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

Nicholas A. Toumpas
 Commissioner

Mary Ann Cooney
 Associate Commissioner

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

August 6, 2014

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

Requested Action

Authorize the Department of Health and Human Services, Office of Minority Health and Refugee Affairs to enter into agreements with the vendors listed below, to provide educational support and school-related social services to New Hampshire refugee students in an amount not to exceed \$300,000, effective upon the date of Governor and Executive Council Approval, through August 14, 2016. *100% Federal Funds*

These contracts are contingent upon the receipt of Federal Refugee School Impact Grant funds. Funds are available in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Years 2016 and 2017 with the ability to adjust encumbrances between State Fiscal Years and within the budget lines of the contract without Governor and Executive Council approval.

Vendor Name	Vendor #	Service Location	Amount
International Institute of Boston, Inc.	177551,B001	1850 Elm Street Manchester, NH 03104	\$150,000
Ascentria Community Services, Inc.	222201,B001	261 Sheep-Davis Road, Concord, NH 03301	\$150,000

05-095-042-4220010-79220000-500731 HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, MINORITY HEALTH, REFUGEE SERVICES

Please see attachment for fiscal detail.

Explanation

The purpose of these contracts is to improve academic and social adjustment outcomes for refugee students resettled between 2014 and 2016 in the Cities of Concord and Manchester. Only those cities impacted by refugee resettlement were considered for funding. This contract will provide comprehensive family strengthening services with emphasis on academic support and leadership development for students and parent orientation to school and community. To implement these objectives, the contractors will interface with frontline teachers and after-school program staff to develop programming to increase student achievement; create and facilitate culturally responsive venues for ongoing orientation to American schools, community systems and resources; and respond to the behavioral health needs of students and parents with direct interventions or referrals.

Project staff will coordinate resources, evaluate goals and adapt the scope of work to reflect changes in student profiles, school or community priorities. The vendors will collect data relative to graduation rates, leadership development and the academic progress of the target refugee student population.

Measures being monitored for these contracts include:

- Graduation rates for participants;
- Participation rate in student leadership activities;
- College enrollment rates;
- Grade advancement rates;
- Demonstrated understanding of American school culture and community resources by parent participants.

Performance will be monitored through semi-annual and final reports of outcomes as defined in the Scope of Services.

The vendors were selected to perform the requested services through a competitive bid process. The Request for Proposals was released on the Department of Health and Human Service's web site on May 8, 2014. Two bidders submitted proposals. An evaluation team from the Department of Health and Human Services personnel reviewed and evaluated the proposals based on the evaluation criteria specified in the Request for Proposal. The Department has detailed specific core activities in the contract from which the effectiveness of the contractor will be measured.

Both vendors have a proven track record of effectively serving refugees. In past grants, they have consistently demonstrated excellent program and case management strategies to achieve identified objectives.

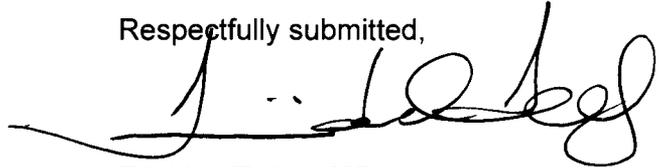
Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
August 6, 2014

Area Served: Concord and Manchester

Source: 100% Federal Funds

In the event that federal funds become no longer available, general funds will not be requested to support this program.

Respectfully submitted,



Trinidad Tellez, MD
Director

Approved by:



Nicholas A. Toumpas
Commissioner

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
August 6, 2014

Internation Institute of Boston, Inc.

State Fiscal Year	Class/Account	Activity Code	Class Title	Amount
2015	102-500731	42200011	Contracts for Program Services	\$50,000
2016	102-500731	42200011	Contracts for Program Services	\$75,000
2017	102-500731	42200011	Contracts for Program Services	\$25,000
			Total	\$150,000

Ascentria Community services, Inc.

State Fiscal Year	Class/Account	Activity Code	Class Title	Amount
2015	102-500731	42200011	Contracts for Program Services	\$50,000
2016	102-500731	42200011	Contracts for Program Services	\$75,000
2017	102-500731	42200011	Contracts for Program Services	\$25,000
			Total	\$150,000

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Refugee Resettlement - Discretionary		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 90ZE0185-01-00	4. AMEND. NO. 0
5. TYPE OF AWARD: Other		6. TYPE OF ACTION: New	7. AWARD AUTHORITY: 412(c)(1)(A) of INS Act	
8. BUDGET PERIOD: 08/15/2014 THRU 08/14/2015		9. PROJECT PERIOD: 08/15/2014 THRU 08/14/2016		10. CAT NO.: 93.576

11. RECIPIENT ORGANIZATION: New Hampshire Dept of Health & Human Services 97 Pleasant St Concord, NH 03301-3852 Grantee Authorizing Official: Trinidad Tellez, Director	12. PROJECT / PROGRAM TITLE: New Hampshire School Impact Project
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13. COUNTY: Merrimack	14. CONGR. DIST.: 02	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Barbara Seebart
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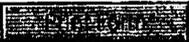
16. APPROVED BUDGET:		17. AWARD COMPUTATION:	
Personnel.....	\$ 0.00	A. NON-FEDERAL SHARE.....	\$ 0.00 0%
Fringe Benefits.....	\$ 0.00	B. FEDERAL SHARE.....	\$ 87,000.00 100%
Travel.....	\$ 0.00	18. FEDERAL SHARE COMPUTATION:	
Equipment.....	\$ 0.00	A. TOTAL FEDERAL SHARE.....	\$ 87,000.00
Supplies.....	\$ 0.00	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 0.00
Contractual.....	\$ 0.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD...	\$ 0.00
Facilities/Construction.....	\$ 0.00	19. AMOUNT AWARDED THIS ACTION:	
Other.....	\$ 87,000.00	\$ 87,000.00	
Direct Costs.....	\$ 87,000.00	20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:	
Indirect Costs.....	\$ 0.00	\$ 87,000.00	
At % of \$		21. AUTHORIZED TREATMENT OF PROGRAM INCOME:	
In Kind Contributions.....	\$ 0.00	Additional Costs	
Total Approved Budget.....	\$ 87,000.00	22. APPLICANT EIN:	23. PAYEE EIN:
		026000618	1026000618B3
		24. OBJECT CLASS:	
		41:51	

25. FINANCIAL INFORMATION:					DUNS 011040545	
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
	90ZE018501	75461503	4-G99SRE4	\$87,000.00		

26. REMARKS: (Continued on separate sheets)
Restriction placed on Federal funds: Within thirty (30) days from the start date of this award, the grantee will be contacted by the Office of Grants Management (OGM) to finalize the budgetary aspects of this award.
All funds have been placed in the category Other during this interim period.

27. SIGNATURE - ACF GRANTS OFFICER Daphne Weeden	DATE: 09/29/2014	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY Ms. Joann Simmons	DATE: 09/28/2014
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29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) Eskinder Negash - Director	DATE: 09/28/2014
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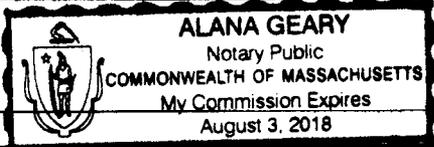
Subject: Ascentria Community Services, Inc. --Refugee School Impact FORM NUMBER P-37 (version 1/09)

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name <u>Department of Health and Human Services</u>		1.2 State Agency Address <u>97 Pleasant Street, Thayer Building, Concord, NH 03301</u>	
1.3 Contractor Name <u>Ascentria Community Services, Inc.</u>		1.4 Contractor Address <u>261 Sheep-Davis Road, Concord, NH 03301</u>	
1.5 Contractor Phone Number <u>603-224-8111</u>	1.6 Account Number <u>010-042-79220000 42200011</u>	1.7 Completion Date <u>August 14, 2016</u>	1.8 Price Limitation <u>\$150,000.00</u>
1.9 Contracting Officer for State Agency <u>Barbara Seebart, Refugee Coordinator</u>		1.10 State Agency Telephone Number <u>603-271-6361</u>	
1.11 Contractor Signature <u>Dana Ramish</u>		1.12 Name and Title of Contractor Signatory <u>Dana Ramish, Chief Operating Officer</u>	
1.13 Acknowledgement: State of <u>MA</u> , County of <u>Worcester</u> On <u>10/7/14</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace <u>[Seal]</u> <u>Alana Geary</u>			
1.13.2 Name and Title of Notary or Justice of the Peace <u>Alana Geary, Notary Public</u>			
1.14 State Agency Signature <u>[Signature]</u>		1.15 Name and Title of State Agency Signatory <u>Trinidad Tellez Director</u>	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By: <u>[Signature]</u> <u>Megan A. Yapple - Attorney</u> On: <u>10/10/14</u>			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

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

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

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

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

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

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

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

Contractor Initials DWZ
Date 10.7.14

8. EVENT OF DEFAULT/REMEDIES.

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

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

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

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

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

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

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

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

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

14. INSURANCE.

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

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

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

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

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

Contractor Initials DWR
Date 10-7-14

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

15. WORKERS' COMPENSATION.

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

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

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

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

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

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual

intent, and no rule of construction shall be applied against or in favor of any party.

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

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

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

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

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

Ascentria Community Services, Inc.

EXHIBIT A

1. CONDITIONAL NATURE OF AGREEMENT

- 1.1 Notwithstanding any provisions of this Agreement to the contrary, all obligations of the State are contingent upon receipt of federal funds under the Refugee School Impact Grant. In no event shall the State be liable for costs incurred or payment of any services performed by the Contractor prior to the State's receipt of federal funds applied for in the Refugee School Impact Grant.
- 1.2 Continued funding of the Contract for Budget Year 2 will be subject to the conditions of Exhibit A, Section 1.1, and the State's receipt of federal funds.

2. SCOPE OF SERVICES

Under this contract, Ascentria Community Services, Inc. will provide culturally appropriate social services to students and families in the Concord School District with the expectation of developing new pathways to refugee family strength and student achievement. This Agreement consists of the following documents: Exhibits A, B, C, C1, D, E, F G, H, I and J which are all incorporated herein by reference as if fully set forth herein.

The Contractor shall perform the following services each year of the contract, which include, but are not limited to the following:

- 2.1 Make initial contact with refugee students and establish Refugee Status through I-94 verification for 100% of new arrivals in target population; participate in consultation and planning for new arrivals.
- 2.2 Facilitate home visits, conferences and academic support to assist 100 families in resolving social or academic, school-related problems.
- 2.3 Refer 100-150 students or parents to appropriate medical and social support services.
- 2.4 Schedule and facilitate student/teacher conferences for 100% of parents in target population who are in need of this support.
- 2.5 Develop supplemental academic support through direct in-classroom support and afterschool activities for 100 students.
- 2.6 Create and facilitate culturally responsive venues for ongoing orientation to American school culture, community systems and resources for 100 families.

Contractor Initials DWR
Date 10.7.14

- 2.7 Provide direct interventions or referrals to 100% of students and parents in the target population who are in need of this service.
- 2.8 Collect data relative to refugee student leadership development, academic progress, graduation and college enrollment.
- 2.9 Maintain graduation rates achieved in first year of grant of 80%-90% for target population.
- 2.10 Maintain college enrollment rates achieved in previous year of grant of 80%-90% for target population.
- 2.11 Demonstrate participation in student leadership activities for 80%-90% of target populations.
- 2.12 The contractor will submit a detailed description of the language assistance services they will provide to persons with Limited English Proficiency to ensure meaningful access to their program and/or services, within 10 days of the contract effective date.

3. Reporting

- 3.1 Submit two semi-annual reports and a final program report, as prescribed by the grantor, the federal Office of Refugee Resettlement, to the New Hampshire Office of Minority Health and Refugee Affairs.

Contractor Initials DW2
Date 10.7.14

Ascentria Community Services, Inc.

EXHIBIT B

Method and Conditions Precedent to Payment

The Contractor shall provide the services in Exhibit A in compliance with funding requirements of CDFA Title #93.566, the Refugee and Entrant Assistance State Administered Programs – School Impact Grant, Department of Health and Human Services, Administration for Children and Families, Office of Refugee Resettlement.

The State shall pay the Contractor an amount not to exceed the Price Limitation on Form P-37, Block 1.8, for the services provided by the Contractor Pursuant to Exhibit A, Scope of Services.

1. Funding is split uniformly between the contract budget years.
2. Funding is contingent upon Exhibit A, Conditional Nature of Agreement.
3. For the purpose of this contract Budget Years are defined as:
Budget Year 1: Receipt of Grant Award through August 14, 2015
Budget Year 2: August 15, 2015 through August 14, 2016
4. Reimbursements for services provided shall be made by the State on a monthly basis upon receipt and review of monthly expenditure reports submitted by Ascentria Community Services, Inc. to the State. These reports, which are based on a budget approved by the State, shall be in a form satisfactory to the State and shall include, at a minimum, the line items as outlined in the approved budget. Monthly expenditure reports shall be submitted no later than 30 days after the close of the month.
5. Payments will be made by DHHS within 60 days of receipt of conforming invoice. Final invoices must be submitted by September 15, 2016.

Contractor Initials DWZ
Date 10-7-14



SPECIAL PROVISIONS

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

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



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

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

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

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

11. **Reports:** Fiscal and Statistical: The Contractor agrees to submit the following reports at the following times if requested by the Department.
 - 11.1. **Interim Financial Reports:** Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.
 - 11.2. **Final Report:** A final report shall be submitted within thirty (30) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.
12. **Completion of Services: Disallowance of Costs:** Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.
13. **Credits:** All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:
 - 13.1. The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.
14. **Prior Approval and Copyright Ownership:** All materials (written, video, audio) produced or purchased under the contract shall have prior approval from DHHS before printing, production, distribution or use. The DHHS will retain copyright ownership for any and all original materials produced, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports. Contractor shall not reproduce any materials produced under the contract without prior written approval from DHHS.
15. **Operation of Facilities: Compliance with Laws and Regulations:** In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Contract the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.
16. **Equal Employment Opportunity Plan (EEOP):** The Contractor will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR), if it has received a single award of \$500,000 or more. If the recipient receives \$25,000 or more and has 50 or



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

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

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

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

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

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

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

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

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



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

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

DEFINITIONS

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

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

DEPARTMENT: NH Department of Health and Human Services.

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

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

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

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

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

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

NH Department of Health and Human Services

STANDARD EXHIBIT C-1

ADDITIONAL SPECIAL PROVISIONS

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

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

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

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

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

Contractor Initials AWR
Date 10-7-14

10.4 In the event that services under the Agreement, including but not limited to clients receiving services under the Agreement are transitioned to having services delivered by another entity including contracted providers or the State, the Contractor shall provide a process for uninterrupted delivery of services in the Transition Plan.

10.5 The Contractor shall establish a method of notifying clients and other affected individuals about the transition. The Contractor shall include the proposed communications in its Transition Plan submitted to the State as described above.

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

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

4. Notwithstanding paragraph 18 of the P-37, an amendment to adjust amounts within the price limitation can be made by written agreement of both parties and may be made without obtaining approval of Governor and Council.

Contractor Initials DWR
Date 10-7-14



CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS

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

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

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

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

DWR

10.7.14

New Hampshire Department of Health and Human Services
Exhibit D



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

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

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

Contractor Name: Ascentria Community Services, Inc.

10-7-14
Date

Dana Ramish
Name: Dana Ramish
Title: Chief Operating Officer



CERTIFICATION REGARDING LOBBYING

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

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

Programs (indicate applicable program covered):

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

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

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-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.

Contractor Name: Ascentria Community Services, Inc.

10-7-14
Date

Dana Ramish
Name: Dana Ramish
Title: Chief Operating Officer



**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



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 (l)(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: Ascentria Community Services, Inc.

10-7-14
Date

Dana Ramish
Name: Dana Ramish
Title: Chief Operating Officer



**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:

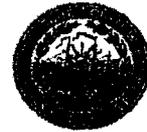
Contractor will comply, and will require any subgrantees or subcontractors to comply, with any applicable federal nondiscrimination requirements, which may include:

- 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.

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

New Hampshire Department of Health and Human Services
Exhibit G



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: Ascentria Community Services, Inc.

10.7.14
Date

Dana Ramish
Name: Dana Ramish
Title: Chief Operating Officer



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: *Ascendria Community Services, Inc.*

10.7.14
Date

Dana Ramish
Name: *Dana Ramish*
Title: *Chief Operating Officer*



Exhibit I

HEALTH INSURANCE PORTABILITY ACT
BUSINESS ASSOCIATE AGREEMENT

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

(1) **Definitions.**

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

Due



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.

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

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



Exhibit I

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

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

(3) Obligations and Activities of Business Associate.

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

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

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



Exhibit I

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

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

DWR

10-7-14



Exhibit I

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

(4) **Obligations of Covered Entity**

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

(5) **Termination for Cause**

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

(6) **Miscellaneous**

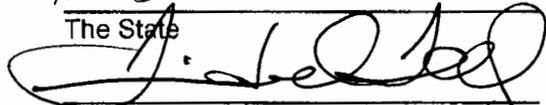
- a. **Definitions and Regulatory References.** All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and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



Exhibit I

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

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

NH DHHS
 The State

 Signature of Authorized Representative
Trinidad Tellez
 Name of Authorized Representative
Director
 Title of Authorized Representative
10 / 9 / 14
 Date

Ascentria Community Services, Inc.
 Name of the Contractor
Dana Ramish
 Signature of Authorized Representative
Dana Ramish
 Name of Authorized Representative
Chief Operating Officer
 Title of Authorized Representative
10-7-14
 Date



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

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

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

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

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

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

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

Contractor Name: Ascentria Community Services, Inc.

10.7.14
Date

Dana Ramish
Name: Dana Ramish
Title: Chief Operating Officer



FORM A

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

1. The DUNS number for your entity is: 965875664
2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO YES

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

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

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

NO YES

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

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

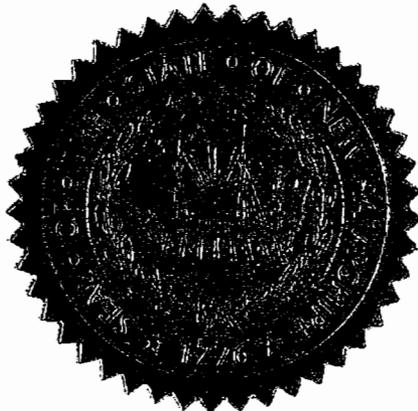
4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

Name: _____	Amount: _____

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 Lutheran Community Services, Inc., a(n) Massachusetts nonprofit corporation, registered to do business in New Hampshire on June 13, 2011. Further, that the name changed from Lutheran Community Services, Inc. to Ascentria Community Services, Inc. on September 15, 2014. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 15th day of September, A.D. 2014

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

William M. Gardner
Secretary of State

Certificate of Vote

I, Alana Geary, Clerk of the Ascentria Community Services, Inc., do hereby certify that:

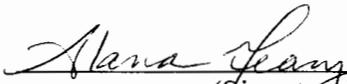
- (1) I am the duly elected and acting Clerk of Ascentria Community Services, Inc., a Massachusetts corporation (the "Corporation");
- (2) I maintain and have custody of and am familiar with the Seal and minute books of the Corporation;
- (3) I am duly authorized to issue certificates;
- (4) The following are true, accurate and complete copies of a resolution adopted by the Board of Directors of the Corporation at a meeting of the said Board of Directors held via mail vote on or about the 21st of July, 2014 which meeting was duly held in accordance with Massachusetts law and the by-laws of the Corporation:

Resolved that the president and executive vice presidents are hereby authorized on behalf of this Corporation to execute any and all amendments, agreements, leases, contracts and other instruments, and any amendments, revisions, or modifications thereto, as may be deemed necessary, desirable or appropriate by the LSS CEO, LSS board of directors or LSS executive committee in accordance with the agency signing authority policy.

The foregoing resolutions remain in full force and effect as of the date hereof; and the following person(s) (has) (have) been duly elected and now occupy the office(s) indicated below.

<u>Angela Bovill</u>	President
<u>Lisa Cohen</u>	Executive Vice President
<u>Dana Ramish</u>	Executive Vice President
<u>Nick Russo</u>	Treasurer
<u>Alana Geary</u>	Clerk

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk of the Corporation and have affixed its corporate seal this 7th day of October, 2014.


(Signature)

(Seal)

STATE OF Massachusetts

COUNTY OF Worcester

On this the 7 day of Oct, 2014, before me, Deborah Cistoldi, the
(Notary)

undersigned officer, personally appeared Alisa Chase who acknowledge
(Signatory Name)

her/himself to be the clerk, of Leicester Community Services, Inc.
(Title) (Name of Corporation)

a corporation, and that she/he, as such clerk being authorized to
(Title)

do so, executed the foregoing instrument for the purposes therein contained, by signing the name

of the corporation by her/himself as clerk.
(Title)

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

Deborah Cistoldi
Notary Public/Justice of the Peace

My Commission expires





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/30/2014

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

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

PRODUCER Commercial Lines - (617) 330-1005 Wells Fargo Insurance Services USA, Inc. 699 Boylston St, 6th Floor Boston, MA 02116	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No): (866) 597-9827														
INSURED Ascentria Community Services, Inc. 14 East Worcester Street Worcester, MA 01604	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Philadelphia Indemnity Insurance Company</td> <td>18058</td> </tr> <tr> <td>INSURER B: ACE American Insurance Company</td> <td>22667</td> </tr> <tr> <td>INSURER C: National Union Fire Ins. Co. of Pittsburgh, PA</td> <td>19445</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Philadelphia Indemnity Insurance Company	18058	INSURER B: ACE American Insurance Company	22667	INSURER C: National Union Fire Ins. Co. of Pittsburgh, PA	19445	INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES
CERTIFICATE NUMBER: 8230003
REVISION NUMBER: See below

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			PHPK1238160	10/01/2014	10/01/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Human Services Prof Liab \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			PHPK1238160 Comp. Ded. \$1,000 Coll. Ded. \$1,000	10/01/2014	10/01/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB475814	10/01/2014	10/01/2015	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) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N N/A	6S62UB-2E24450-2-14	05/31/2014	05/31/2015	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	All Risk Property Incl. Theft			PHPK1080697	10/01/2013	10/01/2014	Blanket Building Limit: \$52,433,590 Blanket Personal Property: \$2,757,750 Blanket Business Income: \$15,633,322

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

Re: HPOP contract amendment

CERTIFICATE HOLDER
CANCELLATION

NH Office of Minority Health and Refugee Affairs 97 Pleasant St Thayer Building Concord, NH 03301	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> <p style="text-align: center;"><i>Grant Bruden</i></p>
--	---

007177

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ACORD 25 (2014/01)



CYB01A30/003038/02/03/0/0/0

Certificate of Insurance (Con't)

OTHER Coverage

INSR LTR	TYPE OF INSURANCE	ADDL INSR	WVD SUBR	POLICY NUMBER	EFFECTIVE DATE (MM/DD/YY)	EXPIRATION DATE (MM/DD/YY)	LIMIT
C	Crime			01-420-65-04	10/01/2013	10/01/2014	Limit: \$1,000,000 Deductible: \$10,000

Certificate of Insurance-Con't



LUTHERAN COMMUNITY SERVICES, INC.
CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2013

LUTHERAN COMMUNITY SERVICES, INC.
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YEAR ENDED JUNE 30, 2013

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INDEPENDENT AUDITORS' REPORT

Board of Directors
Lutheran Community Services, Inc.
Worcester, Massachusetts

We have audited the accompanying consolidated financial statements of Lutheran Community Services, Inc., which comprise the consolidated statement of financial position as of June 30, 2013, and the related consolidated statements of activities, changes in net assets, cash flows and functional expenses for the year 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 accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the 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 auditors' 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 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
Lutheran Community Services, Inc.

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the consolidated financial position of Lutheran Community Services, Inc. as of June 30, 2013, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Quincy, Massachusetts
November 25, 2013

LUTHERAN COMMUNITY SERVICES, INC.
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
JUNE 30, 2013

ASSETS

CURRENT ASSETS

Cash and Cash Equivalents	\$ 538,703
Accounts Receivable, (Net of Estimated Uncollectible Accounts)	3,519,247
Prepaid Expenses	152,080
Total Current Assets	4,210,030

ASSETS LIMITED AS TO USE

Beneficial Interest in Net Assets of Affiliate	619,241
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PROPERTY AND EQUIPMENT

Land	110,992
Building	706,291
Building Improvements	463,581
Leasehold Improvements	1,113,681
Furniture and Equipment	232,050
Vehicles	233,128
Equipment Held Under Capital Lease	427,911
Computer Equipment and Software	83,795
Total	3,371,429
Less: Accumulated Depreciation	1,772,396
Total Property and Equipment, Net	1,599,033

DUE FROM RELATED PARTIES

635,124

OTHER ASSETS

Deposits	10,292
Construction in Progress	30,000
Total Other Assets	40,292

Total Assets	\$ 7,103,720
--------------	--------------

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Long-Term Debt - Current Maturities	\$ 70,614
Accounts Payable	702,376
Accrued Expenses	1,163,059
Deferred Revenue	255,352
Due to the State of Maine	295,600
Due to Third Party	<u>261,871</u>
Total Current Liabilities	<u>2,748,872</u>

LONG-TERM DEBT, Net of Current Maturities 1,025,652

DUE TO RELATED PARTIES 431,585

Total Liabilities 4,206,109

NET ASSETS

Unrestricted	2,221,483
Temporarily Restricted	<u>676,128</u>
Total Net Assets	<u>2,897,611</u>

Total Liabilities and Net Assets \$ 7,103,720

LUTHERAN COMMUNITY SERVICES, INC.
CONSOLIDATED STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2013

UNRESTRICTED NET ASSETS

REVENUE

Program Service Revenue	
Public Sources	\$ 32,204,746
Private Sources	<u>3,507,415</u>
Total Program Service Revenue	<u>35,712,161</u>

OTHER INCOME

Net Assets Released from Restriction Used for Operations	202,486
Donations in Kind	6,500
Other Income	<u>125,265</u>
Total Other Income	<u>334,251</u>

Total Revenue	36,046,412
---------------	------------

EXPENSES

Salaries and Wages	17,083,488
Employee Benefits	3,319,094
Program Expenses	7,242,706
Professional Fees	192,574
Occupancy Costs	1,419,769
Operating Supplies and Expenses	1,535,283
Impairment Loss	998,971
Administrative Costs	3,614,453
Travel Expenses	791,914
Custodial Fee	22,004
Depreciation and Amortization	265,802
Bad Debt Expense	80,185
Interest	<u>76,536</u>
Total Expense	<u>36,642,779</u>

OPERATING LOSS	(596,367)
-----------------------	-----------

NONOPERATING ACTIVITY

Gain on Sale of Fixed Assets	<u>159,667</u>
Total Nonoperating Gain	<u>159,667</u>

DECREASE IN UNRESTRICTED NET ASSETS	<u><u>\$ (436,700)</u></u>
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See accompanying Notes to Financial Statements.

LUTHERAN COMMUNITY SERVICES, INC.
CONSOLIDATED STATEMENT OF CHANGES IN NET ASSETS
YEAR ENDED OF JUNE 30, 2013

	<u>UNRESTRICTED</u>	<u>TEMPORARILY RESTRICTED</u>	<u>TOTAL</u>
NET ASSETS AT JUNE 30, 2012	\$ 2,658,183	\$ 692,389	\$ 3,350,572
Decrease in Unrestricted Net Assets	(436,700)	-	(436,700)
Change in Beneficial Interest in Net Assets of Affiliate	-	186,225	186,225
Net Assets Released from Restrictions - Operations	-	(202,486)	(202,486)
Change in Net Assets	<u>(436,700)</u>	<u>(16,261)</u>	<u>(452,961)</u>
NET ASSETS AT JUNE 30, 2013	<u>\$ 2,221,483</u>	<u>\$ 676,128</u>	<u>\$ 2,897,611</u>

See accompanying Notes to Financial Statements.

LUTHERAN COMMUNITY SERVICES, INC.
CONSOLIDATED STATEMENT OF CASH FLOWS
YEAR ENDED JUNE 30, 2013

CASH FLOWS FROM OPERATING ACTIVITIES

Change in Net Assets	\$ (452,961)
Adjustments to Reconcile Change in Net Assets to	
Net Cash Used by Operating Activities:	
Depreciation and Amortization	265,802
Bad Debts	80,185
Change in Beneficial Interest in Net Assets of Affiliate	1,998
Gain on Sale of Fixed Assets	(159,667)
Impairment Loss	998,971
(Increase) Decrease in:	
Accounts Receivable	(422,036)
Prepaid Expenses	(34,396)
Increase (Decrease) in:	
Accounts Payable	(503,672)
Accrued Expenses	(108,848)
Deferred Revenue	(34,992)
Due to Third Party	218,680
Due to State of Maine	27,491
Net Cash Used by Operating Activities	(123,445)

CASH FLOWS FROM INVESTING ACTIVITIES

Purchases of Property and Equipment	(77,633)
Proceeds on Sale of Fixed Assets	250,000
Net Cash Provided by Investing Activities	172,367

CASH FLOWS FROM FINANCING ACTIVITIES

Payments on Long-Term Debt	(82,840)
Advances to Related Organizations	(246,086)
Net Cash Used by Financing Activities	(328,926)

NET DECREASE IN CASH AND CASH EQUIVALENTS

(280,004)

Cash and Cash Equivalents - Beginning of Year

818,707

CASH AND CASH EQUIVALENTS - END OF YEAR

\$ 538,703

SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION

Cash Paid for Interest	\$ 76,536
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See accompanying Notes to Financial Statements.

LUTHERAN COMMUNITY SERVICES, INC.
CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2013

	<u>Total</u>	<u>Program</u>	<u>Management and General</u>	<u>Fundraising</u>
Salaries and Wages	\$ 17,083,488	\$ 16,802,352	\$ 281,136	\$ -
Employee Benefits	3,319,094	3,263,479	55,615	-
Program Expenses	7,242,706	7,221,184	21,522	-
Professional Fees	192,574	181,325	11,249	-
Occupancy Costs	1,419,769	1,287,565	132,204	-
Operating Supplies and Expenses	1,535,283	1,342,042	193,241	-
Impairment Loss	998,971	-	998,971	-
Administrative Costs	3,614,453	-	3,614,453	-
Travel Expenses	791,914	777,814	14,100	-
Custodial Fee	22,004	-	-	22,004
Interest	76,536	76,104	432	-
Bad Debt Expense	80,185	13,074	67,111	-
Total Before Depreciation and Amortization	<u>36,376,977</u>	<u>30,964,939</u>	<u>5,390,034</u>	<u>22,004</u>
Depreciation and Amortization	<u>265,802</u>	<u>259,288</u>	<u>6,514</u>	<u>-</u>
Total Functional Expenses	<u>\$ 36,642,779</u>	<u>\$ 31,224,227</u>	<u>\$ 5,396,548</u>	<u>\$ 22,004</u>

See accompanying Notes to Financial Statements.

LUTHERAN COMMUNITY SERVICES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2013

NOTE 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

Lutheran Community Services, Inc. f/k/a Lutheran Community Services of Massachusetts, Inc. (LCS) and Lutheran Community Care, Inc. (LCC) (collectively the Organizations) are corporations exempt from tax under Section 501(c)(3) of the Internal Revenue Code as a public charity. The Organizations provide community service programs to children, families, refugees, and developmentally disabled adults throughout New England. LCS transferred its "In Home Care" service line to LCC; LCS is the sole corporate member of LCC. Lutheran Social Services of New England, Inc. (LSSNE) is the sole corporate member of LCS.

The Organizations provide the following programs:

Social Services – through a variety of programs, the Organizations provide services related to therapeutic foster care, unaccompanied refugee minors support, housing for teen mothers and their children, housing for homeless, small group homes serving teenagers, various support services and living accommodations for developmentally, physically and mentally disabled adults and other various social support programs.

Refugee Services – through this program, the Organizations seek to provide resettlement, employment, case management, medical case management, English as a second language classes, and other support services to refugees, asylees, and immigrants.

Adoption – through this program, the Organizations provide services related to domestic and international adoptions.

Basis of Consolidation

The accompanying financial statements present the consolidated financial position, results of operations, changes in net assets, cash flows, and functional expenses of the Organizations. Material intercompany transactions and balances have been eliminated in consolidation.

Method of Accounting

The financial statements of the Organizations have been prepared on the accrual method of accounting. Accordingly, assets are recorded when the Organizations obtain the rights of ownership or is entitled to claims for receipt and liabilities are recorded when the obligation is incurred.

Cash and Cash Equivalents

The Organizations consider all short-term debt securities purchased with an original maturity of three months or less to be cash equivalents.

Accounts Receivable

Accounts receivable are recorded net of an allowance of expected losses. The allowance is estimated from historical performance and projections of trends. Credit is extended to customers and collateral is not required. When the accounts become past due, historically, the Organizations have not charged interest to these accounts.

LUTHERAN COMMUNITY SERVICES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2013

**NOTE 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
(CONTINUED)**

Program Service Revenue

Program service revenue is recognized as costs are incurred and services are provided

Property and Equipment

Property and equipment are recorded at cost. Assets with an estimated useful life of more than one year and a historical cost in excess of \$2,500 are capitalized. The Organizations capitalize acquisitions and improvements, while expenditures for maintenance and repairs that do not extend the useful lives of the assets are charged to operations. Donated property and equipment are recorded at its fair market value at date of donation. Gifts of long-lived assets are reported as unrestricted support unless donor stipulations specify how the assets are to be used, and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulation about how long those assets must be maintained, expiration of donor restrictions are reported when the donated or acquired long-lived assets are placed into service. Depreciation is computed using the straight-line method over the estimated useful life of the assets.

An impairment loss shall be recognized only if the carrying amount of a long-lived asset is not recoverable and exceeds its fair value. Assets are assessed for impairment when management believes events or changes in circumstances indicate that its carrying amount may not be recoverable. Based on this assessment, assets that are considered impaired are written down to their fair value. Management has determined the carrying amount of real estate located in New Hampshire exceeds the fair value based on current market conditions. Impairment losses are recognized through a charge to operating expenses. As of June 30, 2013 management determined that the carrying value of the real estate exceeded its fair value and has recognized an impairment loss of approximately \$999,000.

Related Party Loans Receivable

The Organizations' loan portfolio is comprised on unsecured related party loans receivable that are non-interest bearing and have no fixed repayment terms, as detailed in Note 3, and is considered a single portfolio class. Related party loans receivable are recorded net of an allowance for expected loan losses (allowance). The Organizations establish an allowance as an estimate of inherent risk in the Organizations' loan portfolio. Although management believes the allowance to be adequate, ultimate losses may vary from its estimates. The allowance is established through a provision for loan losses that is charged to expense. Loan losses are charged off against the allowance when the Organizations determine the loan balance to be uncollectible. Proceeds received on previously charged off amounts are recorded as recovery in the year of receipt. The Organizations determined that all related party loans receivable are fully collectible as of June 30, 2013.

LUTHERAN COMMUNITY SERVICES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2013

**NOTE 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
(CONTINUED)**

Related Party Loans Receivable (Continued)

The Organizations review the adequacy of the allowance, including consideration of the relevant risks in the loan portfolio, current economic conditions and other factors periodically. The Organizations internally monitor related party borrowers to assess the risk of nonperformance. The Organizations determine that changes are warranted based on those reviews, the allowance is adjusted.

Net Assets

Net assets of the Organizations are classified and reported as follows:

Unrestricted Net Assets

Net assets that are not subject to donor-imposed stipulations.

Temporarily Restricted Net Assets

Net assets subject to donor-imposed stipulations that may or will be met either by actions of the Organizations and/or the passage of time.

Permanently Restricted Net Assets

Include contributions which require by donor restriction that the corpus be invested in perpetuity and only the income be made available for operations in accordance with donor restrictions.

Recognition of Donor Restrictions

Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets depending on the nature of the restriction. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Donated Services

Donated services are recognized in the financial statements if the services enhance or create non-financial assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.

Advertising Costs

Promotional advertising costs are expensed as incurred. Promotional advertising expense charged to operations amounted to \$12,990 for the year ended June 30, 2013.

Use of Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles 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 financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

LUTHERAN COMMUNITY SERVICES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2013

NOTE 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
(CONTINUED)

Functional Allocation of Expenses

The cost of providing the various programs and services are summarized on a functional basis. Costs are generally identified as to program site, and are then allocated between programs and supporting services that benefited based on total direct expenses.

Income Taxes

The Organizations are not-for-profit corporations as described in Section 501(c)(3) of the Internal Revenue Code and are exempt from federal and state income taxes on related income pursuant to section 501(a) of the code. Should that status be challenged, in the future the LCS's 2010 through 2013 tax years are open for examination by federal and state taxing authorities and LCC's 2012 and 2013 tax year is open for examination by federal and state taxing authorities.

Deferred Revenue

Deferred revenue consists primarily of advances received from state and federal agencies for initial funding of programs. Amounts will be recognized as revenue as these programs incur the related expenditures.

Fair Value Measurements

In accordance with professional standards, assets and liabilities measured and recorded at fair value are required to be categorized into a three-level hierarchy based on the priority of the inputs to the valuation technique used to determine fair value. The fair value hierarchy gives the highest priority to quoted prices in active markets for identical assets or liabilities (Level I) and the lowest priority to unobservable inputs (Level III). If the inputs used in the determination of the fair value measurement fall within different levels of the hierarchy, the categorization is based on the lowest level input that is significant to the fair value measurement. Assets and liabilities measured and recorded at fair value by the Organizations are categorized as follows:

Level I – Inputs that utilize quoted prices (unadjusted) in active markets for identical assets or liabilities that the Organizations have the ability to access.

Level II – Inputs that include quoted prices for similar assets and liabilities in active markets and inputs that are observable for the asset or liability, either directly or indirectly, for substantially the full term of the financial instrument. Fair values for these instruments are estimated using pricing models, quoted prices of securities with similar characteristics, or discounted cash flows.

Level III – Inputs that are unobservable inputs for the asset or liability, which are typically based on an entity's own assumptions, as there is little, if any, related market activity.

In instances where the determination of the fair value measurement is based on inputs from different levels of the fair value hierarchy, the level in the fair value hierarchy within which the entire fair value measurement falls is based on the lowest level input that is significant to the fair value measurement in its entirety. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs. There have been no changes in valuation methodology used at June 30, 2013.

LUTHERAN COMMUNITY SERVICES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2013

**NOTE 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
(CONTINUED)**

Subsequent Events

In preparing these financial statements, the Organizations have evaluated events and transactions for potential recognition or disclosure through November 25, 2013, the date the financial statements were available to be issued.

NOTE 2 ASSETS LIMITED AS TO USE

Beneficial Interest in Net Assets of Affiliate

The Organizations record beneficial interest in the assets of Lutheran Social Service of New England Foundation, Inc. (LSSNEF), a related party, for funds being held by LSSNEF on behalf of the Organizations.

NOTE 3 RELATED PARTY TRANSACTIONS

The Organizations have entered into the following transactions with related parties:

a) The Organizations are charged annually by LSSNE for accounting, management services, and overhead in monthly installments. Charges to operations for these services totaled approximately \$3,600,000 for the year ended June 30, 2013. These expenses have been included on the statement of activities under the caption "Administrative Costs". In addition, LSSNE is the central contracting entity for insurance coverage, and insurance costs are then billed monthly to the Organizations.

b) In connection with soliciting and managing donations received, LSSNEF charged the Organizations a custodial fee. The custodial fee charged to operations was \$22,004 for the year ended June 30, 2013.

c) The Organizations rents office space and program vehicles from LSSNE under tenancy at will arrangements. The rent charged to operations for these arrangements amounted to approximately \$60,000 for the year ended June 30, 2013.

d) Related Party loans that bear no interest and have no fixed repayment terms, are as follows:

Due from Related Parties:

Lutheran Social Services of New England, Inc.	\$ 491,274
Lutheran Home of Southbury, Inc.	140,594
Luther Ridge at Middletown, Inc.	3,256
Total	<u>\$ 635,124</u>

Due to Related Parties:

Lutheran Social Services of New England Foundation, Inc.	\$ 343,885
Good News Garage, Inc.	87,700
Total	<u>\$ 431,585</u>

LUTHERAN COMMUNITY SERVICES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2013

NOTE 4 DEFINED CONTRIBUTION PENSION PLAN

The Organizations participate in a defined contribution thrift plan (the thrift plan) qualifying under Internal Revenue Code Section 403(b) maintained by LSSNE. The thrift plan permits discretionary employer contributions based on a specified percentage of annual compensation and employee contributions. The Organizations did not make contributions to the plan for the year ended June 30, 2013.

NOTE 5 ACCOUNTS RECEIVABLE

The accounts receivable balance consisted of the following at June 30, 2013:

Accounts Receivable - Program Services	\$ 3,555,300
Less: Allowance for Doubtful Accounts	<u>(36,053)</u>
Accounts Receivable, Net	<u><u>\$ 3,519,247</u></u>

NOTE 6 CONCENTRATION OF CREDIT RISK

Financial instruments that potentially subject the Organizations to concentrations of credit risk consist principally of the following:

Cash and Cash Equivalents

The Organizations maintain cash and cash equivalent balances in several federally insured financial institutions in the same geographic area as well as a money market fund. During the year there may be times when uninsured cash is significantly higher and exceeds federally insured limits.

Major Customer

The Organizations receive significant funding from various federal and state agencies. The states through which funding was received include Massachusetts, New Hampshire and Maine. At June 30, 2013 approximately 90% of the Organizations revenue was received from state and federal agencies directly or via pass through for the year then ended.

Due from Related Parties

The Organizations extend unsecured credit to its affiliates. The balance due from affiliates totaled \$635,124 at June 30, 2013.

Beneficial Interest in Net Assets of Related Party

The Organizations unsecured gifts, held by a related party, amounted to \$619,241 at June 30, 2013.

Accounts Receivable

The Organizations extend unsecured credit to its customers. Accounts receivable amounted to \$3,519,247 at June 30, 2013.

LUTHERAN COMMUNITY SERVICES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2013

NOTE 7 PROPERTY AND EQUIPMENT

The useful lives of property and equipment for purposes of computing depreciation are:

Building, Building Improvements and Leasehold Improvements	5 - 40 Years
Equipment, Furniture and Fixtures and Vehicles	3 - 10 Years
Equipment under Capital Lease	3 - 5 Years
Computer Equipment and Software	3 Years

Depreciation and amortization (including amortization of equipment under capital lease) expense charged to operations was \$265,802 for the year ended June 30, 2013.

During November 2012, LCS deemed building assets with a net book value of approximately \$81,000 to be held for sale, at this time depreciation on these assets ceased. On February 6, 2013, the assets were sold and LCS recognized a gain on disposal. The gain of approximately \$159,000 is reflected under the caption "Gain on Sale of Fixed Assets" on the Statement of Activities for the year ended June 30, 2013.

NOTE 8 MAINE MEDICAID LIABILITY

LCS provides services for Medicaid eligible individuals under terms of costs based contracts with the State of Maine. Accordingly, LCS provides for the estimated amount of settlements with Medicaid as a liability. Final reimbursement is not determined until the State of Maine accepts the cost report. The amount of the estimated liability was approximately \$296,000 at June 30, 2013. Adjustments to these estimates are reflected on the Statement of Activities under the caption "Public Sources" to the extent not previously recorded in the year the final settlement information becomes available to management.

NOTE 9 CONTRIBUTED LEASED PROPERTY

LCS ("lessee") entered into a lease agreement to lease a building. The lease is for a period of five years with an annual rent of \$1 payable to lessor each year.

Management has determined that the annual rental payments are below market value and therefore have recorded the fair value of the lease in the financial statements. The valuation of the lease is based on the lesser of the net present value of market rate rent payments or the fair market value of the building at the lease inception date, at that time, was estimated to be \$69,000. Management concluded that the fair value of the building was the lesser of the two valuation methods and consequently valued the market rate lease at \$69,000 at the lease inception date. The fair value of the lease is being amortized on a straight-line basis over the term of the lease. The unamortized fair value of the lease amounted to \$55,500 as of June 30, 2013 and is reported in the caption "Building" in the Statement of Financial Position.

LUTHERAN COMMUNITY SERVICES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2013

NOTE 10 LONG TERM DEBT

The Organizations are liable on long-term debt at June 30, 2013 as follows:

Description

Note Payable

Term note payable to Bank of America face amount \$350,000, due August 7, 2033, secured by business assets, payable in monthly installments of interest only through August 2008 then monthly payments of principal plus interest through maturity. Interest rate is the 30 year treasury bill rate plus 2 1/2% adjusted annually (7.1% at June 30, 2013). \$ 321,059

Mortgages

1st Mortgage payable to TD Bank in monthly principal and interest payments of \$3,558 maturing on December 17, 2014, with an interest rate of 5%, secured by all business assets. 382,273

Mortgage payable to Bank of America face amount \$370,308, secured by real property owned by LCS at three locations, and guaranteed by LSSNE, with an interest rate of 7.01%, due August 2032. Monthly principal and interest payments of \$2,670. 337,141

Capital Lease Obligations

LCS is obligated under various capital lease agreements for equipment and motor vehicles, expiring from 2014 through 2016, with a combined monthly payment of approximately \$3,400 with interest rates ranging from approximately 4% to 8%. 55,793

Total 1,096,266

Less: Current Maturities (70,614)

Long-Term Debt, Net \$ 1,025,652

Following are current maturities for the next five years:

<u>Year Ended June 30,</u>	<u>Current Maturities</u>
2014	\$ 70,614
2015	400,441
2016	18,525
2017	19,662
2018	21,114

Interest charged to operations for the above long-term debt amounted to \$76,536 for the year ended June 30, 2013.

LUTHERAN COMMUNITY SERVICES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2013

NOTE 11 DUE TO THIRD PARTY

The Organizations are reflecting an estimated liability in the amount of approximately \$262,000 at June 30, 2013. Approximately \$43,000 of this is due to the New Hampshire Department of Children, Youth and their Families (DCYF) resulting from reported overpayments that date back to 2005. The remaining amount of approximately \$219,000 is due to the State of New Hampshire for an advancement of Medicaid payments. Per the agreement with the state, the Organization will repay the liability in four equal installments. The liabilities are reflected on the Statement of Financial Position under the caption "Due to Third Party".

NOTE 12 OPERATING LEASES

The Organizations lease land, buildings, equipment and motor vehicles under various operating lease agreements with terms of one to five years. Total rent and related expenses amounted to approximately \$923,000 for the year ended June 30, 2013.

Future minimum lease payments under these agreements are as follows:

<u>Year Ended June 30,</u>	<u>Amount</u>
2014	\$ 290,316
2015	222,188
2016	141,743
2017	63,666
2018	48,674
Total	<u>\$ 766,587</u>

NOTE 13 CONSTRUCTION IN PROGRESS

As of June 30, 2013, the Organizations capitalized \$30,000 for the deposit on database development to be placed into service in fiscal year 2014.

NOTE 14 CONTINGENCIES

A significant portion of the Organizations' net revenues and accounts receivable are derived from services reimbursable under Medicaid programs. There are numerous healthcare reform proposals being considered on federal and state levels. The Organizations cannot predict at this time whether any of these proposals will be adopted or, if adopted and implemented, what effect such proposals would have on the Organizations.

A significant portion of the Organizations' revenues are derived from services reimbursable under Medicaid programs. The base year costs utilized in calculating the Medicaid rates are subject to audit which could result in a retroactive rate adjustment for all years in which that cost base was used in calculating the rates. It is not possible at this time to determine whether the Organizations will be audited or if a retroactive rate adjustment would result.

LUTHERAN COMMUNITY SERVICES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2013

NOTE 14 CONTINGENCIES (CONTINUED)

LCS and LSSNE have entered into an equity sharing agreement related to two properties transferred from LSSNE to the LCS on July 1, 2001. The agreement states that if the properties are sold or leased to a third party, approximately 40% of the proceeds will become payable to LSSNE. Such payment represents the excess of fair value of the properties transferred over their net book value as of July 1, 2001.

A significant portion of the Organizations' revenues are derived from state and federal government funding. Due to current economic conditions it is possible that funding from these sources could be reduced in the near term. The Organizations cannot determine at this time if funding levels will change, or what financial impact, if any, potential changes would have on the Organizations. In addition, the Commonwealth of Massachusetts is currently conducting an audit of LSSNE and its subsidiaries. The Organizations have not received any communications from the auditors and cannot determine at this time if there would be a financial impact to the Organizations.

LCS was previously covered by a retroactive workers compensation and employer's liability insurance policy. Under such a policy, the ultimate premium is based on LCS's loss experience. In addition, LCS accrues estimated losses for asserted and unasserted claims in excess of the minimum premium up to any stipulated maximum per the policy. LCS's policy contained a loss limitation provision of \$250,000 per incident. As of June 30, 2013 there is an open asserted claim outstanding. There are potential additional costs related to this claim for which management cannot estimate, thus no provision has been recorded. The maximum amount of the additional claims considering the loss limitation is \$131,000. Management is unaware of any additional unasserted claims as of June 30, 2013, thus any financial impact related to such claims cannot be determined at this time.

The Organizations received a block grant from the State of New Hampshire in the amount of \$675,000 for renovations related to real estate owned. The grant can be passed on to a new owner if the building is used for low to moderate income housing or programming. If a buyer who intends to utilize the facility for the restricted purpose is not found, then the grant may be required to be returned to the state upon the sale of the facility.

The receivables of the Organizations are listed as collateral under the line of credit agreement of LSSNE. The outstanding balance as of June 30, 2013 was \$940,000.

NOTE 15 FAIR VALUE MEASUREMENT

The Organizations use fair value measurements to record fair value adjustments to certain assets and liabilities and to determine fair value disclosures. Fair value measurement is based on quoted market prices. For additional information on how the Organizations measure fair value refer to Note 1 – Organization and Summary of Significant Accounting Policies.

The following tables present the Organizations fair value hierarchy for those assets and liabilities measured at fair value on a recurring basis as of June 30, 2013:

LUTHERAN COMMUNITY SERVICES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2013

NOTE 15 FAIR VALUE MEASUREMENT (CONTINUED)

	Total	Quoted Prices in Active Markets for Identical Assets Level 1	Significant Other Observable Inputs Level 2	Significant Unobservable Inputs Level 3
Beneficial Interest in Net Assets of Affiliate				
Cash Equivalents	\$ 619,241	\$ -	\$ -	\$ 619,241
Total	<u>\$ 619,241</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 619,241</u>

The following table provides a summary of changes in fair value of the Organization's Level 3 financial assets for the year ended June 30, 2013:

Balance at July 1, 2012	\$ -
Transfer to Level 3	619,241
Balance at June 30, 2013	<u>\$ 619,241</u>

In the current year the Organizations reclassified \$619,241 of its beneficial interest in net assets of related parties to level 3. Since these funds are held by a third party that pools the Organizations' interest with other related organization's assets management has determined that the inputs are unobservable and therefore valued using a level 3 methodology.

The following table presents the Organization's fair value hierarchy for those assets measured at fair value on a nonrecurring basis as of June 30, 2013:

	Total	Quoted Prices in Active Markets for Identical Assets Level 1	Significant Other Observable Inputs Level 2	Significant Unobservable Inputs Level 3
Land, Building and Equipment - Antrim, NH	\$ 425,000	\$ -	\$ -	\$ 425,000
Total	<u>\$ 425,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 425,000</u>

The following table presents changes in assets measured at fair value using Level 3 inputs on a non-recurring basis for the year ended of June 30, 2013:

	Land, Building and Equipment - Antrim, NH
July 1, 2012 - Cost Basis	\$ 1,485,052
Depreciation	(61,081)
Asset Impairment Charge	(998,971)
June 30, 2013 - Carrying Value	<u>\$ 425,000</u>

LUTHERAN COMMUNITY SERVICES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2013

NOTE 16 LITIGATION

Various claims have been filed against the Organizations with discrimination commissions. In addition, the Organizations are involved in various lawsuits. The Organizations are vigorously defending those claims and suits, and the likelihood of a favorable or unfavorable outcome cannot be determined at this time, accordingly, no provision has been recorded in the financial statements. Management contends that insurance coverage applies in most instances with a deductible on the applicable policy of \$10,000.

NOTE 17 SUBSEQUENT EVENTS

During November 2013, the Organizations entered into a purchase and sale agreement in the amount of \$216,000 for real estate in Massachusetts with a carrying value of approximately \$105,000.

Ascentria Community Services, Inc.
Board of Directors
2013 -2014

Jeff Kinney, Chair
Don Sweet
Garth Greimann
Gail Bucher
Karen Gaylin
William Swanson
Angela Bovill

Corporate Officers:

President	Angela Bovill
Treasurer	Nick Russo
Executive VP	Lisa Cohen
Executive VP	Dana Ramish
Clerk	Alana Geary

Ascentria Community Services, Inc.

Mission statement:

We are called to strengthen communities by empowering people to respond to life's challenges.

Vision statement:

We envision thriving communities where everyone has the opportunity to achieve their full potential regardless of background or disadvantage. We become recognized leaders for innovative community services. Together with our partners, we inspire people to help one another reach beyond their current circumstances and realize new possibilities.

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

Bidder/Project Name: Ascentria Community Services, Inc.

Budget Request for: Refugee School Impact Program RFP# 15-DHHS-OHS-OMHRA-02

Budget Period: State Budget period 8/15/15 - 9/30/15

Line Item	Total Program Cost			Contractor Share/Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 5,726	\$ -	\$ 5,726	\$ -	\$ -	\$ -	\$ 5,726	\$ -	\$ 5,726
2. Employee Benefits	\$ 1,288	\$ -	\$ 1,288	\$ -	\$ -	\$ -	\$ 1,288	\$ -	\$ 1,288
3. Consultants	\$ 63	\$ -	\$ 63	\$ -	\$ -	\$ -	\$ 63	\$ -	\$ 63
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 55	\$ -	\$ 55	\$ -	\$ -	\$ -	\$ 55	\$ -	\$ 55
5. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 81	\$ -	\$ 81	\$ -	\$ -	\$ -	\$ 81	\$ -	\$ 81
6. Travel	\$ 375	\$ -	\$ 375	\$ -	\$ -	\$ -	\$ 375	\$ -	\$ 375
7. Occupancy	\$ 287	\$ -	\$ 287	\$ -	\$ -	\$ -	\$ 287	\$ -	\$ 287
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 89	\$ -	\$ 89	\$ -	\$ -	\$ -	\$ 89	\$ -	\$ 89
Postage	\$ 29	\$ -	\$ 29	\$ -	\$ -	\$ -	\$ 29	\$ -	\$ 29
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 68	\$ -	\$ 68	\$ -	\$ -	\$ -	\$ 68	\$ -	\$ 68
Insurance	\$ 129	\$ -	\$ 129	\$ -	\$ -	\$ -	\$ 129	\$ -	\$ 129
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 16	\$ -	\$ 16	\$ -	\$ -	\$ -	\$ 16	\$ -	\$ 16
12. Subcontractors/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ 299	\$ -	\$ 299	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect	\$ -	\$ 1,169	\$ 1,169	\$ -	\$ -	\$ -	\$ -	\$ 1,169	\$ 1,169
TOTAL	\$ 8,206	\$ 1,169	\$ 9,375	\$ -	\$ -	\$ -	\$ 8,206	\$ 1,169	\$ 9,375

Indirect As a Percent of Direct

14.25%

Initials

DMR

Date

10.7.14

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

Bidder/Project Name: Ascentria Community Services, Inc.

Budget Request for: Refugee School Impact Program RFP# 15-DHHS-OHS-OMHRA-02

Budget Period: State Budget period 7/1/16-8/14/16

Line Item	Total Program Cost			Contractor Share/Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 5,726	\$ -	\$ 5,726	\$ -	\$ -	\$ -	\$ 5,726	\$ -	\$ 5,726
2. Employee Benefits	\$ 1,288	\$ -	\$ 1,288	\$ -	\$ -	\$ -	\$ 1,288	\$ -	\$ 1,288
3. Consultants	\$ 63	\$ -	\$ 63	\$ -	\$ -	\$ -	\$ 63	\$ -	\$ 63
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 55	\$ -	\$ 55	\$ -	\$ -	\$ -	\$ 55	\$ -	\$ 55
5. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 81	\$ -	\$ 81	\$ -	\$ -	\$ -	\$ 81	\$ -	\$ 81
6. Travel	\$ 375	\$ -	\$ 375	\$ -	\$ -	\$ -	\$ 375	\$ -	\$ 375
7. Occupancy	\$ 287	\$ -	\$ 287	\$ -	\$ -	\$ -	\$ 287	\$ -	\$ 287
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 89	\$ -	\$ 89	\$ -	\$ -	\$ -	\$ 89	\$ -	\$ 89
Postage	\$ 29	\$ -	\$ 29	\$ -	\$ -	\$ -	\$ 29	\$ -	\$ 29
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 68	\$ -	\$ 68	\$ -	\$ -	\$ -	\$ 68	\$ -	\$ 68
Insurance	\$ 129	\$ -	\$ 129	\$ -	\$ -	\$ -	\$ 129	\$ -	\$ 129
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 16	\$ -	\$ 16	\$ -	\$ -	\$ -	\$ 16	\$ -	\$ 16
12. Subcontractors/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ 299	\$ -	\$ 299	\$ -	\$ -	\$ -
Indirect	\$ -	\$ 1,169	\$ 1,169	\$ -	\$ -	\$ -	\$ -	\$ 1,169	\$ 1,169
TOTAL	\$ 8,206	\$ 1,169	\$ 9,375	\$ -	\$ -	\$ -	\$ 8,206	\$ 1,169	\$ 9,375

Indirect As a Percent of Direct

14.25%

Initials

DWR

Date

10-7-14

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

Bidder/Project Name: Ascentria Community Services, Inc.

Budget Request for: Refugee School Impact Program RFP# 15-DHHS-OHS-OMHRA-02

Budget Period: State Budget period 10/1/15 - 6/30/16

Line Item	Total Program Cost			Contractor Share/Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 34,356	-	\$ 34,356	-	-	-	\$ 34,356	-	\$ 34,356
2. Employee Benefits	\$ 7,730	-	\$ 7,730	-	-	-	\$ 7,730	-	\$ 7,730
3. Consultants	\$ 375	-	\$ 375	-	-	-	\$ 375	-	\$ 375
4. Equipment	-	-	-	-	-	-	-	-	-
Rental	-	-	-	-	-	-	-	-	-
Repair and Maintenance	-	-	-	-	-	-	-	-	-
Purchase/Depreciation	\$ 328	-	\$ 328	-	-	-	\$ 328	-	\$ 328
5. Supplies	-	-	-	-	-	-	-	-	-
Educational	-	-	-	-	-	-	-	-	-
Lab	-	-	-	-	-	-	-	-	-
Pharmacy	-	-	-	-	-	-	-	-	-
Medical	-	-	-	-	-	-	-	-	-
Office	\$ 488	-	\$ 488	-	-	-	\$ 488	-	\$ 488
6. Travel	\$ 2,250	-	\$ 2,250	-	-	-	\$ 2,250	-	\$ 2,250
7. Occupancy	\$ 1,722	-	\$ 1,722	-	-	-	\$ 1,722	-	\$ 1,722
8. Current Expenses	-	-	-	-	-	-	-	-	-
Telephone	\$ 533	-	\$ 533	-	-	-	\$ 533	-	\$ 533
Postage	\$ 176	-	\$ 176	-	-	-	\$ 176	-	\$ 176
Subscriptions	-	-	-	-	-	-	-	-	-
Audit and Legal	\$ 408	-	\$ 408	-	-	-	\$ 408	-	\$ 408
Insurance	\$ 774	-	\$ 774	-	-	-	\$ 774	-	\$ 774
Board Expenses	-	-	-	-	-	-	-	-	-
9. Software	-	-	-	-	-	-	-	-	-
10 Marketing	-	-	-	-	-	-	-	-	-
11. Staff Education and Training	\$ 94	-	\$ 94	-	-	-	\$ 94	-	\$ 94
12. Subcontractors/Agreements	-	-	-	-	-	-	-	-	-
13. Other (specific details mandatory):	-	-	-	-	-	-	299	-	299
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Indirect	-	\$ 7,016	\$ 7,016	-	-	-	-	\$ 7,016	\$ 7,016
TOTAL	\$ 49,234	\$ 7,016	\$ 56,250	-	-	-	\$ 49,234	\$ 7,016	\$ 56,250

Indirect as a Percent of Direct

14.25%

DMW

Initials

10.7.14

Date

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

Bidder/Project Name: Ascentria Community Services, Inc.

Budget Request for: Refugee School Impact Program RFP# 15-DHHS-OHS-OMHRA-02

Budget Period: Federal Budget period 10/1/14 - 8/14/15

Line Item	Total Program Cost			Contractor Share/Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 47,370	\$ -	\$ 47,370	\$ -	\$ -	\$ -	\$ 47,370	\$ -	\$ 47,370
2. Employee Benefits	\$ 10,658	\$ -	\$ 10,658	\$ -	\$ -	\$ -	\$ 10,658	\$ -	\$ 10,658
3. Consultants	\$ 261	\$ -	\$ 261	\$ -	\$ -	\$ -	\$ 261	\$ -	\$ 261
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 372	\$ -	\$ 372	\$ -	\$ -	\$ -	\$ 372	\$ -	\$ 372
5. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 599	\$ -	\$ 599	\$ -	\$ -	\$ -	\$ 599	\$ -	\$ 599
6. Travel	\$ 2,282	\$ -	\$ 2,282	\$ -	\$ -	\$ -	\$ 2,282	\$ -	\$ 2,282
7. Occupancy	\$ 2,009	\$ -	\$ 2,009	\$ -	\$ -	\$ -	\$ 2,009	\$ -	\$ 2,009
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 616	\$ -	\$ 616	\$ -	\$ -	\$ -	\$ 616	\$ -	\$ 616
Postage	\$ 205	\$ -	\$ 205	\$ -	\$ -	\$ -	\$ 205	\$ -	\$ 205
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 262	\$ -	\$ 262	\$ -	\$ -	\$ -	\$ 262	\$ -	\$ 262
Insurance	\$ 903	\$ -	\$ 903	\$ -	\$ -	\$ -	\$ 903	\$ -	\$ 903
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 108	\$ -	\$ 108	\$ -	\$ -	\$ -	\$ 108	\$ -	\$ 108
12. Subcontractors/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect	\$ -	\$ 9,354	\$ 9,354	\$ -	\$ -	\$ -	\$ -	\$ 9,354	\$ 9,354
TOTAL	\$ 65,645	\$ 9,354	\$ 75,000	\$ -	\$ -	\$ -	\$ 65,645	\$ 9,354	\$ 75,000

Indirect as a Percent of Direct

14.25%

Initials

DMW

Date

10.7.14

New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD
 Bidder/Project Name: Ascentria Community Services, Inc.
 Budget Request for: Refugee School Impact Program RFP# 15-DHHS-OHS-OMHRA-02
 Budget Period: State Budget period 7/1/15 - 8/14/15

Line Item	Total Program Cost			Contractor Share/Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 6,767	\$ -	\$ 6,767	\$ -	\$ -	\$ -	\$ 6,767	\$ -	\$ 6,767
2. Employee Benefits	\$ 1,523	\$ -	\$ 1,523	\$ -	\$ -	\$ -	\$ 1,523	\$ -	\$ 1,523
3. Consultants	\$ 37	\$ -	\$ 37	\$ -	\$ -	\$ -	\$ 37	\$ -	\$ 37
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 53	\$ -	\$ 53	\$ -	\$ -	\$ -	\$ 53	\$ -	\$ 53
5. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 86	\$ -	\$ 86	\$ -	\$ -	\$ -	\$ 86	\$ -	\$ 86
6. Travel	\$ 326	\$ -	\$ 326	\$ -	\$ -	\$ -	\$ 326	\$ -	\$ 326
7. Occupancy	\$ 287	\$ -	\$ 287	\$ -	\$ -	\$ -	\$ 287	\$ -	\$ 287
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 88	\$ -	\$ 88	\$ -	\$ -	\$ -	\$ 88	\$ -	\$ 88
Postage	\$ 29	\$ -	\$ 29	\$ -	\$ -	\$ -	\$ 29	\$ -	\$ 29
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 37	\$ -	\$ 37	\$ -	\$ -	\$ -	\$ 37	\$ -	\$ 37
Insurance	\$ 129	\$ -	\$ 129	\$ -	\$ -	\$ -	\$ 129	\$ -	\$ 129
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 15	\$ -	\$ 15	\$ -	\$ -	\$ -	\$ 15	\$ -	\$ 15
12. Subcontractors/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect	\$ -	\$ 1,336	\$ 1,336	\$ -	\$ -	\$ -	\$ -	\$ 1,336	\$ 1,336
TOTAL	\$ 9,377	\$ 1,336	\$ 10,713	\$ -	\$ -	\$ -	\$ 9,377	\$ 1,336	\$ 10,713

Indirect as a Percent of Direct 14.25%

Initials MM

Date 10.7.14

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

Bidder/Project Name: Ascentria Community Services, Inc.

Budget Request for: Refugee School Impact Program RFP# 15-DHHS-OHS-OMHRA-02

Budget Period: State Budget period 10/1/14 - 6/30/15

Line Item	Total Program Cost			Contractor Share/Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 40,603	\$ -	\$ 40,603	\$ -	\$ -	\$ -	\$ 40,603	\$ -	\$ 40,603
2. Employee Benefits	\$ 9,136	\$ -	\$ 9,136	\$ -	\$ -	\$ -	\$ 9,136	\$ -	\$ 9,136
3. Consultants	\$ 224	\$ -	\$ 224	\$ -	\$ -	\$ -	\$ 224	\$ -	\$ 224
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 319	\$ -	\$ 319	\$ -	\$ -	\$ -	\$ 319	\$ -	\$ 319
5. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 513	\$ -	\$ 513	\$ -	\$ -	\$ -	\$ 513	\$ -	\$ 513
6. Travel	\$ 1,956	\$ -	\$ 1,956	\$ -	\$ -	\$ -	\$ 1,956	\$ -	\$ 1,956
7. Occupancy	\$ 1,722	\$ -	\$ 1,722	\$ -	\$ -	\$ -	\$ 1,722	\$ -	\$ 1,722
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 528	\$ -	\$ 528	\$ -	\$ -	\$ -	\$ 528	\$ -	\$ 528
Postage	\$ 176	\$ -	\$ 176	\$ -	\$ -	\$ -	\$ 176	\$ -	\$ 176
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 225	\$ -	\$ 225	\$ -	\$ -	\$ -	\$ 225	\$ -	\$ 225
Insurance	\$ 774	\$ -	\$ 774	\$ -	\$ -	\$ -	\$ 774	\$ -	\$ 774
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 93	\$ -	\$ 93	\$ -	\$ -	\$ -	\$ 93	\$ -	\$ 93
12. Subcontractors/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect	\$ -	\$ 8,018	\$ 8,018	\$ -	\$ -	\$ -	\$ -	\$ 8,018	\$ 8,018
TOTAL	\$ 56,269	\$ 8,018	\$ 64,287	\$ -	\$ -	\$ -	\$ 56,269	\$ 8,018	\$ 64,287

Indirect as a Percent of Direct

14.25%

Initials

PWL

Date

10.7.14

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

Bidder/Project Name: Ascentria Community Services, Inc.

Budget Request for: Refugee School Impact Program RFP# 15-DHHS-OHS-OMHRA-02

Budget Period: Federal Budget period 8/15/15 - 8/14/16

Line Item	Total Program Cost			Contractor Share/Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 45,808	\$ -	\$ 45,808	\$ -	\$ -	\$ -	\$ 45,808	\$ -	\$ 45,808
2. Employee Benefits	\$ 10,307	\$ -	\$ 10,307	\$ -	\$ -	\$ -	\$ 10,307	\$ -	\$ 10,307
3. Consultants	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 439	\$ -	\$ 439	\$ -	\$ -	\$ -	\$ 439	\$ -	\$ 439
5. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 650	\$ -	\$ 650	\$ -	\$ -	\$ -	\$ 650	\$ -	\$ 650
6. Travel	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000
7. Occupancy	\$ 2,296	\$ -	\$ 2,296	\$ -	\$ -	\$ -	\$ 2,296	\$ -	\$ 2,296
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 710	\$ -	\$ 710	\$ -	\$ -	\$ -	\$ 710	\$ -	\$ 710
Postage	\$ 235	\$ -	\$ 235	\$ -	\$ -	\$ -	\$ 235	\$ -	\$ 235
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 544	\$ -	\$ 544	\$ -	\$ -	\$ -	\$ 544	\$ -	\$ 544
Insurance	\$ 1,032	\$ -	\$ 1,032	\$ -	\$ -	\$ -	\$ 1,032	\$ -	\$ 1,032
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 125	\$ -	\$ 125	\$ -	\$ -	\$ -	\$ 125	\$ -	\$ 125
12. Subcontractors/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ 299	\$ -	\$ 299	\$ -	\$ -	\$ 299
Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 65,646	\$ 9,354	\$ 75,000	\$ -	\$ -	\$ -	\$ 65,646	\$ 9,354	\$ 75,000

Indirect as a Percent of Direct

14.25%

Initials

DWR

Date

10-7-14

Appendix D

Program Staff List

New Hampshire Department of Health and Human Services

COMPLETE ONE PROGRAM STAFF LIST FOR EACH STATE FISCAL YEAR

Proposal Agency Name: Ascentria Community Services, Inc.
Program: Refugee School Impact Program
Budget Period: October 1, 2014 to June 30, 2015

A	B	C	D	E	E	F
Position Title	Current Individual in Position	Projected Private Pay Rate by Office Day of Budget Period	Hours per Week	Contract for Budget Period	Budget Period	Site
Education Liaison	Jocelyn Eno	\$17.79	30	\$20,812	\$6,937	Ascentria Community Services
Bi-Cultural Liaison	Rup Timsina	\$13.70	36	\$19,235	\$2,137	Ascentria Community Services
Program Manager	Shirley Woodward	\$23.08	.8	\$556	\$35,444	Ascentria Community Services
Total Salaries by source				\$40,603	\$44,518	

**Appendix D
Program Staff List
New Hampshire Department of Health and Human Services
COMPLETE ONE PROGRAM STAFF LIST FOR EACH STATE FISCAL YEAR**

Proposal Agency Name: Ascentria Community Services, Inc.
Program: Refugee School Impact Program
Budget Period: July 1, 2016 to August 14, 2016

A	B	C	D	E	E	F
Position Title	Current Individual in Position	Projected Hourly Rate as of 1 st Day of Budget Period	Hours per Week	Funded by this contract for Budget Period	Funded by Other Sources for Budget Period	Site
Education Liaison	Jocelyn Eno	\$17.79	30	\$3,469	\$1,156	Ascentria Community Services
Bi-Cultural Liaison	Rup Timsina	\$13.70	24	\$2,137	\$0	Ascentria Community Services
Program Manager	Shirley Woodward	\$23.08	.8	\$120	\$5,880	Ascentria Community Services
Total Salaries by source				\$5,726	\$7,036	

JOCELYN ENO

EDUCATION

Springfield College 2002 – 2005

Bachelor of Science in Art Therapy with a Minor in Psychology
Graduated Cum Laude

Notre Dame College 2000 – 2002

Psychology / Art

RELEVANT WORK EXPERIENCE

Lutheran Social Services of New England November 2007- Present

Educational Liaison – Services for New Americans June 2012- Present

- ^ Facilitate cross cultural communication between school, home, and various health and social service organizations.
- ^ Assess students for issues related to social adjustment and/or other mental health diagnosis and will make referrals to appropriate service agencies.
- ^ Develop and monitor summer programming for students.

Family Specialist- Therapeutic Family Connections November 2007 – May 2012

- ^ Provide intensive social work and case management services to children and families involved with The Division of Children Youth and Families (DCYF) of New Hampshire.
- ^ Provide in-home therapeutic services for biological and foster families with children that struggle with behavioral, emotional, and developmental disabilities.
- ^ Advocate for the children in both legal and academic environments to ensure their needs are met.
- ^ Work closely with schools to jointly develop the client's Individual Education Plan (IEP) and monitor its progression.
- ^ Develop and implement quantitative, measurable treatment plans for clients.
- ^ Develop and implement transition plans and independent living skills for young adults aging out of the foster care system.
- ^ Work closely with, and lead when necessary, comprehensive treatment teams to meet client needs.

The Mental Health Center of Greater Manchester September 2005 – December 2009

Residential Staff, Gemini House September 2005 – December 2009

- ^ Provide residential support services in a dual-diagnosis program for adults with mental illness and alcohol /substance abuse.
- ^ Facilitate and organize therapeutic groups for clients targeting specific treatment goals.

Family and Child Support Specialist September 2005- November 2007

- ^ Provide Functional Support Services (FSS) for children and adolescents with behavioral, emotional, and developmental disabilities.
- ^ Responsible for organizing an off-site summer group program allowing clients to improve their coping and social skills in a safe and controlled environment.
- ^ Act in a team leadership role by training new team members and interns.

VOLUNTEER SERVICE

Andreas Alumni September 2011 – Present

Scholarship Director

- ^ A founding board member of a 501(c) organization directed towards providing educational scholarships for youth involved with the Division of Children Youth and Families.

CORE STRENGTHS AND ABILITIES

- Passionate, organized, motivated individual who can develop, articulate and implement a vision.
- Functions effectively in high crisis, high stress environments.
- Strong in problem solving, group facilitation, and empowerment of others.

References provided upon request

Rup Timsina

Objective

To get a position that uses my skills and ability, to benefit my employer with my Bachelor's Degree in sociology.

Experience

Lutheran Social Services Concord, NH **12/2011-Present**

Bi-Cultural Liaison

- Educate refugee families about American school culture and systems.
- Provide ongoing trainings to resolve school-related issues.
- Conduct cultural competency training to school administrators and teachers.
- Facilitate parent/teacher conferences.

Easter Seals Manchester, NH

Direct support Provider **07/2010-Present**

- Accompany adults with mental disabilities to recreational, social and job related activities.
- Instruct, supervise and assist them in different activities.
- Helping them to socialize for naturalization

Wal-Mart Concord, NH

Inventory Control Specialist **09/2008-Present**

- Work merchandise from the backroom to the sales floor
- Maintain features to ensure all products are fully displayed and available
- Provide excellent customer service and productive working relations with my co-workers.

CARITAS International Organization Damak, Nepal

Resource Teacher **04/1992-06/2008**

- Interviewed, hired, trained, evaluated, supervised 1,200 teachers in 7 different schools.
- Assisted in the supervision of 40,000 students.
- Cared for and taught children with special needs.
- Worked as a mediator between parents, school, and the concerned organization.
- Played a counselor role and resolved conflicts between beneficiaries and service provider.

Bongo Primary School, Chhuka, Bhutan

Elementary School Teacher **08/1988-04/1992**

- Created and implemented lessons plans to accommodate students through 5th grade.
- Evaluated and assessed the students learning abilities.
- Provided a safe and nurturing learning environment for students.

Education

Indira Gandhi National Open University **04/1998 - 04/2003**

New Delhi, India

Bachelor's Degree in Humanities

Major in Social Science



Training

Teachers Training

National Institute of Education, Samchi, Bhutan
06/1986 - 10/1988

Training of Trainers in Leadership

Jesuit Youth Ministry in South Asia, Mumbai, India
March 01 – 10, 1999

Training on Development Communication

By COADY International Institute, Antigonish, Nova Scotia, Canada
At CARITAS Nepal, Damak, Jhapa, Nepal
March 23 – 27, 1998

Management Training

By Agency for Personal Service Overseas, Ireland, UK
At CARITAS Nepal, Damak, Jhapa, Nepal
July 21 – 26, 1997

Teacher Trainers Refresher Course

Progressive Educational Techniques Society, Calcutta, India
September 11-16, 2000



Appreciative Inquiry Training on Educational Management

CARITAS Nepal, Damak
December 17-21, 2004

Educational Management and Administration

By St. Xavier's School, New Delhi, India
At CARITAS Nepal, Damak
May 3-6, 2004

Discipline with Dignity

Center for Victims of Torture, Nepal
November 7-9, 1997

Microsoft Office User Specialist

College of Software Engineering, Damak, Jhapa, Nepal
➤ April 2005- July 2005

Community Involvement

Bhutanese Community of New Hampshire



I helped to initiate a community organization for Bhutanese residing in New Hampshire. I also served as a regional representative of Concord.

Shirley Woodward, JD, MPH

EXPERIENCE

Lutheran Social Services. Concord, NH.

Program Manager, Services for New Americans

November 2013-present

- Oversee refugee resettlement services including casework, employment, cultural orientation, English Language classes, education, volunteer support and community outreach.
- Supervise 15-person team; responsible for workflow, training and personnel issues.
- Represent the organization and advocate for refugees in external meetings.

U.S. Department of State. Washington, DC.

Program Officer, Population, Refugees, and Migration

September 2010-November 2013

Presidential Management Fellow

September 2008-September 2010

- Responsible for \$260 million in humanitarian assistance for displaced Iraqis with team.
- Reviewed proposals, provide technical input, and negotiate objectives, indicators and budget with international organizations and NGOs.
- Wrote strategy documents, talking points and other reports on Iraqi displacement, returns and reintegration.
- Conducted field visits to monitor and evaluate programs and set programmatic and policy priorities.
- Liaised with advocacy groups, NGOs, United Nations agencies and U.S. government agencies.
- Reported on displacement and human rights during 4 month detail at Embassy Colombo, Sri Lanka.
- Researched United Nations (UN) legal issues including women, peace and security, due process in sanctions regimes, peacekeeping missions, commissions of inquiry and the role of regional organizations within the UN system during 3 month detail to the Office of the Legal Advisor.

United Nations High Commissioner for Refugees. Nairobi, Kenya.

Resettlement Intern

May-July 2007

- Performed legal research, analysis, and writing for refugee resettlement claims.

International Rescue Committee. North and South Kivu, Democratic Republic of Congo.

Gender-based Violence (GBV) Umbrella Grant Program Coordinator

February-July 2005

- Oversaw selection of Congolese community organizations for financial and technical support through a competitive call-for-proposals process.
- Provided formal and on-site training for community organizations on provision of quality GBV services, and organizational and financial management.

Save the Children/UK. Darfur, Sudan.

Gender-based Violence (GBV) Advisor

November-December 2004

- Led integration of GBV prevention and response into Protection and Health programs in camps.

American Refugee Committee. Sierra Leone and Guinea, West Africa.

Gender-based Violence (GBV) Study Coordinator, Sierra Leone

September-October 2004

- Coordinated follow-up study on GBV survivors who repatriated from Guinea to Sierra Leone.
- Developed questionnaire, recruited and trained surveyors, oversaw data collection, analyzed data and wrote report on results and program recommendations for improved protection during repatriation.

Gender-based Violence (GBV) Program Coordinator, Guinea

July 2002-June 2004

- Managed support, follow-up and referrals for GBV survivors and sex workers in 3 refugee camps.
- Oversaw provision of psychosocial counseling, healthcare, and vocational training for survivors.
- Organized trainings and awareness campaigns on GBV and sexual exploitation for security forces, health care personnel, NGO workers, local leaders and camp community members.
- Conducted baseline survey on legal aspects of GBV in camps in preparation for a Legal Clinic for refugee women. Designed questionnaire, supervised data collection, analyzed data, wrote report.
- Coordinated with camp committee, local authorities, NGOs and the United Nations.
- Recruited, hired, trained and supervised team of 50 national and refugee staff.

U.S. Peace Corps. Guinea, West Africa.

Health/Community Development Volunteer

June 1997-August 1999

- Partnered with community on health education, construction of springs and girls' leadership initiatives.

EDUCATION AND PROFESSIONAL AFFILIATION

Washington College of Law. American University. Washington, DC.

JD *magna cum laude*, Order of the Coif, May 2008.

- *Public Interest/Public Service Scholar.* A three-year, full-tuition scholarship granted on the basis of academic excellence and dedication to public service.
- *American University Law Review*, Senior Staff Member.

Bloomberg School of Public Health. Johns Hopkins University. Baltimore, MD.

MPH, May 2002.

Brown University. Providence, RI.

AB with honors in Public Policy. May 1997.

- \$2,500 Krieger Prize for outstanding senior thesis on a Latino community health worker program.

Admitted to the Bar of the Commonwealth of Massachusetts

LANGUAGE

Proficient in French.

PUBLICATIONS

Woodward, Shirley. *Safe Passage. Repatriation and Reintegration: A follow-up study on Guinea ARC/CSI beneficiaries who repatriated to Sierra Leone.* Sierra Leone. American Refugee Committee (ARC), Stat View International (SVI) and Bureau for Population, Refugees, and Migration (PRM). November, 2004.

Woodward, Shirley. *ARC Community Safety Initiative Gender-based Violence Program in Guinea, West Africa: A Manual.* American Refugee Committee. August, 2004.

Woodward, Shirley, Dia, Seynabou, Barry, Aliou. *Legal Aspects of Violence against Refugee Women in Kissidougou Town and Albadaria camps: A KAP survey.* Guinea. American Refugee Committee (ARC), Stat View International (SVI) and Bureau for Population, Refugees, and Migration (PRM). March, 2004.

Subject: International Institute of Boston, Inc. --Refugee School Impact **FORM NUMBER P-37 (version 1/09)**

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Health and Human Services		1.2 State Agency Address 97 Pleasant Street, Thayer Building, Concord, NH 03301	
1.3 Contractor Name International Institute of Boston, Inc.		1.4 Contractor Address One Milk Street, Boston, MA 02109	
1.5 Contractor Phone Number 617 -695-9990	1.6 Account Number 010-042-79220000 42200011	1.7 Completion Date August 14, 2016	1.8 Price Limitation \$150,000.00
1.9 Contracting Officer for State Agency Barbara Seebart, Refugee Coordinator		1.10 State Agency Telephone Number 603-271-6361	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Carolyn Benedict-Drew, President	
1.13 Acknowledgement: State of MA , County of Suffolk On 10/6/14 , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace <i>Katherine A. Torski</i> [Seal]			
1.13.2 Name and Title of Notary or Justice of the Peace <i>Katherine A Torski, Notary Public</i>			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory <i>Trinidad Teller, Director</i>	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By: <i>Megan A. Yopie</i> On: 10/16/14			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

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

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

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

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

7. PERSONNEL.

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

8. EVENT OF DEFAULT/REMEDIES.

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

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

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

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

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

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

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

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

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

14. INSURANCE.

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

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

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

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

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

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

15. WORKERS' COMPENSATION.

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

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

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

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

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

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual

intent, and no rule of construction shall be applied against or in favor of any party.

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

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

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

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

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

International Institute of Boston, Inc.

EXHIBIT A

1. CONDITIONAL NATURE OF AGREEMENT

- 1.1 Notwithstanding any provisions of this Agreement to the contrary, all obligations of the State are contingent upon receipt of federal funds under the Refugee School Impact Grant. In no event shall the State be liable for costs incurred or payment of any services performed by the Contractor prior to the State's receipt of federal funds applied for in the Refugee School Impact Grant.
- 1.2 Continued funding of the Contract for Budget Year 2 will be subject to the conditions of Exhibit A, Section 1.1, and the State's receipt of federal funds.

2. SCOPE OF SERVICES

Under this contract, the International Institute of Boston, Inc. will provide culturally appropriate social services to students and families in the Manchester School District with the expectation of developing new pathways to refugee family strength and student achievement. This Agreement consists of the following documents: Exhibits A, B, C, C1, D, E, F G, H, I and J which are all incorporated herein by reference as if fully set forth herein.

The Contractor shall perform the following services each year of the contract, which include, but are not limited to the following:

- 2.1 Make initial contact with refugee students and establish Refugee Status through I-94 verification for 100% of new arrivals in target population; participate in consultation and planning for new arrivals.
- 2.2 Facilitate home visits, conferences and academic support to assist 100 families in resolving social or academic, school-related problems.
- 2.3 Refer 100-150 students or parents to appropriate medical and social support services.
- 2.4 Schedule and facilitate student/teacher conferences for 100% of parents in target population who are in need of this support.
- 2.5 Develop supplemental academic support through direct in-classroom support and afterschool activities for 100 students.
- 2.6 Create and facilitate culturally responsive venues for ongoing orientation to American school culture, community systems and resources for 100 families.
- 2.7 Provide direct interventions or referrals to 100% of students and parents in the target population who are in need of this service.

Contractor Initials



Date: 10/06/2019

- 2.8 Collect data relative to refugee student leadership development, academic progress, graduation and college enrollment.
- 2.9 Maintain graduation rates achieved in first year of grant of 80%-90% for target population.
- 2.10 Maintain college enrollment rates achieved in previous year of grant of 80%-90% for target population.
- 2.11 Demonstrate participation in student leadership activities for 80%-90% of target populations.
- 2.12 The contractor will submit a detailed description of the language assistance services they will provide to persons with Limited English Proficiency to ensure meaningful access to their program and/or services, within 10 days of the contract effective date.

3. Reporting

- 3.1 Submit two semi-annual reports and a final program report, as prescribed by the grantor, the federal Office of Refugee Resettlement, to the New Hampshire Office of Minority Health and Refugee Affairs.

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International Institute of Boston, Inc.

EXHIBIT B

Method and Conditions Precedent to Payment

The Contractor shall provide the services in Exhibit A in compliance with funding requirements of CDFA Title #93.566, the Refugee and Entrant Assistance State Administered Programs – School Impact Grant, Department of Health and Human Services, Administration for Children and Families, Office of Refugee Resettlement.

The State shall pay the Contractor an amount not to exceed the Price Limitation on Form P-37, Block 1.8, for the services provided by the Contractor Pursuant to Exhibit A, Scope of Services.

1. Funding is split uniformly between the contract budget years.
2. Funding is contingent upon Exhibit A, Conditional Nature of Agreement.
3. For the purpose of this contract Budget Years are defined as:
Budget Year 1: Receipt of Grant Award through August 14, 2015
Budget Year 2: August 15, 2015 through August 14, 2016
4. Reimbursements for services provided shall be made by the State on a monthly basis upon receipt and review of monthly expenditure reports submitted by International Institute of Boston to the State. These reports, which are based on a budget approved by the State, shall be in a form satisfactory to the State and shall include, at a minimum, the line items as outlined in the approved budget. Monthly expenditure reports shall be submitted no later than 30 days after the close of the month.
5. Payments will be made by DHHS within 60 days of receipt of conforming invoice. Final invoices must be submitted by September 15, 2016.

Contractor Initials: 
Date: 10/06/2014



SPECIAL PROVISIONS

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

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



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

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

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

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

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

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

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

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

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

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

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

17. **Limited English Proficiency (LEP):** As clarified by Executive Order 13166, Improving Access to Services for persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, Contractors must take reasonable steps to ensure that LEP persons have meaningful access to its programs.

18. **Pilot Program for Enhancement of Contractor Employee Whistleblower Protections:** The following shall apply to all contracts that exceed the Simplified Acquisition Threshold as defined in 48 CFR 2.101 (currently, \$150,000)

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

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

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

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

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

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

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

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

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

DEFINITIONS

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

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

DEPARTMENT: NH Department of Health and Human Services.

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

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

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

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

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

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

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NH Department of Health and Human Services

STANDARD EXHIBIT C-1

ADDITIONAL SPECIAL PROVISIONS

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

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

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

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

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

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10.4 In the event that services under the Agreement, including but not limited to clients receiving services under the Agreement are transitioned to having services delivered by another entity including contracted providers or the State, the Contractor shall provide a process for uninterrupted delivery of services in the Transition Plan.

10.5 The Contractor shall establish a method of notifying clients and other affected individuals about the transition. The Contractor shall include the proposed communications in its Transition Plan submitted to the State as described above.

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

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

4. Notwithstanding paragraph 18 of the P-37, an amendment to adjust amounts within the price limitation can be made by written agreement of both parties and may be made without obtaining approval of Governor and Council.

Contractor Initials 
Date 10/06/2014



CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS

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

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

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

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



- 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)

111A, 1850 Elm St., Manchester, NH 03104

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

Contractor Name: International Institute of Boston, Inc.

Name: Carolyn Benedict-Drew

Title: President/CEO

10/06/2014
Date

Contractor Initials

Date 10/06/2014



CERTIFICATION REGARDING LOBBYING

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

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

Programs (indicate applicable program covered):

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

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

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-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.

Contractor Name: *International Institute of Boston, Inc.*

10/06/2014
Date


Name: Carolyn Benedict-Drew
Title: President/CEO



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

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

PRIMARY COVERED TRANSACTIONS

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

LOWER TIER COVERED TRANSACTIONS

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

Contractor Name: *International Institute of Boston, Inc.*

10/06/2014
Date


Name: *Carolyn Benedict-Drew*
Title: *President / CEO*



**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.

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

New Hampshire Department of Health and Human Services
Exhibit G



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: International Institute of Boston, Inc.

Name: Carolyn Benedict-Drew
Title: President / CEO

10/06/2014
Date

Contractor Initials: 
Date 10/06/2014



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: *International Institute of Boston, Inc.*

10/06/2014
Date


Name: *Carolyn Benedict - Drew*
Title: *President / CEO*

Contractor Initials 

Date 10/06/2014



Exhibit I

HEALTH INSURANCE PORTABILITY ACT
BUSINESS ASSOCIATE AGREEMENT

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

(1) **Definitions.**

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

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Exhibit I

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

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

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



Exhibit I

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

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

(3) Obligations and Activities of Business Associate.

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

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

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



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

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Exhibit I

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

(4) Obligations of Covered Entity

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

(5) Termination for Cause

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

(6) Miscellaneous

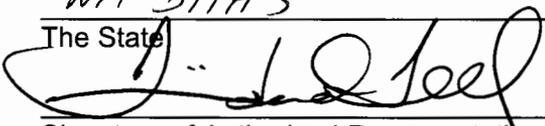
- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security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

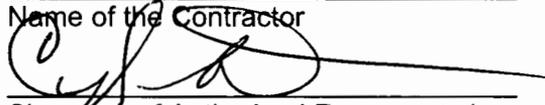


Exhibit I

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

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

NH DHHS
 The State

 Signature of Authorized Representative
Trinidad Tellez
 Name of Authorized Representative
Director
 Title of Authorized Representative
10/9/14
 Date

International Institute of Boston, Inc.
 Name of the Contractor

 Signature of Authorized Representative
Carolyn Benedict-Drew
 Name of Authorized Representative
President / CEO
 Title of Authorized Representative
10/09/2014
 Date



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

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

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

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

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

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

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

Contractor Name: *International Institute of Boston, Inc.*

Name: *Carolyn Berubick-Drew*
Title: *President / CEO*

10/06/2014
Date

Contractor Initials

Date 10/06/2014



FORM A

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

1. The DUNS number for your entity is: 09-4845997
2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO YES

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

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

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

NO YES

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

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

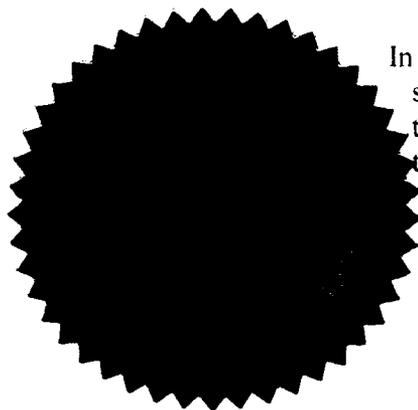
4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

Name: _____	Amount: _____

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 INTERNATIONAL INSTITUTE OF BOSTON, INC., a(n) Massachusetts nonprofit corporation, registered to do business in New Hampshire on May 4, 2011. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 29th day of May, A.D. 2014

Handwritten signature of William M. Gardner in cursive script.

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE
(Corporation without Seal)

I, Tea Pšorn, do hereby certify that:
(Name of Clerk of the Corporation; cannot be contract signatory)

- I am a duly elected Clerk of International Institute of Boston, Inc.
(Corporation Name)
- The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on 07/21/2014:
(Date)

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting through its Department of Health and Human Services, DHHS, for the provision of

path academic support services.

RESOLVED: That the President / CEO
(Title of Contract Signatory)

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

- The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 06 day of October, 2014.
(Date Contract Signed)

- Carolyn Benedict-Drew is the duly elected
President / CEO
(Name of Contract Signatory) (Title of Contract Signatory)

of the Corporation.

Massachusetts
STATE OF ~~NEW HAMPSHIRE~~

County of Suffolk

Tea Pšorn
(Signature of Clerk of the Corporation)

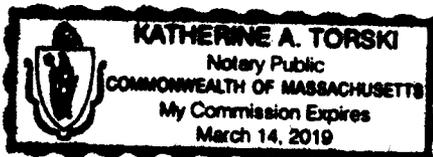
The forgoing instrument was acknowledged before me this 6 day of Oct, 2014.

By Tea Pšorn
(Name of Clerk of the Corporation)

Katherine A. Torski
(Notary Public/Justice of the Peace)

(NOTARY SEAL)

Commission Expires: March 14, 2019



CERTIFICATE OF LIABILITY INSURANCE

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

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

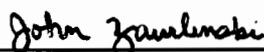
PRODUCER HUB International New England 600 Longwater Drive Norwell, MA 02061 781 792-3200	CONTACT NAME: Pat Condon
	PHONE (A/C, No, Ext): 781-792-3243 FAX (A/C, No): 866-716-8946 E-MAIL ADDRESS:
INSURED International Institute Of Boston, Inc. One Milk Street Boston, MA 02109	INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Property Casualty Co NAIC # 25674
	INSURER B:
	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	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			6JUB9975L65414	10/01/2014	10/01/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <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 (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
State of New Hampshire

CERTIFICATE HOLDER State of New Hampshire DHHS Office of Minority Health & Refugee Affairs Thayer Building 97 Pleasant St Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

**INTERNATIONAL INSTITUTE OF BOSTON, INC.
D/B/A INTERNATIONAL INSTITUTE OF NEW ENGLAND
AND AFFILIATES**

**COMBINED FINANCIAL STATEMENTS
SEPTEMBER 30, 2013 AND 2012
TOGETHER WITH
INDEPENDENT AUDITOR'S REPORT**

**INTERNATIONAL INSTITUTE OF BOSTON, INC.
D/B/A INTERNATIONAL INSTITUTE OF NEW ENGLAND AND AFFILIATES**

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SEPTEMBER 30, 2013 AND 2012**

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Boston MA (617) 205-9100 Wellesley, MA (781) 965-9100
www.aafcpa.com FAX (508) 366-9789 info@aafcpa.com

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
International Institute of Boston, Inc.
d/b/a International Institute of New England and Affiliates:

Report on the Combined Financial Statements

We have audited the accompanying combined financial statements of International Institute of Boston, Inc. d/b/a International Institute of New England (a Massachusetts nonprofit corporation) and Affiliates (collectively, the Organization), which comprise the combined statements of financial position as of September 30, 2013 and 2012, and the related combined statements of activities and changes in net assets, cash flows and functional expenses for the years then ended, and the related notes to the combined financial statements.

Management's Responsibility for the Combined Financial Statements

Management is responsible for the preparation and fair presentation of these combined financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of combined 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 combined financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the combined financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the combined financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the combined 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 combined 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 combined financial statements.

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

Opinion

In our opinion, the combined financial statements referred to above present fairly, in all material respects, the combined financial position of International Institute of Boston, Inc. d/b/a International Institute of New England and Affiliates as of September 30, 2013 and 2012, and the changes in their net assets and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Alexander, Aronson, Finning & Co., P.C.

Boston, Massachusetts
March 25, 2014

**INTERNATIONAL INSTITUTE OF BOSTON, INC.
D/B/A INTERNATIONAL INSTITUTE OF NEW ENGLAND AND AFFILIATES**

**COMBINED STATEMENTS OF FINANCIAL POSITION
SEPTEMBER 30, 2013 AND 2012**

<u>ASSETS</u>	<u>2013</u>	<u>2012</u>
CURRENT ASSETS:		
Cash and cash equivalents	\$ 734,128	\$ 476,045
Grants, contracts and other receivables	658,632	722,768
Prepaid expenses and other	<u>15,796</u>	<u>107,184</u>
Total current assets	1,408,556	1,305,997
PROPERTY AND EQUIPMENT, net	6,086,172	6,268,852
FINANCING COSTS, net	<u>195,672</u>	<u>202,458</u>
Total assets	<u><u>\$ 7,690,400</u></u>	<u><u>\$ 7,777,307</u></u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES:		
Current portion of long-term debt	\$ 120,515	\$ 115,624
Accounts payable	151,870	137,508
Accrued expenses	386,377	157,772
Deferred revenue	<u>197,313</u>	<u>133,809</u>
Total current liabilities	856,075	544,713
LONG-TERM DEBT, net of current portion	<u>6,531,710</u>	<u>6,652,634</u>
Total liabilities	<u>7,387,785</u>	<u>7,197,347</u>
NET ASSETS:		
Unrestricted:		
Operating	416,580	617,675
Property and equipment	<u>(370,381)</u>	<u>(296,948)</u>
Total unrestricted	46,199	320,727
Temporarily restricted	<u>256,416</u>	<u>259,233</u>
Total net assets	<u>302,615</u>	<u>579,960</u>
Total liabilities and net assets	<u><u>\$ 7,690,400</u></u>	<u><u>\$ 7,777,307</u></u>

The accompanying notes are an integral part of these combined statements.

**INTERNATIONAL INSTITUTE OF BOSTON, INC.
D/B/A INTERNATIONAL INSTITUTE OF NEW ENGLAND AND AFFILIATES**

**COMBINED STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEARS ENDED SEPTEMBER 30, 2013 AND 2012**

	2013			2012		
	UNRESTRICTED	TEMPORARILY RESTRICTED	TOTAL	UNRESTRICTED	TEMPORARILY RESTRICTED	TOTAL
REVENUES:						
Contract service revenue	\$ 3,870,052	-	\$ 3,870,052	\$ 3,941,917	-	\$ 3,941,917
Rental income	696,597	-	696,597	642,868	-	642,868
Donated goods and services	775,670	-	775,670	710,032	-	710,032
Grants and contributions	57,403	314,945	372,348	71,600	316,466	388,066
Special events	252,120	-	252,120	318,207	-	318,207
United Way allocation	103,740	-	103,740	105,735	-	105,735
Interest and other	36,481	-	36,481	42,758	-	42,758
Net assets released from restrictions:						
Program	317,762	(317,762)	-	290,579	(290,579)	-
Special events	-	-	-	100,000	(100,000)	-
Total revenues	<u>6,109,825</u>	<u>(2,817)</u>	<u>6,107,008</u>	<u>6,223,696</u>	<u>(74,113)</u>	<u>6,149,583</u>
EXPENSES:						
Program services	4,482,165	-	4,482,165	4,322,185	-	4,322,185
General and administrative	555,709	-	555,709	528,759	-	528,759
Fundraising	222,494	-	222,494	290,214	-	290,214
Facilities	1,123,985	-	1,123,985	1,230,817	-	1,230,817
Total expenses	<u>6,384,353</u>	<u>-</u>	<u>6,384,353</u>	<u>6,371,975</u>	<u>-</u>	<u>6,371,975</u>
Changes in net assets	(274,528)	(2,817)	(277,345)	(148,279)	(74,113)	(222,392)
NET ASSETS, beginning of year	<u>320,727</u>	<u>259,233</u>	<u>579,960</u>	<u>469,006</u>	<u>333,346</u>	<u>802,352</u>
NET ASSETS, end of year	<u>\$ 46,199</u>	<u>\$ 256,416</u>	<u>\$ 302,615</u>	<u>\$ 320,727</u>	<u>\$ 259,233</u>	<u>\$ 579,960</u>

The accompanying notes are an integral part of these combined statements.

**INTERNATIONAL INSTITUTE OF BOSTON, INC.
D/B/A INTERNATIONAL INSTITUTE OF NEW ENGLAND AND AFFILIATES**

**COMBINED STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED SEPTEMBER 30, 2013 AND 2012**

	<u>2013</u>	<u>2012</u>
CASH FLOWS FROM OPERATING ACTIVITIES:		
Changes in net assets	\$ (277,345)	\$ (222,392)
Adjustments to reconcile changes in net assets to net cash provided by (used in) operating activities:		
Depreciation and amortization	212,530	210,216
Changes in operating assets and liabilities:		
Grants, contracts and other receivables	64,136	4,823
Prepaid expenses and other	91,388	(33,894)
Accounts payable	14,362	38,549
Accrued expenses	228,605	(177)
Deferred revenue	<u>63,504</u>	<u>(336,658)</u>
Net cash provided by (used in) operating activities	<u>397,180</u>	<u>(339,533)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Acquisition of property and equipment	(23,064)	(68,951)
Increase in financing costs	<u>-</u>	<u>(203,589)</u>
Net cash used in investing activities	<u>(23,064)</u>	<u>(272,540)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:		
Principal payments on long-term debt	(116,033)	(6,518,742)
Proceeds from long-term debt	<u>-</u>	<u>6,787,000</u>
Net cash provided by (used in) financing activities	<u>(116,033)</u>	<u>268,258</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	258,083	(343,815)
CASH AND CASH EQUIVALENTS, beginning of year	<u>476,045</u>	<u>819,860</u>
CASH AND CASH EQUIVALENTS, end of year	<u>\$ 734,128</u>	<u>\$ 476,045</u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:		
Cash paid for interest	<u>\$ 286,029</u>	<u>\$ 391,351</u>

The accompanying notes are an integral part of these combined statements.

**INTERNATIONAL INSTITUTE OF BOSTON, INC.
D/B/A INTERNATIONAL INSTITUTE OF NEW ENGLAND AND AFFILIATES**

**COMBINED STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED SEPTEMBER 30, 2013
(With Summarized Comparative Totals for the Year Ended September 30, 2012)**

	<u>2013</u>					<u>2012</u>
	<u>PROGRAM SERVICES</u>	<u>GENERAL AND ADMINIS- TRATIVE</u>	<u>FUNDRAISING</u>	<u>FACILITIES</u>	<u>TOTAL</u>	<u>TOTAL</u>
PERSONNEL AND RELATED:						
Salaries	\$ 1,828,376	\$ 367,694	\$ 126,514	\$ 125,289	\$ 2,447,873	\$ 2,374,172
Donated services	712,985	2,050	6,553	-	721,588	709,025
Payroll taxes and fringe benefits	328,131	51,762	21,791	22,366	424,050	391,736
Purchased and contracted services	133,516	14,164	68	-	147,748	152,571
Total personnel and related	<u>3,003,008</u>	<u>435,670</u>	<u>154,926</u>	<u>147,655</u>	<u>3,741,259</u>	<u>3,627,504</u>
OCCUPANCY:						
Mortgage interest	-	-	-	286,029	286,029	391,351
Rent and utilities	80,092	-	-	158,650	238,742	195,049
Depreciation	-	-	-	194,614	194,614	181,971
Real estate taxes	-	-	-	178,318	178,318	186,322
Repairs and maintenance	1,274	-	-	53,947	55,221	91,252
Equipment rental	6,051	-	-	888	6,939	1,600
Total occupancy	<u>87,417</u>	<u>-</u>	<u>-</u>	<u>872,446</u>	<u>959,863</u>	<u>1,047,545</u>
OTHER:						
Client assistance	1,165,073	-	-	-	1,165,073	1,175,254
Supplies and materials	75,084	-	717	25	75,826	77,167
Insurance	4,552	26,639	-	30,748	61,939	59,030
Special events	-	-	61,681	-	61,681	124,255
Professional fees	2,901	56,285	76	350	59,612	92,482
Excise tax	-	-	-	56,000	56,000	17,306
Donated goods	54,082	-	-	-	54,082	1,007
Travel, meetings and conferences	34,482	4,037	1,699	-	40,218	46,892
Telephone	32,391	-	-	-	32,391	31,056
Recruitment	700	21,948	-	70	22,718	10,921
Depreciation and amortization	-	11,130	-	6,786	17,916	28,245
Dues and subscriptions	9,172	-	3,025	-	12,197	9,133
Miscellaneous	1,899	-	-	9,905	11,804	5,448
Printing	7,789	-	-	-	7,789	13,019
Postage	3,615	-	370	-	3,985	5,711
Total other	<u>1,391,740</u>	<u>120,039</u>	<u>67,568</u>	<u>103,884</u>	<u>1,683,231</u>	<u>1,696,926</u>
Total expenses	<u>\$ 4,482,165</u>	<u>\$ 555,709</u>	<u>\$ 222,494</u>	<u>\$ 1,123,985</u>	<u>\$ 6,384,353</u>	<u>\$ 6,371,975</u>

The accompanying notes are an integral part of these combined statements

**INTERNATIONAL INSTITUTE OF BOSTON, INC.
D/B/A INTERNATIONAL INSTITUTE OF NEW ENGLAND AND AFFILIATES**

**COMBINED STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED SEPTEMBER 30, 2012**

	<u>PROGRAM SERVICES</u>	<u>GENERAL AND ADMINIS- TRATIVE</u>	<u>FUNDRAISING</u>	<u>FACILITIES</u>	<u>TOTAL</u>
PERSONNEL AND RELATED:					
Salaries	\$ 1,772,288	\$ 373,121	\$ 86,346	\$ 142,417	\$ 2,374,172
Donated services	660,482	1,600	46,943	-	709,025
Payroll taxes and fringe benefits	327,779	20,965	16,489	26,503	391,736
Purchased and contracted services	138,372	4,733	4,416	5,050	152,571
	<u>2,898,921</u>	<u>400,419</u>	<u>154,194</u>	<u>173,970</u>	<u>3,627,504</u>
OCCUPANCY:					
Mortgage interest	-	-	-	391,351	391,351
Rent and utilities	91,459	-	-	103,590	195,049
Depreciation	-	-	-	181,971	181,971
Real estate taxes	-	-	-	186,322	186,322
Repairs and maintenance	2,306	-	-	88,946	91,252
Equipment rental	63	390	-	1,147	1,600
	<u>93,828</u>	<u>390</u>	<u>-</u>	<u>953,327</u>	<u>1,047,545</u>
OTHER:					
Client assistance	1,175,254	-	-	-	1,175,254
Supplies and materials	64,438	10,205	2,356	168	77,167
Insurance	2,358	25,737	-	30,935	59,030
Special events	-	-	124,255	-	124,255
Professional fees	2,783	54,761	188	34,750	92,482
Excise tax	-	-	-	17,306	17,306
Donated goods	1,007	-	-	-	1,007
Travel, meetings and conferences	34,788	8,412	3,692	-	46,892
Telephone	24,812	6,244	-	-	31,056
Recruitment	1,431	8,835	585	70	10,921
Depreciation and amortization	-	9,075	-	19,170	28,245
Dues and subscriptions	5,744	639	2,750	-	9,133
Miscellaneous	2,880	1,272	175	1,121	5,448
Printing	12,046	973	-	-	13,019
Postage	1,895	1,797	2,019	-	5,711
	<u>1,329,436</u>	<u>127,950</u>	<u>136,020</u>	<u>103,520</u>	<u>1,696,926</u>
Total other	<u>1,329,436</u>	<u>127,950</u>	<u>136,020</u>	<u>103,520</u>	<u>1,696,926</u>
Total expenses	<u>\$ 4,322,185</u>	<u>\$ 528,759</u>	<u>\$ 290,214</u>	<u>\$ 1,230,817</u>	<u>\$ 6,371,975</u>

The accompanying notes are an integral part of these combined statements

**INTERNATIONAL INSTITUTE OF BOSTON, INC.
D/B/A INTERNATIONAL INSTITUTE OF NEW ENGLAND AND AFFILIATES**

**NOTES TO COMBINED FINANCIAL STATEMENTS
SEPTEMBER 30, 2013 AND 2012**

(1) OPERATIONS, NONPROFIT STATUS AND SIGNIFICANT ACCOUNTING POLICIES

OPERATIONS AND NONPROFIT STATUS

International Institute of Boston, Inc. d/b/a International Institute of New England (the Institute) is a nonprofit organization that provides assistance to the immigrant and refugee populations of Massachusetts and New Hampshire. In fiscal years 2013 and 2012, there were approximately 1,900 and 1,750 unduplicated people from 75 and 91 countries, respectively, which benefited from the Institute's services, gaining the knowledge and skills necessary for their integration into American life. The Institute's services include English and literacy classes, citizenship education, job training and placement, legal aid and counseling services, and case management.

International Institute of Boston Real Property, LLC (the Company) was a Massachusetts limited liability company that owned and operated the Institute's building through July, 2012, at which point the Company refinanced its debt and transferred all assets, liabilities and equity to the Institute in accordance with the refinancing arrangement (see Note 2). The Institute was the sole member of the Company and held a 100% interest in the capital, income, losses, and cash flow of the Company.

In May, 2009, the Institute formed Community Lending Corporation (CLC). CLC is a community-based not-for-profit corporation established to provide financing, technical assistance and business support services to underserved populations. The Institute is the sole member of CLC. The Institute and CLC share three common Board members and their President. CLC had limited activity for the years ended September 30, 2013 and 2012.

The Institute and CLC are exempt from Federal income taxes as organizations (not private foundations) formed for charitable purposes under Section 501(c)(3) of the Internal Revenue Code (IRC). The Institute and CLC are also exempt from state income taxes. Contributions made to the Institute and CLC are deductible by donors within the requirements of the IRC.

The Company is considered a disregarded entity for income tax reporting purposes. Accordingly, its income and expenses will be reported within the tax filings of the Institute. Certain rental income of the Company and the Institute is subject to Federal and state income taxes under Unrelated Business Taxable Income (UBTI) regulations.

SIGNIFICANT ACCOUNTING POLICIES

The Institute, the Company and CLC's (collectively, the Organization) combined financial statements have been prepared in accordance with generally accepted accounting standards and principles established by the Financial Accounting Standard Board (FASB). References to U.S. GAAP in these footnotes are to the FASB Accounting Standards Codification.

Principles of Combination

The combined financial statements include the accounts of the Institute, the Company and CLC. All significant inter-company transactions and balances have been eliminated.

**INTERNATIONAL INSTITUTE OF BOSTON, INC.
D/B/A INTERNATIONAL INSTITUTE OF NEW ENGLAND AND AFFILIATES**

**NOTES TO COMBINED FINANCIAL STATEMENTS
SEPTEMBER 30, 2013 AND 2012
(Continued)**

(1) OPERATIONS, NONPROFIT STATUS AND SIGNIFICANT ACCOUNTING POLICIES
(Continued)

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Funding

The Institute received approximately \$3,566,000 and \$3,535,000 of its funding from government agencies for the years ended September 30, 2013 and 2012, respectively, all of which is subject to audit by the specific government agency. In the opinion of management, the results of such audits, if any, will not have a material effect on the financial position of the Institute as of September 30, 2013 and 2012, or on the changes in its net assets for the years then ended. For the years ended September 30, 2013, 69% of the total government funding was from three Federal programs. For the year ended September 30, 2013, 54% of the total government funding was from two Federal programs.

Property and Equipment and Depreciation

Property and equipment are recorded at cost when purchased or at their fair value at the date of donation. Property and equipment are depreciated using the straight-line method over the following estimated useful lives:

	<u>Estimated Useful Life</u>	<u>2013</u>	<u>2012</u>
Land	N/A	\$2,551,000	\$2,551,000
Building and improvements	20 and 40 years	6,006,202	6,006,202
Furniture and equipment	3 - 10 years	359,470	359,470
Vehicles	5 years	<u>35,064</u>	<u>12,000</u>
		8,951,736	8,928,672
Less - accumulated depreciation		<u>2,865,564</u>	<u>2,659,820</u>
Net property and equipment		<u>\$6,086,172</u>	<u>\$6,268,852</u>

Depreciation expense was \$205,744 and \$191,046 for the years ended September 30, 2013 and 2012, respectively.

Financing Costs

During fiscal year 2012, the Institute capitalized \$203,589 of costs associated with certain long-term debt (see Note 2). These costs are being amortized using the straight-line method over the term of the related debt. The Company also amortized costs associated with its previous long-term debt which was paid off during fiscal year 2012. Amortization expense was \$6,786 and \$19,170 for the years ended September 30, 2013 and 2012, respectively. Accumulated amortization was \$7,917 and \$1,131 as of September 30, 2013 and 2012, respectively.

Cash and Cash Equivalents

Cash and cash equivalents include checking and money market accounts. For financial statement purposes, management considers all highly liquid investments with an initial maturity of three months or less to be cash and cash equivalents.

**INTERNATIONAL INSTITUTE OF BOSTON, INC.
D/B/A INTERNATIONAL INSTITUTE OF NEW ENGLAND AND AFFILIATES**

**NOTES TO COMBINED FINANCIAL STATEMENTS
SEPTEMBER 30, 2013 AND 2012
(Continued)**

(1) OPERATIONS, NONPROFIT STATUS AND SIGNIFICANT ACCOUNTING POLICIES
(Continued)

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Funds Held for Others

The Institute was the fiscal agent for a nonprofit organization. The Institute received and disbursed funds on behalf of this organization. The Institute held \$8,465 as a fiscal agent at September 30, 2012. This amount was included in cash and cash equivalents and accounts payable on the accompanying combined statements of financial position. The Institute ended this relationship in fiscal year 2013.

Allowance for Doubtful Accounts

The allowance for doubtful accounts is recorded based on management's analysis of specific accounts and their estimate of amounts that may be uncollectible, if any. No allowance for doubtful accounts was deemed necessary as of September 30, 2013 and 2012.

Fair Value Measurement

The Institute follows the *Fair Value Measurements and Disclosures* standards. These standards define fair value, establish a framework for measuring fair value under U.S. GAAP, and mandate disclosures about fair value measurements. This policy establishes a fair value hierarchy that prioritizes the inputs and assumptions used to measure fair value. The Institute values its qualifying assets and liabilities using Level I inputs. Level I inputs reflect unadjusted quoted prices in active markets for identical assets or liabilities at the measurement date. A qualifying asset or liability's level within the framework is based upon the lowest level of any input that is significant to the fair value measurement.

Revenue Recognition

Grants and contributions that have no donor restrictions are recognized as unrestricted revenue upon receipt or when unconditionally pledged. Contract service revenue is recognized when services are performed and costs are incurred. Rental income is recognized ratably over the applicable lease periods.

Donor restricted grants and contributions are recorded as temporarily restricted revenue if the donor stipulations that limit their use are not fulfilled by the end of the year. When a donor restriction is met, that is, when a purpose restriction is accomplished or a time restriction ends, temporarily restricted net assets are transferred to unrestricted net assets as net assets released from restrictions.

Special event revenue is recorded at the time of the event. All other income is recorded as earned.

**INTERNATIONAL INSTITUTE OF BOSTON, INC.
D/B/A INTERNATIONAL INSTITUTE OF NEW ENGLAND AND AFFILIATES**

**NOTES TO COMBINED FINANCIAL STATEMENTS
SEPTEMBER 30, 2013 AND 2012**

(Continued)

(1) OPERATIONS, NONPROFIT STATUS AND SIGNIFICANT ACCOUNTING POLICIES
(Continued)

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Expense Allocations

Program expenses contain direct expenses, as well as indirect expenses, which are allocated based upon management's estimate of the percentage attributable to each program.

Donated Goods and Services

The Institute receives donated goods and services in various aspects of its programs. The value of the donated items is based on estimates made by the volunteers, agencies or management. Donated goods include food and clothing and donated services include legal, teaching, and consulting work. Donated items received were as follows:

	<u>2013</u>	<u>2012</u>
Donated services	\$721,588	\$709,025
Donated goods	<u>54,082</u>	<u>1,007</u>
	<u>\$775,670</u>	<u>\$710,032</u>

The Institute also receives a substantial amount of donated administrative services. Many individuals volunteer their time and perform a variety of tasks that help the Institute accomplish its goals. These services do not meet the criteria for recognition as contributed services under U.S. GAAP and, accordingly, are not included in the accompanying combined financial statements.

Estimates

The preparation of combined financial statements in accordance 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 combined financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Subsequent Events

Subsequent events have been evaluated through March 25, 2014, which is the date the combined financial statements were available to be issued. There were no events that met the criteria for recognition or disclosure in the combined financial statements.

Deferred Revenue

Deferred revenue consists of contract advances. These amounts will be recognized as revenue as the services are provided and costs are incurred.

**INTERNATIONAL INSTITUTE OF BOSTON, INC.
D/B/A INTERNATIONAL INSTITUTE OF NEW ENGLAND AND AFFILIATES**

**NOTES TO COMBINED FINANCIAL STATEMENTS
SEPTEMBER 30, 2013 AND 2012**

(Continued)

(1) OPERATIONS, NONPROFIT STATUS AND SIGNIFICANT ACCOUNTING POLICIES
(Continued)

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Uncertainty in Income Taxes

The Organization follows the *Accounting for Uncertainty in Income Taxes* standard, which requires the Organization to report uncertain tax positions, related interest and penalties, and to adjust its assets and liabilities related to unrecognized tax benefits and accrued interest and penalties accordingly. The Organization files Federal and Massachusetts tax returns. These returns are generally subject to examination by tax authorities for three years after the filing date. As of September 30, 2013, the Organization determined that there are no material unrecognized tax benefits to report. The Organization does not expect that the amounts of unrecognized tax benefits will change significantly within the next twelve months.

Net Assets

Unrestricted Net Assets:

Unrestricted net assets are those net resources that bear no external restrictions and are generally available for use by the Institute. The Institute has grouped its unrestricted net assets into the following categories:

Operating represents funds available to carry on the operations of the Institute.

Property and equipment reflect and account for the activities relating to the Institute's property and equipment, net of related debt.

Temporarily Restricted Net Assets:

The Institute receives contributions and grants that are designated by donors for specific purposes or time periods. These contributions are recorded as temporarily restricted net assets until they are expended for their designated purposes or the time restriction lapses. Temporarily restricted net assets as of September 30, 2013 and 2012, are purpose restricted.

**INTERNATIONAL INSTITUTE OF BOSTON, INC.
D/B/A INTERNATIONAL INSTITUTE OF NEW ENGLAND AND AFFILIATES**

**NOTES TO COMBINED FINANCIAL STATEMENTS
SEPTEMBER 30, 2013 AND 2012**

(Continued)

(2) LONG-TERM DEBT

Long-term debt consists of the following:

	<u>2013</u>	<u>2012</u>
4.75% note payable to a bank, due in monthly principal and interest installments of \$23,641, through August 1, 2042. Beginning on August 1, 2017, and on that day every five years through maturity, the interest rate shall adjust to the <i>Federal Home Loan Bank Amortization Advance Rate</i> , plus 3.25%. The note is secured by substantially all assets of the Institute and an assignment of leases and rents.	\$4,415,670	\$4,484,884
3.12% bond payable to Massachusetts Development Finance Agency (MDFA). Under this agreement, the Institute pays monthly installments of \$9,864 through August 1, 2042, to a bank which was appointed as trustee by MDFA. The bond is secured by substantially all assets of the Institute.	<u>2,236,555</u> <u>6,652,225</u>	<u>2,283,374</u> <u>6,768,258</u>
Less - current portion	<u>120,515</u>	<u>115,624</u>
	<u>\$6,531,710</u>	<u>\$6,652,634</u>

The long-term debt agreements above contain various covenants with which the Institute must comply. The Institute obtained a waiver for one of its financial covenants as of September 30, 2013. The Institute was in compliance with all other covenants as of September 30, 2013.

Future minimum principal payments under these agreements for the next five fiscal years are as follows:

2014	\$120,515
2015	\$125,626
2016	\$130,120
2017	\$136,494
2018	\$142,318

(3) RETIREMENT PLAN

The Institute has a defined contribution retirement plan covering all eligible employees over the age of twenty-one who have completed a minimum of 1,000 hours of service within each of their first two years of employment. Employee contributions are vested immediately into the plan upon eligibility. The Institute did not make any contributions to the plan during the years ended September 30, 2013 and 2012.

**INTERNATIONAL INSTITUTE OF BOSTON, INC.
D/B/A INTERNATIONAL INSTITUTE OF NEW ENGLAND AND AFFILIATES**

**NOTES TO COMBINED FINANCIAL STATEMENTS
SEPTEMBER 30, 2013 AND 2012**

(Continued)

(4) TENANT LEASES

The Institute leases its facility to various nonprofit and commercial tenants. The lease terms are from one to five years and provide for periodic escalation charges and contingent rent based on percentage of excess gross revenues (as defined in respective agreements). The Institute did not receive contingent rent for the years ended September 30, 2013 and 2012.

Remaining future minimum payments to be received under these leases are as follows for the years ending September 30:

2014	\$586,577
2015	\$439,995
2016	\$208,130
2017	\$215,896
2018	\$ 82,311

(5) CONCENTRATIONS

The Institute maintains its cash balances with several banks. The Federal Deposit Insurance Corporation (FDIC) insures balances at each bank up to certain amounts. At certain times during the year, cash balances exceeded the insured amounts. The Institute has supplemental coverage at one bank, which insures the portion of deposits in excess of the FDIC's limit. The Institute has not experienced any losses in such accounts.

For fiscal years 2013 and 2012, one Federal government agency represented approximately 29% and 31%, respectively, of total revenue. This same agency also represented approximately 35% and 18% of total grants, contracts and other receivables as of September 30, 2013 and 2012, respectively.

(6) LEASE AGREEMENTS

The Institute leased its main office space under an operating lease agreement with the Company that was terminated effective August 1, 2012 (see Note 1). Monthly base rent under this agreement was \$46,974. Rent expense under this agreement was \$469,740 for the year ended September 30, 2012. This amount was eliminated on the accompanying 2012 combined statement of activities and changes in net assets.

The Institute leases program space under various operating leases and tenant-at-will agreements. These leases expire at various dates through August, 2017. The leases require the Institute to maintain certain insurance coverage and pay for its proportionate share of real estate taxes and operating expenses. Rent expense under these leases was approximately \$78,600 and \$82,800 for the years ended September 30, 2013 and 2012, respectively.

Remaining future minimum lease payments under the above lease agreements are as follows for the years ended September 30:

2014	\$77,600
2015	\$44,100
2016	\$44,100
2017	\$40,425

**INTERNATIONAL INSTITUTE OF BOSTON, INC.
D/B/A INTERNATIONAL INSTITUTE OF NEW ENGLAND AND AFFILIATES**

**NOTES TO COMBINED FINANCIAL STATEMENTS
SEPTEMBER 30, 2013 AND 2012**

(Continued)

(7) RELATED PARTY TRANSACTIONS

The President and Chief Executive Officer (CEO) of the Institute is also a member of the Board of Directors. Compensation and employee benefits for services provided as the President and CEO are determined by the independent members of the Board of Directors and are based on performance objectives.

The Chief Financial Officer (CFO) of the Institute is also the Treasurer of the Institute. Compensation and employee benefits for services provided as the CFO are also determined by the independent members of the Board of Directors.



INTERNATIONAL INSTITUTE
OF NEW ENGLAND
BOSTON LOWELL NEW HAMPSHIRE

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Tel 978 459 9031

NEW HAMPSHIRE
1850 Elm Street
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BOARD OF DIRECTORS

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Director

William Gillett
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Jeroen Van Paassen
Director

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Director



**INTERNATIONAL INSTITUTE
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Mission Statement

The mission of The International Institute (hereafter, the "Institute"), which is comprised of the Institutes of Boston, Lowell, and New Hampshire, is to help immigrants and refugees successfully integrate into New England. Fundamental to all of the Institute's programs is the promotion of self-sufficiency—giving clients the tools to help themselves become active participants in the social, political and economic richness of American life.

State of New Hampshire
 Office of Minority Health and Refugee Affairs - School Impact
 Request for Proposals and Application for Funding - Year 1 and Year 2

Budget Requirements	Staffing	Total Salary	Portion Charged to Contract	Funding Request	Match	Total Program Funding
Staff Positions						
Director	Amadou Hamady	55,000	20.00%	\$ 9,692.31		\$ 9,692.31
Program Coordinator - Social Worker	Jane Skantze	40,000	16.51%	\$ 6,604.62		\$ 6,604.62
Youth and Parent Liaison- Arabic	Aminia Chiboub	31,200	62.50%	\$ 15,923.08		\$ 15,923.08
Youth and Parent Liaison - Nepali	Tika Subedi	31,200	62.50%	\$ 15,923.08		\$ 15,923.08
Administrative Support	TBA	TBA	7%	\$ 3,801.95		\$ 3,801.95
Total Salaries		157,400.00		51,945.04		51,945.04
Fringe Benefits @ 23%				\$ 11,947.36	-	\$ 11,947.36
Total Salaries & Fringe Benefits				\$ 63,892.39	\$ -	\$ 63,892.39
Other						
Supplies				\$ 775.00		\$ 775.00
Travel				\$ 550.00		\$ 550.00
Total Other				\$ 1,325.00	\$ -	\$ 1,325.00
Matching Funds						
Rent Expense for IINH					\$ 5,526.00	\$ 5,526.00
Field Trips & School Supplies					\$ 1,000.00	\$ 1,000.00
Total Other Match					\$ 6,526.00	\$ 6,526.00
Total Direct Expenses				\$ 65,217.40	\$ 6,526.00	\$ 71,743.39
Indirect Expenses (15% - federal approved rate is 24.2%)				\$ 9,782.60	\$ 6,000.00	\$ 15,782.60
Grand Total				\$ 75,000.00	\$ 12,526.00	\$ 87,526.00


 v/c/12/14

Appendix C Budget
New Hampshire Department of Health and Human Service

Bidder/Program Name: International Institute of New Hampshire Refugee School Impact

Budget Request for: Year 1

Budget Period: July 1, 2015 to August 14, 2015

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	Total
1. Total Salary / Wages	\$ 8,868.67	\$ -	\$ 8,868.67									\$ 8,868.67
2. Employee Benefits	\$ 2,039.79	\$ -	\$ 2,039.79									\$ 2,039.79
3. Consultants	\$ -	\$ -	\$ -									\$ -
4. Equipment:	\$ -	\$ -	\$ -									\$ -
Rental	\$ -	\$ -	\$ -									\$ -
Repair and Maintenance	\$ -	\$ -	\$ -									\$ -
Purchase/Deprecation	\$ -	\$ -	\$ -									\$ -
5. Supplies:	\$ 303.05	\$ -	\$ 303.05	\$ 170.73								\$ 132.32
Educational	\$ -	\$ -	\$ -									\$ -
Lab	\$ -	\$ -	\$ -									\$ -
Pharmacy	\$ -	\$ -	\$ -									\$ -
Medical	\$ -	\$ -	\$ -									\$ -
Office	\$ -	\$ -	\$ -									\$ -
6. Travel	\$ 93.90	\$ -	\$ 93.90									\$ 93.90
7. Occupancy	\$ 943.46	\$ -	\$ 943.46	\$ 943.46								\$ 943.46
8. Current Expenses	\$ -	\$ -	\$ -									\$ -
Telephone	\$ -	\$ -	\$ -									\$ -
Postage	\$ -	\$ -	\$ -									\$ -
Subscriptions	\$ -	\$ -	\$ -									\$ -
Audit and Legal	\$ -	\$ -	\$ -									\$ -
Insurance	\$ -	\$ -	\$ -									\$ -
Board Expenses	\$ -	\$ -	\$ -									\$ -
9. Software	\$ -	\$ -	\$ -									\$ -
10. Marketing / Communication	\$ -	\$ -	\$ -									\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -									\$ -
12. Subcontracts / Agreements	\$ -	\$ -	\$ -									\$ -
13. Other (specific details mandatory)	\$ -	\$ -	\$ -									\$ -
Indirect Expenses (15%)	\$ -	\$ 2,694.59	\$ 2,694.59									\$ 5,389.18
Total	\$ 12,248.87	\$ 2,694.59	\$ 14,943.46	\$ 1,114.20	\$ 1,024.39	\$ 1,024.39	\$ 2,138.59	\$ 11,134.68	\$ 1,670.20	\$ 1,670.20	\$ 12,804.88	

Indirect As A Percent of Direct Indirect Expenses (15% - Federal approved rate is 24.2%)

14400.878


Appendix D

Program Staff List
New Hampshire Department of Health and Human Services

Proposal Agency Name: International Institute of New Hampshire
 Program: Refugee School Impact Program
 Budget Period: November 1, 2014 - June 30, 2015

A	B	C	D	E	E	F
Position Title	Current Individual in Position	Projected Hourly Rate as of 1st Day of Budget Period	Hours Per Week	Amount Funded by this program for Budget Period	Amount Funded by other sources for Budget Period	Site *
Program Director	Amadou Hamady	26.44	8.00	\$ 8,037.53	\$ 36,487.80	
Program Coordinator	Jane Skantze	19.23	19.85	\$ 5,477.00	\$ 29,853.66	
Parent Liaison - Arabic	Aminna Chiboub	15.00	25.00	\$ 13,204.51	\$ 25,873.17	
Parent Liaison - Nepali	Tika Sudbhi	15.00	25.00	\$ 13,204.51	\$ 25,873.17	
Administrative Salaries						
Administrative Support	TBA			\$ 3,152.84	\$ 58,048.78	
Total Administrative Salaries				\$ 3,152.84	\$ 58,048.78	
Direct Service Salaries						
Program Director	Amadou Hamady	26.44	8.00	\$ 8,037.53	\$ 36,487.80	
Program Coordinator	Jane Skantze	19.23	19.85	\$ 5,477.00	\$ 29,853.66	
Parent Liaison - Arabic	Aminna Chiboub	15.00	25.00	\$ 13,204.51	\$ 25,873.17	
Parent Liaison - Nepali	Tika Sudbhi	15.00	25.00	\$ 13,204.51	\$ 25,873.17	
Total Direct Salaries				\$ 39,923.54	\$ 118,087.80	
Total Salaries by Program				\$ 43,076.37	\$ 176,136.59	

10/16/12014


Appendix D

Program Staff List

New Hampshire Department of Health and Human Services

Proposal Agency Name: International Institute of New Hampshire
 Program: Refugee School Impact Program
 Budget Period: July 1, 2015 to August 14, 2015

A	B	C	D	E	F	F
Position Title	Current Individual in Position	Projected Hourly Rate as of 1st Day of Budget Period	Hours Per Week	Amount Funded by this program for Budget Period	Amount Funded by other sources for Budget Period	Site *
Program Director	Amadou Hamady	26.44	8.00	\$ 1,654.78	\$ 7,512.20	
Program Coordinator	Jane Skantze	19.23	19.85	\$ 1,127.62	\$ 6,146.34	
Parent Liaison - Arabic	Amina Chiboub	15.00	25.00	\$ 2,718.57	\$ 5,326.83	
Parent Liaison - Nepali	Tika Sudebi	15.00	25.00	\$ 2,718.57	\$ 5,326.83	
Administrative Salaries						
Administrative Support	TBA			\$ 649.11	\$ 11,951.22	
Total Administrative Salaries				\$ 649.11	\$ 11,951.22	
Direct Service Salaries						
Program Director	Amadou Hamady	26.44	8.00	\$ 1,654.78	\$ 7,512.20	
Program Coordinator	Jane Skantze	19.23	19.85	\$ 1,127.62	\$ 6,146.34	
Parent Liaison - Arabic	Amina Chiboub	15.00	25.00	\$ 2,718.57	\$ 5,326.83	
Parent Liaison - Nepali	Tika Sudebi	15.00	25.00	\$ 2,718.57	\$ 5,326.83	
Total Direct Salaries				\$ 8,219.55	\$ 24,312.20	
Total Salaries by Program				\$ 8,868.67	\$ 36,263.41	

10/06/2014

Appendix D

Program Staff List

New Hampshire Department of Health and Human Services

Proposal Agency Name: International Institute of New Hampshire
 Program: Refugee School Impact Program
 Budget Period: August 15, 2015 - June 30, 2016

A	B	C	D	E	E	F
Position Title	Current Individual in Position	Projected Hourly Rate as of 1st Day of Budget Period	Hours Per Week	Amount Funded by this program for Budget Period	Amount Funded by other sources for Budget Period	Site *
Program Director	Amadou Hamady	26.44	8.00	\$ 8,387.58	\$ 38,076.92	
Program Coordinator	Jane Skantzé	19.23	19.85	\$ 5,715.54	\$ 31,153.85	
Parent Liaison - Arabic	Amina Chiboub	15.00	25.00	\$ 13,779.59	\$ 27,000.00	
Parent Liaison - Nepali	Tika Sudebi	15.00	25.00	\$ 13,779.59	\$ 27,000.00	
Administrative Salaries						
Administrative Support	TBA			\$ 3,290.15	\$ 60,576.92	
Total Administrative Salaries				\$ 3,290.15	\$ 60,576.92	
Direct Service Salaries						
Program Director	Amadou Hamady	26.44	8.00	\$ 8,387.58	\$ 38,076.92	
Program Coordinator	Jane Skantzé	19.23	19.85	\$ 5,715.54	\$ 31,153.85	
Parent Liaison - Arabic	Amina Chiboub	15.00	25.00	\$ 13,779.59	\$ 27,000.00	
Parent Liaison - Nepali	Tika Sudebi	15.00	25.00	\$ 13,779.59	\$ 27,000.00	
Total Direct Salaries				\$ 41,662.29	\$ 123,230.77	
Total Salaries by Program				\$ 44,952.44	\$ 183,807.69	

10/10/2014 

Appendix D

Program Staff List
New Hampshire Department of Health and Human Services

Proposal Agency Name: International Institute of New Hampshire
 Program: Refugee School Impact Program
 Budget Period: July 1, 2016 to August 14, 2016

A	B	C	D	E	E	F
Position Title	Current Individual in Position	Projected Hourly Rate as of 1st Day of Budget Period	Hours Per Week	Amount Funded by this program for Budget Period	Amount Funded by other sources for Budget Period	Site *
Program Director	Amadou Hamady	26.44	8.00	\$ 1,304.73	\$ 5,923.08	
Program Coordinator	Jane Skantze	19.23	19.85	\$ 889.08	\$ 4,846.15	
Parent Liaison - Arabic	Amina Chiboub	15.00	25.00	\$ 2,143.49	\$ 4,200.00	
Parent Liaison - Nepali	Tika Sudebi	15.00	25.00	\$ 2,143.49	\$ 4,200.00	
Administrative Salaries						
Administrative Support	TBA			\$ 511.80	\$ 9,423.08	
Total Administrative Salaries				\$ 511.80	\$ 9,423.08	
Direct Service Salaries						
Program Director	Amadou Hamady	26.44	8.00	\$ 1,304.73	\$ 5,923.08	
Program Coordinator	Jane Skantze	19.23	19.85	\$ 889.08	\$ 4,846.15	
Parent Liaison - Arabic	Amina Chiboub	15.00	25.00	\$ 2,143.49	\$ 4,200.00	
Parent Liaison - Nepali	Tika Sudebi	15.00	25.00	\$ 2,143.49	\$ 4,200.00	
Total Direct Salaries				\$ 6,480.80	\$ 19,169.23	
Total Salaries by Program				\$ 6,992.60	\$ 28,592.31	

10/06/2016


Amadou Hamady

EDUCATION

Master of Social Work (MSW)
University of New Hampshire, Durham

Bachelor Degree (BS) in Business Administration
Faculty of Science and Economic, Nouakchott- Mauritania

Summary of qualifications:

Staff and Organizational Management

- Manage and oversee all resettlement services.
- Ensure that all clients receive high quality services in compliance with all contracts.
- Supervise staff members and interns and conduct annual performance evaluations.
- Lead weekly staff and disposition meetings.
- Provide appropriate training, coaching, professional development, and supervision for all staff and interns.
- Review work flow of staff and makes organizational changes as appropriate to maintain quality services to new refugees.

Program Management

- Ensure case files and time sheets are maintained and adhere to all contract requirements in a timely fashion.
- Conduct regular case file reviews.
- Submit quarterly, semi-annual, and annual reports for grants.
- Ensure accountability at all levels of the program.

Financial Management

- Oversee the implementation, management and tracking for all refugee expenditures.
 - With refugee team, track monthly R&P and Matching Grant direct assistance. Track and ensure sufficient cash and in-kind match donations.
 - Conduct monthly financial reconciliation.
- Day to day social service operations, encompassing skills and responsibilities for supporting a broad scope of cultural and educational programs, including information to health care providers, schools, after school programs, colleges/universities as it relates to serving refugee/immigrant students and their families in Manchester, NH.
 - Experience with coordinating language interpretation services, in addition to making referrals and appointment related to accessing schools and other social services programs

- Provide support and information on college/university admissions and referral services to prospective minority student applicants to colleges
- Organize and coordinate field trips for newcomer students to local college fairs and conventions
- Collaborating with ELL teachers, guidance counselors, nurses, school psychologists and other school administrators on social, emotional and academic well-being of minority students

Additional Skills:

Effective organizational, interpersonal and communication skills, strong leadership abilities and motivational management skills, successful project coordinator; collaborative project management; familiarity with Windows 95/98/XP/Vista, MS-Word, Excel, PowerPoint, outlook and Data Entry.

Employment History

**International Institute of New England
Manchester, NH**

2010 – Present

Director

August 21 - Present

Refugee School Impact Program Coordinator

October 2010-August 2013

- Provide social, emotional, psychological, adjustment, cultural and academic services to more than 300 refugee/immigrant students (K1-12) and their families
- Run an after school program that provides services such as homework help, literacy skills, college access workshops, Art, parent empowerment, and leadership skills to refugee/immigrant students (k1-12) and their families
- Serve as parent liaison between schools, community agency providers and refugee/immigrant families

**Saint Anselm College,
Manchester, NH**

2010 – May 2013

Part-time Program Coordinator for the Humanities after -School Program

- Coordinate the Humanities After School Program where St. Anselm college students work with Manchester School District's high school students on portraits of human greatness from countries that send refugees/immigrants in the U.S
- Recruit yearly 40 high school students from Manchester's Public High Schools to participate in the Humanities program at St. Anselm college

Manchester School District, Webster Elementary School

Paraprofessional, Sept – March 2010

- Implement Individual Education Plan
- Supported teachers and special needs students, trained new staff
- Determined and managed classroom coverage of Special Education staff

MSW Intern, 2009-2010

Beech St Elementary School (Title 1 program), and Hillside Middle School, Manchester, NH

- Provided case management to students and families through school interactions and home visits
- Facilitated support groups of Immigrant and Refugee kids of grade 1 to from grade 3
- Provided counseling to immigrant and refugee school kids Africa and Central Asia.
- Participated in the volunteering training program to enhance parental participation in the on-going school volunteer program
- Coordinated services between students/families and other health care providers.
- Worked as a Student Assistance program (SAP) counselor and worked with 6th, 7th, and 8th grade children of diverse socio-economic, cultural and ethnic background.
- Facilitated two support groups of refugee and immigrant kids on issues such as, Self-esteem, Social Skills, Cultural transition, Grief/loss, Substance Abuse Education/Prevention, Communication, Family issues, Immigration related stresses.
- Provided information, referrals and support to promote healthy coping alternatives

MSW Intern, 2008-2009

Frannie Peabody Center, Portland, Maine

- Performed comprehensive diagnosis for clients, including intakes, bio-psychosocial assessment, and annual client assessments
- Provided case management services to a caseload of 10 clients, including referrals, transportation, housing, coordination of care, advocacy, and helped clients meet their medical, psychological, legal, and physical needs.
- Worked with the support services and outreach teams to help clients combat the isolation and stigma of HIV/AIDS, help increase awareness, prevention of HIV/AIDS among African immigrants living in Portland
- Worked with therapists, physicians, and other health care providers on clients' diagnosis, evaluation, treatment, and continuity of care.
- Provided adherence and counseling to HIV/AIDS clients

MSW intern, 2006- 2007

Lutheran Social Services of Northern New England, Concord, NH

- Provided services to newly immigrant and refugee families on legal services, transportation, housing, medical appointments, and follow-ups services.
- Assisted refugee families in their transition to their new lives in America, job trainings, referrals to English Language Learning Centers
- Provided interpreters, and life skill trainings.
- Made home visits to newly settled refugees

Research Experience/Professional Development

University of New Hampshire, Durham, NH

- Exploring Gender and race difference in quality of life of forty HIV positive clients at Frannie Peabody Center, using the Medical Outcomes HIV (MOS-HIV) instrument of measure.
- Worked as a graduate assistant with Professor's Susan Lord and Patrick Shannon in the Department Social Work at the University of New Hampshire, respectively on Non-responsiveness of mailed surveys among professional social workers, and Child Welfare and Developmental disabilities.

Carsey Institute, University of New Hampshire

May 31-June 11, 2010

.Successfully completed a training in Micro-finance, Sustainable Micro-enterprise and Development Programs

Related Experiences

Strafford County Jail, Dover, NH and Concord State prison, Concord, NH

- Volunteer at the Strafford County Correctional Jail in Dover and at Concord State prison, working with minority inmates in many areas, including counseling, visiting inmates in Community Hospitals, Mental Health Units, Behavioral Adjustment Units, and other restricted units.

Awards:

Saint Anselm College 2011 pioneer in Service Award, in recognition of outstanding efforts made to link refugee youth to Humanities and community.

2013 Campus Compact University President's Community Partner Award from the University of NH and the NH Southern University-

USCRI Certified MG and R&P 2014

Member of Leadership New Hampshire Class 2014

Fluent in French, Arabic, Fulani and Wolof

SHELLY STRATTON

EDUCATION/ CERTIFICATION

PhD Candidate, MA/PhD(ABD) in Depth psychology with an emphasis in Community Psychology, Liberation Psychology and Ecopsychology, Pacifica Graduate Institute, Oct. 2010 – present (anticipated completion in 2015).

Licensed Independent Clinical Social Worker, New Hampshire, LICSW #1039, 11/18/2005 – present.

Post Graduate Foster Care and Adoption Therapy Certification, Antioch University, Seattle, WA. Oct. 2002 – June 2003.

Master of Social Work, Multi-Ethnic Practice focus, University of Washington, Seattle, WA 1997-1999.

Bachelor of Arts in Human Development, Pacific Oaks College, Pasadena, CA 1986-1988.

Liberal arts, Earlham College, Richmond, IN. 1982-1984, (Emphasis in psychology and art).

EMPLOYMENT HISTORY

Child and Family Therapist, Private Practice, Durham, NH (11/05- Present)

- Provide therapy for young children and their families. Play therapy and sandplay therapy are the primary modalities used. Clients include children and families working to understand issues related to adoption and foster care, attachment, self esteem, anxiety, sensory processing, grief and loss, trauma and cross-cultural challenges.
- Work closely with parents, schools and childcare programs in coordinating appropriate supports, referral and IEP planning.
- Provide support for refugee children who are struggling in the Manchester, NH schools.
- Currently collaborating with social workers to develop psychosocial supports that reflect cultural perspectives and community empowerment models for/with “post resettlement” refugees in Manchester, NH.

Grant Coordinator, New American Africans, Manchester, NH (10/12 – present), Honore Murenzi, Executive Director.

- Co-facilitate the development of an African community organization striving to support, empower and bring together African communities that have been fragmented and challenged by the multiple barriers faced in resettlement.
- Working with translators and African community leaders to promote grassroots development. The developing group is primarily from Burundi, Congo, and Sudan.
- Developing strategies for planning and documenting this process with community members who have very limited education and who have limited English proficiency.

Child and Family therapist/consultant, Easter Seals, Dover, NH (06/09 – 11/10)

- Provided play therapy and family support for children struggling with sensory processing/aspergers/autism, anxiety and difficulty in the family.
- Consultation and support to staff at Easter Seals regarding behavioral health issues.
- Worked with schools and childcare programs regarding special needs of children.

Family Therapist, Seacoast Mental Health Center, Portsmouth, NH (8/04 – 6/05),
Lisa Higgins-Segall, Children, youth and families, supervisor.

- Provided individual and family therapy, as well as MIMS services to children and their families. These services were provided in the clinic, at schools and in their homes. Counseling services were designed to meet the needs of families facing multiple challenges to accessing social supports.

Family Counselor, Familystrength, Dover, NH (12/03 - 6/04), Linda Nagel, Clinical Director.

- Provided home-based therapeutic services for families referred by DCYF or the Juvenile justice system.
- Approached families with skills in negotiating and interpreting complicated systems that had entered their lives; using skills as a family therapist, sandplay, play and art therapist.
- Supported the development of parenting skills, as well as unearthing and accentuating existing strengths in parents.
- Completed extensive service plan and assessments for each family.

Counselor/Case manager, First Place (school for homeless children and support for their families), Seattle, WA 8/99-6/01. Barb Bennet, Director of Social Services.

- Provided intensive case management for homeless families, working closely with other social service providers (i.e. CPS, Health care providers, Shelter staff, housing and counseling programs). Presented case histories regarding social, emotional, cultural and family issues.
- Provided individual and group counseling, primarily using cognitive therapy, sand play, art, and play therapy.
- Provided parent support, case management, and parent/child counseling.
- Responsible for crisis intervention at the school, including crisis counseling, teacher support, developing behavior management plans, conflict resolution, and contact with families regarding problems at school.
- Developed and implemented classroom counseling and support groups, which required teacher/ counselor collaboration.

Student Intern, Pathways Home, Seattle Children's Home, Seattle, WA 1/98-6/99. Becca Bennet MSW, Practicum instructor.

- Acted as primary case manager for very challenging homeless families.
- Provided individual therapy for children in these families.
- Provided parent support, education, individual therapy and family therapy.

Student Intern, Interagency Staffing Team, Seattle Mental Health, Seattle, WA 1/98-6/98. Jennifer Heger MSW, Practicum Instructor.

- Observed and participated in child and family team discussions, and planning of wrap around services for children/ families with complicated involvement in multiple social services.

- Participated in the large Interagency Staffing Team meetings, evaluating/supporting and distributing need based financial support for struggling families.

Children's Advocate, Salvation Army, Hickman House, Seattle, WA 6/93-5/97. Edith Maffeo, Director.

- Worked closely with the mother's and children (0-5 years), in this domestic violence shelter, made referrals and developed psychosocial intervention when needed
- Created a comprehensive and therapeutic childcare program..
- Active participant in the Children's Committee of the Seattle-King County Coalition for the Homeless.

Head Teacher, Sojourn Inc., Northampton, MA. 9/88-7/91. Clare Higgins, Director.
Head Teacher of the daycare component of this agency working with teen adolescent women and teen parents.

Kindergarten Teacher, Pacific Oaks Children's School, Pasadena, CA 9/87-6/88. Cheryl Greer, Master Teacher.

Planned and implemented curriculum for kindergarten children, working closely with the special needs students.

Anti-bias Research Assistant, Pacific Oaks College, Pasadena, CA 1/86-6/86. Louise Derman-Sparks, Faculty & Author of many books and articles related to addressing bias with young children including, *Anti-Bias Curriculum: Tools to Empower Young Children*

PROFESSIONAL FIELDWORK AND TRAVEL

Sabbatical/travel, Australia and Ghana (11/2009 – 6/2010)

- Australia: travel and visiting with family prior to travels in Ghana.
- Ghana: Built relationships with children and teachers at the University of Ghana, Child Study Center (3 months). Also visited preschools, elementary schools, orphanages, villages, NGO's and government agency working to address issues concerning children.

PhD fieldwork

- Spent three weeks in Kenya providing a camp experience for children in an orphanage. My contribution focused on creating a large mural depicting their community (August 2011).
- Became a trained facilitator of "Healing and Rebuilding Our Communities (HROC)" in August 2012. This 4 week training was held in Rwanda, and was developed by individuals from Burundi and Rwanda to reflect African cultural perspectives, and the unique challenges of the 1994 genocide. HROC facilitates community based understanding of trauma and supports the development of healing in communities affected by trauma

Volunteer and community involvement: New American African's, Manchester and Concord, NH, 5/11- present, Honore Murenzi, Executive Director.

- Work with African refugee children, families, communities and community organizations addressing the challenges of acculturation, accessing resource and equity concerns.
- Participate in community efforts to address concerns about school experiences for immigrant and refugee children.
- Consult with schools and school liaisons regarding social, emotional, and cultural awareness with regard to immigrant and refugee children.
- Work with New American Africans to develop programs that strive to build a stronger community based network of support for immigrants and refugees.

PRESENTATIONS:

“Tools to Empower Young Children in a Diverse World”, New England Teachers Conference, Springfield, MA. April 27, 1989 (In collaboration with J.W. Nimmo).

“Fighting Racism by Understanding Our Own Culture: Women of European Decent,” Washington Association For the Education of Young Children; Bellevue, WA. Oct. 14 1995, (In collaboration with Denise Michaels and Tilman Smith).

“Play Based approach” Case presentation and discussion about the use of sandplay and play therapy in the treatment of children with selective mutism. Selective Mutism Group; Rid the Silence conference. Bedford, NH. May 9, 2008.

“Anxiety and Language Development” Infant Mental Health, Brown Bag Lunch Dover, NH. March 12, 09 (In collaboration with Joleen Fernald).

“Healing and Rebuilding Our Communities: Exploring Response-Ability in Fieldwork”, Northwest Community Research and Action Conference, Lewis and Clark College, Portland, Oregon. Oct. 12, 2012.

Healing and Rebuilding Our Communities, Co-facilitated and organized a series of three presentations with Theoniste Bizimana. Theoniste is one of the Rwandan founders of this approach. The first presentation introduced HROC to social service providers and ethnic leaders. Second was with the African community and the third Theoniste presented the approach to a broader NH audience. Manchester, NH April 5, and 6, 2013; Concord, NH April 7, 2013.

Healing and Rebuilding Our Communities, Team-facilitated and organized the “Basic Training” for the Bhutanese Community of NH. This was a 2-day training learning to recognize and address the effect of trauma on individuals, families and community.

Attending to the Psychosocial Needs of In-home Care Clients, This training covered basic awareness of mental health concerns, impact of trauma, grief and loss, identity and self care. The training was offered for Bhutanese family and community members providing Medicare supported in-home care. Lutheran Social Services, February, 27 2013

QUALIFICATIONS

Work well in a team environment and independently

- Enthusiastic and dependable
- Professional and calm personality

EDUCATION

- **PhD Student in Ecology**, Seville University, Spain – 1999
- **Receptionist Certificate**, Manchester Community Resource Center – June 2002
Completed 6 weeks intensive training program consisting of customer service, scheduling, office equipment, computer training and job shadowing.

PROFESSIONAL EXPERIENCE

International Institute of New Hampshire, Manchester, NH – 2010

- School parent Liaison for Arabic and French community in the program called 'School Impact'
- Met with various non English speaking refugees and facilitated communication between them and the staff inside and outside the Institute or the Schools.
- Providing culturally appropriate social and academic services to refugee students and their families in the Manchester school District with expectation of developing new pathways to refugee family strength and student achievement

Clerical/Enumerator, Census Bureau Concord, NH – 2010

- Helped residents fill out surveys using different languages
- Followed up on incomplete surveys
- Visited foreign residents and helped them answer questionnaires

Restaurant Manager, Chiboub Food Services, Inc, NH – 2002-2007

- Office Manager at our restaurant in Manchester, NH.
- Batch credit card machines on a nightly basis and make deposits at the bank
- Ensure that checkbooks balance properly at the end of the month.

Customer Service Representative , H&R Block, Hudson, NH - 2002

- Contacted H&R Block customers to persuade them to come to our office to file for their taxes.
- Greeted clients at the office and presented them with H&R Block brochures to read.
- Answered phone calls and clients' questions and made appointments for clients.
- Received payments from clients and deposit them at the bank at the end of the day.

Office Administrator, Macy's, Boston, MA - 2000

- Answered phones calls and compiled and verified various employee schedules.
- Created daily hour flash reports.
- Maintained of a reconciliation model and input surveys into the system

Clerical Data Entry, Census Bureau, Boston, MA - 2000

- Entered Census data into a mainframe system.
- Verified Census Employees' working hours.
- Maintained data system and produced reports.

Pharmaceutical sales, Sanofi Maphar, Casablanca, Morocco - 1995-1998

- Visited doctors throughout Morocco on a monthly basis, and reminded them of the existing drugs in the market.
- Introduced new drugs to doctors and educated them on their use.
- Visited pharmacies all over the country to discuss orders of new and existing products, and answer questions.

Sales person, Investment Club RCI , Casablanca, Morocco - 1994-1995

- Met with Clients and introduced new real estate property catalogs to them.
- Involved in company's round table discussions and recommended actions to be taken to attract new customers.

COMPUTER SKILLS

- Microsoft Windows XP, Vista, Word and Excel
- Internet navigation

LANGUAGE SKILLS

- Fluent in French, Arabic, Spanish and English

REFERENCES

Available upon request

TIKA R. SUBEDI

Education:

M.A., Sociology 2002-2004.
Tribhuvan University Katmandu, Nepal.

Bachelor Degree in Humanities 1999-2001.
Major in English, Economics, Political Science
West Bengal, India

Trained Interpreter SNHAHEC, 2010.

Service and Employment History:

ESL Teacher Sept 2010 - present
English for New Americans (ENA)
Southern New Hampshire Services

Bilingual Parent Liaison Jan 2011- present
International Institute, Manchester, NH

Volunteer

International Institute, Manchester, NH June 2010-Sept 2010

Vice-Principal (The Blue Moon School) 2001-2004

ECA In-charge/Counselor (Universal Higher Secondary School) 2005-2008

Duties included: implementing the school curriculum, conducting parents-teachers interactions and meetings, preparation of daily schedule of the entire staff, prepare and conduct examinations, implement school's rules, regulations and discipline, conduct all extracurricular and co-curricular activities, counseling students.

In-School Resource Teacher/Contact Person/Facilitator (UNHCR)

1998-2000

Green Vale Academy (Refugee Camp School)

Damak, Nepal

Was responsible for assisting the school administration. Duties included: making weekly/daily schedules, implement the school curriculum, liaison between the school and sub-office and school and parents, facilitate workshops/seminars for teachers and students and design curriculum.

Volunteer Teacher

1993-2001

Worked as a volunteer in a refugee community for 8 years.

Refugee Camp, Nepal

Duties included: helping the community members in Adult Literacy Classes, teaching and civic awareness.