supplies, which includes, but is not limited to:
 - 2.3.3.1. Syringes.
 - 2.3.3.2. Needles
 - 2.3.3.3. Alcohol wipes.
 - 2.3.3.4. Band aids.
 - 2.3.3.5. Stickers.

**New Hampshire Department of Health and Human Services
Expanding COVID-19 Health Equity and Program Infrastructure in Community Health
Centers**

EXHIBIT B

2.3.3.6. Other necessary supplies and equipment per COVID-19 Vaccine Provider Agreement.

3. Statement of Work – COVID-19 Community Health Workers

- 3.1. The Contractor shall ensure the subcontracted CHCs have Community Health Workers (CHWs) to support culturally and linguistically appropriate COVID-19 and other social determinants of health related services.
- 3.2. The Contractor shall submit documentation to the Department within thirty (30) days of Agreement effective date, which shall include, but is not limited to:
 - 3.2.1. Staff recruitment plan.
 - 3.2.2. Training procedures.
 - 3.2.3. Onboarding plan.
- 3.3. The Contractor shall ensure the CHCs provide COVID-19 support services, which include, but are not limited to:
 - 3.3.1. Connecting community members to culturally and linguistically competent COVID-19 testing in hyper-local community testing sites.
 - 3.3.2. Assisting with contact tracing, when required.
 - 3.3.3. Cultural mediation among individuals, communities, and health and social service systems.
 - 3.3.4. Culturally appropriate health education and information.
 - 3.3.5. Care coordination, case management, and system navigation.
 - 3.3.6. Coaching and social support by advocating for individuals and communities.
 - 3.3.7. Direct services to clients with COVID-19 and their family members affected by COVID-19, which include, but are not limited to providing:
 - 3.3.7.1. Access to COVID-19 test within five (5) days of encounter between the CHW and the client.
 - 3.3.7.2. Access to the influenza vaccine within fourteen (14) days of encounter between the CHW and the client.
 - 3.3.7.3. Access to the COVID-19 vaccine within fourteen (14) days of encounter.
 - 3.3.8. Accommodating communication access needs of individuals served through use of qualified interpreters and translated materials.
 - 3.3.9. Providing and distributing educational information about COVID vaccinations and general Department guidance for individual mitigation.

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- 3.4. The Contractor shall ensure the CHCs provide social determinants of health related services, which include, but are not limited to:
- 3.4.1. Creating connections between vulnerable populations and healthcare providers by providing the following services to vulnerable populations, which include, but are not limited to:
 - 3.4.1.1. Providing appropriate care coordination, case management and connections to patient and family identified community and social services and referrals.
 - 3.4.1.2. Assisting with maintaining and or applying for social services within their community.
 - 3.4.1.3. Identifying and helping to mitigate barriers in health care access such as transportation, language, and childcare.
 - 3.4.1.4. Assisting vulnerable populations with navigating the healthcare system.
 - 3.4.1.5. Determining eligibility and enrolling vulnerable populations in health insurance plans.
 - 3.4.1.6. Providing culturally appropriate health education on topics related to COVID, chronic disease prevention, physical activity, and nutrition.
 - 3.4.1.7. Providing informal counseling, health screenings, and referrals.
 - 3.4.1.8. Connecting clients with community-based agencies through closed loop and/or warm hand-off referrals for supports that included, but are not limited to:
 - 3.4.1.8.1. Food insecurity supports.
 - 3.4.1.8.2. Mental health supports.
 - 3.4.1.8.3. Health care referrals.
 - 3.4.1.8.4. Substance use disorder supports.
 - 3.4.1.8.5. Educational supports and services.
 - 3.4.1.8.6. Financial literacy.
 - 3.4.1.8.7. Budgeting supports.
 - 3.4.1.8.8. COVID-19 testing, vaccination, and/or immunization resources.
 - 3.4.1.8.9. Social Isolation supports.
 - 3.4.2. Increasing cultural competence among healthcare providers serving vulnerable populations by providing the services that include, but are

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not limited to:

- 3.4.2.1. Educating healthcare providers and stakeholders about community health needs.
- 3.4.2.2. Managing care and care transitions for vulnerable populations.
- 3.4.2.3. Advocating for vulnerable populations or communities to receive services and resources to address health needs.
- 3.4.2.4. Collecting data and relay information to stakeholders to inform programs and policies.
- 3.4.2.5. Building community capacity to address health issues.
- 3.4.2.6. Ensuring cultural mediation among vulnerable populations, communities, and health and social service systems serving vulnerable populations.
- 3.4.3. Completing EMR forms to highlight the care coordination and case management of the patient and family.
- 3.5. The Contractor shall ensure subcontracted CHCs document encounters within the appropriate CHC's Electronic Medical Record (EMR), upon obtaining the appropriate consent, to identify services, assist in navigating the healthcare system and support data quality. The Contractor shall receive de-identified data from the CHCs, aggregating the following data, which includes but is not limited to:
 - 3.5.1. Race and ethnicity.
 - 3.5.2. Preferred language.
 - 3.5.3. Household income.
 - 3.5.4. Marital status.
 - 3.5.5. Age of parents.
 - 3.5.6. Sexual orientation and/or gender identity.
 - 3.5.7. Street address.
 - 3.5.8. Town, county, zip code and State.
 - 3.5.9. Number of incarcerated parents (if applicable).
 - 3.5.10. Phone number and/or email address.
 - 3.5.11. Status of receiving benefits, if applicable, including, but not limited to:
 - 3.5.11.1. SNAP.
 - 3.5.11.2. Child Care.
 - 3.5.11.3. Medicaid.

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3.5.11.4. Social Security.

3.5.11.5. TANF.

3.5.11.6. WIC.

3.6. The Contractor shall ensure the CHCs participate in at least one (1) professional development activity per year related to culturally and linguistically appropriate services and organizational cultural effectiveness.

3.7. The Contractor shall ensure the CHCs participate in CHW trainings and NH CHW Coalition meetings and conferences, as directed by the Department.

4. Work Plan

4.1. Within thirty (30) days of Agreement effective date, the Contractor shall provide the Department with a Work Plan for Section 2 - Statement of Work- COVID - 19 Vaccines and Section 3 - Statement of Work COVID -19 – Community Health Workers for Year One (1) of the Contract period.

4.1.1. The Contractor shall subsequently provide work plans for Year Two (2) of the Contract period no later than thirty (30) days prior to the end of Year One (1).

4.1.2. Year One (1) and Year Two (2) work plans shall include, but are not limited to:

4.1.2.1. Baseline and target numbers of individuals vaccinated.

4.1.2.2. Detailed strategy and/or plans to meet each Contract requirement and deliverable.

4.1.2.3. Estimated timeline(s).

4.1.2.4. Quality improvement strategies.

4.1.2.5. Communications and outreach activities.

4.1.2.6. Planned activities for increasing vaccine confidence.

4.1.2.7. Planned activities for increasing COVID-19 vaccination access and uptake.

4.2. Within thirty (30) days of Agreement effective date , the Contractor shall provide an evaluation plan that includes, but is not limited to:

4.2.1. Identifying client criteria, including:

4.2.1.1. Identification of clients; and

4.2.1.2. Eligibility

4.2.2. Identifying referrals, including:

4.2.2.1. Identification of referral methods;

4.2.2.2. Enrollment; and

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- 4.2.2.3. Services the CHWs will provide to COVID and non COVID
- 4.2.3. Collecting data, including, but not limited to:
 - 4.2.3.1. Reporting and management of data.
 - 4.2.3.2. Method on which data will be housed.
 - 4.2.3.3. Information on confidential and security methods.
 - 4.2.3.4. Patient security and confidentiality consent form.
- 4.2.4. Supporting and training CHWs in data collection and reporting to ensure collection of complete and representative data as specified in Subsection 3.5 above.
- 4.2.5. Training and implementing strategies to educate CHWs on the importance of data to address disparities and inequities.
- 4.2.6. Ensuring data quality assurance and improvement.
- 4.2.7. Ensuring CHW workforce sustainability.

5. Exhibits Incorporated

- 5.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 5.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 5.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

6. Reporting Requirements

- 6.1. The Contractor shall submit quarterly reports for each CHC for Section 2 Statement of Work - COVID-19 Vaccines, which shall include, but are not limited to:
 - 6.1.1. Description of activities performed, resulting impacts individuals and families served, and other outcomes.
 - 6.1.2. Efforts, successes, and challenges experienced with local community based organizations and stakeholders to promote vaccine awareness and uptake of COVID-19.
 - 6.1.3. Efforts, successes, and challenges experienced in reaching high risk and underserved populations to promote and offer COVID-19 vaccinations.

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- 6.1.4. Efforts, successes, and challenges experienced in addressing vaccine misinformation and promoting vaccine confidence and uptake, especially within racial and ethnic minority populations.
- 6.1.5. Potential barriers and solutions identified in the past quarter for low vaccine uptake in specific communities.
- 6.1.6. Efforts, successes, and challenges experienced in providing community engagement.
- 6.1.7. Number and percentage of individuals who have not previously received COVID-19 vaccination who were administered vaccination within the reporting period.
- 6.1.8. Percentage of clients who were referred by CHWs and successfully accessed a COVID test and received results or COVID Vaccination disaggregated by the following age ranges:
 - 6.1.8.1. 5-11 years old.
 - 6.1.8.2. 12-17 years old.
 - 6.1.8.3. 18 years and older.
- 6.1.9. Percentage of clients who were referred by CHWs and successfully received a COVID-19 vaccination disaggregated by the following age ranges:
 - 6.1.9.1. 5-11 years old.
 - 6.1.9.2. 12-17 years old.
 - 6.1.9.3. 18 years and older.
- 6.2. Within fifteen (15) days following the end of each quarter, the Contractor shall submit quarterly reports by CHC region, for Section 3 Statement of Work- COVID-19 Community Health Worker, which shall include, but are not limited:
 - 6.2.1. Number of collaborating agencies/services identified as part of Community Health Workers led intervention.
 - 6.2.2. Number and percentage of clients with one or more identified co-morbidities through the EMR.
 - 6.2.3. Number and percentage of resources provided in a primary language other than English.
 - 6.2.4. Number and percentage of in community visits with Community Health Worker clients at locations other than the CHCs location.
 - 6.2.5. Number and percentage of encounter types by intensity, length and type, including virtual and/or in-person.
 - 6.2.6. Percentage of clients that identify one or more unmet need.

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- 6.2.7. Number and percentage of identified unmet needs that are met with assistance of the CHWs.
- 6.2.8. Number and percentage of clients that have complete CHW encounter form and Patient Questionnaire completed and documented.
- 6.2.9. Number of encounters with each client by encounter type and, if applicable, resulting referrals by referral type, including:
 - 6.2.9.1. Number of encounters to provide communication about COVID-19 risk factors and mitigation/prevention.
 - 6.2.9.2. Number of other navigation and support services to address COVID-19 risk factors.
 - 6.2.9.3. Number of referrals completed through closed loop referral system.
 - 6.2.9.4. Number referrals for COVID-19 vaccination/vaccine support by each CHC and by CHW, including coordination of activities related to administration of vaccines and excluding direct administration of vaccines.
- 6.2.10. Number and percentage of clients who need and access a COVID-19 test within five (5) days of the first CHW encounter.
- 6.2.11. Number and percentage of clients able to access influenza vaccine within fourteen (14) days of first CHW encounter (flu season only).
- 6.2.12. Number and percentage of Community Health Worker clients able to access COVID-19 vaccine within fourteen (14) of first CHW encounter.
- 6.2.13. Number and percentage of identified unmet needs that are met with assistance of CHWs identified through EMR.
- 6.2.14. Number and type of trainings provided to Community Health Workers supported by COVID Health Disparities funding.
- 6.3. The Contractor shall provide a comprehensive annual report for Section 2 - Statement of Work- COVID -19 Vaccines and Section 3 - Statement of Work COVID -19 – Community Health Workers by June 30th of each Contract year. The annual report will summarize:
 - 6.3.1. Participation.
 - 6.3.2. Outcomes.
 - 6.3.3. Challenges.
 - 6.3.4. Strengths.

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6.3.5. Identified needs for the upcoming Contract year.

6.4. The Contractor shall submit a final report due thirty (30) days from Contract completion date.

7. Performance Measures

7.1. The Contractor shall increase the number of clients receiving services, as described in the Statement of Work above, by 25% over each Agreement year.

7.2. The Contractor shall actively and regularly collaborate with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.

7.3. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.

7.4. Where applicable, the Contractor shall collect and share data with the Department in a format specified by the Department.

8. Additional Terms

8.1. Impacts Resulting from Court Orders or Legislative Changes

8.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

8.2. Federal Civil Rights Laws Compliance: Culturally and Linguistically Appropriate Programs and Services

8.2.1. The Contractor shall submit, within ten (10) days of the Agreement Effective Date, a detailed description of the communication access and language assistance services to be provided to ensure meaningful access to programs and/or services to individuals with limited English proficiency; individuals who are deaf or have hearing loss; individuals who are blind or have low vision; and individuals who have speech challenges.

8.3. Credits and Copyright Ownership

8.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Agreement shall include the following statement, "The preparation of this (report, document etc.) was financed under an 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

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Services.”

8.3.2. All materials produced or purchased under the Agreement shall have prior approval from the Department before printing, production, distribution or use.

8.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:

8.3.3.1. Brochures.

8.3.3.2. Resource directories.

8.3.3.3. Protocols or guidelines.

8.3.3.4. Posters.

8.3.3.5. Reports.

8.3.4. The Contractor shall not reproduce any materials produced under the Agreement without prior written approval from the Department.

8.4. Operation of Facilities: Compliance with Laws and Regulations

8.4.1. 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 Agreement 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.

9. Records

9.1. The Contractor shall keep records that include, but are not limited to:

9.1.1. Books, records, documents and other electronic or physical 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.

9.1.2. All records must be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such

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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. During the term of this Agreement 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 Agreement for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Agreement and upon payment of the price limitation hereunder, the Agreement and all the obligations of the parties hereunder (except such obligations as, by the terms of the Agreement are to be performed after the end of the term of this Agreement and/or survive the termination of the Agreement) 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.

**New Hampshire Department of Health and Human Services
Expanding COVID-19 Health Equity and Program Infrastructure in
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EXHIBIT C

Payment Terms

1. This Agreement is funded by:
 - 1.1. 67% Federally Funded from the Social Impact Partnerships to Pay for Results Act (SIPRA), as awarded on October 22, 2021, by the United States Department of the Treasury, CFDA21.017; and
 - 1.2. 33% Federally Funded from the New Hampshire Initiative to Address COVID-19 Health Disparities funds, as awarded on May 27, 2021, by the Centers for Disease Control and Prevention, CFDA 93.391, FAIN # NH75OT000031.
2. For the purposes of this Agreement:
 - 2.1. The Department has identified the Contractor as a Subrecipient, in accordance with 2 CFR 200.331.
 - 2.2. The Department has identified this Agreement as NON-R&D, in accordance with 2 CFR §200.332.
 - 2.3. The de minimis Indirect Cost Rate of 10% applies in accordance with 2 CFR §200.414.
3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibits C-1, Budget through Exhibit C-2, Budget.
4. The Contractor shall submit an invoice in a form satisfactory to the Department by the fifteenth (15th) working day of the following month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The Contractor shall ensure the invoice is completed, dated and returned to the Department in order to initiate payment.
5. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed to DPHSCContractBilling@dhhs.nh.gov, or invoices may be mailed to:

Financial Manager
Department of Health and Human Services
29 Hazen Drive
Concord, NH 03301
6. The Department shall make payment to the Contractor within thirty (30) days of receipt of each invoice, subsequent to approval of the submitted invoice and if sufficient funds are available, subject to Paragraph 4 of the General Provisions Form Number P-37 of this Agreement.
7. The final invoice shall be due to the Department no later than forty (40) days after the contract completion date specified in Form P-37, General Provisions Block 1.7 Completion Date.

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EXHIBIT C

8. The Contractor must provide the services in Exhibit B, Scope of Services, in compliance with funding requirements.
9. The Contractor agrees that funding under this Agreement may be withheld, in whole or in part in the event of non-compliance with the terms and conditions of Exhibit B, Scope of Services.
10. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this agreement may be withheld, in whole or in part, in the event of non-compliance with any Federal or State law, rule or regulation applicable to the services provided, or if the said services or products have not been satisfactorily completed in accordance with the terms and conditions of this agreement.
11. Notwithstanding Paragraph 17 of the General Provisions Form P-37, changes limited to adjusting amounts within the price limitation and adjusting encumbrances between State Fiscal Years and budget class lines through the Budget Office may be made by written agreement of both parties, without obtaining approval of the Governor and Executive Council, if needed and justified.
12. Audits
 - 12.1. The Contractor is required to submit an annual audit to the Department if **any** of the following conditions exist:
 - 12.1.1. Condition A - The Contractor expended \$750,000 or more in federal funds received as a subrecipient pursuant to 2 CFR Part 200, during the most recently completed fiscal year.
 - 12.1.2. Condition B - The Contractor is subject to audit pursuant to the requirements of NH RSA 7:28, III-b, pertaining to charitable organizations receiving support of \$1,000,000 or more.
 - 12.1.3. Condition C - The Contractor is a public company and required by Security and Exchange Commission (SEC) regulations to submit an annual financial audit.
 - 12.2. If Condition A exists, the Contractor shall submit an annual single audit performed by an independent Certified Public Accountant (CPA) to the Department within 120 days after the close of the Contractor's fiscal year, conducted in accordance with the requirements of 2 CFR Part 200, Subpart F of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards.
 - 12.3. If Condition B or Condition C exists, the Contractor shall submit an annual financial audit performed by an independent CPA within 120 days after the close of the Contractor's fiscal year.
 - 12.4. Any Contractor that receives an amount equal to or greater than \$250,000 from the Department during a single fiscal year, regardless

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EXHIBIT C

of the funding source, may be required, at a minimum, to submit annual financial audits performed by an independent CPA if the Department's risk assessment determination indicates the Contractor is high-risk.

- 12.5. 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.

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Exhibit C-1

New Hampshire Department of Health and Human Services

Contractor Name: Bi-State Primary Care Association

Budget Request for: Expanding COVID-19 Health Equity and Program Infrastructure in Community Health Centers

Project Title

Budget Period: 11/1/21-6/30/2022

Line Item	Total Program Cost			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 107,410.00	\$ -	\$ 107,410.00	\$ 107,410.00	\$ -	\$ 107,410.00
2. Employee Benefits	\$ 16,112.00	\$ -	\$ 16,112.00	\$ 16,112.00	\$ -	\$ 16,112.00
3. Consultants	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 30,000.00	\$ -	\$ 30,000.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 12,392.00	\$ -	\$ 12,392.00	\$ 12,392.00	\$ -	\$ 12,392.00
6. Travel	\$ 560.00	\$ -	\$ 560.00	\$ 560.00	\$ -	\$ 560.00
7. Occupancy	\$ 78,717.00	\$ -	\$ 78,717.00	\$ 78,717.00	\$ -	\$ 78,717.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 35,000.00	\$ -	\$ 35,000.00	\$ 35,000.00	\$ -	\$ 35,000.00
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
12. (1) Subcontracts/Agreements- Immunization	\$ 910,000.00	\$ -	\$ 910,000.00	\$ 910,000.00	\$ -	\$ 910,000.00
12. (2) Subcontracts/Agreements- ARPA	\$ 1,500,000.00	\$ -	\$ 1,500,000.00	\$ 1,500,000.00	\$ -	\$ 1,500,000.00
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect	\$ 46,397.00	\$ -	\$ 46,397.00	\$ 46,397.00	\$ -	\$ 46,397.00
Meetings	\$ 7,500.00	\$ -	\$ 7,500.00	\$ 7,500.00	\$ -	\$ 7,500.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 2,749,088.00	\$ -	\$ 2,749,088.00	\$ 2,749,088.00	\$ -	\$ 2,749,088.00

Indirect As A Percent of Direct

0.0%

Exhibit C-2

New Hampshire Department of Health and Human Services

Contractor Name: Bi-State Primary Care Association

Budget Request for: Expanding COVID-19 Health Equity and Program Infrastructure in Community Health Centers

Project Title

Budget Period: 7/1/22-6/30/2023

Line Item	Total Program Cost			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages - FTE	\$ 159,802.00	\$ -	\$ 159,802.00	\$ 159,802.00	\$ -	\$ 159,802.00
2. Employee Benefits	\$ 23,970.00	\$ -	\$ 23,970.00	\$ 23,970.00	\$ -	\$ 23,970.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 4,174.00	\$ -	\$ 4,174.00	\$ 4,174.00	\$ -	\$ 4,174.00
6. Travel	\$ 560.00	\$ -	\$ 560.00	\$ 560.00	\$ -	\$ 560.00
7. Occupancy	\$ 81,555.00	\$ -	\$ 81,555.00	\$ 81,555.00	\$ -	\$ 81,555.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
12. (1) Subcontracts/Agreements- Immunization	\$ 910,000.00	\$ -	\$ 910,000.00	\$ 910,000.00	\$ -	\$ 910,000.00
12. (2) Subcontracts/Agreements- ARPA	\$ 1,600,000.00	\$ -	\$ 1,600,000.00	\$ 1,600,000.00	\$ -	\$ 1,600,000.00
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect	\$ 20,851.00	\$ -	\$ 20,851.00	\$ 20,851.00	\$ -	\$ 20,851.00
Meetings	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 2,820,912.00	\$ -	\$ 2,820,912.00	\$ 2,820,912.00	\$ -	\$ 2,820,912.00

Indirect As A Percent of Direct

0.0%

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



CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS

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

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

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

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

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New Hampshire Department of Health and Human Services
Exhibit D

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

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

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

Vendor Name:

11/3/2021

Date

DocuSigned by:

Georgia Maheras

Name: Georgia Maheras

Title: vp, Policy and Strategy



New Hampshire Department of Health and Human Services
Exhibit E

CERTIFICATION REGARDING LOBBYING

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

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

Programs (indicate applicable program covered):

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

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

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

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

Vendor Name:

11/3/2021

Date

DocuSigned by:

Georgia Maheras

Name: Georgia Maheras

Title: VP, Policy and Strategy

Exhibit E – Certification Regarding Lobbying

Vendor Initials

DS
GM

Date 11/3/2021

**New Hampshire Department of Health and Human Services
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.
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

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

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

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

PRIMARY COVERED TRANSACTIONS

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

LOWER TIER COVERED TRANSACTIONS

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

Contractor Name:

11/3/2021

Date

DocuSigned by:

Georgia Maheras

Name: Georgia Maheras

Title: VP, Policy and Strategy

Contractor Initials

DS
GM

Date 11/3/2021



New Hampshire Department of Health and Human Services
Exhibit G

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

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

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

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

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

Exhibit G

Contractor Initials

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



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

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

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

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

Contractor Name:

11/3/2021

Date

DocuSigned by:

Georgia Maheras

Name: Georgia Maheras

Title: vp, Policy and Strategy

Exhibit G

Contractor Initials

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GM

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



New Hampshire Department of Health and Human Services
Exhibit 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 Name:

11/3/2021

Date

DocuSigned by:

Georgia Maheras

Name: Georgia Maheras

Title: vp, Policy and Strategy



New Hampshire Department of Health and Human Services

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 applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

(1) Definitions.

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

3/2014

Exhibit I
 Health Insurance Portability Act
 Business Associate Agreement
 Page 1 of 6

Contractor Initials

GM

11/3/2021
 Date



New Hampshire Department of Health and Human Services

Exhibit I

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

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

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

3/2014

Contractor Initials

11/3/2021
Date



New Hampshire Department of Health and Human Services

Exhibit I

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

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

(3) Obligations and Activities of Business Associate.

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

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

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



New Hampshire Department of Health and Human Services

Exhibit I

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

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

3/2014

Contractor Initials

11/3/2021
Date



New Hampshire Department of Health and Human Services

Exhibit I

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

(4) Obligations of Covered Entity

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

(5) Termination for Cause

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

(6) Miscellaneous

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

3/2014

Contractor Initials

11/3/2021
Date



New Hampshire Department of Health and Human Services

Exhibit I

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

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

Department of Health and Human Services

The State by:

Patricia M. Tilley

Signature of Authorized Representative

Patricia M. Tilley

Name of Authorized Representative
Director

Title of Authorized Representative

11/3/2021

Date

Bi-State Primary Care Association

Name of the Contractor

Georgia Maheras

Signature of Authorized Representative

Georgia Maheras

Name of Authorized Representative

VP, Policy and Strategy

Title of Authorized Representative

11/3/2021

Date

DS
GM



**New Hampshire Department of Health and Human Services
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:
 - 10.1. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
 - 10.2. Compensation information is not already available through reporting to the SEC.

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

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

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

Contractor Name:

11/3/2021

Date

DocuSigned by:

Georgia Maheras
Name: Georgia Maheras
Title: vp, Policy and Strategy

DS
GM



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

FORM A

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

939836698

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

 X NO YES

If the answer to #2 above is NO, stop here

If the answer to #2 above is YES, please answer the following:

3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C.78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

_____ NO _____ YES

If the answer to #3 above is YES, stop here

If the answer to #3 above is NO, please answer the following:

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

Name: _____ Amount: _____

Name: _____ Amount: _____

Name: _____ Amount: _____

Name: _____ Amount: _____

Name: _____ Amount: _____

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



A. Definitions

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

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
2. "Computer Security Incident" shall have the same meaning "Computer Security Incident" in section two (2) of NIST Publication 800-61, Computer Security Incident Handling Guide, National Institute of Standards and Technology, U.S. Department of Commerce.
3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

Confidential Information also includes any and all information owned or managed by the State of NH - created, received from or on behalf of the Department of Health and Human Services (DHHS) or accessed in the course of performing contracted services - of which collection, disclosure, protection, and disposition is governed by state or federal law or regulation. This information includes, but is not limited to Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

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

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New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



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

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

I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR

A. Business Use and Disclosure of Confidential Information.

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

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



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

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

II. METHODS OF SECURE TRANSMISSION OF DATA

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

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



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

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

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

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

A. Retention

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

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



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

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

B. Disposition

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor will maintain a documented process for securely disposing of such data upon request or contract termination; and will obtain written certification for any State of New Hampshire data destroyed by the Contractor or any subcontractors as a part of ongoing, emergency, and or disaster recovery operations. When no longer in use, electronic media containing State of New Hampshire data shall be rendered unrecoverable via a secure wipe program in accordance with industry-accepted standards for secure deletion and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor will document and certify in writing at time of the data destruction, and will provide written certification to the Department upon request. The written certification will include all details necessary to demonstrate data has been properly destroyed and validated. Where applicable, regulatory and professional standards for retention requirements will be jointly evaluated by the State and Contractor prior to destruction.
2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.
3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

- A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:
 1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
 2. The Contractor will maintain policies and procedures to protect Department confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.
4. The Contractor will ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.
6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the Contractor, including breach notification requirements.
7. The Contractor will work with the Department to sign and comply with all applicable State of New Hampshire and Department system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the Contractor and any applicable sub-contractors prior to system access being authorized.
8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.
9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.
10. The Contractor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the Information Security Office leadership member within the Department.
11. Data Security Breach Liability. In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent future breach and minimize any damage or loss resulting from the breach. The State shall recover from the Contractor all costs of response and recovery from

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



the breach, including but not limited to: credit monitoring services, mailing costs and costs associated with website and telephone call center services necessary due to the breach.

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

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



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

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

V. LOSS REPORTING

The Contractor must notify the State's Privacy Officer and Security Officer of any Security Incidents and Breaches immediately, at the email addresses provided in Section VI.

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

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

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



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

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

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

State of New Hampshire

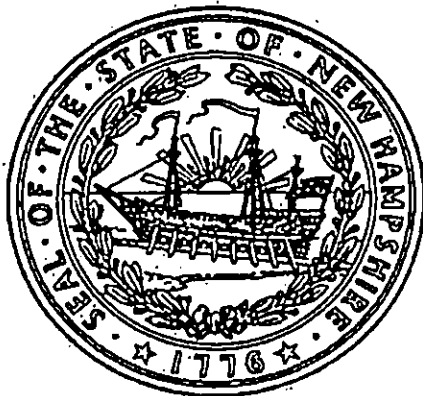
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that BI-STATE PRIMARY CARE ASSOCIATION, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on January 31, 1986. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 86710

Certificate Number: 0005424461



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 20th day of August A.D. 2021.

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

William M. Gardner
Secretary of State

CERTIFICATE OF AUTHORITY

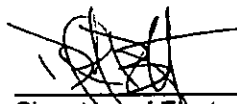
I, **Daniel A. Bennett**, hereby certify that:

1. I am a duly elected Clerk/Secretary/Officer of **Bi-State Primary Care Association**.
2. The following is a true copy of a vote taken at an electronic meeting of the Board of Directors/shareholders, duly called and held by electronic vote as allowed by Bi-State's Bylaws, at which a quorum of the Directors/shareholders were present and voting. The vote on **November 3, 2021** authorizes the signature as described below.

VOTED: That **Georgia J. Maheras, VP Policy and Strategy** (may list more than one person) is duly authorized on behalf of **Bi-State Primary Care Association** to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 11/3/2021



Signature of Elected Officer

Name: Daniel A. Bennett

Title: Vice-Chair



CERTIFICATE OF LIABILITY INSURANCE

BISTATE-01

PCANTLIN

DATE (MM/DD/YYYY)
8/20/2021

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

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

PRODUCER License # AGR8150 Clark Insurance One Sundial Ave Suite 302N Manchester, NH 03103	CONTACT NAME: PHONE (A.C. No. Ext.): (603) 622-2855 FAX (A.C. No.): (603) 622-2854 E-MAIL: info@clarkinsurance.com ADDRESS:																					
INSURED BI-State Primary Care Association, Inc. 525 Clinton St Bow, NH 03304	<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td>Citizens Ins Co of America</td> <td>31534</td> </tr> <tr> <td>INSURER B:</td> <td>Allmerica Financial Alliance</td> <td>10212</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE		NAC #	INSURER A:	Citizens Ins Co of America	31534	INSURER B:	Allmerica Financial Alliance	10212	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADOL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			OBVA340840	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			OBVA340840	7/1/2021	7/1/2022	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			OBVA340840	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WKVA340821	7/1/2021	7/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER

State of NH
 Department of Health and Human Services
 129 Pleasant Street
 Concord, NH 03301-3857

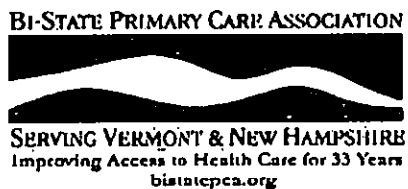
CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Monica Ruth

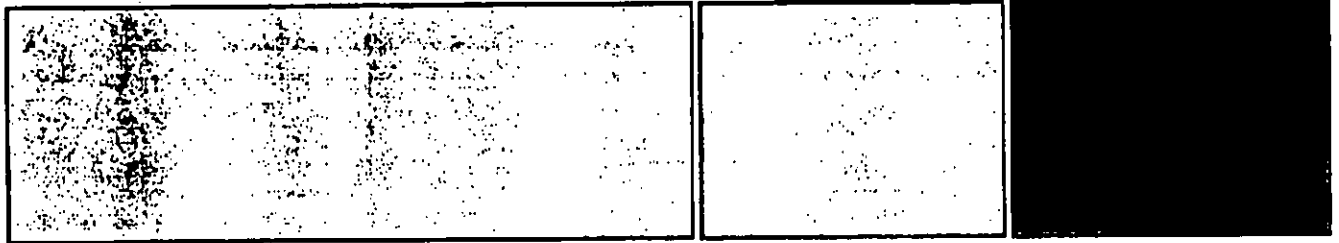
525 Clinton Street
Burlington, VT 05401
Voice: 802-228-2830
Fax: 802-228-2464



61 Elm Street
Montpelier, VT 05602
Voice: 802-229-0001
Fax: 802-223-2336

MISSION STATEMENT

Promote access to effective and affordable primary care and preventive services for all, with special emphasis on underserved populations in Vermont and New Hampshire.



BI-STATE PRIMARY CARE ASSOCIATION



SERVING VERMONT & NEW HAMPSHIRE

CONSOLIDATED FINANCIAL STATEMENTS

June 30, 2020 and 2019

With Independent Auditor's Report





INDEPENDENT AUDITOR'S REPORT

Board of Directors
Bi-State Primary Care Association, Inc. and Subsidiary

We have audited the accompanying consolidated financial statements of Bi-State Primary Care Association, Inc. and Subsidiary, which comprise the consolidated balance sheets as of June 30, 2020 and 2019, and the related consolidated statements of operations and changes in net assets and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Board of Directors
Bi-State Primary Care Association, Inc. and Subsidiary
Page 2

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Bi-State Primary Care Association, Inc. and Subsidiary as of June 30, 2020 and 2019, and the results of their operations, changes in their net assets and their cash flows for the years then ended, in accordance with U.S. generally accepted accounting principles.

Berry Dunn McNeil & Parker, LLC

Portland, Maine
September 17, 2020

BI-STATE PRIMARY CARE ASSOCIATION, INC. AND SUBSIDIARY**Consolidated Balance Sheets**

June 30, 2020 and 2019

ASSETS

	<u>2020</u>	<u>2019</u>
Current assets		
Cash and cash equivalents	\$ 2,249,721	\$ 1,818,166
Grants and other receivables	630,413	750,834
Prepaid expenses	<u>45,920</u>	<u>43,528</u>
Total current assets	2,926,054	2,612,528
Investments	455,329	450,410
Investment in limited liability companies	-	19,101
Deferred compensation investments	204,841	167,874
Property and equipment, net	<u>271,156</u>	<u>299,013</u>
Total assets	<u>\$ 3,857,380</u>	<u>\$ 3,548,926</u>

LIABILITIES AND NET ASSETS

Current liabilities		
Accounts payable and accrued expenses	\$ 177,783	\$ 421,251
Accrued salaries and related liabilities	202,836	183,189
Deferred revenue	38,256	88,406
Paycheck Protection Program loan	<u>476,000</u>	<u>-</u>
Total current liabilities	894,875	692,846
Deferred compensation payable	<u>204,841</u>	<u>167,874</u>
Total liabilities	1,099,716	860,720
Net assets		
Without donor restrictions	<u>2,757,664</u>	<u>2,688,206</u>
Total liabilities and net assets	<u>\$ 3,857,380</u>	<u>\$ 3,548,926</u>

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

BI-STATE PRIMARY CARE ASSOCIATION, INC. AND SUBSIDIARY**Consolidated Statements of Operations and Changes in Net Assets****Years Ended June 30, 2020 and 2019**

	<u>2020</u>	<u>2019</u>
Operating revenue		
Grant revenue	\$ 3,374,564	\$ 3,878,925
Dues income	389,389	344,627
Other revenue	<u>236,107</u>	<u>428,574</u>
Total operating revenue	<u>4,000,060</u>	<u>4,652,126</u>
Expenses		
Salaries and benefits	2,669,271	2,463,560
Other operating expenses	1,235,379	1,691,810
Depreciation	<u>27,857</u>	<u>27,380</u>
Total expenses	<u>3,932,507</u>	<u>4,182,750</u>
Operating income	<u>67,553</u>	<u>469,376</u>
Other revenue and (losses)		
Equity in net loss of limited liability companies	(6,868)	(26,153)
Investment income	<u>8,773</u>	<u>5,485</u>
Net other revenue and (losses)	<u>1,905</u>	<u>(20,668)</u>
Excess of revenue over expenses	69,458	448,708
Change in unrealized gain on investments	<u>-</u>	<u>640</u>
Increase in net assets without donor restrictions	69,458	449,348
Net assets without donor restrictions, beginning of year	<u>2,688,206</u>	<u>2,238,858</u>
Net assets without donor restrictions, end of year	<u>\$ 2,757,664</u>	<u>\$ 2,688,206</u>

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

BI-STATE PRIMARY CARE ASSOCIATION, INC. AND SUBSIDIARY**Consolidated Statements of Cash Flows****Years Ended June 30, 2020 and 2019**

	<u>2020</u>	<u>2019</u>
Cash flows from operating activities		
Change in net assets	\$ 69,458	\$ 449,348
Adjustments to reconcile change in net assets to net cash (used) provided by operating activities		
Depreciation	27,857	27,380
Equity in net loss of limited liability companies	6,868	26,153
Change in unrealized gain on investments	-	(640)
(Increase) decrease in the following assets:		
Grants and other receivables	120,421	(129,043)
Prepaid expenses	(2,392)	7,897
Increase (decrease) in the following liabilities:		
Accounts payable and accrued expenses	(243,468)	115,514
Accrued salaries and related liabilities	19,647	6,119
Deferred revenue	<u>(50,150)</u>	<u>(25,787)</u>
Net cash (used) provided by operating activities	<u>(51,759)</u>	<u>476,941</u>
Cash flows from investing activities		
Proceeds from sale of investments	458,588	118,272
Purchase of investments	(463,507)	(452,336)
Distributions from limited liability companies	<u>12,233</u>	<u>41,863</u>
Net cash provided (used) by investing activities	<u>7,314</u>	<u>(292,201)</u>
Cash flows from financing activities		
Proceeds from Paycheck Protection Program loan	<u>476,000</u>	<u>-</u>
Net cash provided by financing activities	<u>476,000</u>	<u>-</u>
Net increase in cash and cash equivalents	431,555	184,740
Cash and cash equivalents, beginning of year	<u>1,818,166</u>	<u>1,633,426</u>
Cash and cash equivalents, end of year	<u>\$ 2,249,721</u>	<u>\$ 1,818,166</u>

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

BI-STATE PRIMARY CARE ASSOCIATION, INC. AND SUBSIDIARY

Notes to Consolidated Financial Statements

June 30, 2020 and 2019

Organization

Bi-State Primary Care Association, Inc. (BSPCA) is a not-for-profit corporation organized in New Hampshire. The Association's mission is to foster the delivery of primary and preventive health services with special emphasis on the medically underserved, and its vision is to promote healthcare access for all.

Subsidiary

Center for Primary Health Care Solutions, LLC (CPHCS) is a limited liability company formed pursuant to the New Hampshire Limited Liability Company Act. CPHCS's primary purpose is to provide healthcare industry services and other industry-related consulting services. BSPCA is the sole member of CPHCS.

1. Summary of Significant Accounting Policies

Principles of Consolidation

The consolidated financial statements include the accounts of BSPCA and its subsidiary, CPHCS (collectively, the Association). All significant intercompany balances and transactions have been eliminated in consolidation.

Basis of Presentation

The consolidated financial statements of the Association have been prepared in accordance with U.S. generally accepted accounting principles (U.S. GAAP), which requires the Association to report information in the consolidated financial statements according to the following net asset classifications:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Association. These net assets may be used at the discretion of the Association's management and the Board of Directors.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors and grantors. There were no net assets with donor restrictions at June 30, 2020 and 2019.

Uncertainty Related to COVID-19

On March 11, 2020, the World Health Organization declared the 2019 novel coronavirus disease (COVID-19) a global pandemic. The COVID-19 pandemic has impacted and could further impact the Association's operations and the operations of the Association's members as a result of quarantines and travel and logistics restrictions. The extent to which the COVID-19 pandemic impacts the Association's business, results of operations and financial condition depends on future developments, which are highly uncertain and cannot be predicted, including, but not limited to the duration, spread, severity, and impact of the COVID-19 pandemic, the effects of the COVID-19 pandemic on the Association's members and the remedial actions and stimulus measures adopted by local, state and federal governments. Therefore, the Association cannot reasonably estimate the impact at this time.

BI-STATE PRIMARY CARE ASSOCIATION, INC. AND SUBSIDIARY

Notes to Consolidated Financial Statements

June 30, 2020 and 2019

Use of Estimates

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

Income Taxes

BSPCA is a public charity under Section 501(c)(3) of the Internal Revenue Code. As a public charity, the entity is exempt from state and federal income taxes on income earned in accordance with its tax-exempt purpose. Unrelated business income is subject to state and federal income tax.

CPHCS is a limited liability company; however, for federal tax purposes, it is considered to be a disregarded entity and, as such, CPHCS's income, expenses, losses, gains, deductions and credits are reported on BSPCA's information return. Management believes the services provided by CPHCS are consistent with BSPCA's tax-exempt purpose and its revenue does not constitute unrelated business income.

Management has evaluated BSPCA's tax positions and concluded that there are no unrelated business income or uncertain tax positions that require adjustment to the consolidated financial statements.

Cash and Cash Equivalents

Cash and cash equivalents consist of demand deposits and money market accounts.

The Association has cash deposits in a major financial institution which exceeds federal depository insurance limits. Because business needs frequently require funds in excess of the Federal Deposit Insurance Corporation (FDIC) insured amount of \$250,000, all funds in the Merrimack County Savings Bank checking account are subject to a nightly sweep, which consists of high-yield savings accounts in other FDIC insured institutions with no individual institution exceeding FDIC limits.

Grants and Other Receivables

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

A portion of the Association's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/ or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Association has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as deferred revenue.

BI-STATE PRIMARY CARE ASSOCIATION, INC. AND SUBSIDIARY

Notes to Consolidated Financial Statements

June 30, 2020 and 2019

The Association receives a significant amount of grants from the U.S. Department of Health and Human Services (DHHS). As with all government funding, these grants are subject to reduction or termination in future years. For the years ended June 30, 2020 and 2019, grants from DHHS (including both direct awards and awards passed through other organizations) represented approximately 85% and 80%, respectively, of grant revenue.

Investments and Investment Income

Investments in equity securities with readily-determinable fair values and all investments in debt securities are measured at fair value in the consolidated balance sheets. Investment income or loss (including realized gains and losses on investments, interest, and dividends) is included in the excess of revenue over expenses unless the income or loss is restricted by donor or law. Unrealized gains and temporary unrealized losses on debt securities are excluded from the excess of revenue over expenses.

Investments are exposed to various risks, such as interest rate, credit, and overall market volatility. As such, it is reasonably possible that changes in the values of investments will occur in the near term and that such changes could materially affect the amounts reported in the consolidated balance sheets.

Property and Equipment

Property and equipment are carried at cost, less accumulated depreciation. Maintenance, repairs and minor renewals are expensed as incurred and renewals and betterments are capitalized. Provision for depreciation is computed using the straight-line method over the useful lives of the related assets. The Association's capitalization policy is applicable for acquisitions greater than \$5,000.

Paycheck Protection Program Loan

On April 15, 2020, the Association qualified for and received a loan in the amount of \$476,000 pursuant to the Paycheck Protection Program (PPP), a program implemented by the U.S. Small Business Administration (SBA) under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and the Paycheck Protection Program and Health Care Enhancement Act. The loan is unsecured, has a two-year term with a maturity date of April 2022; bears an annual interest rate of 1%; and shall be payable monthly with the first six monthly payments deferred. The principal amount of the PPP is subject to forgiveness, upon the Association's request, to the extent that the proceeds are used to pay qualifying expenditures, including payroll costs, interest on mortgages, rent, and utilities, incurred by the Association.

The Association has utilized \$247,195 of the total available PPP for qualifying expenditures as of June 30, 2020 and anticipates utilizing the remaining funds in the first quarter of fiscal year 2021. It is the Association's intent to apply for forgiveness at that time. Forgiveness is subject to the sole approval of the SBA. The Organization has chosen to follow the conditional contribution model for the PPP and has opted to not record any income until forgiveness is received. The full amount of the PPP received is reported as a refundable advance in the current liabilities section of the balance sheet at June 30, 2020.

BI-STATE PRIMARY CARE ASSOCIATION, INC. AND SUBSIDIARY

Notes to Consolidated Financial Statements

June 30, 2020 and 2019

Contributions

Unconditional promises to give cash and other assets are reported at fair value at the date the promise is received, which is then treated as cost. The gifts are reported as net assets with donor restrictions if they are received with donor stipulations that limit use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified as net assets without donor restrictions and reported in the consolidated statements of operations and changes in net assets as net assets released from restriction. Contributions whose restrictions are met in the same period as the support is received are recognized as net assets without donor restrictions.

The Association has adopted Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) No. 2018-08, *Not-for-Profit Entities* (Topic 958), *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. ASU No. 2018-08 applies to all entities that receive or make contributions and clarifies the definition of transactions accounted for as an exchange transaction subject to ASU No. 2014-09 or other applicable guidance, and transactions that should be accounted for as contributions (non-exchange transactions) subject to the contribution accounting model. Further, ASU No. 2018-08 provides criteria for evaluating whether contributions are unconditional or conditional. Conditional contributions specify a barrier that the recipient must overcome and a right of return that releases the donor from its obligation if the barrier is not achieved, otherwise the contribution is unconditional. The adoption of ASU No. 2018-08 had no impact on the Association's net assets, results of its operations, or cash flows.

Excess of Revenue over Expenses

The consolidated statements of operations and changes in net assets include the excess of revenue over expenses. Changes in net assets without donor restrictions which are excluded from the excess of revenue over expenses, consistent with industry practice, include unrealized gains and temporary unrealized losses on investments in debt securities.

Subsequent Events

For purposes of the preparation of these consolidated financial statements, management has considered transactions or events occurring through September 17, 2020, the date that the consolidated financial statements were available to be issued. Management has not evaluated subsequent events after that date for inclusion in the consolidated financial statements.

2. Availability and Liquidity of Financial Assets

The Association regularly monitors liquidity required to meet its operating needs and other contractual commitments. The Organization has various sources of liquidity at its disposal, including cash and cash equivalents, investments and a line of credit.

BI-STATE PRIMARY CARE ASSOCIATION, INC. AND SUBSIDIARY**Notes to Consolidated Financial Statements****June 30, 2020 and 2019**

The Organization had working capital of \$2,031,179 and \$1,919,682 at June 30, 2020 and 2019, respectively. The Organization had average days cash and cash equivalents on hand of 209 and 159 at June 30, 2020 and 2019, respectively.

Financial assets available for general expenditure within one year were as follows:

	<u>2020</u>	<u>2019</u>
Cash and cash equivalents	\$ 2,249,721	\$ 1,818,166
Investments	455,329	450,410
Grants and other receivables	<u>630,413</u>	<u>750,834</u>
Financial assets available to meet general expenditures within one year	<u>\$ 3,335,463</u>	<u>\$ 3,019,410</u>

The Association has an available \$350,000 line of credit as described in Note 6.

The Association manages its cash available to meet general expenditures following three guiding principles:

- Operating within a prudent range of financial soundness and stability;
- Maintaining an average days cash on hand of 90 to 180 days; and
- Maintaining sufficient reserves to provide reasonable assurance that long-term commitments and obligations will continue to be met, ensuring the sustainability of the Association.

3. Investments

FASB Accounting Standards Codification (ASC) Topic 820, *Fair Value Measurement*, defines fair value as the price that would be received to sell an asset or paid to transfer a liability (an exit price) in an orderly transaction between market participants, and also establishes a fair value hierarchy which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The fair value hierarchy within ASC Topic 820 distinguishes three levels of inputs that may be utilized when measuring fair value:

Level 1: Quoted prices (unadjusted) for identical assets or liabilities in active markets that the entity has the ability to access as of the measurement date.

Level 2: Significant observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities, quoted prices in markets that are not active, and other inputs that are observable or can be corroborated by observable market data.

Level 3: Significant unobservable inputs that reflect an entity's own assumptions about the assumptions that market participants would use in pricing an asset or liability.

BI-STATE PRIMARY CARE ASSOCIATION, INC. AND SUBSIDIARY**Notes to Consolidated Financial Statements****June 30, 2020 and 2019**

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The fair market value of the Association's investments and deferred compensation plan investments are measured on a recurring basis. The following table sets forth the Association's assets by level within the fair value hierarchy:

	<u>June 30, 2020</u>			
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Cash and cash equivalents	\$ 458,318	\$ -	\$ -	\$ 458,318
Mutual funds	69,233	-	-	69,233
Exchange traded funds	132,619	-	-	132,619
Total	<u>\$ 660,170</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 660,170</u>

	<u>June 30, 2019</u>			
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Cash and cash equivalents	\$ 3,244	\$ -	\$ -	\$ 3,244
Mutual funds	77,079	-	-	77,079
Exchange traded funds	88,174	-	-	88,174
U.S. Treasury bills	-	449,787	-	449,787
Total	<u>\$ 168,497</u>	<u>\$ 449,787</u>	<u>\$ -</u>	<u>\$ 618,284</u>

U.S. Treasury bills are valued based on quoted market prices of similar assets.

4. Investment in Limited Liability Companies**Community Health Accountable Care, LLC (CHAC)**

The Association was one of nine members of this entity. The Association's investment in CHAC was reported on the equity method due to the Association's ability to exercise significant influence over operating and financial policies. During the 2019 fiscal year, CHAC was terminated due to changes in the regulatory environment in Vermont.

Primary Health Care Partners, LLC (PHCP)

The Association was one of eight members of this entity. The Association's investment in PHCP was reported on the equity method due to the Association's ability to exercise significant influence over operating and financial policies. The Association's investment in PHCP amounted to \$19,101 at June 30, 2019. During the 2020 fiscal year, PHCP was terminated due to changes in the regulatory environment in New Hampshire.

BI-STATE PRIMARY CARE ASSOCIATION, INC. AND SUBSIDIARY**Notes to Consolidated Financial Statements****June 30, 2020 and 2019****5. Property and Equipment**

Property and equipment consist of the following:

	<u>2020</u>	<u>2019</u>
Land	\$ 50,000	\$ 50,000
Buildings and improvements	430,136	430,136
Furniture and equipment	<u>38,194</u>	<u>38,194</u>
Total cost	518,330	518,330
Less accumulated depreciation	<u>247,174</u>	<u>219,317</u>
Property and equipment, net	<u>\$ 271,156</u>	<u>\$ 299,013</u>

6. Line of Credit

The Association has a \$350,000 unsecured revolving line of credit with a local bank payable on demand. The interest rate on the line of credit is Prime plus 1% with a 5% floor (the Prime rate was 3.25% at June 30, 2020; therefore, the interest rate on the line of credit is the 5% floor). There was no outstanding balance on the line of credit at June 30, 2020 and 2019. The line of credit was not utilized at any time during the years ended June 30, 2020 and 2019.

7. Functional Expenses

The Association provides various services to residents within its geographic location. As the Association is a service organization, expenses are allocated between program services and administrative support based on the percentage of program and administrative support wages, respectively, to total wages, with the exception of grant pass-through expenses and subcontractors for program services which are 100% program in nature. Expenses related to providing these services are as follows for the years ended June 30:

	<u>Program Services</u>	<u>General and Administrative</u>	<u>Total</u>
2020:			
Salaries and benefits	\$ 2,007,378	\$ 661,893	\$ 2,669,271
Other operating expenses			
Subrecipient grant pass through	568,896	-	568,896
Subcontractors for program services	151,349	-	151,349
Other contracted services	44,455	22,427	66,882
Occupancy	59,248	29,889	89,137
Other	238,696	120,419	359,115
Depreciation	<u>18,516</u>	<u>9,341</u>	<u>27,857</u>
Total	<u>\$ 3,088,538</u>	<u>\$ 843,969</u>	<u>\$ 3,932,507</u>

BI-STATE PRIMARY CARE ASSOCIATION, INC. AND SUBSIDIARY**Notes to Consolidated Financial Statements****June 30, 2020 and 2019**

	<u>Program Services</u>	<u>General and Administrative</u>	<u>Total</u>
2019:			
Salaries and benefits	\$ 1,638,959	\$ 824,601	\$ 2,463,560
Other operating expenses			
Subrecipient grant pass through	721,304	-	721,304
Subcontractors for program services	397,093	-	397,093
Other contracted services	36,672	18,500	55,172
Occupancy	60,695	30,620	91,315
Other	283,769	143,157	426,926
Depreciation	<u>18,199</u>	<u>9,181</u>	<u>27,380</u>
Total	<u>\$ 3,156,691</u>	<u>\$ 1,026,059</u>	<u>\$ 4,182,750</u>

8. Retirement Plans

The Association offers a defined contribution plan to eligible employees. The Association's contributions to the plan for the years ended June 30, 2020 and 2019 amounted to \$92,133 and \$84,903, respectively.

The Association has established a deferred compensation plan for eligible employees in accordance with Section 457(b) of the Internal Revenue Code. The fair value of the assets and related liabilities for employee contributions to the plan are reflected in the consolidated balance sheet as deferred compensation investments and deferred compensation payable, respectively.

9. Commitments

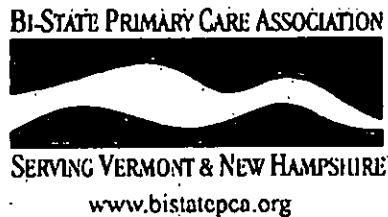
The Association leases various equipment and facilities under operating leases expiring at various dates through December 31, 2021. Total rental expense in 2020 and 2019 for all operating leases was approximately \$44,846 and \$43,646, respectively. The future minimum lease payments under the operating lease amounts to \$42,502, which are due in fiscal 2021.

10. Related Party Transactions

The Association's Board of Directors is composed of senior officials of organizations who are members of the Association. The following is a schedule of services provided to and (by) these organizations.

	<u>2020</u>	<u>2019</u>
Members' dues	\$ 183,673	\$ 189,095
Purchased services	39,146	97,702
Grant subcontractors	(5,673)	(76,930)
Grant subrecipient pass-through	(325,441)	(285,295)

525 Clinton Street
Bow, NH 03304
Voice: 603-228-2830
Fax: 603-228-2464



61 Elm Street
Montpelier, VT 05602
Voice: 802-229-0002
Fax: 802-223-2336

BI-STATE PRIMARY CARE ASSOCIATION FY22 Board of Directors (July 2021 – June 2022)


Board Chair:

Gregory White, CPA, CHFP
Chief Executive Officer
Lamprey Health Care


gwhite@lampreyhealth.org

Board Vice Chair:

Dan Bennett
Chief Executive Officer
Gifford Health Care


dbennett@giffordhealthcare.org


Board Immediate Past Chair:

Martha Halnon, CPC, CAPP, CMPE
Chief Executive Officer
Mountain Health Center


mhalnon@mountainhealthcenter.com


Board Secretary:

Kenneth Gordon
Chief Executive Officer
Coös County Family Health Services


kgordon@ccfhs.org

Board Treasurer:

Edward Shanshala, II, MSHSA, MSED
Executive Director/Chief Executive Officer
Ammonoosuc Community Health Services


Ed.shanshala@achs-inc.org

Gail Auclair, MSM, BSN, RN
Chief Executive Officer
Little Rivers Health Care


gaclair@littlerivers.org

Michael Costa
Chief Executive Officer
Northern Counties Health Care


michaelc@nchcvt.org

Janet Laatsch, BSN, MBA
Chief Executive Officer
Greater Seacoast Community Health


jlaatsch@goodwinch.org

Robert MacLeod
Chief Executive Officer
Mid-State Health Center

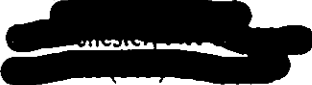

rmaclcod@midstatehealth.org

BI-STATE PRIMARY CARE ASSOCIATION
FY22 Board of Directors (July 2021 – June 2022)
Page 2

Pamela Parsons
Executive Director
Northern Tier Center for Health


pparsons@notchvt.org

Anna Thomas
Public Health Director
City of Manchester Health Department
CEO, Health Care for the Homeless


athomas@manchesternh.gov

FY22 Bi-State Board of Directors Committee Chairs:

- Executive Committee: Greg White
- Finance and Audit Committee: Ed Shanshala
- National Government Relations Committee: Greg White
- NH Government Relations Committee: Robert MacLeod
- Governance and Operations Committee: Ken Gordon
- Planning and Member Services Committee: Janet Laatsch
- VT EQHC CEO Council: Michael Costa
- VT Government Relations Committee: Michael Costa

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BI-STATE PRIMARY CARE ASSOCIATION

Position Description

Title:	Director
Reports To:	Vice President, Policy and Strategy
Employment Classification:	Full Time; Salaried; Exempt
Directly Supervises and Evaluates:	NA
Date Last Updated:	TBD
Current Incumbent:	TBD

Purpose of the Position:

The Director will lead state and regional initiatives to improve access to cost-effective, quality care for the people of New Hampshire and Vermont.

General Description:

Under the supervision of Bi-State's Vice President, Policy and Strategy, and in accordance with Bi-State policies and procedures, the Director will identify and direct state and regional initiatives.

The Director will have responsibility for strategies for integration of service delivery, analysis and presentation of data for financial, operational, and value-based metrics, training and technical assistance for Federally Qualified Health Centers (FQHCs), preparation of budgets, and business plans, compliance with state and federal requirements, and oversight of contractors. The Director will be highly outward facing and play a key role in work with the States of New Hampshire and Vermont.

Bi-State is an equal opportunity employer, willing to provide reasonable accommodations for qualified individuals with disabilities. Employees who require accommodation to perform the essential functions and requirements of their positions should address questions or concerns with Human Resources.

Essential Duties:

1. Identify and direct state and regional initiatives.
2. Identify and encourage strategies for integration of services across providers and care settings.
3. Utilize data to develop and implement solutions to improve FQHC financial and operational performance (including results on value-based metrics).
4. Manage contractors.
5. Develop and implement strategic and annual business plans.
6. Provide and/or coordinate training and technical assistance to FQHCs.
7. Use FQHC data to present to key stakeholders the value of FQHCs.
8. Manage grants/contracts ensuring compliance with all applicable requirements and state/federal regulations.
9. Prepare and manage budgets.
10. Represent the organization well at all times; support its mission, goals and objectives.
11. Work collegially in a matrix fashion with senior leaders within Bi-State to accomplish the annual business corporate objectives.
12. Attend Bi-State's scheduled All Staff meetings, as well as other meetings as appropriate and as requested.
13. Periodically travel on Bi-State business.
14. Actively serve as an ambassador from Bi-State to the community, building collaborative connections, and

BI-STATE PRIMARY CARE ASSOCIATION – Position Description

Director

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looking for opportunities to increase income for the organization. In coordination with your supervisor, identify, cultivate, solicit, and provide stewardship to potential and current donors and sponsors; develop opportunities for fee-for-service consulting; write grants; promote the group purchasing program; and look for opportunities to attract new members and strengthen relationships with existing members.

15. Practice compliance with all applicable state and federal laws regarding Protected Health Information and Protected Personal Information data privacy, protection, and storage.
16. Understand the mission and vision of the organization.
17. Live the values of the organization: learning, integrity, responsiveness and respect.
18. Other responsibilities as assigned by your supervisor and/or the President and Chief Executive Officer.

Problem Solving:

1. Use knowledge and experience base and other resources as necessary to make logical decisions and solve problems.
2. Continuously analyze work processes and make suggestions for improvement.
3. Evaluate established patterns of work for new and innovative ways of producing desired outcomes.

Leadership:

1. Use leadership position to set positive, attainable expectations, objectives and goals for others within the organization.
2. Delegate work and oversee work in a matrix management environment.
3. Take action to ensure compliance with policies and procedures.
4. Empower others by sharing responsibility to encourage a deep sense of commitment and ownership.
5. Demonstrate creativity and innovation.
6. Develop a spirit of cooperation and teamwork with all Bi-State employees and members.
7. Work for solutions that generally benefit all involved parties.
8. Actively participate in Director meetings.
9. Understand the mission and vision of the organization.
10. Diligently work toward the mission and vision of the organization.
11. Live the values of the organization: learning, integrity, responsiveness and respect.
12. Set example by assuring timely writing and reporting on all required documents.
13. Responsible for confidentiality.

Demonstrates Self-Confidence and Ability to Think Conceptually in Leading and Directing Others:

1. Recognize complex connections in situations and identify the key or underlying issues.
2. Demonstrate the ability to make decisions independently that benefit the organization as a whole based on the identification of key or underlying issues.
3. Demonstrate a strong, positive image of self and own skills, capabilities and judgment.

Qualifications:

Knowledge/Degree/License Requirements:

1. Masters degree in business, health services or public health administration or other related field.
2. Strong financial acumen with knowledge of health care financing, Medicaid, and primary care with 5-7 year's work experience.
3. Knowledge of health care systems reform, primary care payment methodologies, and techniques for managing health care costs and quality desired.
4. Valid driver's license.

Skills Requirements:

1. Possess strong computer skills and the ability to use Bi-State systems.
2. Knowledge of developing and implementing organizational objectives.

BI-STATE PRIMARY CARE ASSOCIATION – Position Description

Director

Page 3

3. Ability to understand the long-term impact of policy decisions and strategies.
4. Ability to take initiative.
5. Ability to influence and negotiate.
6. Possess strong oral and written communication skills.
7. Possess strong interpersonal skills.
8. High level of independence and motivation and excellent judgment required as the incumbent will regularly exercise independent discretion.
9. Ability to maintain accurate office records and files and produce accurate, timely written reports using organizational systems.
10. Familiarity with automated office equipment.
11. Ability to meet deadlines.
12. Ability to maintain strict confidentiality.
13. Ability to understand and follow complex instructions.
14. Ability to respond appropriately and professionally to staff and members of the public, in person, in written communication, and on the phone.
15. Ability to work well in fast-paced environment, juggle many priorities and handle stress in a professional and positive manner.
16. Ability to interpret data and apply as needed to varying uses, such as grant applications guidelines.

Physical Requirements:

1. Most time spent sitting, with up to one-third (1/3) of time walking or standing. There are no restrictions on ability to interrupt periods of sitting.
2. Minimal lifting.

Working/Environment Conditions:

1. Climate controlled office (when working on-site)
2. Quiet work environment

Machines/Equipment/Tools Used:

1. Computer
2. Telephone
3. Fax machine
4. Copy machine
5. Postage machine
6. Automobile

Please sign below to acknowledge you have received a copy of this Position Description and that you understand and are willing to fulfill the position as outlined.

Current Incumbent Name (Signature)

Date

Current Incumbent Name (Please Print)

Supervisor Name (Signature)

Date

Supervisor Name (Please Print)

Bi-State Primary Care Association

Key Personnel YR1

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
TBD	Director	119,454	.6 (7 months)	\$49,619

Key Personnel YR2

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
TBD	Director	123,038	.6	\$73,823