



Lari A. Shibillette  
Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
GOVERNOR'S COMMISSION ON ALCOHOL & OTHER DRUGS

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9564 1-800-804-0909  
Fax: 603-271-6105 TDD Access: 1-800-735-2964 www.dhhs.nh.gov/debcs/bdas

August 17, 2021

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to amend an existing contract with JSI Research & Training Institute, Inc. (VC# 161611-B001), Bow, New Hampshire, to provide administrative support to develop the Strategic Plan for the Governor's Commission on Alcohol and other Drugs and provide administrative support to the Governor's Stimulant Workgroup, by increasing the price limitation by \$150,000 from \$6,964,076 to \$7,114,076 with no change to the contract completion date of June 30, 2022, effective upon Governor and Council approval. 46.30% Federal Funds. 3.02% General Funds. 50.68% Other Funds (Governor's Commission Funds).

The original contract was approved by Governor and Council on October 17, 2018, item #6, and was amended on December 5, 2018, item #20, August 28, 2019, item #12, June 24, 2020, item #34, November 18, 2020, item #21, and most recently on April 21, 2021, item #15.

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

See attached fiscal details.

**EXPLANATION**

The purpose of this request is to begin the process of developing the Strategic Plan for the Governor's Commission on Alcohol and Other Drugs. Amending this contract ensures the Contractor will have the support necessary to coordinate the research required to further improve practices, focus priority areas, and confirm strategies that aim to mitigate alcohol and other drug misuse and its social, health and behavioral consequences, including overdoses, lost wages and strain on public resources like criminal justice and healthcare.

The Contractor will provide services that include, but are not limited to:

- Conducting formative research to determine key priority areas for the Strategic Plan.
- Convening and facilitating a meeting of the Governor's Commission to report on the findings of the formative research and make recommendations on priority areas and strategies for the Strategic Plan.
- Upon approval of the Governor's Commission Chairpersons, writing the final strategic plan report.

The Department will monitor contracted services by reviewing monthly written progress reports that include a summary of the key research performed during each monthly period. The Contractor will provide information including, but not limited to, minutes from previous meetings, copies of monthly invoices and supporting documentation.

As referenced in C-1 of the original agreement, the parties have the option to extend the agreement for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is not exercising its option to renew at this time.

Should the Governor and Council not authorize this request, NH's ability to further improve practices, focus priority areas, and confirm strategies that aim to mitigate alcohol and other drug misuse and its social, health and behavioral consequences, including overdoses, lost wages and strain on public resources like criminal justice and healthcare would be limited.

Area served: Statewide.

Source of Other Funds: 100% Other Funds.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lori A. Shibinette".

Lori A. Shibinette  
Commissioner

Fiscal Details  
RFP-2019-BDAS-05-ALCOH-01-A05

**05-95-92-920510-25590000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:  
DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, OPIOID STR GRANT (100%  
Federal Funds CFDA #93.788 FAIN TI080246)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ Decrease	Revised Amount
2019	102- 500731	Contracts for Program Services	92052559	\$50,000	\$0	\$50,000
2020	102- 500731	Contracts for Program Services	92052559	\$0	\$0	\$0
			<i>Subtotal</i>	<i>\$50,000</i>	<i>\$0</i>	<i>\$50,000</i>

**05-95-92-920510-33840000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:  
DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, CLINICAL SERVICES (66% Federal  
Funds CFDA #93.959 FAIN TI010035 and 34% General Funds)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Revised Amount
2019	102- 500731	Contracts for Program Services	92057501	\$300,000	\$0	\$300,000
2020	102- 500731	Contracts for Program Services	92057501	\$300,000	\$0	\$300,000
2021	102- 500731	Contracts for Program Services	92057501	\$31,500	\$0	\$31,500
			<i>Subtotal</i>	<i>\$631,500</i>	<i>\$0</i>	<i>\$631,500</i>

**05-95-92-920510-69350000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:  
DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, MAT GRANT (100% Federal  
Funds CFDA #93.243 FAIN TI026741)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Revised Amount
2019	102- 500731	Contracts for Program Services	92056935	\$108,800	\$0	\$108,800
2020	102- 500731	Contracts for Program Services	92056935	\$133,800	\$0	\$133,800
			<i>Subtotal</i>	<i>\$242,600</i>	<i>\$0</i>	<i>\$242,600</i>

**05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:  
DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION  
FUNDS (100% Other Funds)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Revised Amount
2019	102- 500731	Contracts for Program Services	92058501	\$599,676	\$0	\$599,676
2019	102- 500731	Contracts for Program Services	92058502	\$599,676	\$0	\$599,676
2020	102- 500731	Contracts for Program Services	92058501	\$324,676	\$0	\$324,676
2020	102- 500731	Contracts for Program Services	92058502	\$806,518	\$0	\$806,518
2021	102- 500731	Contracts for Program Services	92058501	\$75,000	\$0	\$75,000
2021	102- 500731	Contracts for Program Services	92058502	\$550,000	\$0	\$550,000
2022	102- 500731	Contracts for Program Services	92058501	\$75,000	\$75,000	\$150,000
2022	102- 500731	Contracts for Program Services	92058502	\$425,000	\$75,000	\$500,000
			<i>Subtotal</i>	<i>\$3,455,546</i>	<i>\$150,000</i>	<i>\$3,605,546</i>

**05-95-92-920510-70400000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:  
DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, STATE OPIOID RESPONSE  
GRANT (100% Federal Funds CFDA #93,788 FAINTI081685)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Revised Amount
2019	102- 500731	Contracts for Program Services	92057040	\$500,000	\$0	\$500,000
2020	102- 500731	Contracts for Program Services	92057040	\$400,000	\$0	\$400,000
			<i>Subtotal</i>	<i>\$900,000</i>	<i>\$0</i>	<i>\$900,000</i>

**05-95-92-920510-33950000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:  
DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, PFS2 GRANT (100% Federal  
Funds CFDA #93.243 FAIN SP020796 )**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Revised Amount
2019	102- 500731	Contracts for Program Services	92052407	\$240,000	\$0	\$240,000
2019	102- 500731	Contracts for Program Services	92052408	\$75,000	\$0	\$75,000
2020	102- 500731	Contracts for Program Services	92052407	\$265,000	\$0	\$265,000
2020	102- 500731	Contracts for Program Services	92052408	\$75,000	\$0	\$75,000
2021	102- 500731	Contracts for Program Services	92052407	\$275,000	\$0	\$275,000
2021	102- 500731	Contracts for Program Services	92052408	\$150,000	\$0	\$150,000
			<i>Subtotal</i>	<i>\$1,080,000</i>	<i>\$0</i>	<i>\$1,080,000</i>

**05-95-47-470010-79480000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF,  
HHS: MEDICAID & BUSINESS POLICY OFFICE, OFFICE OF MEDICAID AND BUSINESS POLICY  
MEDICAID CARE MANAGEMENT (100% General Funds)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Revised Amount
2019	102- 500731	Contracts for Program Services	47000554	\$162,562	\$0	\$162,562
2020	102- 500731	Contracts for Program Services	47000554	\$441,868	\$0	\$441,868
			<i>Subtotal</i>	<i>\$604,430</i>	<i>\$0</i>	<i>\$604,430</i>
			<b>Grand Total</b>	<b>\$6,964,076</b>	<b>\$150,000</b>	<b>\$7,114,076</b>

**State of New Hampshire  
Department of Health and Human Services  
Amendment #6**

This Amendment to the Alcohol and Other Drug (AOD) Continuum of Care System Supports contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and JSI Research & Training Institute, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on October 17, 2018, (Item #6), as amended on December 5, 2018, (Item #20), August 28, 2019, (Item #12) June 24, 2020, (Item #34), November 18, 2020, (Item #21), and April 21, 2021, (Item #15), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$7,114,076.
2. Modify Exhibit A – Amendment #3, Section 2. Scope Of Services, Paragraph 2.2., Governor's Commission on Alcohol and Other Drugs Support, by adding Subparagraph 2.2.7, to read:  
  
2.2.7. The Contractor shall coordinate the Commission's Strategic Plan process, which includes but is not limited to the following activities:
  - 2.2.7.1. Conducting formative research to determine key priority areas for the strategic plan by:
    - 2.2.7.1.1. Conducting key informant interviews with Commission members including the Governor's Office and other stakeholders;
    - 2.2.7.1.2. Developing and disseminating surveys to stakeholders across the substance use disorder continuum of care;
    - 2.2.7.1.3. Conducting environmental scan of national state-level substance use prevention, treatment and recovery strategic plans;
  - 2.2.7.2. Convening and facilitating a meeting of the Governor's Commission to report on the findings of the formative research and make recommendations on priority areas and strategies for the strategic plan;
  - 2.2.7.3. Convening and facilitating meetings with the Governor's Commission Task Forces and the full Governor's Commission to draft and develop the strategic plan; and
  - 2.2.7.4. Upon approval of the Governor's Commission Chairpersons, writing the final strategic plan report.
3. Modify Exhibit A – Amendment #3, Section 2. Scope Of Services, Paragraph 2.5, Partnership For Success, including all subsections 2.5.1 through 2.5.4, to read as:  
  
2.5. Reserved.
4. Add Exhibit B-33 Amendment #6, Governor's Commission Support – Strategic Planning Budget, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

8/24/2021

Date

DocuSigned by:

Katja Fox

ED9D05B04C63442...

Name: Katja Fox

Title: Director

JSI Research & Training Institute, Inc.

8/24/2021

Date

DocuSigned by:

Katherine Robert

F866021C46C9439

Name: Katherine Robert

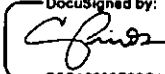
Title: Director

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

8/25/2021

Date

DocuSigned by:  
  
DSCA9202E32C4AE...

Name: Catherine Pinos

Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:



**Exhibit B-33 Amendment #6, Governor's Commission Support - Strategic Planning Budget**

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

**Contractor Name:** JSI Research and Training Institute, Inc. d/b/a Community Health Institute

**Budget Request for:** Governor's Commission Support - Strategic Planning

**Budget Period:** October 1, 2021 - June 30, 2022

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 78,947.00	\$ 33,665.62	\$ 112,612.62	\$ -	\$ -	\$ -	\$ 78,947.00	\$ 33,665.62	\$ 112,612.62
2. Employee Benefits	\$ 26,210.40	\$ 11,176.98	\$ 37,387.38	\$ -	\$ -	\$ -	\$ 26,210.40	\$ 11,176.98	\$ 37,387.38
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ 105,157.40	\$ 44,842.60	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 105,157.40	\$ 44,842.60	\$ 150,000.00

Indirect As A Percent of Direct

42.6%

KR

8/24/21

# State of New Hampshire

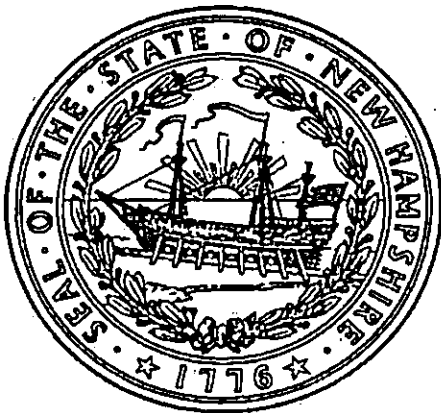
## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that JSI RESEARCH & TRAINING INSTITUTE, INC. is a Massachusetts Nonprofit Corporation registered to transact business in New Hampshire on February 17, 2016. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 739507

Certificate Number: 0005425386



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 23rd day of August A.D. 2021.

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

William M. Gardner  
Secretary of State

**CERTIFICATE OF VOTE/AUTHORITY**

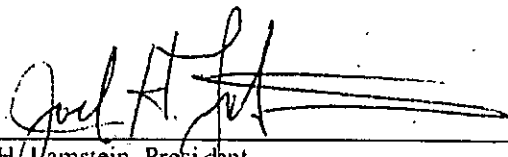
I, Joel H. Lamstein, of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute, do hereby certify that:

1. I am the duly elected President of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute;
2. By Unanimous Consent in Writing of the Board of Directors in Lieu of the 2019 Annual Meeting, the following is true copy of one resolution duly adopted by the Board of Directors of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute, duly dated August 8, 2019.

RESOLVED: Appointment of Katherine Robert as Director of the Community Health Institute with the authority to enter into contracts and agreements binding the Corporation effective August 8, 2019.

3. I further certify that the foregoing resolutions have not been amended or revoked and remain in full force and effect as of August 19, 2021.

IN WITNESS WHEREOF, I have hereunto set my hand as the President of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute this 19<sup>th</sup> day of August, 2021.

  
\_\_\_\_\_  
Joel H. Lamstein, President

STATE OF New Hampshire

COUNTY OF Merrimack

The foregoing instrument was acknowledged before me this 19<sup>th</sup> day of August, 2021 by Joel H. Lamstein.

\_\_\_\_\_  
Notary Public/Justice of the Peace  
My Commission Expires: \_\_\_\_\_



JOHNSNO-01

DMEANEY

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/10/2020

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

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

<b>PRODUCER</b> Armfield, Harrison & Thomas, Inc. dba AHT Insurance 458 South Ave. Whitman, MA 02382	<b>CONTACT NAME:</b> Judy Yeary <b>PHONE (A/C, No, Ext):</b> (781) 447-5531 <b>FAX (A/C, No):</b> (781) 447-7230 <b>E-MAIL ADDRESS:</b> jyeary@ahins.com
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURER A:</b> Federal Insurance Company	
<b>NAIC #</b> 20281	
<b>INSURED</b>	
JSI d/b/a Community Health Institute JSI Research & Training Institute, Inc. 501 South Street 2nd Floor Bow, NH 03304	
<b>INSURER B:</b> Executive Risk Indemnity	
<b>NAIC #</b> 35181	
<b>INSURER C:</b>	
<b>INSURER D:</b>	
<b>INSURER E:</b>	
<b>INSURER F:</b>	

**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 INSD	SUBR YYYD	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"/> PROJECT <input checked="" type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Combined Agg \$10M			35873320	9/9/2020	9/9/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ Included
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			73546634	9/9/2020	9/9/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			79861066	9/9/2020	9/9/2021	EACH OCCURRENCE \$ 20,000,000 AGGREGATE \$ 20,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	71733182	9/9/2020	9/9/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	E&O/CYBER			G46887694	11/30/2019	11/30/2020	GENERAL AGGREGATE \$ 5,000,000
A	Directors & Officers			81595534	11/30/2019	11/30/2020	EACH OCC/GEN AGG \$ 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 It is understood and agreed that NH Department of Health and Human Services is included as an additional insured as respects general liability as required by written contract per the terms and conditions of Chubb form 80-02-2367 (5-07). All forms available for your review upon request.

**CERTIFICATE HOLDER****CANCELLATION**

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

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

AUTHORIZED REPRESENTATIVE

## JSI Research and Training Institute Inc.

### Mission Statement

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

**Consolidated Financial Statements and  
Report of Independent Certified Public  
Accountants**

**JSI Research and Training Institute, Inc. and  
Affiliates**

**September 30, 2019**

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**GRANT THORNTON LLP**  
75 State Street, 13<sup>th</sup> Floor  
Boston, MA 02109

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**F** +1 617 723 3640

## REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

Board of Directors  
JSI Research & Training Institute, Inc.

We have audited the accompanying consolidated financial statements of JSI Research & Training Institute, Inc., ( a nonprofit organization ); which comprise the consolidated statement of financial position as of September 30, 2019, and the related consolidated statements of activities, functional expenses, and cash flows 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.

### Auditor's responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audits in accordance with 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 auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.





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

**Opinion**

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of JSI Research & Training Institute, Inc. as of September 30, 2019, and the changes in their net assets and their cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

*Grant Thornton LLP*

Boston, Massachusetts  
August 5, 2020

## JSI Research and Training Institute, Inc.

## CONSOLIDATED STATEMENT OF FINANCIAL POSITION

September 30, 2019

**ASSETS****CURRENT ASSETS:**

Cash and cash equivalents	\$ 98,563,248
Receivables for program work	45,130,388
Field advances - program	25,188
Employee advances	184,277
Prepaid expenses	1,665,471
Total current assets	<u>145,568,572</u>

**PROPERTY AND EQUIPMENT, net**

Other assets	70,862
	36,945
Total assets	<u>\$ 145,676,379</u>

**LIABILITIES AND NET ASSETS****CURRENT LIABILITIES:**

Accounts payable and payroll withholdings	\$ 59,600,173
Accrued vacation	1,464,584
Advances for program work	29,722,037
Total current liabilities	<u>90,786,794</u>

**NET ASSETS:**

Without donor restrictions	54,585,599
With donor restrictions	303,986
Total net assets	<u>54,889,585</u>
Total liabilities and net assets	<u>\$ 145,676,379</u>

The accompanying notes are an integral part of this consolidated financial statement.

**JSI Research and Training Institute, Inc.**  
**CONSOLIDATED STATEMENT OF ACTIVITIES**

**Year ended September 30, 2019**

**Net assets without donor restrictions**

Public support and revenue

Public support:

Global Fund	\$ 570,358,986
Government grants and contracts:	
U.S. Government	196,939,720
Commonwealth of Massachusetts	5,739,415
Other grants and contracts	101,715,710
Program income	280,588
Contributions	265,399
In-kind project contributions	9,678,628
Inherent contribution	778,482
Interest income	852,027
Total support and revenue	<u>886,608,955</u>

**Expenses**

Program services:

International programs	818,431,255
Domestic programs	27,263,690
Total program services	<u>845,694,945</u>

Supporting services

Management and general	36,428,678
Fundraising	2,806,595
Total supporting services	<u>39,235,273</u>

Other Expenses

Unallowable	288,094
Total other expenses	<u>288,094</u>

Total expenses	885,218,312
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Change in net assets	1,390,643
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Change in net assets with donor restrictions	46,777
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Net assets at beginning of year	<u>53,452,165</u>
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Net assets at end of year	<u><u>\$ 54,889,585</u></u>
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The accompanying notes are an integral part of this consolidated financial statement.

## JSI Research and Training Institute, Inc.

## CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

Year ended September 30, 2019

	Program services			Supporting services		Total expenses
	International programs	Domestic programs	Total	Management and general	Fundraising	2019
Commodities	\$ 544,556,844	\$ -	\$ 544,556,844	\$ 1,421	\$ 1,471	\$ 544,559,736
Freight Costs	39,652,513	-	39,652,513	-	-	39,652,513
Salaries	24,532,253	12,172,719	36,704,972	11,085,659	2,353,165	50,143,796
Consultants	14,119,065	5,791,456	19,910,521	2,090,816	379,622	22,380,959
Cooperating national salaries	49,761,390	244,621	50,006,011	658,261	-	50,664,272
Travel	9,468,547	1,256,109	10,724,656	940,323	22,704	11,687,683
Allowance and training	7,052,172	46,360	7,098,532	236,650	250	7,335,432
Subgrants/Subcontracts	83,262,033	5,191,198	88,453,231	-	22,267	88,475,498
Equipment, material and supplies	4,555,167	231,216	4,786,383	300,443	-	5,086,826
Other costs	31,154,814	2,330,011	33,484,825	20,713,133	24,233	54,222,191
Information Technology	146,193	-	146,193	387,941	2,883	537,017
Non-Commodity	277,348	-	277,348	-	-	277,348
Quality Assurance	184,863	-	184,863	(548)	-	184,315
Incidence	29,423	-	29,423	1,382	-	30,805
In-kind project expenses	9,678,630	-	9,678,630	-	-	9,678,630
Depreciation	-	-	-	13,197	-	13,197
Total expense	<u>\$ 818,431,255</u>	<u>\$ 27,263,690</u>	<u>\$ 845,694,945</u>	<u>\$ 36,428,678</u>	<u>\$ 2,806,595</u>	<u>\$ 884,930,218</u>

The accompanying notes are an integral part of this consolidated financial statement.

## JSI Research and Training Institute, Inc.

## CONSOLIDATED STATEMENT OF CASH FLOWS

Year ended September 30, 2019

**Cash flows from operating activities:**

Increase in net assets	\$ 1,437,420
Adjustments to reconcile increase in net assets to net cash used in operating activities:	
Depreciation	19,685
(Increase) decrease in receivables for program work	(26,553,124)
(Increase) decrease in field advances - program	500,547
(Increase) decrease in employee advances	(79,414)
(Increase) decrease in prepaid expenses	(766,262)
(Increase) decrease in other assets	(22,609)
Increase (decrease) in accounts payable and payroll withholdings	28,512,414
Increase (decrease) in accrued vacation	(210,088)
Increase (decrease) in advances for program work	(18,507,594)
Net cash used in operating activities	(15,669,025)

**Cash flows from investing activities:**

Acquisition of property and equipment	(52,342)
Inherent contribution net of cash acquired	37,427,968
Net cash provided by investing activities	37,375,626

**NET INCREASE IN CASH AND CASH EQUIVALENTS**

21,706,601

**Cash and cash equivalents at beginning of year**

76,856,647

**Cash and cash equivalents at end of year**

\$ 98,563,248

The accompanying notes are an integral part of this consolidated financial statement.

**JSI Research and Training Institute, Inc. and Affiliate**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**September 30, 2019**

**NOTE A - ORGANIZATION AND NATURE OF ACTIVITIES**

JSI Research and Training Institute, Inc. (the "Organization") was incorporated in the Commonwealth of Massachusetts on April 11, 1979. JSI Research and Training Institute, Inc. provides education and research primarily to non-profit health and human service agencies both in the United States and abroad. Current funding is principally from the United States Agency for International Development and the United States Department of Health and Human Services.

JSI Research and Training Institute, Inc. is the sole member of World Education, Inc. and The Partnership for Supply Chain Management, Inc. (Affiliates). JSI Research and Training Institute, Inc. is accorded with such powers as are typical for a sole member including the power of appointment and removal of the Affiliates' board of trustees, the right to approve amendments to the bylaws and certificate of incorporation, and the right to approve any merger, consolidation, dissolution or transfer of substantial assets of Affiliates.

World Education, Inc. was founded in 1951 and incorporated in the state of New Jersey. Working in partnership with community, national, and international agencies in Asia, Africa, and the United States, it provides professional assistance in the design and implementation of non-formal adult education programs. These programs integrate functional education with relevant problem-solving aspects of individual growth and national development such as health, nutrition, family planning, childcare, refugee education, agricultural practices, literacy, and income generation. World Education, Inc.'s financial data is consolidated utilizing its fiscal year-end financial position at June 30, 2019.

The Partnership for Supply Chain Management (PfSCM) was incorporated on February 14, 2005 under the laws of Massachusetts. PfSCM began operations on October 1, 2005 as a non-profit organization established by JSI Research & Training Institute, Inc. and Management Sciences for Health, Inc. On October 11, 2018, Management Sciences for Health, Inc. discontinued their relationship with PfSCM and JSI Research & Training Institute, Inc. became the sole member of PfSCM. PfSCM's financial data is consolidated utilizing its fiscal year-end financial position at September 30, 2019.

JSI Research and Training Institute, Inc. and its affiliates are tax exempt organizations under 501(c)(3) of the Internal Revenue Code and file separate unconsolidated tax returns.

**NOTE B CHANGE IN CONTROL**

As previously referred to in Note A, the Organization achieved a controlling interest in the PfSCM during fiscal year 2019. This transaction was effected without the transfer of consideration, and as such, the net assets of PfSCM as of October 11, 2018, totaling \$2,778,482, were contributed to the Organization and were recognized in the accompanying consolidated statement of activities as an inherent contribution. Details of the transaction are as follows:

Cash and cash equivalents	\$ 38,206,450
Accounts receivable	2,608,518
Other assets	774,153
Liabilities	<u>(40,810,639)</u>
	<u>\$ 778,482</u>

**JSI Research and Training Institute, Inc. and Affiliate**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED**

**September 30, 2019**

**NOTE C - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

***Principles of Consolidation***

The consolidated financial statements include the accounts of JSI Research and Training Institute, Inc. as well as World Education, Inc. and PfSCM, its affiliates (collectively referred to as the Organization). Significant intra-entity accounts and transactions have been eliminated in consolidation.

***Basis of Accounting***

The consolidated financial statements of the Organization have been prepared utilizing the accrual basis of accounting and include the accounts of JSI Research and Training Institute, Inc. and its affiliates in conformity with accounting principles generally accepted in the United States of America (US GAAP). Net assets, revenues, and expenses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and the changes thereof are classified and reported as follows:

*Net assets without donor restrictions* - Net assets that are not subject to donor-imposed restrictions.

*Net assets with donor restrictions* - Contributions, grants, and income whose use by the Organization has been limited by donors or grantors to a specific time period or purpose.

***Use of Estimates***

The preparation of consolidated financial statements in conformity with US GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

***Cash and Cash Equivalents***

The Organization considers all monies in banks and highly liquid investments with maturity dates of three months or less to be cash equivalents. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial instruments. Total cash held in foreign accounts was \$3,483,206 at September 30, 2019.

***Investments***

Investments in marketable securities with readily determinable fair values and all investments in debt securities (marketable investments) are measured at fair values based on quoted market prices in the consolidated statement of financial position. Unrealized gains and losses are included in the consolidated statement of activities.

***Property and Equipment***

Property and equipment owned by the organization are reported on the basis of cost less accumulated depreciation. Acquisitions of property and equipment in excess of \$5,000 are capitalized. Depreciation is computed using the straight-line method calculated to extinguish the book value of the respective assets over their estimated useful lives (5 - 7 years) of the related assets. Property and equipment purchased with grant funds where ownership rests with the donor is expensed at the time of purchase and is returned to the donor or disposed of in accordance with the terms of the grant and/or donor permissions at the conclusion of the grant period.

**JSI Research and Training Institute, Inc. and Affiliate**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED**

**September 30, 2019**

***Revenue Recognition***

The majority of the Organization's revenues are derived from contracts, cooperative agreements, and grants with U.S. government agencies, primarily the United States Agency for International Development and the United States Department of Health and Human Services, as well as other private foundations and non-governmental organizations. Revenues are recognized when the Organization incurs qualifying expenditures that are reimbursable under the terms of the contracts, agreements or grants, or in accordance with the grantor's restrictions.

Unrestricted and restricted contributions are recognized as revenue at the date the pledge is made or the gift is received, whichever is earlier.

Contributions received are recorded as revenue without donor restrictions, or with donor restrictions depending on the existence and/or nature of any donor restrictions. Contributions are reported as restricted support and are then released to without donor restrictions upon expiration of the time and/or purpose of the restriction. Restricted support, whose restrictions are met in the same reporting period, is shown as support without restrictions.

***Donated Materials and Services***

Donated materials and services are recorded as in-kind project contributions at their estimated fair market value as of the date of receipt and as an expense in the accompanying consolidated statement of activities. Donated services are recognized if the services received create or enhance non-financial assets or require specialized skills that are provided by individuals possessing those skills and would typically need to be purchased if not provided by donation.

***Income Taxes***

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

The Organization has evaluated its tax positions and believes that there would be no material changes to the results of its operations or financial position as a result of an audit by the applicable taxing authorities, federal or state. The Organization has filed all of its known and required returns in a timely manner including as permitted allowed extensions. Following administrative practice of the taxing authorities, the tax years 2015, 2016, 2017, 2018, and 2019 remain open years subject to examination and review.

JSI Research and Training Institute, Inc., World Education, Inc. and PfSCM file separate unconsolidated tax returns. JSI Research and Training Institute, Inc. and PfSCM file tax returns are based on a September 30 year end and World Education, Inc. files its tax return based on a June 30 year end.

***Functional Allocation of Expenses***

The costs of providing the various programs and other activities have been summarized on a functional basis in the consolidated statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Each functional classification includes all expenses related to the underlying operations by natural classification. Natural expenses attributable to more than one functional expense category are allocated using a variety of cost allocation techniques.



## JSI Research and Training Institute, Inc. and Affiliate

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2019

**Foreign Currency Transactions**

Expenses of international operations are measured generally using local currency. Expenses are translated to USD using the first in, first out method of exchange based on the bank rate assigned at transfer. As a result, foreign currency transaction gains and losses are negligible and are included as direct program expenses.

**Receivables for Program Work**

Receivables for program work are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectable amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The allowance for doubtful accounts at September 30, 2019 was \$0. Included in receivables for program work is \$38,093,960 of amounts billed and \$7,036,428 of amounts unbilled.

**Implementation of New Accounting Standards**

In August 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2016-14, *Presentation of Financial Statements for Not-for-Profit Entities*, which revises the not-for-profit financial reporting model. ASU 2016-14 provides for additional disclosure requirements and modifies net asset reporting. The Organization adopted ASU 2016-14 effective in the fiscal year ended September 30, 2019. As a result of the adoption of ASU 2016-14, the Organization was required to reclassify its net assets into two categories: net assets without donor restrictions and net assets with donor restrictions. In addition, the guidance requires enhanced disclosures about liquidity and expenses by both their natural and functional classification, among other changes.

In June 2018, the FASB issued ASU 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. The amendments in this ASU assist entities in: (1) evaluating whether transactions should be accounted for as contributions (nonreciprocal transactions) within the scope of Topic 958, *Not-for-Profit Entities*, or as exchange (reciprocal) transactions subject to other guidance; and (2) determining whether a contribution is conditional. For contributions, an entity should follow the guidance in Subtopic 958-605, whereas for exchange transactions, an entity should follow other guidance (for example, Topic 606, *Revenue from Contracts with Customers*). Management has adopted this ASU in fiscal year 2019 and there was no impact upon adoption.

**Recent Accounting Pronouncements**

In May 2014, the FASB issued ASU 2014-09, *Revenue from Contracts with Customers (Topic 606)*, which is a comprehensive new revenue recognition standard that will supersede existing revenue recognition guidance. The core principle of the guidance is that an entity should recognize revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. Management is currently evaluating the effect the provisions of this ASU will have on the consolidated financial statements.

In February 2016, the FASB issued ASU 2016-02, *Leases (Topic 842)*. The guidance in this ASU supersedes the leasing guidance in Topic 840, *Leases*. Under the new guidance, lessees are required to recognize lease assets and lease liabilities on the statement of financial position for all leases with terms longer than 12 months. Leases will be classified as either finance or operating, with classification affecting the pattern of expense recognition in the statement of activities. Management is currently evaluating the impact of the pending adoption of the new standard on the financial statements.

**JSI Research and Training Institute, Inc. and Affiliate**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED**

**September 30, 2019**

**NOTE D - CONCENTRATION OF CREDIT RISK**

The Organization maintains demand deposits and money market funds at financial institutions. At times, certain balances held in these accounts may not be fully guaranteed by the United States government. The uninsured portions of cash and money market accounts are backed solely by the assets of the financial institution. Therefore, the failure of a financial institution could result in a financial loss to the Organization. However, the Organization has not experienced losses on these accounts in the past and management believes the risk of loss, if any, to be minimal.

**NOTE E - PROPERTY AND EQUIPMENT AND ACCUMULATED DEPRECIATION**

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

	Cost	Accumulated depreciation	Net
Furniture and equipment	\$ 709,627	\$ 654,090	\$ 55,537
Leasehold improvements	45,680	30,355	15,325
	<u>\$ 755,307</u>	<u>\$ 684,445</u>	<u>\$ 70,862</u>

Depreciation expense was \$13,197 for the year ended September 30, 2019.

**NOTE F - OTHER ASSETS**

Other assets consist of the following at September 30, 2019:

Deposits	\$ 132,401
Artwork - donated	<u>36,945</u>
	<u>\$ 169,346</u>

Donated artwork is recorded at a discounted appraised value at the date of gift.

**NOTE G - ACCRUED VACATION**

In accordance with formal policies, vacation was accrued at September 30, 2019 as follows:

JSI Research and Training Institute, Inc.	\$ 1,464,584
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## JSI Research and Training Institute, Inc. and Affiliate

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2019

**NOTE H - ADVANCES FOR PROGRAM WORK**

Advances for program work consist of the following at September 30, 2019:

Other - non-governmental	
Bill & Melinda Gates Foundation	\$ 13,272,043
Various Donors	10,225,618
Global Fund	4,048,678
Doris Duke Charitable Foundation	2,175,699
	<hr/>
	\$ 29,722,038

Advances for program work represent refundable advances of cash received from non-governmental organizations. They are reported as advances because there is typically a barrier placed by the granting organization, as well as a right of return if the funds are not used in accordance with the terms of the arrangement with the funding organization. Once the barriers are overcome and there is no longer a right of return, revenue is recognized.

**NOTE I - DEBT*****Citizens Bank***

World Education, Inc. has a revolving line of credit with a bank with a borrowing limit of up to \$500,000. The revolving line of credit was renewed on September 10, 2018. The loan is payable on demand. Interest is charged by utilizing a fluctuating rate based on the LIBOR (Advantage) rate plus 2.50%. The line of credit remains in effect until May 31, 2020 and annually thereafter contingent upon performance. The loan is collateralized by a first priority interest in all the assets of World Education, Inc. No funds were borrowed during the year and as a result, as of June 30, 2019, the outstanding balance is \$0 and no interest was incurred on this loan during the year ended June 30, 2019.

***John Snow, Inc.***

World Education, Inc. has an unsecured revolving line of credit with John Snow, Inc. (a related party) with a borrowing limit of up to \$1,000,000. The loan was renewed on July 1, 2019. Interest is charged by utilizing a fluctuating rate based on the current prime rate plus 0.25%. The loan is payable on demand and, in any event, on or prior to June 30, 2022. The loan is not collateralized. No funds were borrowed during the year and as a result, as of June 30, 2019, the outstanding balance is \$0. No interest was incurred on this loan during the year ended June 30, 2019 (See Note Q).

**NOTE J - CONTINGENCIES**

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

JSI Research and Training Institute, Inc. is a co-borrower (with a related party) of a demand loan with no balance due at September 30, 2019. Management believes that the co-borrower is current on the loan and that its collateral exceeds the balance due (See Note Q).

Provisional indirect cost rates are negotiated with the United States Agency for International Development (AID) on an annual basis. As of September 30, 2019, actual indirect cost rates have been approved by AID for JSI Research and Training Institute, Inc. through December 31, 2014 and World Education, Inc. through

## JSI Research and Training Institute, Inc. and Affiliate

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2019

June 30, 2018. Based on favorable past experience, management believes the effects of changes to the overhead rates, if any, would not be material to the consolidated financial statements.

**NOTE K NET ASSETS WITH DONOR RESTRICTIONS**

During the year ended June 30, 2019, the Organization received \$46,777 of restricted donations. The donations are restricted for use in specific programs and/or projects that are specified by the donor.

**NOTE L - RELATED PARTY TRANSACTIONS***John Snow, Inc.*

JSI Research and Training Institute, Inc. (an exempt organization) and John Snow, Inc. (a non-exempt corporation) purchase consulting services from each other. Mr. Joel Lamstein is President and Director of both organizations, and is the sole stockholder of John Snow, Inc. The two companies bill each other at the same rates that they bill the federal and state governments.

During the year ended September 30, 2019, John Snow, Inc. billed JSI Research and Training Institute, Inc. \$28,335,233 for consulting services (technical support). This amount is reflected under program services - consulting totaling \$15,311,055 and program services - other costs totaling \$13,024,177 on the consolidated statement of functional expenses. In addition, JSI Research and Training Institute, Inc. performed consulting services (technical support) for John Snow, Inc. totaling \$7,658,189.

The two companies also share facilities and pool various overhead expenses. For the year ended September 30, 2019, JSI Research and Training Institute, Inc. incurred \$23,073,571 of overhead expenses (supporting services), of which \$9,292,686 was its share of John Snow, Inc. incurred costs.

JSI Research and Training Institute, Inc. is a co-borrower with John Snow, Inc. on a commercial demand loan-revolving line of credit with an expiration date of May 31, 2020, which allows for borrowings up to \$6,500,000. The loan is collateralized by a security agreement with a first position lien on all corporate assets of JSI Research and Training Institute, Inc. and John Snow, Inc. including assignment of promissory notes and security documents between the two companies. Interest is charged by utilizing a fluctuating rate based on LIBOR (Advantage) plus 2.00% payable monthly in arrears, which at September 30, 2019 was 3.826%. At September 30, 2019, a balance of \$0 was outstanding on the loan.

During the year, the Company had various accounts payable due from and to John Snow, Inc. At September 30, 2019, the accounts receivable balance is \$0 and the accounts payable balance is \$369,577.

World Education, Inc. has an agreement with John Snow, Inc. whereby John Snow, Inc. will provide administrative and technical support as requested from time to time by WEI, on arms-length terms as agreed by WEI and JSI. Transactions between World Education, Inc. and John Snow, Inc. for the year ended June 30, 2019 are summarized as follows:

Administrative and technical support	\$ 1,561,799
Other direct charges (including rent of \$871,877)	1,375,414
	<hr/>
	\$ 2,937,213

The agreement is on a year-to-year basis and can be terminated by either party upon 90 days written notice to the other.

## JSI Research and Training Institute, Inc. and Affiliate

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2019

World Education, Inc. has an unsecured line of credit with John Snow, Inc. with a borrowing limit of up to \$1,000,000 (See Note L).

**Other**

The Organization has an agreement with a related company to purchase services. Transactions with this company were charged to sub-contracts expense and are as follows for the year ended September 30, 2019:

The Manoff Group, Inc. (a non-exempt corporation; 40% owned by John Snow, Inc.)	\$ 686,384
	<u>\$ 686,384</u>

**NOTE M - RETIREMENT PLANS**

JSI Research and Training Institute, Inc. has a defined contribution profit sharing/401(k) plan covering substantially all its employees. Employee contributions are voluntary. The Company contributes an amount equal to 7% of the employee's monthly earnings, funded with each month's payroll. In addition, employees will receive a 100% match on the first 2% of contributions made to their retirement account. Employees who are contributing less than 2% of their pay to their retirement account will automatically be enrolled at 2% either at the time of hire, or annually in July. The Plan was effective April 11, 1979. Pension expense was \$2,458,753 for the year ended September 30, 2019.

World Education, Inc. provides retirement benefits to substantially all employees under a plan. World Education, Inc.'s contributions of 7% of employee salaries are used to purchase individual annuities. Additional voluntary contributions may be made by the employees. Participants of the plan are fully and immediately vested when contributions are made. Pension costs incurred by World Education, Inc. were \$360,907 for the year ended June 30, 2019.

**NOTE N - COMMITMENTS****Operating Leases**

The JSI Research and Training Institute, Inc. leases space for general offices under operating leases expiring from 2019 through 2026. The leases contain renewal options for periods of up to five years.

During the year ended September 30, 2019, rent expense under long-term lease obligations were \$505,419. Future obligations over the primary terms of the Company's long-term leases as of September 30, 2019 are:

2020	\$ 423,198
2021	434,419
2022	450,718
2023	396,612
2024	155,324
Thereafter	<u>326,716</u>
	<u>\$ 2,186,987</u>

World Education, Inc. leases space for general offices on a year-to-year basis. Rent expense for the year ended June 30, 2019 was \$877,010.

## JSI Research and Training Institute, Inc. and Affiliate

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2019

**NOTE O - CONCENTRATION OF FUNDING**

The Organization receives a majority of its funding through contracts and grants with various departments and agencies of the federal government.

The Organization received 10% or more of its revenues and support from the following sources for the year ended September 30, 2019:

	<u>Income received</u>	<u>% of total income</u>
U.S. Agency for International Development	\$ 165,608,943	55.9%

**NOTE P - IN-KIND PROJECT CONTRIBUTIONS**

The Organization receives donated materials and services consisting of commodities, facilities and equipment, and services for use in its programs from overseas collaborative private voluntary organizations and from foundations providing grants directly to a project. Donated materials and services totaled \$11,154,095 for the year ended September 30, 2019, and are reflected as in-kind project contributions on the consolidated statement of activities and in-kind project expenses on the consolidated statement of functional expenses.

These contributions satisfy part of the matching requirements needed to obtain full funding on certain U.S. AID grants. During the year ended September 30, 2019, the following donated materials and services received by the Organization have been used to fulfill matching requirements on active grants:

AIDSFree	\$ 6,334,951
Tanzania CHSS	301,174
Timor Leste RBHS	329,437
Ghana HIV/AIDS	112,512
Madagascar CCH	1,204,366
Ethiopia TRANSFORM	1,396,190
Laos	13,531
Uganda	50,015
Zimbabwe	3,250
OUTCOMES	1,235,558
Mozambique	173,111
	<u>\$ 11,154,095</u>

**NOTE QS LIQUIDITY AND AVAILABILITY OF RESOURCES**

The Organization maintains a policy of structuring its financial assets to be available as its general expenditures, liabilities and other obligations come due. Given the project-based nature of the Organization's work, the annual budget is structured to break even and ensure that there are sufficient inflows to cover budgeted outflows each year. Any use of the Organization's reserve, which is minimal, is subject to management's review and approval.

## JSI Research and Training Institute, Inc. and Affiliate

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2019

The following reflects the Organization's financial assets as of September 30, 2019, reduced by amounts not available for general use within one year due to contractual or donor-imposed restrictions.

Cash and Cash Equivalents	\$ 98,563,248
Receivables for Program Work	45,130,388
Total Financials Assets Available Within One Year	<u>143,693,636</u>
Less Donor Restricted Assets	<u>29,722,037</u>
Total Financial Assets Available to Management for General Expenditures Within One Year	<u>\$ 113,971,599</u>

The Organization also has two committed lines of credit totaling \$8 million, which it could draw upon in the event of an unanticipated liquidity need.

**NOTE R - SUBSEQUENT EVENTS**

The Organization has evaluated subsequent events through August 5, 2020, the date on which the consolidated financial statements were available to be issued. The COVID-19 pandemic, whose effects first became known in March 2020, is having a broad and negative impact on commerce and financial markets around the world. The extent of the impact of COVID-19 on the Organization's operational and financial performance will depend on certain developments, including the duration and spread of the outbreak and its impact on the Organization's funding agencies, employees and vendors, all of which at present cannot be determined. Accordingly, the extent to which COVID-19 may impact the Organization's financial position and changes in net assets and cash flows is uncertain and the accompanying consolidated financial statements include no adjustments relating to the effects of this pandemic.



**JSI Research & Training Institute, Inc.**  
**Board of Trustees**

**Alexander K. Baker, MBA**  
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JSI  
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Boston, MA

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Dean and Robert A. Knox Professor  
Boston University School of Public Health  
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**Bisola Ojikutu, MD**  
Associate Director, Bio-behavioral & Community  
Science Core; Director of the Community Engaged  
Research Program, Center for AIDS Research,  
Harvard University  
Cambridge, MA

**Ken Olivola, M.C.P., M-Arch**  
International Division  
JSI  
Boston, MA

**Paul Osterman, Ph.D.**  
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Sloan School of Management at MIT  
Cambridge, MA

**Mike Useem, M.A., Ph.D.**  
William and Jacalyn Egan Professor of  
Management  
Wharton School at University of Pennsylvania  
Philadelphia, PA



## REKHA SREEDHARA, MPH

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### EDUCATION

UNIVERSITY OF MASSACHUSETTS, WORCESTER, MASSACHUSETTS  
*Master of Public Health, Epidemiology, 2010*  
*Delta Omega Honor Society*

COLLEGE OF THE HOLY CROSS, WORCESTER, MASSACHUSETTS  
*Bachelor of Arts, Psychology and Pre-Medical Studies, 2004*

### EXPERIENCE

**JSI Research & Training Institute, Inc. d/b/a Community Health Institute, Bow, New Hampshire**  
*Senior Consultant, May 2010 to present*

**Associate Director, JSI Northern New England, October 2019 to present**  
Supports effective, equitable management of the New Hampshire, Vermont, and remote offices affiliated with JSI Northern New England. Actively participates on the Executive Leadership Team and seeks input from the Advisory Team to ensure JSI NNE produces high quality work and highly satisfied staff.

**Center for Excellence on Addiction, May 2010 to present**

Assistance Director of a training and technical assistance center serving professionals across the substance misuse continuum of care. Work includes leading state-level initiatives to support provider- and system-level change across the substance misuse continuum of care which has included: conducting multi-system assessments and strategic planning, facilitating NH's strategy to initiate and expand medications for the treatment of opioid use disorder; co-authoring NH's strategic plan to address OUD and other substance use disorders throughout NH; developing and coordinating learning collaboratives, Communities of Practice and Project ECHOs; leading activities to comply with federal and state requirements related to Plans of Safe Care; and developing and maintaining a statewide online treatment and recovery support services directory.

**NH Medicaid to Schools Training and Technical Assistance Center, March 2021 to present**

Developing training and support for school districts to maximize resource recovery for health services and expand access to behavioral health services.

**New Hampshire Opioid Litigation Project, July 2020-October 2020**

Retained to identify and collect data for programs addressing opioid use in New Hampshire.

**HRSA Behavioral Health Technical Assistance Center of Excellence, October 2019 to December 2020**

Provided subject matter expertise and technical assistance to HRSA grantees throughout the United States.

**State Youth Treatment Implementation Grant, March 2018 to present**

Provides subject matter expertise to the NH Department of Behavioral Health federally funded initiative to implement a comprehensive system of care for youth and young adults with substance use disorders.

**NH Charitable Foundation Perinatal Substance Use Disorder Project, January 2018 to present**

Serves as lead consultant contracted to provide technical assistance related to pregnant and parenting initiatives and to support activities of the Perinatal Substance Exposure Task Force of the NH Governor's Commission on Alcohol and other Drugs. Efforts include leading activities to comply with federal and state requirements related to Plans of Safe Care.

**San Mateo County Needs Assessment, October 2018 to January 2019**

Provided subject matter expertise to the California San Mateo County Health Care for the Homeless/Farmworker Health program. Activities included survey development, development of focus group and key informant interview questions and protocol and content development of patient educational materials.



**Northern Penobscot County Integration Initiative Substance Use Services Needs Assessment and SWOT Analysis, February 2018 to July 2018**

Served as lead subject matter expert to support needs assessment and SWOT analysis focused on substance use disorder services in Maine.

**State Youth Treatment Planning Grant, April 2017 to September 2017**

Contracted by the NH Department of Behavioral Health to conduct an assessment to inform NH's plan to develop a comprehensive system of care for youth and young adults.

**Harbor Homes, Inc., October 2014 to September 2017**

Contracted to evaluate Substance Abuse and Mental Health Services Administration (SAMHSA)-funded Services in Supportive Housing Program.

**Massachusetts Health Policy Commission, April 2015 to August 2015**

Contracted to support the development of an opioid policy in MA to include long-term reduction of incidence of opioid misuse and improve access to opioid use disorder treatment and recovery support services through conducting a comprehensive literature review, key informant interviews, geo-spatial mapping, and policy review.

## **PRIOR EXPERIENCE**

**Community Healthlink, Inc., Worcester, Massachusetts**

*Quality Assurance Coordinator, 02/2010 to 04/2010*

Oriented and trained 20 program staff to quality assurance procedures to meet state licensing and site visit regulations for 75 client charts in 5 residential treatment programs.

*Program Coordinator, Faith House, 02/2005 to 04/2010*

Oversight of programming for a residential substance use disorder treatment program for women and infants, provided supervision for Assistant Coordinator, 6 full-time counselors, 8-10 per diem relief counselors, and 1-2 interns per year, facilitated evidence-based groups, oversight of medications, oversight of quality assurance procedures and adherence to state licensing and site visit regulations, managed referrals, budget, and census, and oversight of comprehensive case management services for 28 residents with substance use and mental health disorders.

*Residential Counselor, Faith House, 07/2004 to 02/2005*

Served as primary Residential Counselor for 6-10 clients. Provided treatment planning and reviews, weekly sessions, and rehabilitation services. Developed and facilitated groups including Wellness, Parenting & Nurturing, and Empowerment.

**Family Health Center of Worcester, Worcester, Massachusetts**

*Patient Accounts Clerk, 1999-2006*

Managed all aspects of encounter form processing within health center. Transcribed written diagnosis into ICD-9 codes and entered diagnosis and procedure. Communicated with providers and insurance companies, posted payments and made adjustments according to contractual agreements.

## **PROFESSIONAL ACTIVITIES**

Member of NH Alcohol and Drug Abuse Counselors Association / NH Training Institute on Addictive Disorders

Member of NH Providers Association

Member of the NH Telehealth Alliance

Practicum Preceptor for MPH Candidate at the Johns Hopkins Bloomberg School of Public Health, 2019-2020

Trained as a New Hampshire Recovery Coach, July 2020

Member of National Association for Addiction Professionals





## AMY DANIELS

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### EDUCATION

BOSTON COLLEGE  
*Master of Social Work*

UNIVERSITY OF NEW HAMPSHIRE  
*Bachelor of Social Work*

### EXPERIENCE

**JSI, Bow, New Hampshire**  
*Senior Consultant, 2014 - present*

**Associate Director, JSI Northern New England. October 2019 – present.** Support effective, equitable management of the New Hampshire, Vermont, and remote offices affiliated with JSI Northern New England. Actively participate on the Executive Leadership Team and seek input from the Advisory Team to ensure JSI NNE produces high quality work and highly satisfied staff.

**Center for Excellence on Addiction. Project Director. January 2016 – present.** Direct a large team and multiple projects in consultation, training, technical assistance, data analysis and evaluation for alcohol and other drug misuse prevention, substance use disorder treatment, recovery support services, continuum of care development, and integration of behavioral health into primary care including needs assessment, system capacity assessment, strategic planning, SBIRT and MAT implementation, and policy recommendation. Specifically:

- Leading a large team of consultants to achieve diverse deliverables throughout the alcohol and other drug continuum of care
- Providing strategic planning, consultation, technical assistance, and training
- Leading evaluation and data services delivery
- Developing and disseminating written guidance on best practices
- Consultation specific to evidence informed programs, policies and practices to address the opioid epidemic and the increasing negative consequences of stimulant use

**NH State Youth Treatment Initiative. March 2018 to present.** Providing subject matter expertise, strategic planning, grant writing, and systems development technical assistance to the NH Department of Behavioral Health initiative to plan a comprehensive system of care for youth and young adults with substance use disorders.

**NH Medicaid to Schools Training and Technical Assistance Center. March 2021 - present.** Developing training and support for school districts to maximize resource recovery for health services and expand access to behavioral health services.

**New Hampshire Opioid Litigation Project, July 2020-October 2020**  
Retained to identify and collect data for programs addressing opioid use in New Hampshire.

**HRSA Behavioral Health Center for Excellence. October 2019 – December 2020.** Providing subject matter expertise and technical assistance to HRSA grantees throughout the United States.

**NHCF Youth SBIRT Initiative.** Development of written guidance, website, and supportive implementation materials. Providing training and technical assistance on-site, through a learning collaborative, and at national conferences throughout the US. Nationally recognized SBIRT expertise.

**Fostering Effective Integration Evaluation.** Providing insight and recommendations for priorities for future funding for primary care and behavioral health integration support for the Blue Cross Blue Shield Foundation of Massachusetts through site visits, literature review, and comprehensive reporting.

**Massachusetts Health Policy Commission.** Consultation with policymakers to improve substance use disorder prevention, treatment and recovery support services. Including capacity and barriers assessment and recommendations to address the opioid crisis and increase access to treatment for opioid use disorder.

**New Futures, Concord, NH**

*Policy Director, 2010-2014*

Responsible for advocacy to maximize the implementation of the Affordable Care Act in New Hampshire. Supported the development of the NH substance use disorder services array through Medicaid expansion and parity in the federally facilitated Marketplace.

**Child and Family Services of New Hampshire (Waypoint), Manchester, NH**

*Youth and Young Adult Programs Director, 1992-2010*

Progressive career at statewide, non-profit child services organization. Developed, implemented and directed

- alcohol and other drug prevention programs;
- comprehensive youth/young adult substance use disorder outpatient and intensive outpatient services;
- runaway and homeless youth prevention and emergency response; and
- homeless street outreach programs in communities throughout NH.

Including federal, state, local, and charitable grant writing and contract management; development and oversight of \$1.5 million annual budget and management and supervision of 20+ staff members.

**Southern New Hampshire University, Manchester, NH**

*Sociology Adjunct Professor, 2017 – 2018*

Develop and delivered Bachelor's level classes including Introduction to Sociology, and the Sociology of Social Problems.

**Hesser College, Concord and Manchester, NH**

*Psychology/Sociology Adjunct Professor, 2008-2012*

Developed and delivered Bachelor's classes including Intro to Sociology, Intro to Psychology, and Intro to Human Behavior.

**Direct Human Services positions, various locations, NH. 1988-1992**

## **LICENSE/CERTIFICATIONS**

**LICENSED INDEPENDENT CLINICAL SOCIAL WORKER (LICSW) NH# 1311**

**CERTIFIED PREVENTION SPECIALIST IC & RC**

## **CURRENT PROFESSIONAL MEMBERSHIPS**

American Public Health Association

Endowment for Health Race and Equity Workgroup

National Association for Addiction Professionals

NH Alcohol and other Drug Provider's Association

NH Alcohol and Drug Abuse Counselors Association

NH Telehealth Alliance

## **RECENT PUBLICATIONS**

**NATIONAL COUNCIL ON BEHAVIORAL HEALTH PRACTICE TRANSFORMATION TEAM MEMBER. IMPROVING ADOLESCENT HEALTH: FACILITATING CHANGE FOR EXCELLENCE IN SBIRT (2020).**

LaFave, L.R., Bradley, M., Murray, A.R., Pepin, A.L., Sprangers, K.S. & Thies K.M. (2018). Lessons learned from implementing screening, brief intervention, and referral to treatment for youth and young adults in primary care settings. Integrative Pediatrics and Child Care. 1(1), 8-13.

## ADRIANA LOPERA, MPH

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### EDUCATION

BOSTON UNIVERSITY, BOSTON, MASSACHUSETTS  
*Master of Public Health, Maternal and Child Health, 2017*  
*Maternal and Child Health Diversity Leadership Scholar*

COLUMBIA UNIVERSITY, NEW YORK, NEW YORK  
*Bachelor of Arts, Latin American and Caribbean Studies, 2010*

### EXPERIENCE

JSI d/b/a Community Health Institute, Bow, New Hampshire  
*Consultant, April 2019 to present*

### HIGHLIGHTS OF RELEVANT PROJECTS

**New Hampshire Center for Excellence Addressing Alcohol and other Drugs, April 2019 to present**

A statewide training and technical assistance center serving professionals across the substance misuse continuum of care.

Activities include:

- **NH Governor's Commission on Alcohol and Other Drugs, December 2019 to present.** Serving as a Program Manager for technical support to the Governor's Commission on Alcohol and Other Drugs and its eight task forces. Providing lead consultation to the Opioid Task Force.
- **NH Charitable Foundation Perinatal Substance Exposure Task Force Support, April 2019 to present.** Providing consultation and technical support to the Perinatal Substance Exposure Task Force of the NH Governor's Commission on Alcohol and other Drugs with expanded focus funded by the NH Charitable Foundation. This includes providing support for related work groups on doula services, insurance, and plans of safe care as well as supporting other training needs and written resources as requested.
- **Recovery Friendly Workplace Technical Assistance, June 2019-October 2020.** Project manager for grant that included consulting, technical assistance and program management to the Recovery Friendly Workplace Initiative and Community of Practice.

**NH Medicaid to School Technical Assistance March 2021 to present.** Providing technical assistance and serving as a liaison between the NH Medicaid Office and schools billing for in-school health services to Medicaid.

**Preschool Development Grant Needs Assessments (United Way Greater Seacoast September 2020 to June 2021, Lower Grafton Council for Young Children and Families, March 2021 to present)**

Implement a multi-modal needs assessment to inform community organizations' Preschool Development Grant work. Supporting quantitative related needs assessment activities including a review of secondary data for towns and cities in the organization's footprint to support improved service delivery for families with young children.

### PRIOR EXPERIENCE

**Betsy Lehman Center for Patient Safety., Boston, Massachusetts**  
*Program Manager, 07/2017 to 03/2019*

Supported and co-facilitated an expert panel of providers and patients on improving safety in emergency medicine. Organized a partnership with the Perinatal-Neonatal Quality Improvement Collaborative of Massachusetts with the goal of improving hospital labor and delivery care for women.

**Boston Medical Center, Boston, Massachusetts**  
*Project Coordinator, 09/2015-07/2017*

Managed a statewide quality improvement collaborate of 10, Level 3 neonatal intensive care units. This included providing technical assistance to each team, conducting related qualitative research, and organizing educational conferences and webinars.

**Massachusetts General Hospital, Disparities Solutions Center, Boston, Massachusetts**  
*Research Assistant, 2013-2015*



Logistical and program support for year-long national healthcare equity leadership program which included being main point of contact with participants from a variety of healthcare settings and planning conference logistics and curriculum materials.

**Peace Corps, Costa Rica**

*Rural Community Development Volunteer, 2011-2013*

Coordinated government agencies and facilitated community meetings and work plans to support the creation of a community development association with over 100 founding members. Provided project management and design training to a women's community group and secured grant funding and technical assistance from local government representatives for a community greenhouse.

**PUBLICATIONS**

Parker, M. G., Gupta, M., Melvin, P., Burnham, L. A., Lopera, A. M., Moses, J. M., ... & Belfort, M. B. (2019). Racial and ethnic disparities in the use of mother's milk feeding for very low birth weight infants in Massachusetts. *The Journal of Pediatrics*, 204, 134-141.

Parker, M. G., Lopera, A. M., Kalluri, N. S., & Kistin, C. J. (2018). "I Felt Like I Was a Part of Trying to Keep My Baby Alive": Perspectives of Hispanic and Non-Hispanic Black Mothers in Providing Milk for Their Very Preterm Infants. *Breastfeeding Medicine*, 13(10), 657-665.

Parker, M. G., Burnham, L. A., Melvin, P., Singh, R., Lopera, A. M., Belfort, M. B., ... & Gupta, M. (2019). Addressing disparities in mother's milk for VLBW infants through statewide quality improvement. *Pediatrics*, 144(1), e20183809.

**SKILLS**

Languages: Spanish-fluent

**RELEVANT TRAININGS**

NH Recovery Coach Academy- August 2020.

# MELISSA SCHOEMMELL

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## EDUCATION

UNIVERSITY OF NEW HAMPSHIRE  
*Master's in Public Health, 2013*

UNIVERSITY OF NEW HAMPSHIRE  
*Bachelors of Science, Health Management and Policy, 2008*

## EXPERIENCE

**JSI d/b/a Community Health Institute, Bow, New Hampshire**  
*Consultant, October 2018 to present*

### **Center for Excellence on Addiction**

Project Manager for the Center for Excellence on Addiction, a state-wide technical assistance and resource center for the implementation of evidence-based interventions in alcohol and other drug prevention, intervention, treatment and recovery services. Primary role responsibilities include supporting the operational functions of the center, strategic planning and support for the NH Governor's Commission on Alcohol and Other Drugs, preparing presentations and other materials, and providing other technical assistance needs.

### **New Hampshire Public Health Professional Support Services (PHPSS)**

Project Team member for the NH Public Health Professional Support Services to increase the capacity of local, regional, and state-level public health practitioners to provide high-quality public health services to NH citizens.

### **Environmental Public Health Tracking (EPHT)**

Project Director for the NH EPHT program, working to link environmental factors and human health through research, tracking of data and development, implementation and evaluation of regulatory and public health actions to prevent or control environment-related disease. Under this program, provides logistical and program support in the development of a CDC informed evaluation plan and strategic plan for the next five years.

### **Food Protection Section**

Project Director for the NH Food Protection Section, working to ensure safety and security of the New Hampshire food supply and prevents foodborne illness and injuries through inspection, enforcement, and education by qualified staff in collaboration with the food industry. Role on this project includes guidance and support in the development of a robust, sustainable and actionable employee training and development plan.

### **Healthy Homes**

Project manager for the NH Healthy Homes program, including development of educational resources and messaging to promote objectives of the Lead and Radon programs. Manages the internal workflow among team members and communicates with clients related to project work.

*Program Coordinator, October 2015 to October 2018*

### **New Hampshire Public Health Professional Support Services (PHPSS)**

Project Team member for the NH Public Health Professional Support Services to increase the capacity of local, regional, and state-level public health practitioners to provide high-quality public health services to NH citizens.

### **Immunization Program**

Assist the team in marketing strategy, materials development and reporting.

Support the team through maintenance of social media. Develop original and share appropriate content to targeted audiences.

### **Massachusetts Jurisdictional Risk Assessment**

Project team member for the Commonwealth of Massachusetts Department of Public Health, Office of Preparedness and Emergency Management (MA DPH OPEM) conducting a Jurisdictional Risk Assessment (JRA) in each of the six Health and Medical Coordinating Coalition (HMCC) regions, culminating in one statewide and six regional reports to guide the establishment of future planning priorities. As a project team member, provided logistical and technical support.



**New Hampshire Public Health Advisory Council Learning Collaborative**

Project lead for this Robert Wood Johnson Foundation, County Health Rankings & Roadmaps to Health funded project. Provided logistical support for the learning collaborative meetings, assisted in content development and provided technical assistance as needed. The overall goal of this project was to assist the Regional Public Health Networks in development of logic models based on their work plans, corresponding evaluation plans and rapid cycle improvement.

**City of Nashua, Division of Public Health and Community Services, Nashua, New Hampshire**

*Health Program Specialist, 2013–2015*

Promotion of health programs, community forums, presentations and initiatives within the health department and among community partners, coordination of relevant and timely health information to target audiences, development of all marketing and health promotion materials, maintenance of web and social media presence, and in the event of a public health emergency, served as the Public Information Officer in the local emergency operations center.

*Program Assistant, 2013–2015*

Planning, coordination and facilitation of Homeland Security Exercise and Evaluation Program (HSEEP) compliant Public Health Emergency Preparedness workshops, drills trainings and exercises, facilitation and participation in emergency responses, and assisted with the development and maintenance of standard operating procedures.

**City of Manchester Health Department, Manchester, New Hampshire**

*Consultant, 2013*

Conducted a neighborhood health assessment using Healthy Eating Active Living (HEAL) methodology in Manchester, NH. Assessments included a walkability audit, GIS analysis and a survey of resident perceptions. Provided recommendations to assist in the development of a "Community Schools Model" at a local elementary school.

**New Hampshire Asthma Control Program, New Hampshire Department of Health and Human Services, Concord, New Hampshire**

*Intern, 2013*

Conducted a cross-sectional survey of smoke-free publicly assisted housing in New Hampshire and presented findings at the New Hampshire Public Health Association Annual Meeting.

**Boston Children's Hospital, Boston, Massachusetts**

*Program Coordinator, 2008–2013*

Coordination of the Intermediate Care Program and Medicine ICU Resident Rotations, developed and maintained the website, planning of events (conferences, holiday events, meetings, retreats, travel arrangements), oversaw compliance of required federal and state licensure for physicians, and assisted in grant writing and application process for both NIH and privately funded grants.

## SKILLS | CERTIFICATIONS

Computer: Microsoft (Word, Excel, PowerPoint, Access, Publisher), Adobe Professional Suite, SPSS

Volunteer Activities: Board of Director, New Hampshire Public Health Association, *2013 to 2018* and Chair of the New Hampshire Public Health Association Communications Committee, *2013 to 2018*

Certifications: FEMA Certifications (ICS-100, 200, 300, 400, 700, 800), Homeland Security Exercise and Evaluation Program (HSEEP) and Medical terminology

## AWARDS

New Hampshire Public Health Association Young Professional Award, *2015*

First place for the UNH Master's in Public Health capstone project, "Community Schools: A Unifying Thread, Assessment and Recommendations for the Implementation of the Community School Model at Bakersville Elementary School", *2013*

Third place at the New Hampshire Public Health Association annual meeting for poster presentation, "Cross-Sectional Survey of Smoke-Free Publicly Assisted Housing in NH - Findings and Recommendations, *2013*

**KEY ADMINISTRATIVE PERSONNEL****NH Department of Health and Human Services****Contractor Name:** JSI Research and Training Institute, Inc. d/b/a Community Health Institute**Name of Program:** Governor's Commission Support - Strategic Planning

<b>BUDGET PERIOD: SFY 22</b>				
<b>NAME</b>	<b>JOB TITLE</b>	<b>SALARY</b>	<b>PERCENT PAID FROM THIS CONTRACT</b>	<b>AMOUNT PAID FROM THIS CONTRACT</b>
Amy Daniels	Addiction	\$120,000	0.1758	\$21,096.00
Rekha Sreedhara	Associate Director	\$106,000	0.1406	\$14,903.60
Adriana Lopera	Program Manager	\$75,000	0.1758	\$13,185.00
Melissa Schoemmel	Center Manager	\$82,000	0.1406	\$11,529.20
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
<b>TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)</b>				<b>\$60,713.80</b>

<b>BUDGET PERIOD: SFY XXX</b>				
<b>NAME</b>	<b>JOB TITLE</b>	<b>SALARY</b>	<b>PERCENT PAID FROM THIS CONTRACT</b>	<b>AMOUNT PAID FROM THIS CONTRACT</b>
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
<b>TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)</b>				<b>\$0.00</b>

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maw

Lori A. Shiblette  
Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
GOVERNOR'S COMMISSION ON ALCOHOL & OTHER DRUGS

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9564 1-800-804-0909  
Fax: 603-271-6105 TDD Access: 1-800-735-2964 www.dhhs.nh.gov/dcbcs/bdas

March 30, 2021

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to amend an existing **Sole Source** contract with JSI Research & Training Institute d/b/a Community Health Institute (VC#161611-B001), Bow, NH to continue providing assistance and support to the New Hampshire Governor's Commission on Alcohol and Other Drugs, and Partnerships for Success programs; providing public information relative to alcohol and other drugs, including opioids; and providing reporting and evaluation data to the Department, by exercising a renewal option by increasing the price limitation by \$625,000 from \$6,339,076 to \$6,964,076 and by extending the completion date from June 30, 2021 to June 30, 2022 effective upon Governor and Council approval. 38.62% Federal Funds. 11.76% General Funds. 49.62% Other Funds (Governor Commission Funds).

The original contract was approved by Governor and Council on October 17, 2018, item #6. It was subsequently amended with Governor and Council approval on December 5, 2018, item #18, June 24, 2020, item # 34 and most recently amended with Governor and Council approval on November 18, 2020, item #21.

Funds are available in the following accounts for State Fiscal Years 2021, and are anticipated to be available in State Fiscal Year 2022, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

**EXPLANATION**

This request is **Sole Source** because a previous action was approved as sole source and MOP 150 requires any subsequent amendments to be labelled as sole source. The services and the Contractor were requested, authorized and approved by the Governor's Commission on Alcohol and other Drugs on January 10, 2020, March 5, 2020, and February 19, 2021.

The purpose of this request is to continue providing support and technical assistance to the Commission; the Department; and contractors receiving Partnership for Success funding. By renewing and amending this contract, critical work will continue to collectively improve practices and skills and to increase the information needed and collected to make decisions about mitigating alcohol and other drug misuse and its social, health and behavioral consequences, including overdoses, lost wages and strain on public resources like criminal justice and healthcare.

The Contractor will continue providing services that include, but are not limited to:

- Providing administrative support and technical assistance to the Governor's Commission on Alcohol and Other Drugs.

- Designing and publishing reports in accordance with RSA 12-J: 4, Meetings and Reports.
- Implementing statewide messaging to increase community knowledge of risk and protective factors related to substance misuse and to increase connection to community resources for substance misuse prevention.
- Employing the New Hampshire Service to Science process to support and guide promising New Hampshire prevention programs in becoming New Hampshire-endorsed, evidence-informed programs and to provide consultation assistance and support to prevention organizations who are seeking program improvement.
- Assisting the State Epidemiological Outcomes Workgroup (SEOW), Governor's Commission Data and Evaluation Task Force and reporting relative to RSA12-J:4;
- Supporting the Department and sub-grantees funded through the Substance Abuse and Mental Health Services Administration's Partnership for Success (PFS) grant. PFS programs are designed to address underage drinking among individuals who are 12 through 19 years of age and prescription drug misuse and abuse among individuals who are 12 through 24 years of age; and
- Conducting activities related to compiling and submitting the Cost-Effectiveness and Outcomes Report for NH Prevention programs in accordance with HB1626.

The Contractor will also continue collaborating with the Department to develop and implement statewide messaging that increases public awareness and education for substance misuse prevention and health promotion.

The Department will monitor contracted services by reviewing monthly written progress reports that include a summary of the key work performed during the monthly period, foreseeable key issues and mitigation strategies that include a schedule of work to be completed for the upcoming reporting period.

As referenced in C-1 of the original contract, the parties have the option to extend the agreement for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for the last of the two (2) years available.

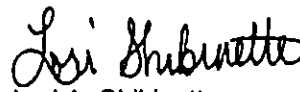
Should the Governor and Council not authorize this request NH prevention programs may not have the support and guidance necessary to address substance use disorders of youth and young adults in their communities. Additionally, NH citizens may not have access to consistent messaging around risk and protective factors and connection to community resources for substance misuse prevention.

Area served: Statewide

Source of Funds: CFDA #93.243 FAIN SP020796.

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

Respectfully submitted.

  
Lori A. Shubinette  
Commissioner

Fiscal Details

RFP-2019-BDAS-05-ALCOH-01-A05

05-95-92-920510-25590000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:  
DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, OPIOID STR GRANT (100%  
Federal Funds CFDA #93.788 FAIN TI080246)

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ Decrease	Revised Amount
2019	102- 500731	Contracts for Program Services	92052559	\$50,000	\$0	\$50,000
2020	102- 500731	Contracts for Program Services	92052559	\$0	\$0	\$0
			<i>Subtotal</i>	<i>\$50,000</i>	<i>\$0</i>	<i>\$50,000</i>

**05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:  
DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION  
FUNDS (100% Other Funds)**

<b>05-95-92-</b>	<b>Class/ Account</b>	<b>Class Title</b>	<b>Job Number</b>	<b>Current Amount</b>	<b>Increase/ (Decrease)</b>	<b>Revised Amount</b>
2019	102-500731	Contracts for Program Services	92058501	\$599,676	\$0	\$599,676
2019	102-500731	Contracts for Program Services	92058502	\$599,676	\$0	\$599,676
2020	102-500731	Contracts for Program Services	92058501	\$324,676	\$0	\$324,676
2020	102-500731	Contracts for Program Services	92058502	\$806,518	\$0	\$806,518
2021	102-500731	Contracts for Program Services	92058501	\$75,000	\$0	\$75,000
2021	102-500731	Contracts for Program Services	92058502	\$550,000	\$0	\$550,000
2022	102-500731	Contracts for Program Services	92058501	\$0	\$75,000	\$75,000
2022	102-500731	Contracts for Program Services	92058502	\$0	\$425,000	\$425,000
			<i>Subtotal</i>	<i>\$2,955,546</i>	<i>\$500,000</i>	<i>\$3,455,546</i>

**05-95-92-920510-33840000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:  
DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, CLINICAL SERVICES (66% Federal  
Funds CFDA #93.959 FAIN TI010035 and 34% General Funds)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Revised Amount
2019	102- 500731	Contracts for Program Services	92057501	\$300,000	\$0	\$300,000
2020	102- 500731	Contracts for Program Services	92057501	\$300,000	\$0	\$300,000
2021	102- 500731	Contracts for Program Services	92057501	\$31,500	\$0	\$31,500
			<i>Subtotal</i>	<i>\$631,500</i>	<i>\$0</i>	<i>\$631,500</i>

**05-95-92-920510-33950000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:  
DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, PFS2 GRANT (100% Federal  
Funds CFDA #93.243 FAIN SP020796 )**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Revised Amount
2019	102- 500731	Contracts for Program Services	92052407	\$240,000	\$0	\$240,000
2019	102- 500731	Contracts for Program Services	92052408	\$75,000	\$0	\$75,000
2020	102- 500731	Contracts for Program Services	92052407	\$265,000	\$0	\$265,000
2020	102- 500731	Contracts for Program Services	92052408	\$75,000	\$0	\$75,000
2021	102- 500731	Contracts for Program Services	92052407	\$150,000	\$125,000	\$275,000
2021	102- 500731	Contracts for Program Services	92052408	\$150,000	\$0	\$150,000
			<i>Subtotal</i>	<i>\$955,000</i>	<i>\$125,000</i>	<i>\$1,080,000</i>

**05-95-92-920510-69350000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:  
DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, MAT GRANT (100% Federal  
Funds CFDA #93.243 FAIN TI026741)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Revised Amount
2019	102- 500731	Contracts for Program Services	92056935	\$108,800	\$0	\$108,800
2020	102- 500731	Contracts for Program Services	92056935	\$133,800	\$0	\$133,800
			<i>Subtotal</i>	<i>\$242,600</i>	<i>\$0</i>	<i>\$242,600</i>

**05-95-92-920510-70400000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:  
DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, STATE OPIOID RESPONSE  
GRANT (100% Federal Funds CFDA #93,788 FAINTI081685)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Revised Amount
2019	102- 500731	Contracts for Program Services	92057040	\$500,000	\$0	\$500,000
2020	102- 500731	Contracts for Program Services	92057040	\$400,000	\$0	\$400,000
			<i>Subtotal</i>	<i>\$900,000</i>	<i>\$0</i>	<i>\$900,000</i>

**05-95-47-470010-79480000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF,  
HHS: MEDICAID & BUSINESS POLICY OFFICE, OFFICE OF MEDICAID AND BUSINESS POLICY  
MEDICAID CARE MANAGEMENT (100% General Funds)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Revised Amount
2019	102- 500731	Contracts for Program Services	47000554	\$162,562	\$0	\$162,562
2020	102- 500731	Contracts for Program Services	47000554	\$441,868	\$0	\$441,868
			<i>Subtotal</i>	<i>\$604,430</i>	<i>\$0</i>	<i>\$604,430</i>
			<b>Grand Total</b>	<b>\$6,339,076</b>	<b>\$625,000</b>	<b>\$6,964,076</b>



**State of New Hampshire  
Department of Health and Human Services  
Amendment #5**

This Amendment to the Alcohol and Other Drug (AOD) Continuum of Care System Supports contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and JSI Research & Training Institute d/b/a Community Health Institute ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on October 17, 2018, (Item #6), as amended on December 5, 2018, (Item #20), August 28, 2019, (Item #12), June 24, 2020, (Item #34) and November 18, 2020, (Item #21) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2022.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$6,964,076.
3. Modify Exhibit A-Amendment #3, Scope of Services, Section 2.5 Partnership for Success, 2.5.4. Young Adult Strategies, by adding 2.5.4.13 to read:  
2.5.4.13. The Contractor shall analyze, and submit the analysis of, the NH county level data from the 2019 Young Adult Assessment to the Department no later than May 1, 2021.
4. Modify Exhibit A-Amendment #3, Scope of Services, Section 2.5 Partnership for Success, 2.5.4. Young Adult Strategies, by adding 2.5.4.14 to read:  
2.5.4.14. The Contractor shall conduct cross tab analysis of the 2019 Young Adult Assessment data as directed and as requested by the Department.
5. Modify Exhibit A-Amendment #3, Scope of Services, Section 2.5 Partnership for Success, 2.5.4. Young Adult Strategies, by adding 2.5.4.15 to read:  
2.5.4.15. The Contractor shall produce data profiles including trend data based on the 2019 Young Adult Assessment as directed and as requested by the Department.
6. Modify Exhibit A-Amendment #3, Scope of Services, Section 2.5 Partnership for Success, 2.5.4. Young Adult Strategies, by adding 2.5.4.16 to read:  
2.5.4.16. The Contractor shall provide TA for the interpretation of the 2019 Young Adult Assessment data to the Department and the Regional Public Health Networks.
7. Modify Exhibit A-Amendment #3, Scope of Services, Section 2.5 Partnership for Success, 2.5.4. Young Adult Strategies, by adding 2.5.4.17 to read:  
2.5.4.17. The Contractor shall collaborate with the Department to produce a marketing campaign and dissemination plan no later than May 1, 2021, for presentation of the 2019 Young Adult Assessment data to a variety of audiences no later than May 15, 2021.
8. Modify Exhibit A-Amendment #3, Scope of Services, Section 2.6 by adding Paragraph 2.6.4, to

JSI Research & Training Institute d/b/a  
Community Health Institute

RFP-2019-BDAS-03-ALCOH-01-A05

Page 1 of 5

Contractor Initials

LR

Date 3/31/2021

read:

- 2.6.4. The Contractor shall collaborate with the Department to ensure that all websites within this agreement are designed, created, and managed according to all NH DoIT website requirements and that any protected health information (PHI), personal information (PI), or other confidential information solicited, will not be stored or captured on the website and shall not be further disclosed except as provided by contract. Unless notice is clearly provided on the website, the Contractor agrees that website visitation will not be monitored and recorded for website analytics or marketing.
9. Modify Exhibit A-Amendment #3, Scope of Services, Section 2.6 by adding Paragraph 2.6.4, to read:
- 2.6.5. The Contractor shall collaborate with the Department to develop an end-of-contract plan that includes, but is not limited to developing a process for compiling an electronic file of all final products produced through this contract for submission to the Department within 30 days of the contract completion.
10. Add Exhibit B, Methods and Conditions Precedent to Payment, Section 4., Subsection 4.1., Paragraph 4.1.2 to read:
- 4.1.2. Payment for activities referenced in Exhibit A, Amendment #3, Scope of Services, Section 2, Scope of Services Subsection 2.5, Partnership for Success, shall be on a cost reimbursement basis for allowable activities incurred through June 30, 2021.
11. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 4., Subsection 4.2., Paragraph 4.2.1., Subparagraph 4.2.1.3., to read:
- 4.2.1.3. Exhibit B-20 Amendment #5 Budget (SFY 21)
12. Add Exhibit B, Methods and Conditions Precedent to Payment, Section 4, Subsection 4.2, Paragraph 4.2.1, Subparagraph 4.2.1.4. to read:
- 4.2.1.4 Exhibit B-29 Amendment #5 Budget (SFY 22)
13. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 4., Subsection 4.5., to read:
- 4.5 The Contractor shall maintain accurate accounting and records for all services billed, payments received and overpayments, if any, refunded and shall provide such records upon the request of the Department.
14. Modify Exhibit B-20, Amendment #4, Master AOD Continuum of Care Systems Supports Budget by replacing it in its entirety with Exhibit B-20, Amendment #5 Budget, which is attached hereto and incorporated by reference herein.
15. Modify Exhibit B-24, Amendment #4, PFS Media Budget by replacing it in its entirety with Exhibit B-24, Amendment #5 Budget, which is attached hereto and incorporated by reference herein.
16. Modify Exhibit B-27, Amendment #4, Cost Effectiveness Reporting for Prevention Budget by replacing it in its entirety with Exhibit B-27, Amendment #5 Budget, which is attached hereto and incorporated by reference herein..
17. Add Exhibit B-29, Amendment #5, Master AOD Continuum of Care Systems Support Budget, which is attached hereto and incorporated by reference herein.
18. Add Exhibit B-30, Amendment #5, Public Awareness & Education Campaign Budget, which is attached hereto and incorporated by reference herein.
19. Add Exhibit B-31, Amendment #5, Service to Science Budget, which is attached hereto and incorporated by reference herein.
20. Add Exhibit B-32, Amendment #5, Governor's Commission on Alcohol and Other Drugs Support

Budget, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

4/5/2021  
Date

DocuSigned by:  
Katja Fox  
Name: Katja Fox  
Title: Director

JSI Research & Training Institute d/b/a Community Health  
Institute

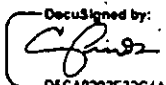
3/31/2021  
Date

DocuSigned by:  
Katie Robert  
Name: Katie Robert  
Title: Director

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

4/6/2021  
Date

DocuSigned by:  
  
DECAR003612C445  
Name: Catherine Pinos  
Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

Exhibit B-20, Amendment #5

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

Contractor Name: JSI Research and Training Institute Inc.

Budget Request for: Master AOD Continuum of Care Systems Support Budget

Budget Period: SFY21 (7/1/20-6/30/21)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 308,026.87	\$ -	\$ 308,026.87	\$ -	\$ -	\$ -	\$ 308,026.87	\$ -	\$ 308,026.87
2. Employee Benefits	\$ 132,144.85	\$ -	\$ 132,144.85	\$ -	\$ -	\$ -	\$ 132,144.85	\$ -	\$ 132,144.85
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ 1,547.37	\$ -	\$ 1,547.37	\$ -	\$ -	\$ -	\$ 1,547.37	\$ -	\$ 1,547.37
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Office Supplies	\$ 12,383.58	\$ -	\$ 12,383.58	\$ -	\$ -	\$ -	\$ 12,383.58	\$ -	\$ 12,383.58
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 8,500.00	\$ -	\$ 8,500.00	\$ -	\$ -	\$ -	\$ 8,500.00	\$ -	\$ 8,500.00
7. Occupancy	\$ 44,578.68	\$ -	\$ 44,578.68	\$ -	\$ -	\$ -	\$ 44,578.68	\$ -	\$ 44,578.68
8. Current Expenses	\$ 35,822.40	\$ -	\$ 35,822.40	\$ -	\$ -	\$ -	\$ 35,822.40	\$ -	\$ 35,822.40
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 4,681.19	\$ -	\$ 4,681.19	\$ -	\$ -	\$ -	\$ 4,681.19	\$ -	\$ 4,681.19
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 7,684.22	\$ -	\$ 7,684.22	\$ -	\$ -	\$ -	\$ 7,684.22	\$ -	\$ 7,684.22
12. Subcontracted/Agreements	\$ 180,789.48	\$ -	\$ 180,789.48	\$ -	\$ -	\$ -	\$ 180,789.48	\$ -	\$ 180,789.48
13. Other (combined from attached program budgets)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 29,800.00	\$ -	\$ 29,800.00	\$ -	\$ -	\$ -	\$ 29,800.00	\$ -	\$ 29,800.00
	\$ 4,050.00	\$ -	\$ 4,050.00	\$ -	\$ -	\$ -	\$ 4,050.00	\$ -	\$ 4,050.00
Indirect As A Line Item	\$ -	\$ 118,811.28	\$ 118,811.28	\$ -	\$ -	\$ -	\$ -	\$ 118,811.28	\$ 118,811.28
<b>TOTAL</b>	<b>\$ 837,888.72</b>	<b>\$ 62,274.68</b>	<b>\$ 900,163.40</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 837,888.72</b>	<b>\$ 62,274.68</b>	<b>\$ 900,163.40</b>
Indirect As A Percent of Direct		7.4%							

Exhibit B-24 Amendment #5

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

Contractor Name: JSI Research and Training Institute, Inc.

Budget Request for: PFS Media Budget

Budget Period: 5FY21 (7/1/20 - 6/30/21)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHR's contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 50,000.00		\$ 50,000.00	\$ -	\$ -	\$ -	\$ 50,000.00		\$ 50,000.00
2. Employee Benefits	\$ 16,600.00		\$ 16,600.00	\$ -	\$ -	\$ -	\$ 16,600.00		\$ 16,600.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Office Supplies:	\$ 1,750.00		\$ 1,750.00	\$ -	\$ -	\$ -	\$ 1,750.00		\$ 1,750.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ 5,600.00		\$ 5,600.00	\$ -	\$ -	\$ -	\$ 5,600.00		\$ 5,600.00
8. Current Expenses	\$ 4,500.00		\$ 4,500.00	\$ -	\$ -	\$ -	\$ 4,500.00		\$ 4,500.00
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 650.00		\$ 650.00	\$ -	\$ -	\$ -	\$ 650.00		\$ 650.00
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 1,000.00		\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00		\$ 1,000.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details necessary)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing & Marketing Travel	\$ 15,000.00		\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00		\$ 15,000.00
Promotion of YAA Results	\$ 10,000.00		\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00		\$ 10,000.00
Indirect As A Line Item	\$ -	\$ 14,000.00	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	\$ 14,000.00	\$ 14,000.00
<b>TOTAL</b>	<b>\$ 183,160.00</b>	<b>\$ 14,000.00</b>	<b>\$ 197,160.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 183,160.00</b>	<b>\$ 14,000.00</b>	<b>\$ 197,160.00</b>
Indirect As A Percent of Direct			14.2%						

Exhibit B-27 Amendment #5

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

Contractor Name: JSI Research and Training Institute, Inc.

Budget Request for: PFS Program Support Budget

Budget Period: SFY21 (7/1/20 - 6/30/21)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 81,250.00	\$ -	\$ 81,250.00	\$ -	\$ -	\$ -	\$ 81,250.00	\$ -	\$ 81,250.00
2. Employee Benefits	\$ 26,975.00	\$ -	\$ 26,975.00	\$ -	\$ -	\$ -	\$ 26,975.00	\$ -	\$ 26,975.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Office Supplies:	\$ 2,843.75	\$ -	\$ 2,843.75	\$ -	\$ -	\$ -	\$ 2,843.75	\$ -	\$ 2,843.75
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ 9,100.00	\$ -	\$ 9,100.00	\$ -	\$ -	\$ -	\$ 9,100.00	\$ -	\$ 9,100.00
8. Current Expenses	\$ 7,312.50	\$ -	\$ 7,312.50	\$ -	\$ -	\$ -	\$ 7,312.50	\$ -	\$ 7,312.50
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 1,056.25	\$ -	\$ 1,056.25	\$ -	\$ -	\$ -	\$ 1,056.25	\$ -	\$ 1,056.25
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 1,625.00	\$ -	\$ 1,625.00	\$ -	\$ -	\$ -	\$ 1,625.00	\$ -	\$ 1,625.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 625.00	\$ -	\$ 625.00	\$ -	\$ -	\$ -	\$ 625.00	\$ -	\$ 625.00
Indirect As A Line Item	\$ -	\$ 24,212.50	\$ 24,212.50	\$ -	\$ -	\$ -	\$ -	\$ 24,212.50	\$ 24,212.50
Indirect As A Percent of Direct	\$ 130,787.50	\$ 24,212.50	\$ 155,000.00	\$ -	\$ -	\$ -	\$ 130,787.50	\$ 24,212.50	\$ 155,000.00
			18.5%						



Exhibit B-21 Amendment #5

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

Contractor name: JSI Research and Training Institute d/b/a Community Health Institute

Budget Request for: Master ADD Continuum of Care Systems Support Budget

Budget Period: SFY22 (7/1/21-6/30/22)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 170,525.00	\$ -	\$ 170,525.00	\$ -	\$ -	\$ -	\$ 170,525.00	\$ -	\$ 170,525.00
2. Employee Benefits	\$ 56,614.00	\$ -	\$ 56,614.00	\$ -	\$ -	\$ -	\$ 56,614.00	\$ -	\$ 56,614.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ 180,000.00	\$ -	\$ 180,000.00	\$ -	\$ -	\$ -	\$ 180,000.00	\$ -	\$ 180,000.00
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Partnership Materials & Promotion	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00
Subject Matter Experts	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00
Indirect As A Line Item	\$ -	\$ 96,861.00	\$ 96,861.00	\$ -	\$ -	\$ -	\$ -	\$ 96,861.00	\$ 96,861.00
<b>TOTAL</b>	<b>\$ 403,139.00</b>	<b>\$ 96,861.00</b>	<b>\$ 500,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 403,139.00</b>	<b>\$ 96,861.00</b>	<b>\$ 500,000.00</b>

Indirect As A Percent of Direct

24.0%

Exhibit B-38 Amendment #5

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

Contractor name: JSI Research and Training Institute d/b/a Community Health Institute

Budget Request for: Public Awareness & Education Campaign Budget

Budget Period: SFY22 (7/1/21-6/30/22)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 47,368.00	\$ -	\$ 47,368.00	\$ -	\$ -	\$ -	\$ 47,368.00	\$ -	\$ 47,368.00
2. Employee Benefits	\$ 15,726.00	\$ -	\$ 15,726.00	\$ -	\$ -	\$ -	\$ 15,726.00	\$ -	\$ 15,726.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Partnership Materials & Promotion	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect As A Line Item	\$ -	\$ 26,906.00	\$ 26,906.00	\$ -	\$ -	\$ -	\$ -	\$ 26,906.00	\$ 26,906.00
TOTAL	\$ 73,094.00	\$ 26,906.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 73,094.00	\$ 26,906.00	\$ 100,000.00

Indirect As A Percent of Direct

36.8%

Exhibit B-31 Amendment #5

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

Contractor name JSI Research and Training Institute d/b/a Community Health Institute

Budget Request for: Service to Science Budget

Budget Period: SFY22 (7/1/21-6/30/22)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 45,263.00	\$ -	\$ 45,263.00	\$ -	\$ -	\$ -	\$ 45,263.00	\$ -	\$ 45,263.00
2. Employee Benefits	\$ 15,027.00	\$ -	\$ 15,027.00	\$ -	\$ -	\$ -	\$ 15,027.00	\$ -	\$ 15,027.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ 160,000.00	\$ -	\$ 160,000.00	\$ -	\$ -	\$ -	\$ 160,000.00	\$ -	\$ 160,000.00
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subject Matter Experts	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ 4,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect As A Line Item	\$ -	\$ 25,710.00	\$ 25,710.00	\$ -	\$ -	\$ -	\$ -	\$ 25,710.00	\$ 25,710.00
TOTAL	\$ 224,290.00	\$ 25,710.00	\$ 250,000.00	\$ -	\$ -	\$ -	\$ 224,290.00	\$ 25,710.00	\$ 250,000.00

Indirect As A Percent of Direct

11.3%

Exhibit B-32 Amendment #5

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

Contractor name JSI Research and Training Institute db/a Community Health Institute

Budget Request for: Governor's Commission on Alcohol and Other Drugs Support Budget

Budget Period: \$FY22 (7/1/21-6/30/22)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 77,894.00	\$ -	\$ 77,894.00	\$ -	\$ -	\$ -	\$ 77,894.00	\$ -	\$ 77,894.00
2. Employee Benefits	\$ 25,861.00	\$ -	\$ 25,861.00	\$ -	\$ -	\$ -	\$ 25,861.00	\$ -	\$ 25,861.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subject Matter Experts	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
Indirect As a Line Item	\$ -	\$ 44,245.00	\$ 44,245.00	\$ -	\$ -	\$ -	\$ -	\$ 44,245.00	\$ 44,245.00
TOTAL	\$ 105,755.00	\$ 44,245.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 105,755.00	\$ 44,245.00	\$ 150,000.00

Indirect As A Percent of Direct

41.8%

OCT 26 '20 AM 8:35 DAS

21 mac



Lori A. Shilbrette  
Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
GOVERNOR'S COMMISSION ON ALCOHOL & OTHER DRUGS

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9564 1-800-804-0909  
Fax: 603-271-6105 TDD Access: 1-800-735-2964 www.dhhs.nh.gov/dcbcs/bdas

October 14, 2020

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to amend an existing Sole Source agreement with JSI Research & Training Institute d/b/a Community Health Institute, (Vendor #161611-B001), Bow, New Hampshire for website maintenance to provide additional support for the Alcohol and Other Drug Continuum of Care System Supports, by increasing the price limitation by \$31,500 from \$6,307,576 to \$6,339,076 with no change to the contract completion date of June 30, 2021 effective upon Governor and Council approval. 66% Federal Funds. 34% General Funds.

The original contract was approved by Governor and Council on October 17, 2018, item #6. It was subsequently amended with Governor and Council approval on December 5, 2018, item #18, and most recently amended with Governor and Council approval on June 24, 2020, item #34.

Funds are available in the following accounts for State Fiscal Year 2021, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

Please attached fiscal details

**EXPLANATION**

This request is Sole Source because a previous action was approved as sole source and MOP 150 requires any subsequent amendments to be labelled as sole source. The services and contractor were requested, authorized and approved by the Governor's Commission on Alcohol and other Drugs (Commission) on January 10, 2020 and March 5, 2020.

The purpose of this request is to provide website maintenance and content management services for the Treatment Locator (<https://nhltreatment.org/>) and New Hampshire Recovery Hub (<http://nhrecoveryhub.org/>) websites. The additional scope supports and expands existing treatment and recovery listings, website content and educational materials.

The Contractor will host each website and ensure the websites function properly while updating and uploading content, as requested by providers and the Department. The Contractor will maintain each website and ensure directory listings are current by improving coordination of edits and new provider listings as well as identifying key providers and organizations.

The Department will monitor additional contracted services by reviewing monthly written progress reports that include a summary of the key work performed during the monthly period.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 2

The Contractor will identify foreseeable key issues and include mitigation strategies with a schedule of work to be completed for the upcoming reporting period.

As referenced in Exhibit C-1 of the original contract, the parties have the option to extend the agreement for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is not exercising its option to renew at this time.

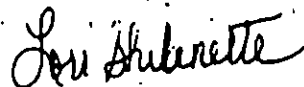
Should the Governor and Council not authorize this request the Department will not be able to maintain the websites that offer vital information in support of the statewide Substance Use Treatment and Recovery efforts.

Area served: Statewide

Source of Funds: CFDA #93.243 FAIN SP020786; CFDA #93.959 FAIN T1083041; General Funds; and Other Funds (Governor Commission Funds).

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

Respectfully submitted,



Lori A. Shabinette  
Commissioner

## Fiscal Details

05-95-92-920510-25590000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, OPIOID STR GRANT-(100% Federal Funds CFDA #93.788 FAIN TI080246)

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ Decrease	Revised Amount
2019	102- 500731	Contracts for Program	92052559	\$50,000	\$0	\$50,000
2020	102- 500731	Contracts for Program	92052559	\$0	\$0	\$0
			<i>Subtotal</i>	\$50,000	\$0	\$50,000

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Revised Amount
2019	102- 500731	Contracts for Program Services	92058501	\$599,676	\$0	\$599,676
2019	102- 500731	Contracts for Program Services	92058502	\$599,676	\$0	\$599,676
2020	102- 500731	Contracts for Program Services	92058501	\$324,676	\$0	\$324,676
2020	102- 500731	Contracts for Program Services	92058502	\$806,518	\$0	\$806,518
2021	102- 500731	Contracts for Program Services	92058501	\$75,000	\$0	\$75,000
2021	102- 500731	Contracts for Program Services	92058502	\$550,000	\$0	\$550,000
			<i>Subtotal</i>	\$2,955,546	\$0	\$2,955,546

**05-95-92-920510-33840000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, CLINICAL SERVICES (66% Federal Funds CFDA #93.959 FAIN T1010035 and 34% General Funds)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Revised Amount
2019	102- 500731	Contracts for Program Services	92057501	\$300,000	\$0	\$300,000
2020	102- 500731	Contracts for Program Services	92057501	\$300,000	\$0	\$300,000
2021	102- 500731	Contracts for Program Services	92057501	\$0	\$31,500	\$31,500
			<i>Subtotal</i>	<i>\$600,000</i>	<i>\$31,500</i>	<i>\$631,500</i>

**05-95-92-920510-33950000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, PFS2 GRANT (100% Federal Funds CFDA #93.243 FAIN SP020796 )**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Revised Amount
2019	102- 500731	Contracts for Program Services	92052407	\$240,000	\$0	\$240,000
2019	102- 500731	Contracts for Program Services	92052408	\$75,000	\$0	\$75,000
2020	102- 500731	Contracts for Program Services	92052407	\$265,000	\$0	\$265,000
2020	102- 500731	Contracts for Program Services	92052408	\$75,000	\$0	\$75,000
2021	102- 500731	Contracts for Program Services	92052407	\$150,000	\$0	\$150,000
2021	102- 500731	Contracts for Program Services	92052408	\$150,000	\$0	\$150,000
			<i>Subtotal</i>	<i>\$955,000</i>	<i>\$0</i>	<i>\$955,000</i>



**05-95-92-920510-69350000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, MAT GRANT (100% Federal Funds CFDA #93.243 FAIN TI026741)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Revised Amount
2019	102-500731	Contracts for Program Services	92056935	\$108,800	\$0	\$108,800
2020	102-500731	Contracts for Program Services	92056935	\$133,800	\$0	\$133,800
			<i>Subtotal</i>	<i>\$242,600</i>	<i>\$0</i>	<i>\$242,600</i>

**05-95-92-920510-70400000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, STATE OPIOID RESPONSE GRANT (100% Federal Funds CFDA #93,788 FAINTI081685)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Revised Amount
2019	102-500731	Contracts for Program Services	92057040	\$500,000	\$0	\$500,000
2020	102-500731	Contracts for Program Services	92057040	\$400,000	\$0	\$400,000
			<i>Subtotal</i>	<i>\$900,000</i>	<i>\$0</i>	<i>\$900,000</i>

**05-95-47-470010-79480000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: MEDICAID & BUSINESS POLICY OFFICE, OFFICE OF MEDICAID AND BUSINESS POLICY MEDICAID CARE MANAGEMENT (100% General Funds)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Revised Amount
2019	102-500731	Contracts for Program Services	47000554	\$162,562	\$0	\$162,562
2020	102-500731	Contracts for Program Services	47000554	\$441,868	\$0	\$441,868
			<i>Subtotal</i>	<i>\$604,430</i>	<i>\$0</i>	<i>\$604,430</i>
			<b>Grand Total</b>	<b>\$6,307,576</b>	<b>\$31,500</b>	<b>\$6,339,076</b>

**New Hampshire Department of Health and Human Services  
Alcohol and Other Drug (AOD) Continuum of Care System Supports**



**State of New Hampshire  
Department of Health and Human Services  
Amendment #4 to the Alcohol and Other Drug (AOD)  
Continuum of Care System Supports**

This 4<sup>th</sup> Amendment to the Alcohol and Other Drug (AOD) Continuum of Care System Supports contract (hereinafter referred to as "Amendment #4") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and JSI Research & Training Institute d/b/a Community Health Institute, (hereinafter referred to as "the Contractor"), a domestic nonprofit corporation a place of business at 501 South Street, 2<sup>nd</sup> Floor, Bow, NH 03304.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on October 17, 2018, (Item #6), as amended on December 5, 2018, (Item #20), August 28, 2019, (Item #12) and June 24, 2020, (Item #34), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$6,339,076.
2. Modify Exhibit A-Amendment #3, Scope of Services, Section 2, Scope of Services, Subsection 2.6, Department Collaboration, Meetings, Websites, by adding Paragraph 2.6.2 to read:
  - 2.6.2. The Contractor shall collaborate with the Department to update and maintain the New Hampshire Treatment Locator website (<https://nhtreatment.org>) through December 31, 2020, by conducting activities that include, but are not limited to:
    - 2.6.2.1. Hosting the website.
    - 2.6.2.2. Ensuring the website functions properly.
    - 2.6.2.3. Updating and uploading edits to listings within 48 hours of the requested action from providers and as requested by the Department.
3. Modify Exhibit A-Amendment #3, Scope of Services, Section 2, Scope of Services, Subsection 2.6, Department Collaboration, Meetings, Websites, by adding Paragraph 2.6.3 to read:
  - 2.6.3. The Contractor shall collaborate with the Department to update and maintain the New Hampshire Recovery Hub website (<http://nhrecoveryhub.org>) through December 31, 2020, by conducting activities that include, but are not limited to:
    - 2.6.3.1. Hosting the website.
    - 2.6.3.2. Ensuring the website functions properly.
    - 2.6.3.3. Updating and uploading content in collaboration with and as requested by the Department.
3. Modify Exhibit B, Amendment #3, Methods and Conditions Precedent to Payment, Section 3,

DR  
LR

10/8/2020

**New Hampshire Department of Health and Human Services  
Alcohol and Other Drug (AOD) Continuum of Care System Supports**



Subsection 3.2, Paragraph 3.2.1. to read:

3.2.1. Substance Abuse Prevention & Treatment Block Grant (SAPT) CFDA #93.959 is available for SFY2019, SFY2020 and SFY 2021 FAIN # TI010035.

4. Modify Exhibit B, Amendment #3, Methods and Conditions Precedent to Payment, Section 3, by adding Subsection 3.3. to read:

3.3. General Funds.

5. Modify Exhibit B, Amendment #3, Methods and Conditions Precedent to Payment, Section 4, Subsection 4.1, by adding Paragraph 4.1.1 to read:

4.1.1. Payment for activities referenced in Exhibit A-Amendment #3, Scope of Services, Section 2, Scope of Services, Subsection 2.6, Department Collaboration, Meetings, Websites, Paragraphs 2.6.2 through 2.6.3 shall be on a cost reimbursement basis for allowable activities incurred through December 31, 2020.

6. Modify Exhibit B, Amendment #3, Methods and Conditions Precedent to Payment, Section 4, Subsection 4.2, Paragraph 4.2.1, Subparagraph 4.2.1.3. to read:

4.2.1.3. Exhibit B-20 Amendment #4 (SFY 21).

7. Modify Exhibit B, Amendment #3, Methods and Conditions Precedent to Payment, Section 4, Subsection 4.2, Paragraph 4.2.2, Subparagraph 4.2.2.2. to read:

4.2.2.2. Exhibits B-21, Amendment #4, Governor's Commission Support Budget, SFY 2021, through Exhibit B-28, Amendment #4, Website Management Services Budget.

8. Modify Exhibit B-20, Amendment #3, Master AOD Continuum of Care Systems Supports Budget by replacing in its entirety with Exhibit B-20, Amendment #4, Master AOD Continuum of Care Systems Supports Budget, which is attached hereto and incorporated by reference herein.

9. Modify Exhibit B-21, Amendment #3, Governor's Commission Support Budget by replacing in its entirety with Exhibit B-21, Amendment #4, Governor's Commission Support Budget, which is attached hereto and incorporated by reference herein.

10. Modify Exhibit B-22, Amendment #3, PFS SEOW Budget by replacing in its entirety with Exhibit B-22, Amendment #4, PFS SEOW Budget, which is attached hereto and incorporated by reference herein.

11. Modify Exhibit B-23, Amendment #3, PFS Program Support Budget by replacing in its entirety with Exhibit B-23, Amendment #4, PFS Program Support Budget, which is attached hereto and incorporated by reference herein.

12. Modify Exhibit B-24, Amendment #3, PFS Media Budget by replacing in its entirety with Exhibit B-24, Amendment #4, PFS Media Budget, which is attached hereto and incorporated by reference herein.

13. Modify Exhibit B-25, Amendment #3, Service to Science Budget by replacing in its entirety with Exhibit B-25, Amendment #4, Service to Science Budget, which is attached hereto and incorporated by reference herein.

14. Modify Exhibit B-26, Amendment #3, Prevention Awareness and Education Campaign Budget in its entirety with Exhibit B-26, Amendment #4, Prevention Awareness and Education Campaign Budget, which is attached hereto and incorporated by reference herein.

15. Modify Exhibit B-27, Amendment #3, Cost Effectiveness Reporting for Prevention Budget by replacing in its entirety with Exhibit B-27, Amendment #4, Cost Effectiveness Reporting for

DS  
LR

**New Hampshire Department of Health and Human Services  
Alcohol and Other Drug (AOD) Continuum of Care System Supports**



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Prevention Budget, which is attached hereto and incorporated by reference herein.

16. Add Exhibit B-28, Amendment #4, Website Maintenance Services, which is attached hereto and incorporated by reference herein.

**New Hampshire Department of Health and Human Services  
Alcohol and Other Drug (AOD) Continuum of Care System Supports**



All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #4 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below.

State of New Hampshire  
Department of Health and Human Services

10/8/2020

Date

Declassified by:

*Katja Fox*

6D805804C83441

Name: Katja Fox

Title: director

JSI Research & Training Institute d/b/a  
Community Health Institute

10/8/2020

Date

Declassified by:

*Katie Robert*

735FAC20A98E49B

Name: Katie Robert

Title: Director

**New Hampshire Department of Health and Human Services  
Alcohol and Other Drug (AOD) Continuum of Care System Supports**



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

**OFFICE OF THE ATTORNEY GENERAL**

10/13/2020

Date

Decertified by:

A handwritten signature in black ink, appearing to read "C. Pinos".

Name: Catherine Pinos

Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

**OFFICE OF THE SECRETARY OF STATE**

Date

Name:

Title:



Lori A. Stibbette  
Commissioner

JUN 12 '20 PM 11:49 DRS  
STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
GOVERNOR'S COMMISSION ON ALCOHOL & OTHER DRUGS

139 PLEASANT STREET, CONCORD, NH 03301  
603-271-9344 1-800-604-0909  
Fax: 603-271-6105 TDD Access: 1-800-735-2964 www.dhhs.nh.gov/debcs/bdas

June 10, 2020

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Behavioral Health, to amend an existing sole source agreement with JSI Research & Training Institute d/b/a Community Health Institute, (Vendor #161611-8001), 501 South Street, 2nd Floor Box, NH 03304, to provide assistance and support to the New Hampshire Governor's Commission on Alcohol and Other Drugs (Commission), and Partnership for Success programs; provide public information relative to alcohol and other drugs, including opioids; and to provide reporting and evaluation relative to HB1626 by exercising a contract renewal option by increasing the price limitation by \$925,000 from \$5,382,576 to \$6,307,576 and extending the completion date from June 30, 2020 to June 30, 2021, effective July 1, 2020 or upon Governor and Executive Council approval, whichever is later. 32.43% Federal Funds and 67.57% Other (Governor Commission) Funds.

This agreement was originally approved by the Governor and Council on October 17, 2018 (Item #6) and subsequently amended on December 5, 2018 (Item # 18) and August 28, 2019 (Item #12).

Funds are available in the following accounts for state fiscal years 2020 and 2021, with the authority to adjust amounts within the price limitation and adjust encumbrances between state fiscal years through the Budget Office, if needed and justified.

*Fiscal Details are attached*

**EXPLANATION**

This request is sole source because the previous action on the contract increased the funding of the contract by greater than ten percent (10%). The services and contractor were requested, authorized and approved by the Governor's Commission on Alcohol and other Drugs (Commission) on January 10, 2020 and March 5, 2020.

The Vendor currently provides services to the Commission, the Department, and contractors receiving Partnership for Success federal grant funding statewide. By renewing and amending this contract, critical work will continue to collectively improve practices and skills and to increase the information needed and collected to make decisions about mitigating alcohol and other drug misuse and its social, health, and behavioral consequences such as overdoses, lost wages and strain on public resources like criminal justice and healthcare.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 2

Funding in this amendment will be used to provide services including, but not limited to:

- Providing administrative support, technical assistance to the Commission as requested and directed by the Commission;
- Designing and publishing reports in accordance with RSA12-J:4;
- Implementing statewide messaging to increase community knowledge of risk and protective factors related to substance misuse and to increase connection to community resources for substance misuse prevention per the direction of the Commission;
- Employing NH's Service to Science process to support and guide promising NH prevention programs in becoming a NH-endorsed, evidence-informed programs and to provide consultation assistance and support to prevention organizations who are seeking to improve the quality of their programs or practices;
- Assisting the State Epidemiological Outcomes Workgroup (SEOW), Governor's Commission Data and Evaluation Task Force and reporting relative to RSA12-J:4;
- Supporting the Department and sub-grantees funded through the Substance Abuse and Mental Health Services Administration's Partnership for Success (PFS) grant. PFS programs are designed to address underage drinking among individuals who are 12 through 19 years of age and prescription drug misuse and abuse among individuals who are 12 through 24 years of age; and
- Conducting activities related to compiling and submitting the Cost-Effectiveness and Outcomes Report for NH Prevention programs in accordance with HB1626.

The Contractor's progress toward meeting the contract goals will be reviewed and measured through monthly progress reports.

The original agreement, included language in Exhibit C-1, Revisions to General Provisions, Section 3 that allows the Department to renew the contract for up to two (2) years, subject to the continued availability of funding, satisfactory performance of service, parties' written authorization and approval from the Governor and Executive Council. The Department is in agreement with renewing services for one (1) year of the two (2) years available at this time.

Should the Governor and Council not authorize this request, the Governor's Commission would be unable to fulfill reporting requirements in accordance with RSA 12-J:4 and 12-J:5, which would put the State out of compliance with NH Laws; NH prevention programs may not have the support and guidance needed to address substance use disorders of youth and young adults in their communities; and NH citizens may not have access to consistent messaging around risk and protective factors and connection to community resources for substance misuse prevention.

Area served: Statewide

Source of Funds: 32.43% Federal Funds from DHHS, Substance Abuse & Mental Health Services Admin, Center for Substance Abuse Prevention, CFOA #93.243 FAIN SP020796; and 67.57% Other Funds from Governor Commission Funds.

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

Respectfully submitted,

  
Lori A. Shibanette  
Commissioner



**Fiscal Details**

**05-95-92-920510-25590000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, OPIOID STR GRANT (100% Federal Funds CFDA #93.788 FAIN T1080246)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ Decrease	Revised Amount
2019	102- 500731	Contracts for Program	92052559	\$50,000	\$0	\$50,000
2020	102- 500731	Contracts for Program	92052559	\$0	\$0	\$0
			<i>Subtotal</i>	\$50,000	\$0	\$50,000

**05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Revised Amount
2019	102- 500731	Contracts for Program Services	92058501	\$599,676	\$0	\$599,676
2019	102- 500731	Contracts for Program Services	92058502	\$599,676	\$0	\$599,676
2020	102- 500731	Contracts for Program Services	92058501	\$324,676	\$0	\$324,676
2020	102- 500731	Contracts for Program Services	92058502	\$806,518	\$0	\$806,518
2021	102- 500731	Contracts for Program Services	92058501	\$0	\$75,000	\$75,000
2021	102- 500731	Contracts for Program Services	92058502	\$0	\$550,000	\$550,000
			<i>Subtotal</i>	\$2,330,546	\$625,000	\$2,955,546

**05-95-92-920510-33840000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, CLINICAL SERVICES (66% Federal Funds CFDA #93.959 FAIN T1010035 and 34% General Funds)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Revised Amount
2019	102- 500731	Contracts for Program Services	92057501	\$300,000	\$0	\$300,000
2020	102- 500731	Contracts for Program Services	92057501	\$300,000	\$0	\$300,000
			<i>Subtotal</i>	<i>\$600,000</i>	<i>\$0</i>	<i>\$600,000</i>

**05-95-92-920510-33950000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, PFS2 GRANT (100% Federal Funds CFDA #93.243 FAIN SP020796 )**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Revised Amount
2019	102- 500731	Contracts for Program Services	92052407	\$240,000	\$0	\$240,000
2019	102- 500731	Contracts for Program Services	92052408	\$75,000	\$0	\$75,000
2020	102- 500731	Contracts for Program Services	92052407	\$265,000	\$0	\$265,000
2020	102- 500731	Contracts for Program Services	92052408	\$75,000	\$0	\$75,000
2021	102- 500731	Contracts for Program Services	92052407	\$0	\$150,000	\$150,000
2021	102- 500731	Contracts for Program Services	92052408	\$0	\$150,000	\$150,000
			<i>Subtotal</i>	<i>\$655,000</i>	<i>\$300,000</i>	<i>\$955,000</i>

**05-95-92-920510-69350000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, MAT.GRANT (100% Federal Funds CFDA #93.243 FAIN TI026741)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Revised Amount
2019	102- 500731	Contracts for Program Services	92056935	\$108,800	\$0	\$108,800
2020	102- 500731	Contracts for Program Services	92056935	\$133,800	\$0	\$133,800
			<i>Subtotal</i>	<i>\$242,600</i>	<i>\$0</i>	<i>\$242,600</i>

**05-95-92-920510-70400000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, STATE OPIOID RESPONSE GRANT (100% Federal Funds CFDA #93,788 FAINTI081685)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Revised Amount
2019	102- 500731	Contracts for Program Services	92057040	\$500,000	\$0	\$500,000
2020	102- 500731	Contracts for Program Services	92057040	\$400,000	\$0	\$400,000
			<i>Subtotal</i>	<i>\$900,000</i>	<i>\$0</i>	<i>\$900,000</i>

**05-95-47-470010-79480000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: MEDICAID & BUSINESS POLICY OFFICE, OFFICE OF MEDICAID AND BUSINESS POLICY MEDICAID CARE MANAGEMENT (100% General Funds)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ (Decrease)	Revised Amount
2019	102- 500731	Contracts for Program Services	47000554	\$162,562	\$0	\$162,562
2020	102- 500731	Contracts for Program Services	47000554	\$441,868	\$0	\$441,868
			<i>Subtotal</i>	<i>\$604,430</i>	<i>\$0</i>	<i>\$604,430</i>
			<b>Grand Total</b>	<b>\$5,382,576</b>	<b>\$925,000</b>	<b>\$6,307,576</b>

New Hampshire Department of Health and Human Services  
Alcohol and Other Drug (AOD) Continuum of Care System Supports



State of New Hampshire  
Department of Health and Human Services  
Amendment #3 to the Alcohol and Other Drug (AOD) Continuum of Care  
System Supports Contract

This 3rd Amendment to the Alcohol and Other Drug (AOD) Continuum of Care System Supports contract (hereinafter referred to as "Amendment #3") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and JSI Research & Training Institute d/b/a Community Health Institute, (hereinafter referred to as "the Contractor"), a non-profit corporation with a place of business at 501 South Street, 2nd Floor, Bow, NH 03304.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on October 17, 2018 (Item #6), as amended and approved on December 5, 2018 (Item #20) and August 28, 2019 (Item #12) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37, General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2021.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$6,307,576
3. Modify Exhibit A – Amendment #1 Additional Scope of Services by deleting it in its entirety.
4. Modify Exhibit A – Amendment #2, Scope of Services, by replacing it in its entirety with Exhibit A – Amendment #3, which is attached hereto and incorporated by reference herein.
5. Modify Exhibit B Amendment #2, Methods and Conditions Precedent to Payment, by deleting in its entirety and replace with Exhibit B Amendment #3.
6. Add Exhibit B-20, Amendment #3, Master AOD Continuum of Care Systems Supports Budget, which is attached hereto and incorporated by reference herein.
7. Add Exhibit B-21, Amendment #3, Governor's Commission Support Budget, which is attached hereto and incorporated by reference herein
8. Add Exhibit B-22, Amendment #3, PFS SEOW Budget, which is attached hereto and incorporated by reference herein
9. Add Exhibit B-23, Amendment #3, PFS Program Support Budget, which is attached hereto and incorporated by reference herein
10. Add Exhibit B-24, Amendment #3, PFS Media Budget, which is attached hereto and incorporated by reference herein
11. Add Exhibit B-25, Amendment #3, Service to Science Budget, which is attached hereto and incorporated by reference herein.
12. Add Exhibit B-26, Amendment #3, Prevention Awareness and Education Campaign Budget, which

**New Hampshire Department of Health and Human Services  
Alcohol and Other Drug (AOD) Continuum of Care System Supports**



is attached hereto and incorporated by reference herein.

13. Add Exhibit B-27, Amendment #3, Cost Effectiveness Reporting for Prevention Budget, which is attached hereto and incorporated by reference herein.

**New Hampshire Department of Health and Human Services  
Alcohol and Other Drug (AOD) Continuum of Care System Supports**

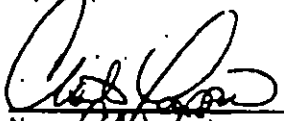


All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #3 remain in full force and effect. This amendment shall be effective July 1, 2020 upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below.

6.11.2020  
Date

State of New Hampshire  
Department of Health and Human Services

  
Name: Christine Tappin

Title: Associate Commissioner

JSI Research & Training Institute d/b/a  
Community Health Institute

6.10.20  
Date

  
Name: Katherine Robert

Title: Director

New Hampshire Department of Health and Human Services  
Alcohol and Other Drug (AOD) Continuum of Care System Supports



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

06/11/20  
Date

Catherine Pinos  
Name:  
Title: Catherine Pinos, Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

AUG06'19 PM 3:25 DAS



Jeffrey A. Meyers  
Commissioner

Katja S. Fox  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR BEHAVIORAL HEALTH

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9344 1-800-852-3345 Ext. 9544  
Fax: 603-271-4332 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

July 2, 2019

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Behavioral Health, to enter into a sole source amendment to an existing contract with JSI Research & Training Institute d/b/a Community Health Institute, Vendor #161611-8001, 501 South Street, 2nd Floor Bow, NH 03304, for the coordination of services provided to the New Hampshire Alcohol and Other Drug (AOD) Continuum of Care System, by increasing the price limitation by \$531,842 from \$4,850,734 to an amount not to exceed \$5,382,576 with no change to the contract completion date of June 30, 2020, effective upon Governor and Executive Council approval. 41.41% Federal Funds, 15.09% General Funds and 43.50% Other (Governor's Commission) Funds.

The original agreement was approved by the Governor and Executive Council on October 17, 2018 (Item #6), and amended on December 5, 2018 (Item #20).

Funds are available in the following accounts for State Fiscal Year (SFY) 2020, with authority to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified.

05-95-92-920510-25590000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, OPIOID STR GRANT (100% Federal Funds)

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ Decrease	Revised Amount
2019	102- 500731	Contracts for Program Services	92052559	\$50,000	\$0	\$50,000
2020	102- 500731	Contracts for Program Services	92052559	\$0	\$0	\$0
			Subtotal	\$50,000	\$0	\$50,000

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ Decrease	Revised Amount
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His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 4

2019	102-500731	Contracts for Program Services	92058501	\$599,676	\$0	\$599,676
2019	102-500731	Contracts for Program Services	92058502	\$599,676	\$0	\$599,676
2020	102-500731	Contracts for Program Services	92058501	\$324,676	\$0	\$324,676
2020	102-500731	Contracts for Program Services	92058502	\$324,676	\$481,842	\$806,518
			Subtotal	\$1,848,704	\$481,842	\$2,330,546

05-95-92-920510-33840000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, CLINICAL SERVICES (66% Federal Funds 34% General Funds)

SFY	Class/Account	Class Title	Job Number	Current Amount	Increase/Decrease	Revised Amount
2019	102-500731	Contracts for Program Services	92057501	\$300,000	\$0	\$300,000
2020	102-500731	Contracts for Program Services	92057501	\$300,000	\$0	\$300,000
			Subtotal	\$600,000	\$0	\$600,000

05-95-92-920510-33950000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, PFS2 GRANT (100% Federal Funds)

SFY	Class/Account	Class Title	Job Number	Current Amount	Increase/Decrease	Revised Amount
2019	102-500731	Contracts for Program Services	92052407	\$240,000	\$0	\$240,000
2019	102-500731	Contracts for Program Services	92052408	\$75,000	\$0	\$75,000
2020	102-500731	Contracts for Program Services	92052407	\$240,000	\$25,000	\$265,000
2020	102-500731	Contracts for Program Services	92052408	\$75,000	\$0	\$75,000
			Subtotal	\$630,000	\$25,000	\$655,000

05-95-92-920510-69350000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, MAT GRANT (100% Federal Funds)

SFY	Class/Account	Class Title	Job Number	Current Amount	Increase/Decrease	Revised Amount
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His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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2019	102-500731	Contracts for Program Services	92056935	\$108,800	\$0	\$108,800
2020	102-500731	Contracts for Program Services	92056935	\$108,800	\$25,000	\$133,800
			<i>Subtotal</i>	<i>\$217,600</i>	<i>\$25,000</i>	<i>\$242,600</i>

05-95-92-920510-70400000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, STATE OPIOID RESPONSE GRANT (100% Federal Funds)

SFY	Class/Account	Class Title	Job Number	Current Amount	Increase/Decrease	Revised Amount
2019	102-500731	Contracts for Program Services	92057040	\$500,000	\$0	\$500,000
2020	102-500731	Contracts for Program Services	92057040	\$400,000	\$0	\$400,000
			<i>Subtotal</i>	<i>\$900,000</i>	<i>\$00</i>	<i>\$900,000</i>

05-95-47-470010-79480000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: MEDICAID & BUSINESS POLICY OFFICE, OFFICE OF MEDICAID AND BUSINESS POLICY MEDICAID CARE MANAGEMENT (100% General Funds)

SFY	Class/Account	Class Title	Job Number	Current Amount	Increase/Decrease	Revised Amount
2019	102-500731	Contracts for Program Services	47000554	\$162,562	\$0	\$162,562
2020	102-500731	Contracts for Program Services	47000554	\$441,868	\$0	\$441,868
			<i>Subtotal</i>	<i>\$604,430</i>	<i>\$0</i>	<i>\$604,430</i>
			<i>Grand Total</i>	<i>\$4,850,734</i>	<i>\$531,842</i>	<i>\$5,382,576</i>

#### EXPLANATION

This request is sole source because the increase in funding exceeds 10% of the current contract price limitation.

The purpose of this request is to expand the scope of services that the Contractor is currently providing to ensure the State has appropriate and sufficient resources to address the implementation and monitoring of new and existing strategies, including:

- Supporting and expanding existing public awareness and prevention, education campaigns.
- Adding administrative support and technical assistance to the Governor's Commission on Alcohol and Other Drugs.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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- Adding evaluation for the enhanced care coordination services offered through the MAT-PDOA grant.

New Hampshire prevention, intervention, treatment, and recovery support services providers and agencies across the state are supported by work that is performed by the contractor under this agreement. The training component of this agreement has held forty-one (41) workshops, with a total of 1,138 participants.

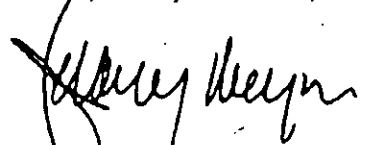
Should the Governor and Executive Council not approve this request, the Department may not have access to necessary information that is collected through services provided under this contract. The collected information is used to make decisions about allocating resources to combat alcohol and drug misuse and the social, health, and behavioral consequences of substance misuse, such as overdoses, lost wages and strain on public resources.

Area served: Statewide.

Source of funds: 41.41% Federal Funds from the DHHS, Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Prevention and Treatment Block Grant, CFDA #93.959 FAIN T11010035, CDFA #93.243, FAIN #T1026741, and CFDA #93.243, FAIN #SP020796, 15.09% General Funds and 43.50% Other Funds from the Governor's Commission Funds.

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

Respectfully submitted,



Jeffrey A. Meyers  
Commissioner



**New Hampshire Department of Health and Human Services  
Alcohol and Other Drug (AOD) Continuum of Care System Supports**

**State of New Hampshire  
Department of Health and Human Services  
Amendment #2 to the Alcohol and Other Drug (AOD) Continuum of Care  
System Supports Contract**

This 2<sup>nd</sup> Amendment to the Alcohol and Other Drug (AOD) Continuum of Care System Supports contract (hereinafter referred to as "Amendment #2") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and JSI Research & Training Institute d/b/a Community Health Institute, (hereinafter referred to as "the Contractor"), a non-profit corporation with a place of business at 501 South Street, 2nd Floor, Bow, NH 03304.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on October 17, 2018 (Item #6), as amended and approved on December 5, 2018 (Item #20) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms or conditions of the contract; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, the State may modify the scope of work and the payment schedule of the contract upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to increase the price limitation, and modify the scope of services to support continued delivery of these services; and

WHEREAS all terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #2 remain in full force and effect; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$5,382,576.
2. Delete Exhibit A, Scope of Services, in its entirety and replace with Exhibit A Amendment #2, Scope of Services.
3. Delete Exhibit B Amendment #1, Methods and Conditions Precedent to Payment in its entirety and replace with Exhibit B Amendment #2: Methods and Conditions Precedent to Payment.
4. Delete Exhibit B-2 Amendment #1, Budget in its entirety and replace with Exhibit B-2 Amendment #2, SFY 2020 Master AOD Continuum of Care System of Supports Budget.
5. Delete Exhibit B-6; Budget in its entirety and replace with Exhibit B-6 Amendment #2, SFY 2020 Technical Assistance Budget.
6. Delete Exhibit B-8, Budget in its entirety and replace with Exhibit B-8 Amendment #2, SFY 2020 Program Evaluation Budget.
7. Delete Exhibit B-12 Budget in its entirety and replace with Exhibit B12 Amendment #2, SFY 2020 Governor's Commission Budget.
8. Delete Exhibit B-16, Budget in its entirety and replace with Exhibit B-16 Amendment #2, SFY 2020 Partnership for Success Budget.
9. Add Exhibit B-19, SFY 2020 Prevention Education Budget.



**New Hampshire Department of Health and Human Services  
Alcohol and Other Drug (AOD) Continuum of Care System Supports**

This amendment shall be effective upon the date of Governor and Executive Council approval.  
IN WITNESS WHEREOF, the parties have set their hands as of the date written below.

7/29/19  
Date

State of New Hampshire  
Department of Health and Human Services  
[Signature]  
Kathleen Fox  
Director

June 24, 2019  
Date

JSI Research & Training Institute d/b/a/  
Community Health Institute  
[Signature]  
Name: Jonathan Stewart  
Title: Regional Director

**Acknowledgement of Contractor's signature:**

State of New Hampshire, County of Merrimack on June 24, 2019, before the undersigned officer, personally appeared the person identified directly above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

[Signature]  
Signature of Notary Public or Justice of the Peace  
DEBRA L. LOVE, Notary Public  
My Commission Expires September 5, 2023  
Name and Title of Notary or Justice of the Peace

My Commission Expires: 9/5/2023



New Hampshire Department of Health and Human Services  
Alcohol and Other Drug (AOD) Continuum of Care System Supports

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

8/5/2019  
Date

[Signature]  
Name: William J. G. Sullivan  
Title: S. Asst. Attorney General

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:



Jeffrey A. Meyer  
Comptroller

Karla S. Fox  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR BEHAVIORAL HEALTH  
BUREAU OF DRUG AND ALCOHOL SERVICES

105 PLEASANT STREET, CONCORD, NH 03301  
603-271-4110 1-800-851-3343 Ext. 4138  
Fax: 603-271-4105 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

November 14, 2018

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Bureau of Drug and Alcohol Services, to enter into a sole source amendment to an existing contract with JSI Research & Training Institute d/b/a Community Health Institute, Vendor # 61611-8001, 501 South Street, 2nd Floor Box, NH 03304, for the coordination of services provided to the New Hampshire Alcohol and Other Drug (AOD) Continuum of Care System, by increasing the price limitation by \$1,450,000 from \$3,400,734 to an amount not to exceed \$4,850,734, effective upon Governor and Executive Council approval, with no change to the contract completion date of June 30, 2020. 45.22% Federal Funds, 16.67% General Funds and 38.11% Other Funds.

The original agreement was approved by the Governor and Executive Council on October 17, 2018 (Item #6).

Funds are available in the following accounts for State Fiscal Year (SFY) 2019, and are anticipated to be available in SFY 2020, upon the availability and continued appropriation of funds in the future operating budget, with authority to adjust encumbrances between State Fiscal Years through the Budget Office, without further approval from the Governor and Executive Council, if needed and justified.

05-95-92-920510-26590000 HEALTH AND SOCIAL SERVICES; DEPT OF HEALTH AND HUMAN SVS, HMS; DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, OPIOID STR GRANT (100% Federal Funds)

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ Decrease	Revised Amount
2019	102- 500731	Contracts for Program Services	92052559	\$50,000	\$0	\$50,000
2020	102- 500731	Contracts for Program Services	92052559	\$0	\$0	\$0
		Subtotal		\$50,000	\$0	\$50,000

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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**05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ Decrease	Revised Amount
2019	102- 500731	Contracts for Program Services	92058501	\$324,676	\$275,000	\$599,676
2019	102- 500731	Contracts for Program Services	92058502	\$324,676	\$275,000	\$599,676
2020	102- 500731	Contracts for Program Services	92058501	\$324,676	\$0	\$324,676
2020	102- 500731	Contracts for Program Services	92058502	\$324,676	\$0	\$324,676
			<b>Subtotal</b>	<b>\$1,298,704</b>	<b>\$550,000</b>	<b>\$1,848,704</b>

**05-95-92-920510-33840000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, CLINICAL SERVICES (66% Federal Funds 34% General Funds)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ Decrease	Revised Amount
2019	102- 500731	Contracts for Program Services	92057501	\$300,000	\$0	\$300,000
2020	102- 500731	Contracts for Program Services	92057501	\$300,000	\$0	\$300,000
			<b>Subtotal</b>	<b>\$600,000</b>	<b>\$0</b>	<b>\$600,000</b>

**05-95-92-920510-33950000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, PFS2 GRANT (100% Federal Funds)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ Decrease	Revised Amount
2019	102- 500731	Contracts for Program Services	92052407	\$240,000	\$0	\$240,000
2019	102- 500731	Contracts for Program Services	92052408	\$75,000	\$0	\$75,000
2020	102- 500731	Contracts for Program Services	92052407	\$240,000	\$0	\$240,000
2020	102- 500731	Contracts for Program Services	92052408	\$75,000	\$0	\$75,000
			<b>Subtotal</b>	<b>\$630,000</b>	<b>\$0</b>	<b>\$630,000</b>



His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 3 of 5

**05-95-92-920510-69350000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, MAT GRANT (100% Federal Funds)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ Decrease	Revised Amount
2019	102- 500731	Contracts for Program Services	92056935	\$108,800	\$0	\$108,800
2020	102- 500731	Contracts for Program Services	92056935	\$108,800	\$0	\$108,800
			<b>Subtotal</b>	<b>\$217,600</b>	<b>\$0</b>	<b>\$217,600</b>

**05-95-92-920510-70400000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, STATE OPIOID RESPONSE GRANT (100% Federal Funds)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ Decrease	Revised Amount
2019	102- 500731	Contracts for Program Services	92057040	\$0	\$500,000	\$500,000
2020	102- 500731	Contracts for Program Services	92057040	\$0	\$400,000	\$400,000
			<b>Subtotal</b>	<b>\$0</b>	<b>\$900,000</b>	<b>\$900,000</b>

**05-95-47-470010-79480000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: MEDICAID & BUSINESS POLICY OFFICE; OFFICE OF MEDICAID AND BUSINESS POLICY MEDICAID CARE MANAGEMENT (100% General Funds)**

SFY	Class/ Account	Class Title	Job Number	Current Amount	Increase/ Decrease	Revised Amount
2019	102- 500731	Contracts for Program Services	47000554	\$162,562	\$0	\$162,562
2020	102- 500731	Contracts for Program Services	47000554	\$441,868	\$0	\$441,868
			<b>Subtotal</b>	<b>\$604,430</b>	<b>\$0</b>	<b>\$604,430</b>
			<b>Grand Total</b>	<b>\$3,400,734</b>	<b>\$1,450,000</b>	<b>\$4,850,734</b>

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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### EXPLANATION

This request is sole source because the additional funding increases the price limitation by more than ten (10) percent of the original contract value. The purpose of this request is to expand the scope of services that the Contractor is currently providing to include restarting the Anyone/Anytime public advertising campaign. This amendment is in support of the Department's goal to re-align the substance use disorder (SUD) service access system into a streamlined and standardized approach as part of the State Opioid Response (SOR) grant, as awarded by the Substance Abuse and Mental Health Services Administration (SAMHSA). The Department's accepted SOR plan includes a significant investment in the expansion and dissemination of a public messaging campaign around the risk of opioids, safe medication storage, and accessing help for those who are affected by OUD. SOR funds will be used to re-boot and expand the "Anyone Anytime" campaign that the Department launched in 2014 and will expand the campaign to target specific prevention messaging for children and young adults related to OUD risks. This re-boot will also serve to ensure public awareness of new access points established with SOR funding, ensuring that individuals seeking information about SUD/OUD services are directed to the appropriate resources, including calling the newly developed 2-1-1 NH call center, visiting the single website designed to streamline information about services, and contacting their Regional Hub to access services.

This amendment also adds \$150,000 in funds that the Department was directed to add to this contract by the Governor's Commission on Alcohol and other Drugs at their October 2018 meeting. The purpose of the additional funding provided by the Commission is to ensure that the Contractor has sufficient resources to support the administrative and technical assistance functions the Commission requests of them.

Notwithstanding any other provision of the Contract to the contrary, no services shall continue after June 30, 2019, and the Department shall not be liable for any payments for services provided after June 30, 2019, unless and until an appropriation for these services has been received from the state legislature and funds encumbered for the SFY 2020-2021 biennium.

Should the Governor and Executive Council not approve this request, the Department may be unable to ensure that the general public is made aware of the new service delivery access established under the SOR grant, and resources for public awareness campaigns around the dangers and risks of opioids will remain limited. Further, the Department may not be in compliance with the funding directive made by the Governor's Commission on Alcohol and other Drugs.

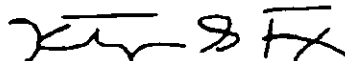
Area served: Statewide.

Source of funds: 45.22% Federal Funds from the DHHS, Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment, Substance Abuse Prevention and Treatment Block Grant, CFDA#93.959 FAIN# TI010035, State Targeted Response to the Opioid Crisis (STR) Grant, CFDA #93.788 FAIN #TI080246, the Medication-Assisted Treatment (MAT) Grant CFDA #93.243 FAIN #TI026741, and the State Opioid Response (SOR) Grant CFDA #93.788 FAIN #TI081685 16.67% General Funds, and 38.11% Other Funds from the Governor Commission Funds.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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In the event that the Federal Funds become no longer available, additional General Funds will not be requested to support this program.

Respectfully submitted,



Katja S. Fox

Director

Approved by:



Jeffrey A. Meyers

Commissioner



**New Hampshire Department of Health and Human Services  
Alcohol and Other Drug (AOD) Continuum of Care System Supports**

**State of New Hampshire  
Department of Health and Human Services  
Amendment #1 to the Alcohol and Other Drug (AOD) Continuum of Care  
System Supports Contract**

This 1<sup>st</sup> Amendment to the Alcohol and Other Drug (AOD) Continuum of Care System Supports contract (hereinafter referred to as "Amendment #1") dated this 5<sup>th</sup> day of November, 2018, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and JSI Research & Training Institute d/b/a Community Health Institute, (hereinafter referred to as "the Contractor"), a non-profit corporation with a place of business at 501 South Street, 2nd Floor, Bow, NH 03304.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on October 17, 2018, the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, the State may modify the scope of work and the payment schedule of the contract upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to increase the price limitation, and modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$4,850,734.
2. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Nathan D. White, Director.
3. Form P-37, General Provisions, Block 1.10, State Agency Telephone Number, to read:  
603-271-9631.
4. Add Exhibit A, Scope of Services, Section 2, Scope of Work, Subsection 2.7, Cost Effectiveness Reporting, Paragraph 2.7.10, to read:  
The Contractor shall provide quarterly reports to the Department detailing the status of Anyone/Anytime media messaging activities, including a comparison of budgeted to expended funds for these activities in the form and format prescribed by the Department.
5. Add Exhibit A Amendment #1 Additional Scope of Services.
6. Delete Exhibit B, Methods and Conditions Precedent to Payment in its entirety and replace with: Exhibit B Amendment #1, Methods and Conditions Precedent to Payment.
7. Delete Exhibit B-1, Budget in its entirety and replace with: Exhibit B-1 Amendment #1, Budget.
8. Delete Exhibit B-2, Budget in its entirety and replace with: Exhibit B-2 Amendment #1, Budget.



**New Hampshire Department of Health and Human Services**  
**Alcohol and Other Drug (AOD) Continuum of Care System Supports**

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9. Delete Exhibit B-11, SFY 2019 Governor's Commission Budget in its entirety and replace with:  
Exhibit B-11 Amendment #1; SFY 2019 Budget, Governor's Commission Funding.
10. Add Exhibit B-17, Budget, SFY 2019 SOR Campaign Funding.
11. Add Exhibit B-18, Budget, SFY 2020 SOR Campaign Funding.



New Hampshire Department of Health and Human Services  
Alcohol and Other Drug (AOD) Continuum of Care System Supports

This amendment shall be effective upon the date of Governor and Executive Council approval.  
IN WITNESS WHEREOF, the parties have set their hands as of the date written below.

State of New Hampshire  
Department of Health and Human Services

11/15/18  
Date

[Signature]  
Name: Kings S. Fox  
Title: Director

JSI Research & Training Institute d/b/a  
Community Health Institute

11.12.18  
Date

[Signature]  
Name: Jonathan Stewart  
Title: Regional Director

Acknowledgement of Contractor's signature:

State of New Hampshire, County of Merrimack on November 12, 2018 before the undersigned officer, personally appeared the person identified directly above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

[Signature]  
Signature of Notary Public or Justice of the Peace  
DEBRA L. LOVE, Notary Public  
My Commission Expires September 9, 2023

Name and Title of Notary or Justice of the Peace

My Commission Expires: 9/5/2023



New Hampshire Department of Health and Human Services  
Alcohol and Other Drug (AOD) Continuum of Care System Supports

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

11/16/2019  
Date

*Nancy J. Smith*  
Name: Nancy J. Smith  
Title: Sr Asst Attorney General

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

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6 muc



Jeffrey A. Myers  
Commissioner

Kelle & Fox  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR BEHAVIORAL HEALTH  
BUREAU OF DRUG AND ALCOHOL SERVICES

100 PLEASANT STREET, CONCORD, NH 03301  
603-271-4110 1-800-832-3343 Ext. 6738  
Fax: 603-271-4105 TDD Access: 1-800-735-1964  
www.dhhs.nh.gov

September 19, 2018

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Bureau of Drug and Alcohol Services, to enter into a retroactive agreement with JSI Research & Training Institute d/b/a Community Health Institute (Vendor #161611-8001), 501 South Street, 2nd Floor Box, NH 03304, for the coordination of services provided to the New Hampshire Alcohol and Other Drug (AOD) Continuum of Care System, Statewide, in an amount not to exceed \$3,400,734 effective retroactive to October 1, 2018 upon Governor and Executive Council approval through June 30, 2020, 38% Federal Funds, 24% General Funds and 38% Other Funds.

Funds are available in the following accounts for State Fiscal Year (SFY) 2019 and are anticipated to be available in SFY 2020, upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts within the price limitation and adjust encumbrances between SFYs through the Budget Office without further approval from Governor and Executive Council, if needed and justified.

05-95-92-920510-25590000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, STR GRANT (100% Federal Funds)

SFY	Class/Account	Class Title	Job Number	Total Amount
2019	102-500731	Contracts for Program Services	92052559	\$50,000
2020	102-500731	Contracts for Program Services	92052559	\$0
			Subtotal	\$50,000

06-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

SFY	Class/Account	Class Title	Job Number	Total Amount
2019	102-500731	Contracts for Program Services	92058501	\$324,676
2019	102-500731	Contracts for Program Services	92058502	\$324,676
2020	102-500731	Contracts for Program Services	92058501	\$324,676
2020	102-500731	Contracts for Program Services	92058502	\$324,676
			Subtotal	\$1,298,704



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**05-95-02-920510-33840000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, CLINICAL SERVICES (88% Federal Funds 34% General Funds)**

SFY	Class/Account	Class Title	Job Number	Total Amount
2019	102-500731	Contracts for Program Services	92057501	\$300,000
2020	102-500731	Contracts for Program Services	92057501	\$300,000
			Subtotal	\$600,000

**05-95-02-920510-33950000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, PFS2 GRANT (100% Federal Funds)**

SFY	Class/Account	Class Title	Job Number	Total Amount
2019	102-500731	Contracts for Program Services	92052407	\$240,000
2019	102-500731	Contracts for Program Services	92052408	\$75,000
2020	102-500731	Contracts for Program Services	92052407	\$240,000
2020	102-500731	Contracts for Program Services	92052408	\$75,000
			Subtotal	\$630,000

**05-95-02-920510-69350000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, MAT GRANT (100% Federal Funds)**

SFY	Class/Account	Class Title	Job Number	Total Amount
2019	102-500731	Contracts for Program Services	92056935	\$108,800
2020	102-500731	Contracts for Program Services	92056935	\$108,800
			Subtotal	\$217,600

**05-95-47-470010-79480000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: MEDICAID & BUSINESS POLICY OFFICE, OFFICE OF MEDICAID AND BUSINESS POLICY MEDICAID CARE MANAGEMENT (100% General Funds)**

SFY	Class/Account	Class Title	Job Number	Total Amount
2019	101-500729	Contracts for Program Services	TBD	\$162,582
2020	101-500729	Contracts for Program Services	TBD	\$441,868
			Subtotal	\$604,450
			Total	\$3,400,734

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### EXPLANATION

This request is retroactive in order to continue critical work in support of a range of programs relative to New Hampshire's Alcohol and Other Drug Continuum of Care System as described below. This approval also will allow the Contractor to begin a time-sensitive examination of the cost-effectiveness and outcomes of Governor's Commission funded programs.

The purpose of this request is to improve the New Hampshire Alcohol and Other Drug (AOD) Continuum of Care System to ensure the citizens of New Hampshire receive quality prevention, intervention, treatment and recovery support services. This statewide system aligns with the Department's efforts to establish a whole-person centered, community-based, provider system that is integrated with primary health care and behavioral health.

In March of 2018, the Governor's Commission on AOD Abuse Prevention, Treatment, and Recovery (Commission) issued their mid-year report (<https://www.dhhs.nh.gov/dchbs/bdas/documents/mid-year-commission-2018.pdf>) emphasizing the need to stabilize and expand support for prevention, early identification, treatment and recovery services; especially for high-risk/high-need populations such as youth, young adults and pregnant women to ensure accessible, integrated services meet demand throughout the State. Approval of this Agreement will result in the provision of training, technical assistance, program evaluation, data analysis and interpretation to support the AOD Continuum of Care System across New Hampshire.

Services within this Agreement will support identified needs and result in the collective improvement of the AOD Continuum of Care System in mitigating substance misuse and its consequences for the citizens of New Hampshire by:

- Increasing professional service provider's knowledge, skills and abilities in the use of various outcome-supported and evidence-based programs, policies, and practices;
- Improving provider's overall operations as they relate to programs, policies, and practices;
- Supporting the integration of AOD services within primary and behavioral health care;
- Providing technical assistance in the form of consultation and guidance to assist providers in building internal capacity and increasing knowledge and expertise in the changing landscape of healthcare;
- Providing program evaluation to measure outcomes and processes to continually enhance and improve the quality of services delivered;
- Providing data analysis to inform the decision-making process for SUD services; and
- Conducting cost-effectiveness and outcome reporting activities in accordance with HB1626 and specific to the Governor's Commission funded programs ([http://www.gencourt.state.nh.us/bill\\_status/billText.aspx?sy=2018&id=15598&txtFormat=html](http://www.gencourt.state.nh.us/bill_status/billText.aspx?sy=2018&id=15598&txtFormat=html)).

The outcomes achieved for each of the measures above will be used to determine the effectiveness of the Contractor's efforts.

For 2014-2015 in New Hampshire, an average of 82,000 individuals aged twelve (12) or older (7.2% of all individuals in this age group) reported having a Substance Use Disorder (SUD) within the past year. The Bureau of Drug and Alcohol Services has developed, and continues to improve, the AOD Continuum of Care System to mitigate alcohol and other drug misuse and to ensure affected citizens of New Hampshire receive quality prevention, intervention, treatment and recovery support services.

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JSI Research & Training Institute d/b/a Community Health Institute was selected for this project through a competitive bid process. A Request for Proposals was posted on the Department of Health and Human Services' website from May 8, 2018 through July 2, 2018. The Department received one (1) proposal. The proposal was reviewed and scored by a team of individuals with program specific knowledge. The Bid Summary is attached.

As referenced in the Request for Proposals and in the Exhibit C-1, Revisions to General Provisions, of this contract, the Department reserves the option to extend contract services for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Executive Council.

Notwithstanding any other provision of the Contract to the contrary, no services shall continue after June 30, 2019, and the Department shall not be liable for any payments for services provided after June 30, 2019, unless and until an appropriation for these services has been received from the state legislature and funds encumbered for the SFY 2020-2021 biennium.

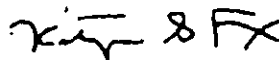
Should the Governor and Executive Council not approve this request, the Department may not be able to meet state and federal requirements including Chapter 302 (HB 1626), New Hampshire Laws of 2018 and the associated federal grants. Additionally, valuable opportunities will be missed to support integrated care, enhance provider skills and abilities, and monitor, evaluate, and improve alcohol and other drug services. All of these elements are imperative to providing effective services and making informed, data-driven decisions related to the mitigation of alcohol and other drug misuse and the social, physical and behavioral health consequences, for New Hampshire citizens and communities.

Area served: Statewide.

Source of funds: 38% Federal Funds from the DHHS, Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment; Substance Abuse Prevention and Treatment Block Grant, COFA#93.959 FAIR# T1010035, State Targeted Response to the Opioid Crisis (STR) Grant, CFDA #93.788 FAIR# BT1080248, and the Medication-Assisted Treatment (MAT) Grant CFDA #93.243 FAIR# BT1026741. 38% Other Funds from the Governor Commission Funds and 24% General Funds.

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

Respectfully submitted,



Katie S. Fox  
Director

Approved by:



Jeffrey A. Meyers  
Commissioner

*The Department of Health and Human Services' Mission is to join communities and families,  
in providing opportunities for citizens to achieve health and independence.*

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**Alcohol and Other Drug (AOD)  
Continuum of Care System Supports**  
RFP Name

**RFP: 7019-SDAS-03-ALCON**  
RFP Number

Bidder Name	
1.	JSI Research and Training Institute, Inc. d/b/a Community Health Institute
2.	
3.	
4.	
5.	
6.	
7.	

Priorities	Maximum Points	Actual Points
	475	360
	475	0
	475	0
	475	0
	475	0
	475	0
	475	0

Reviewer Names	
1.	Rebecca Pym, MAT-POCA Project Coordinator, SDAS
2.	Don Hunter, Program Planning & Review Specialist, SDAS
3.	Laura Marsh, Business Admin. II, OSH/SDAS Finance
4.	Shannon Quinn, Training Coordinator-RAD, SDAS
5.	Michael Rogers, RIT Administrator, SHV HSH Div, SDAS
6.	Marceline Tatum, Director of Program Planning and Integrity
7.	
8.	
9.	