



Jeffrey A. Meyers
Commissioner

Maureen U. Ryan
Director of Human
Services

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

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

January 23, 2017

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Office of Health Equity to amend the agreements with the vendors listed below, by increasing the price limitation by \$8,055 from \$225,000 to an amount not to exceed \$233,055, to continue to provide services which promote the health and well-being of newly arrived and vulnerable New Hampshire refugees, effective upon the date of Governor and Executive Council approval through August 14, 2017. These agreements were originally approved by the Governor and Executive Council on October 29, 2014 (Item #8). 100% Federal Funds.

Summary of contract amounts by vendors:

Vendor Name	Location	Current Budget	Increased (Decreased) Amount	Revised Budget
Ascentria Community Services, Inc.	Concord	\$112,500.00	\$4,027.50	\$116,527.50
International Institute of New England	Boston	\$112,500.00	\$4,027.50	\$116,527.50
			Total Amount	\$233,055.00

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

See attachment for financial details

EXPLANATION

The purpose for this request is to increase the number of health education sessions and/or individual or family health orientations provided by the vendors listed above to help refugees who have been in the United States for less than five (5) years achieve self-sufficiency. The focus of these services is on refugees that currently reside in New Hampshire cities impacted by resettlement: Concord, Nashua and Manchester, but refugees statewide are eligible for services.

These contracts provide case coordination services to ensure refugees have access to timely and appropriate health and mental health care (beginning with the initial domestic health screening and extending to any needed follow-up care), and to enable them to acquire the knowledge and skills they need to navigate the U.S. healthcare system independently, and to manage their own health and health care, including health insurance.

Vendor performance is monitored through various methods, such as, annual monitoring, trimester reporting activities as defined in Exhibit A, Scope of Services, and at regular, in-person meetings with the Department to ensure each vendor meets, at least, the minimum required performance measures and overall program goals.

The original contract was competitively bid. A Request for Proposals (RFP) will be issued for services needed after August 14, 2017.

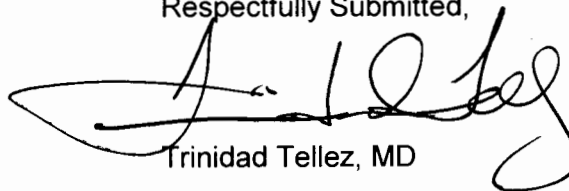
Should the Governor and Executive Council not authorize this Request, additional much needed health education services for recently arrived refugees may not be able to be provided.

Area Served: Statewide.

Source of Funds: 100% Federal Funds. CFDA #93.576 U.S. Department of Health and Human Services, Administration for Families and Children/ Refugee Resettlement, FAIN #90RX0255-03-01.


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

Respectfully Submitted,



Trinidad Tellez, MD

Director

Approved by 

Jeffrey A. Meyers

Commissioner

**Refugee Health Promotion Contract Amendment #1
Fiscal Detail**

05-095-042-4220010-79220000-500731 HEALTH AND HUMAN SERVICES, HEALTH AND HUMAN SERVICES,
MINORITY HEALTH, REFUGEE SERVICES
100% Federal Funds

CFDA # 93.576
FAIN 90RX0255-03-01

Ascentria Community Services, Inc.

State Fiscal Year	Class / Account	Class Title	Activity Code	Current Budget	Increased (Decreased) Amount	Revised Modified Budget
2015	102/500731	Contracts for Program Services	42200012	\$25,000.00	\$0.00	\$25,000.00
2016	102/500731	Contracts for Program Services	42200012	\$37,500.00	\$0.00	\$37,500.00
2017	102/500731	Contracts for Program Services	42200012	\$37,500.00	\$4,027.50	\$41,527.50
2018	102/500731	Contracts for Program Services	42200012	\$12,500.00	\$0.00	\$12,500.00
		Sub Total				\$116,527.50

International Institute of New England

State Fiscal Year	Class / Account	Class Title	Activity Code	Current Budget	Increased (Decreased) Amount	Revised Modified Budget
2015	102/500731	Contracts for Program Services	42200012	\$25,000.00	\$0.00	\$25,000.00
2016	102/500731	Contracts for Program Services	42200012	\$37,500.00	\$0.00	\$37,500.00
2017	102/500731	Contracts for Program Services	42200012	\$37,500.00	\$4,027.50	\$41,527.50
2018	102/500731	Contracts for Program Services	42200012	\$12,500.00	\$0.00	\$12,500.00
		Sub Total				\$116,527.50

Total \$233,055.00



**State of New Hampshire
Department of Health and Human Services
Amendment #1 to the
Refugee Health Promotion Contract**

This 1st Amendment to the Refugee Health Promotion Contract (hereinafter referred to as "Amendment #1") dated this 22nd day of September, 2016, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Ascentria Community Services, Inc., (hereinafter referred to as "the Contractor" or "Ascentria"), a non-profit corporation with a place of business at 261 Sheep Davis Road, Suite A-1, Concord, New Hampshire 03301.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on October 29, 2014 (Item #8), 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 and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18, the State may modify the Contract by written agreement of the parties;

WHEREAS to ensure quality health care for newly arrived New Hampshire refugees, the Department will increase the number of refugees covered under the Contract;

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. Delete Form P-37, General Provisions, Block 1.2 State Agency Address and replace with the following: 129 Pleasant Street, Concord, NH 03301.
2. Delete Form P-37, General Provisions, Block 1.8 Price Limitation and replace with the following: \$116,527.50.
3. Delete Form P-37, General Provisions, Block 1.9 Contracting Officer for the State and replace with the following: Eric D. Borrin, Director of Contracts and Procurement.
4. Delete Form P-37, General Provisions, Block 1.10 State Agency Telephone Number and replace with the following: (603) 271-9558.
5. Amend Contract Agreement, Exhibit A, by adding Section 3. Additional Health Orientation / Health Education Sessions as follows:
 3. Additional Health Orientation / Health Education Sessions
 - 3.1. The Contractor shall provide at least four (4) additional health education sessions and/or twenty-five (25) additional individual or family health orientations on topics of personal relevance, as described in Section 2. Scope of Services to newly arrived and vulnerable refugees.
6. Delete Contract Amendment, Exhibit A, Section 3 Reporting and replace with the following:

4. REPORTING

- 4.1. Submit two (2) semi-annual reports and a final program report, as prescribed by the grantor, the Federal Office of Refugee Resettlement, to the New Hampshire Office of Minority Health and Refugee Affairs.

New Hampshire Department of Health and Human Services
Refugee Health Promotion
Amendment #1



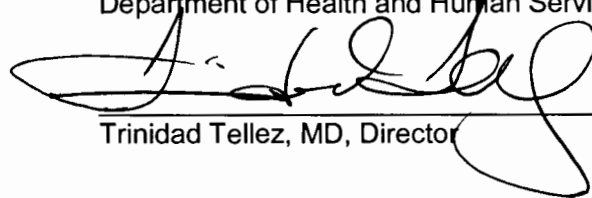
7. Delete Appendix C: Budget, State Budget Period 10/1/16 – 6/30/17 and replace with the following: Appendix C-1 – Budget Form, State Budget Period 10/01/2016 – 06/30/2017.

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

2/11/17
Date


Trinidad Tellez, MD, Director

10-20-2016
Date

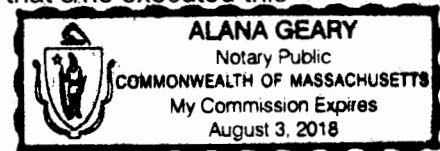
Dana Ramech
Name and Title of Contractor Signatory
Dana Ramech, EMD

Acknowledgement:

State of Massachusetts, County of Worcester on October 20, 2016, before the undersigned officer, personally appeared the person identified 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 of Notary Public or Justice of the Peace

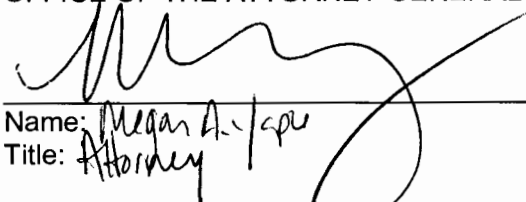
Alana Geary, Notary Public
Name and Title of Notary or Justice of the Peace



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

OFFICE OF THE ATTORNEY GENERAL

2/17/17
Date


Name: Megan A. Lopez
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:

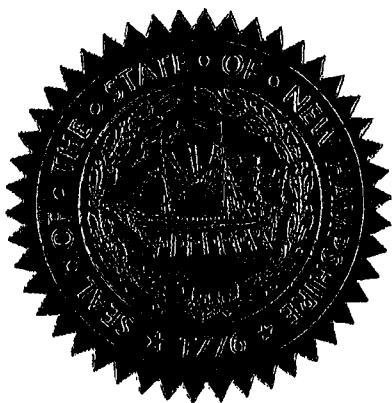
Dana Rein 10-20-16

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 Ascentria Community Services, Inc., a(n) Massachusetts nonprofit corporation, registered to do business in New Hampshire on June 13, 2011. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 24th day of May, A.D. 2016

A handwritten signature in cursive script, reading "William M. Gardner".

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, Alana Geary, do hereby certify that:
(Name of the elected Officer of the Agency; cannot be contract signatory)

1. I am a duly elected Officer of Ascentria Community Services, Inc., (formerly known as Lutheran Community Services, Inc.).

(Agency Name)

2. The following is a true copy of the resolution duly adopted at a meeting of the Board of Directors of the Agency duly held on September 15, 2015:

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

3. The following person(s) (has) (have) been duly elected and now occupy the office(s) indicated below.

<u>Angela Bovill</u>	President
<u>Tim Johnstone</u>	Executive Vice President
<u>Dana Ramish</u>	Executive Vice President
<u>Nicholas Russo</u>	Treasurer

4. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 20th day of October, 2016.
(Date Contract Signed)

5. Dana Ramish is the duly elected Executive Vice President
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

Alana Geary
(Signature of the Elected Officer)

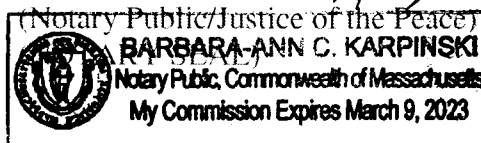
STATE OF ~~NEW HAMPSHIRE~~ Massachusetts

County of Worcester

The forgoing instrument was acknowledged before me this 20th day of October, 2016.

By Alana Geary
(Name of Elected Officer of the Agency)

Barbara Ann C. Karpinski



Commission Expires: March 9, 2023
NH DHHS, Office of Business Operations
Bureau of Provider Relationship Management
Certificate of Vote Without Seal

July 1, 2005



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/29/2016

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

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

PRODUCER Hays Companies 133 Federal Street, 2nd Floor Boston MA 02110		CONTACT NAME: Tina Rothemich PHONE (A/C, No, Ext): (617) 723-7775 FAX (A/C, No): E-MAIL: ADDRESS:	
INSURED Ascentria Care Alliance 14 East Worcester Street Suite 300 Worcester MA 01604		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Insurance Companies INSURER B: Employers Ins. Co. of Wausau INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 92535 21458	

COVERAGES

CERTIFICATE NUMBER: CL1692928703

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			PHPK1552687	10/1/2016	10/1/2017	EACH OCCURRENCE \$ 1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
			MED EXP (Any one person) \$ 25,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
						GENERAL AGGREGATE \$ 3,000,000	
						PRODUCTS - COMP/OP AGG \$ 3,000,000	
							\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			PHPK1552687	10/1/2016	10/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
			BODILY INJURY (Per person) \$				
			BODILY INJURY (Per accident) \$				
			PROPERTY DAMAGE (Per accident) \$				
						\$	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			PHUB556695	10/1/2016	10/1/2017	EACH OCCURRENCE \$ 10,000,000
			AGGREGATE \$ 10,000,000				
			\$				
			\$				
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCC-611-262252-016	10/1/2016	10/1/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
			E.L. EACH ACCIDENT \$ 1,000,000				
			E.L. DISEASE - EA EMPLOYEE \$ 1,000,000				
			E.L. DISEASE - POLICY LIMIT \$ 1,000,000				
A	Property			PHPK1552687	10/1/2016	10/1/2017	Special Form Including Theft \$2,612,250

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

Named Insured: Ascentria Community Services, Inc.

Evidence of Coverage

CERTIFICATE HOLDER**CANCELLATION**

NH DHHS 129 Pleasant Street Brown Building 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 James Hays/TROTHER

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Ascentria
CARE ALLIANCE

261 Sheep Davis Road, Suite A-1, Concord, NH 03301
ascentria.org | 603.224.8111 | info@ascentria.org
Formerly Lutheran Social Services of New England

Mission statement:

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

Vision statement:

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

Empowering People. Strengthening Communities.



ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY
CONSOLIDATED FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2015 AND 2014

ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY
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YEARS ENDED JUNE 30, 2015 AND 2014

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CliftonLarsonAllen

CliftonLarsonAllen LLP
CLAconnect.com

INDEPENDENT AUDITORS' REPORT

Board of Directors
Ascentria Community Services, Inc. and Subsidiary
Worcester, Massachusetts

We have audited the accompanying consolidated financial statements of Ascentria Community Services, Inc. and Subsidiary, which comprise the consolidated statements of financial positions as of June 30, 2015 and 2014, and the related consolidated statements of activities, changes in net assets, cash flows and functional expenses for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Board of Directors
Ascentria Community Services, Inc. and Subsidiary

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the consolidated financial position of Ascentria Community Services, Inc. and Subsidiary as of June 30, 2015 and 2014, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Boston, Massachusetts
December 9, 2015

ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY
CONSOLIDATED STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2015 AND 2014

ASSETS	<u>2015</u>	<u>2014</u>
CURRENT ASSETS		
Cash and Cash Equivalents	\$ 872,153	\$ 881,227
Accounts Receivable, (Net of Estimated Uncollectible Accounts)	3,839,947	3,543,732
Prepaid Expenses	127,002	112,883
Assets Held for Sale	349,500	349,500
Total Current Assets	<u>5,188,602</u>	<u>4,887,342</u>
ASSETS LIMITED AS TO USE		
Beneficial Interest in Net Assets of Related Party	599,095	583,758
PROPERTY AND EQUIPMENT		
Land	27,196	57,332
Building	268,280	268,280
Building Improvements	159,393	159,393
Leasehold Improvements	721,402	1,152,312
Furniture and Equipment	232,877	232,050
Vehicles	244,951	244,951
Equipment Held Under Capital Lease	408,032	408,031
Computer Equipment and Software	143,313	118,719
Total	<u>2,205,444</u>	<u>2,641,068</u>
Less: Accumulated Depreciation	<u>1,624,750</u>	<u>1,653,832</u>
Total Property and Equipment, Net	580,694	987,236
DUE FROM RELATED PARTIES	327,617	230,167
OTHER ASSETS		
Deposits	49,996	54,438
Construction in Progress	12,000	-
Total Other Assets	<u>61,996</u>	<u>54,438</u>
Total Assets	<u><u>\$ 6,758,004</u></u>	<u><u>\$ 6,742,941</u></u>

See accompanying Notes to Consolidated Financial Statements.

LIABILITIES AND NET ASSETS		2015	2014
CURRENT LIABILITIES			
Long-Term Debt - Current Maturities	\$	37,707	\$ 397,521
Accounts Payable		562,317	576,103
Accrued Expenses		1,473,429	982,902
Deferred Revenue		127,617	300,178
Due to the State of Maine		317,999	255,699
Due to Third Party		43,291	43,291
Total Current Liabilities		<u>2,562,360</u>	<u>2,555,694</u>
 LONG-TERM DEBT, Net of Current Maturities		 913,319	 625,264
 DUE TO RELATED PARTIES		 <u>-</u>	 <u>393,338</u>
 Total Liabilities		 3,475,679	 3,574,296
 NET ASSETS			
Unrestricted		2,626,083	2,542,819
Temporarily Restricted		656,242	625,826
Total Net Assets		<u>3,282,325</u>	<u>3,168,645</u>
 Total Liabilities and Net Assets		 <u>\$ 6,758,004</u>	 <u>\$ 6,742,941</u>

ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY
CONSOLIDATED STATEMENTS OF ACTIVITIES
YEARS ENDED JUNE 30, 2015 AND 2014

	<u>2015</u>	<u>2014</u>
UNRESTRICTED NET ASSETS		
REVENUE		
Program Service Revenue		
Public Sources	\$ 32,522,034	\$ 31,138,410
Private Sources	3,688,751	3,493,003
Total Program Service Revenue	<u>36,210,785</u>	<u>34,631,413</u>
OTHER INCOME		
Net Assets Released from Restriction Used for Operations	133,187	190,374
Other Income	578,667	237,464
Total Other Income	<u>711,854</u>	<u>427,838</u>
 Total Revenue	 36,922,639	 35,059,251
EXPENSES		
Salaries and Wages	17,349,508	16,910,528
Employee Benefits	3,615,907	3,275,561
Program Expenses	6,947,942	6,529,662
Professional Fees	80,337	124,000
Occupancy Costs	1,808,914	1,541,276
Operating Supplies and Expenses	1,144,130	1,583,428
Impairment Loss	-	68,863
Administrative Costs	4,422,720	3,717,492
Travel Expenses	839,099	782,936
Custodial Fee	3,740	15,832
Depreciation and Amortization	156,022	207,921
Bad Debt Expense	32,651	61,171
Interest	58,655	66,364
Total Expense	<u>36,459,625</u>	<u>34,885,034</u>
 OPERATING GAIN	 463,014	 174,217
NONOPERATING ACTIVITY		
Gain on Sale of Property and Equipment	-	147,119
Loss on Damaged Property and Equipment	(245,547)	-
Loss on Disposal of Land	(30,136)	-
Equity Transfer	(104,067)	-
Total Nonoperating Gain (Loss)	<u>(379,750)</u>	<u>147,119</u>
 INCREASE IN UNRESTRICTED NET ASSETS	 <u><u>\$ 83,264</u></u>	 <u><u>\$ 321,336</u></u>

See accompanying Notes to Consolidated Financial Statements.

ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY
CONSOLIDATED STATEMENTS OF CHANGES IN NET ASSETS
YEARS ENDED JUNE 30, 2015 AND 2014

	Unrestricted	Temporarily Restricted	Total
NET ASSETS AT JUNE 30, 2013	\$ 2,221,483	\$ 676,128	\$ 2,897,611
Increase in Unrestricted Net Assets	321,336	-	321,336
Change in Beneficial Interest in Net Assets of Related Party	-	140,072	140,072
Net Assets Released from Restrictions - Operations	-	(190,374)	(190,374)
Change in Net Assets	321,336	(50,302)	271,034
NET ASSETS AT JUNE 30, 2014	\$ 2,542,819	\$ 625,826	\$ 3,168,645
Increase in Unrestricted Net Assets	83,264	-	83,264
Change in Beneficial Interest in Net Assets of Related Party	-	163,603	163,603
Net Assets Released from Restrictions - Operations	-	(133,187)	(133,187)
Change in Net Assets	83,264	30,416	113,680
NET ASSETS AT JUNE 30, 2015	<u>\$ 2,626,083</u>	<u>\$ 656,242</u>	<u>\$ 3,282,325</u>

See accompanying Notes to Consolidated Financial Statements.

ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY
CONSOLIDATED STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2015 AND 2014

	2015	2014
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in Net Assets	\$ 113,680	\$ 271,034
Adjustments to Reconcile Change in Net Assets to Net Cash Provided (Used) by Operating Activities:		
Depreciation and Amortization	156,022	207,921
Bad Debts	32,651	61,171
Gain on Sale of Property and Equipment	-	(147,119)
Change in Beneficial Interest in Net Assets of Related Party	(163,603)	(140,072)
Loss on Damaged of Property and Equipment	245,547	-
Impairment Loss	-	68,863
Loss on Disposal of Land	30,136	-
Equity Transfer	104,067	-
(Increase) Decrease in:		
Accounts Receivable	(328,866)	(85,656)
Prepaid Expenses	(14,119)	7,402
Deposits	4,442	(12,350)
Beneficial Interest in Net Assets of Affiliate	148,266	175,555
Increase (Decrease) in:		
Accounts Payable	(13,786)	(126,273)
Accrued Expenses	490,527	(181,785)
Deferred Revenue	(172,561)	44,826
Due to Third Party	-	(218,580)
Due to State of Maine	62,300	(39,901)
Net Cash Provided (Used) by Operating Activities	<u>694,703</u>	<u>(114,964)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of Property and Equipment	(25,163)	(53,368)
Additions to Construction in Progress	(12,000)	-
Proceeds on Sale of Property and Equipment	-	216,000
Net Cash Provided (Used) by Investing Activities	<u>(37,163)</u>	<u>162,632</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Payments on Long-Term Debt	(71,759)	(73,481)
Advances from (Payments to) Related Parties	(594,855)	368,337
Net Cash Provided (Used) by Financing Activities	<u>(666,614)</u>	<u>294,856</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(9,074)	342,524
Cash and Cash Equivalents - Beginning of Year	<u>881,227</u>	<u>538,703</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u><u>\$ 872,153</u></u>	<u><u>\$ 881,227</u></u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Cash Paid for Interest	<u><u>\$ 58,608</u></u>	<u><u>\$ 66,364</u></u>

See accompanying Notes to Consolidated Financial Statements.

ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY
CONSOLIDATED STATEMENTS OF FUNCTIONAL EXPENSES
YEARS ENDED JUNE 30, 2015 AND 2014

	2015			
	Total	Program	Management and General	Fundraising
Salaries and Wages	\$ 17,349,508	\$ 17,042,371	\$ 307,137	\$ -
Employee Benefits	3,615,907	3,574,169	41,738	-
Program Expenses	6,947,942	6,947,942	-	-
Professional Fees	80,337	51,805	28,532	-
Occupancy Costs	1,808,914	1,592,984	215,930	-
Operating Supplies and Expenses	1,144,130	1,027,114	117,016	-
Administrative Costs	4,422,720	-	4,422,720	-
Travel Expenses	839,099	813,385	25,714	-
Custodial Fee	3,740	-	-	3,740
Interest	58,655	58,655	-	-
Bad Debt Expense	32,651	32,651	-	-
Total Before Depreciation and Amortization	36,303,603	31,141,076	5,158,787	3,740
Depreciation and Amortization	156,022	154,269	1,753	-
Total Functional Expenses	<u>\$ 36,459,625</u>	<u>\$ 31,295,345</u>	<u>\$ 5,160,540</u>	<u>\$ 3,740</u>

	2014			
	Total	Program	Management and General	Fundraising
Salaries and Wages	\$ 16,910,528	\$ 16,660,633	\$ 249,895	\$ -
Employee Benefits	3,275,561	3,219,330	56,231	-
Program Expenses	6,529,662	6,529,662	-	-
Professional Fees	124,000	75,771	48,229	-
Occupancy Costs	1,541,276	1,387,852	153,424	-
Operating Supplies and Expenses	1,583,428	1,341,261	242,167	-
Impairment Loss	68,863	(6,637)	75,500	-
Administrative Costs	3,717,492	87,380	3,630,112	-
Travel Expenses	782,936	781,641	1,295	-
Custodial Fee	15,832	-	-	15,832
Interest	66,364	66,242	122	-
Bad Debt Expense	61,171	61,171	-	-
Total Before Depreciation and Amortization	34,677,113	30,204,306	4,456,975	15,832
Depreciation and Amortization	207,921	199,800	8,121	-
Total Functional Expenses	<u>\$ 34,885,034</u>	<u>\$ 30,404,106</u>	<u>\$ 4,465,096</u>	<u>\$ 15,832</u>

See accompanying Notes to Consolidated Financial Statements.

ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014

NOTE 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

Ascentria Community Services, Inc. (ACS) and Ascentria Community Care, Inc. (ACC) (collectively the Organizations) are corporations exempt from tax under Section 501(c)(3) of the Internal Revenue Code as a public charity. The Organizations provide community service programs to children, families, refugees, and developmentally disabled adults throughout New England. ACS transferred its "In Home Care" service line to ACC and is the sole corporate member of ACC. Ascentria Care Alliance, Inc. (Ascentria) is a sole corporate member of ACS and also serves as the management agent.

The Organizations provide the following programs:

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

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

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

Basis of Consolidation

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

Method of Accounting

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

Cash and Cash Equivalents

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

Accounts Receivable

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

ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014

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

Program Service Revenue

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

Property and Equipment

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

Assets Held for Sale

In 2014, a property in New Hampshire qualified to be classified as held for sale. Consequently, the Organization has presented the assets under the caption "Assets Held for Sale" on the statement of financial position.

Assets held for sale are reported in the statement of financial position at the lower of its carrying amount or fair value, less cost to sell. Assets held for sale are assessed for impairment when management believes events or changes in circumstances indicate that its carrying amount may not be recoverable. Based on this assessment, assets held for sale that are considered impaired are written down to their fair value. In July 2015, the assets were sold for the fair value noted on the statement of financial position.

Related Party Loans Receivable

The Organizations' loan portfolio is comprised on unsecured related party loans receivable that are non-interest bearing and have no fixed repayment terms, as detailed in Note 3, and is considered a single portfolio class. Related party loans receivable are recorded net of an allowance for expected loan losses (allowance). The Organizations establish an allowance as an estimate of inherent risk in the Organizations' loan portfolio. Although management believes the allowance to be adequate, ultimate losses may vary from its estimates. The allowance is established through a provision for loan losses that is charged to expense. Loan losses are charged off against the allowance when the Organizations determine the loan balance to be uncollectible. Proceeds received on previously charged off amounts are recorded as recovery in the year of receipt. The Organizations determined that all related party loans receivable are fully collectible as of June 30, 2015.

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

ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014

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

Net Assets

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

Unrestricted Net Assets

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

Temporarily Restricted Net Assets

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

Permanently Restricted Net Assets

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

Recognition of Donor Restrictions

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

Donated Services

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

Advertising Costs

Promotional advertising costs are expensed as incurred. Promotional advertising expense charged to operations amounted to \$11,018 and \$31,128 for the years ended June 30, 2015 and 2014, respectively.

Use of Estimates

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

Functional Allocation of Expenses

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

ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014

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

Income Taxes

The Organizations are not-for-profit corporations as described in Section 501(c)(3) of the Internal Revenue Code and are exempt from federal and state income taxes on related income pursuant to section 501(a) of the code.

Deferred Revenue

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

Fair Value Measurements

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

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

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

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

In instances where the determination of the fair value measurement is based on inputs from different levels of the fair value hierarchy, the level in the fair value hierarchy within which the entire fair value measurement falls is based on the lowest level input that is significant to the fair value measurement in its entirety. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs. There have been no changes in valuation methodology used at June 30, 2015.

Subsequent Events

In preparing these financial statements, the Organizations have evaluated events and transactions for potential recognition or disclosure through December 9, 2015, the date the financial statements were available to be issued.

ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014

NOTE 2 ASSETS LIMITED AS TO USE

Beneficial Interest in Net Assets of Related Party

The Organizations record beneficial interest in the net assets of Ascentria, a related party, for funds being held by Ascentria on behalf of the Organizations.

NOTE 3 RELATED PARTY TRANSACTIONS

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

a) The Organizations are charged annually by Ascentria for accounting, management services, and overhead in monthly installments. Charges to operations for these services totaled approximately \$3,917,000 and \$3,630,000 for the years ended June 30, 2015 and 2014, respectively. These expenses have been included on the statement of activities under the caption "Administrative Costs". In addition, Ascentria is the central contracting entity for insurance coverage, and insurance costs are then billed monthly to the Organizations.

b) In connection with soliciting and managing donations received, Ascentria charged the Organizations a custodial fee. The custodial fee charged to operations was \$3,590 and \$15,832 for the years ended June 30, 2015 and 2014, respectively.

c) The Organizations rents office space and program vehicles from Ascentria under tenancy at will arrangements. The rent charged to operations for these arrangements amounted to approximately \$45,000 and \$61,000 for the years ended June 30, 2015 and 2014, respectively.

d) During the year ended June 30, 2015, the Organizations received federal funding of \$288,000 that was passed through to Good News Garage - LSS, Inc.

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

	2015	2014
Due from Related Parties:		
Ascentria Care Alliance, Inc.	\$ 300,640	\$ 182,559
LCS Creative Living, Inc.	23,327	2,677
Lutheran Housing Corporation - Brockton, Inc.	78	703
Lutheran Home of Southbury, Inc.	-	40,722
Luther Ridge at Middletown, Inc.	3,550	3,506
Lutheran Assisted Living in Middleton	22	-
Total	<u>\$ 327,617</u>	<u>\$ 230,167</u>
Due to Related Parties:		
Ascentria Care Alliance, Inc.	\$ -	\$ 322,994
Good News Garage - LSS, Inc.	-	70,344
Total	<u>\$ -</u>	<u>\$ 393,338</u>

ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014

NOTE 4 DEFINED CONTRIBUTION PENSION PLAN

The Organizations participate in a defined contribution thrift plan (the thrift plan) qualifying under Internal Revenue Code Section 403(b) maintained by Ascentria. The thrift plan permits discretionary employer contributions based on a specified percentage of annual compensation and employee contributions. Pension costs charged to operations and contributions to the plan amounted to \$-0- for each of the years ended June 30, 2015 and 2014.

NOTE 5 ACCOUNTS RECEIVABLE

The accounts receivable balance consisted of the following at June 30, 2015 and 2014:

	2015	2014
Accounts Receivable - Program Services	\$ 3,872,897	\$ 3,603,843
Less: Allowance for Doubtful Accounts	(32,950)	(60,111)
Accounts Receivable, Net	<u>\$ 3,839,947</u>	<u>\$ 3,543,732</u>

NOTE 6 CONCENTRATION OF CREDIT RISK

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

Cash and Cash Equivalents

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

Major Customer

The Organizations receive significant funding from various federal and state agencies. The states through which funding was received include Massachusetts, New Hampshire and Maine. Approximately 90% of the Organizations revenue was received from state and federal agencies directly or via pass through for the year ended June 30, 2015.

Due from Related Parties

The Organizations extend unsecured credit to a related party. The balance due from related parties totaled \$327,617 at June 30, 2015.

Beneficial Interest in Net Assets of Related Party

The Organizations unsecured gifts, held by a related party, amounted to \$599,095 at June 30, 2015.

Accounts Receivable

The Organizations extend unsecured credit to its customers. Accounts receivable amounted to \$3,839,947 at June 30, 2015.

ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014

NOTE 7 PROPERTY AND EQUIPMENT

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

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

Depreciation and amortization (including amortization of equipment under capital lease) expense charged to operations was \$156,022 and \$207,921 for the years ended June 30, 2015 and 2014, respectively.

During April 2014, ACS deemed building assets with net book value of approximately \$350,000 to be held for sale, at this time depreciation on these assets ceased. See Note 1 for additional details.

During September 2013, ACS deemed building assets with a net book value of approximately \$69,000 to be held for sale, at this time depreciation on these assets ceased. On December 20, 2013, the assets were sold and ACS recognized a gain on disposal. The gain of approximately \$147,000 is reflected under the caption "gain on sale of property and equipment" on the statement of activities for the year ended June 30, 2014.

During January 2015, the Organization experienced fire and water damage at one of their leased facilities resulting in severe damages to the property. The loss incurred on the leased property of approximately \$245,500 is listed under the caption "loss on destruction of property" on the statement of activities for the year ended June 30, 2015.

NOTE 8 MAINE MEDICAID LIABILITY

ACS provides services for Medicaid eligible individuals under terms of costs based contracts with the State of Maine. Accordingly, ACS provides for the estimated amount of settlements with Medicaid as a liability. Final reimbursement is not determined until the State of Maine accepts the cost report. The amount of the estimated liability was approximately \$318,000 and \$256,000 at June 30, 2015 and 2014, respectively. Adjustments to these estimates are reflected on the statement of activities under the caption "public sources" to the extent not previously recorded in the year the final settlement information becomes available to management.

ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014

NOTE 9 CONTRIBUTED LEASED PROPERTY

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

Management has determined that the annual rental payments are below market value and therefore have recorded the fair value of the lease in the financial statements. The valuation of the lease is based on the lesser of the net present value of market rate rent payments or the fair market value of the building at the lease inception date, at that time, was estimated to be \$69,000. Management concluded that the fair value of the building was the lesser of the two valuation methods and consequently valued the market rate lease at \$69,000 at the lease inception date. The fair value of the lease is being amortized on a straight-line basis over the term of the lease. The unamortized fair value of the lease amounted to \$27,900 and \$41,700 as of June 30, 2015 and 2014, respectively, and is reported in the caption "building" in the statement of financial position.

NOTE 10 LONG TERM DEBT

The Organizations are liable on long-term debt at June 30, 2015 and 2014 as follows:

	<u>2015</u>	<u>2014</u>
<u>Description</u>		
<u>Note Payable</u>		
Term note payable to Bank of America face amount \$350,000, due August 7, 2033, secured by business assets, payable in monthly installments of interest only through August 2008 then monthly payments of principal plus interest through maturity. Interest rate is the 30 year treasury bill rate plus 2 1/2% adjusted annually (7.10% at June 30, 2015 and 2014).	\$ 305,798	\$ 313,702
<u>Mortgages</u>		
Mortgage payable to TD Bank. In December 2014, the mortgage was extended and now matures on December 17, 2017. The monthly payments of principal and interest before and after the extension were \$3,558 and \$2,512, respectively. The interest rate before and after the extension was 5.0% and 4.23%, respectively. The mortgage is secured by all business assets.	325,414	358,410
Mortgage payable to Bank of America face amount \$370,308, secured by real property owned by ACS at two locations, and guaranteed by Ascentria, with an interest rate of 7.01%, due August 2032. Monthly principal and interest payments of \$2,670.	317,080	328,340

ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014

NOTE 10 LONG TERM DEBT (CONTINUED)

<u>Description (Continued)</u>	<u>2015</u>	<u>2014</u>
<u>Capital Lease Obligations</u>		
ACS is obligated under various capital lease agreements for equipment and motor vehicles, expiring in 2016, with a combined monthly payment of approximately \$2,200 with interest rates ranging from approximately 4% to 8%.		
Total	2,734	22,333
	<u>951,026</u>	<u>1,022,785</u>
Less: Current Maturities	(37,707)	(397,521)
Long-Term Debt, Net	<u>\$ 913,319</u>	<u>\$ 625,264</u>

Following are current maturities for the next five years:

<u>Year Ending June 30,</u>	<u>Current Maturities</u>
2016	\$ 37,707
2017	37,105
2018	312,364
2019	22,674
2020	24,297

Interest charged to operations for the above long-term debt amounted to \$58,655 and \$66,364 for the years ended June 30, 2015 and 2014, respectively.

NOTE 11 DUE TO THIRD PARTY

The Organizations are reflecting an estimated liability in the amount of approximately \$43,000 at both June 30, 2015 and 2014. This amount is due to the New Hampshire Department of Children, Youth and their Families (DCYF) resulting from reported overpayments that date back to 2005.

ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014

NOTE 12 OPERATING LEASES

The Organizations lease land, buildings, equipment and motor vehicles under various operating lease agreements with terms of one to five years. Total rent and related expenses amounted to approximately \$781,000 and \$950,000 for the years ended June 30, 2015 and 2014, respectively.

Future minimum lease payments under these agreements are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2016	\$ 399,296
2017	305,271
2018	216,425
2019	29,484
2020	-
Total	<u>\$ 950,476</u>

NOTE 13 CONTINGENCIES

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

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

ACS and Ascentria have entered into an equity sharing agreement related to one property transferred from Ascentria to the ACS on July 1, 2001. The agreement states that if the properties are sold or leased to a third party, approximately 40% of the proceeds will become payable to Ascentria. Such payment represents the excess of fair value of the properties transferred over their net book value as of July 1, 2001. A significant portion of the Organizations' revenues are derived from state and federal government funding. Due to current economic conditions it is possible that funding from these sources could be reduced in the near term. The Organizations cannot determine at this time if funding levels will change, or what financial impact, if any, potential changes would have on the Organizations.

ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014

NOTE 13 CONTINGENCIES (CONTINUED)

ACS was previously covered by a retroactive workers compensation and employer's liability insurance policy. Under such a policy, the ultimate premium is based on ACS's loss experience. In addition, ACS accrues estimated losses for asserted and unasserted claims in excess of the minimum premium up to any stipulated maximum per the policy. ACS's policy contained a loss limitation provision of \$250,000 per incident. As of June 30, 2015 there is an open asserted claim outstanding. There are potential additional costs related to this claim for which management cannot estimate, thus no provision has been recorded. The maximum amount of the additional claims considering the loss limitation is \$120,000. Management is unaware of any additional unasserted claims as of June 30, 2015, thus any financial impact related to such claims cannot be determined at this time.

The receivables of the Organizations are listed as collateral under the line of credit agreement of Ascentria. The outstanding balance \$1,600,000 and \$1,540,000 as of June 30, 2015 and 2014, respectively.

NOTE 14 FAIR VALUE MEASUREMENT

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

The following tables present the Organizations fair value hierarchy for those assets and liabilities measured at fair value on a recurring basis as of June 30, 2015 and 2014, respectively:

2015				
	Total	Quoted Prices in Active Markets for Identical Assets Level 1	Significant Other Observable Inputs Level 2	Significant Unobservable Inputs Level 3
Beneficial Interest in Net Assets of Related Party				
Cash Equivalents	\$ 599,095	\$ -	\$ -	\$ 599,095
Total	<u>\$ 599,095</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 599,095</u>

ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014

NOTE 14 FAIR VALUE MEASUREMENT (CONTINUED)

	2014			
	Total	Quoted Prices in Active Markets for Identical Assets Level 1	Significant Other Observable Inputs Level 2	Significant Unobservable Inputs Level 3
Beneficial Interest in Net Assets of Related Party				
Cash Equivalents	\$ 583,758	\$ -	\$ -	\$ 583,758
Total	<u>\$ 583,758</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 583,758</u>

The following table provides a summary of changes in fair value of the Organization's Level 3 financial assets for the years ended June 30, 2015 and 2014, respectively:

Balance at July 1, 2013	\$ 619,241
Utilization of Funds	<u>(35,483)</u>
Balance at July 1, 2014	\$ 583,758
Income	<u>15,337</u>
Balance at June 30, 2015	<u>\$ 599,095</u>

Since these funds are held by a third party that pools the Organization's interest with other related organization's assets, management has determined that the inputs are unobservable and therefore valued using a level 3 methodology.

The following table presents the Organization's fair value hierarchy for those assets measured at fair value on a nonrecurring basis as of June 30, 2014:

	2014			
	Total	Quoted Prices in Active Markets for Identical Assets Level 1	Significant Other Observable Inputs Level 2	Significant Unobservable Inputs Level 3
Assets Held for Sale	\$ 349,500	\$ -	\$ -	\$ 349,500
Total	<u>\$ 349,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 349,500</u>

ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014

NOTE 14 FAIR VALUE MEASUREMENT (CONTINUED)

The following table presents changes in assets measured at fair value using Level 3 inputs on a non-recurring basis for the year ended of June 30, 2014.

	Assets Held for Sale
July 1, 2013 - Value	\$ 425,000
Depreciation Expense	(6,637)
Asset Impairment Charge	(68,863)
June 30, 2014 - Value	<u>\$ 349,500</u>



Ascentria
CARE ALLIANCE
Ascentria Community Services, Inc.
Board of Directors
2016 - 2017

William Mayo, Chair

Michael Balinskas, Vice Chair

Jeff Kinney

Garth Greimann

Karen Gaylin

Angela Bovill

Corporate Officers:

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

Shirley Woodward, JD, MPH

EXPERIENCE

Ascentria Care Alliance. Concord, NH.

Program Manager, Services for New Americans

November 2013-present

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

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

Program Officer, Population, Refugees, and Migration

September 2010-November 2013

Presidential Management Fellow

September 2008-September 2010

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

United Nations High Commissioner for Refugees. Nairobi, Kenya.

Resettlement Intern

May-July 2007

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

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

Gender-based Violence (GBV) Umbrella Grant Program Coordinator

February-July 2005

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

Save the Children/UK. Darfur, Sudan.

Gender-based Violence (GBV) Advisor

November-December 2004

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

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

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

September-October 2004

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

Gender-based Violence (GBV) Program Coordinator, Guinea

July 2002-June 2004

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

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

Health/Community Development Volunteer

June 1997-August 1999

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

EDUCATION AND PROFESSIONAL AFFILIATION

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

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

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

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

MPH, May 2002.

Brown University. Providence, RI.

AB with honors in Public Policy. May 1997.

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

Admitted to the Bar of the Commonwealth of Massachusetts

LANGUAGE

Proficient in French.

PUBLICATIONS

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

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

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

Samba C. Halkose

QUALIFICATIONS SUMMARY

10+ years' experience in Human Services working in a broad range of service agencies across multiple work environments and requirements. Bachelor of Science in Business Study as specialization in Human Resources. Highly organized self-starter with strong interpersonal office skills and proven experience working with people from diverse backgrounds. Fluent in English, French, Swahili and Lingala. Demonstrated facility for multitasking and prioritizing in fast-paced environments. Technically competent.

- Refugee Coordinator and school liaison
- Community Organizer
- Public Relations and Community Outreach
- Multi-Cultural/Multi-lingual Interpreter
- Health Educator
- Health Care Interpreter
- Employment Support Specialist
- Case Worker

EXPERIENCE

Education & Employment Specialist: - Ascentria Care Alliance

Nov. 2015- update

- Provide assistance to refugees in developing an employment plan, follows up with employed refugees to support retaining or job improvements
- Evaluate clients' aptitudes, interests, work skills, work experience, education, and / or degree of limitations to find opportunities and challenges to employment
- Researches employment opportunities, networks and develops relationships with potential employers, educates employers about the benefits of hiring refugees

Case Worker: - Ascentria Care Alliance

Sept. 2014 – Nov. 2015

- Provides appropriate assistance to refugees during the resettlement and case management contractual period
- Responsible for the continuance of the orientation process, employment plan, and monitoring; and overseeing client's participation in refugee program
- The goal is to assist refugees to live as self-sufficiently as possible and to integrate into the community; this must be done within the compliance of the refugee programs contracts

Medical Interpreter: - Lutheran Social Services

April 2014 – Sept. 2014

- Facilitate communication between patients with limited English proficiency (LEP) and their physicians, nurses, lab technicians and other healthcare providers.

Employment Support Specialist: - Southern NH Services

2012 - 2013

- Establish and maintain a cooperative working relationship with local agencies and business organizations with translation, e.g., immigration, hospital, government offices.
- Assist clients in completing job applications and other job search and readiness requirements.
- Work to provide and maintain job workshop for program participants.
- Develop new resources and identify existing resources to create new work sites and resources.
- Assist refugees with filling applications for SSA, Food Stamps, Medicaid and other benefits.
- Provide home based education to new immigrants to understand U.S. culture.

Refugee Coordinator/Family Liaison – Nashua School District

2008 – 2012

- Register all newly arrived refugees students and ensure they are oriented to school before their first day
- Work with the schools and families to access interpretation and transportation for school meetings and events
- Inform new arrived families about American school culture, school related policies regarding absences, field trips, and classroom rules and teachers expectations
- Recognize and promote mentorship opportunities between refugee and immigrant students and their normal counterparts

Reach Program/Office assistant – Administrations: NH Minority Health Coalition

2001 - 2003

- Provide support to the Office Manager to support the Executive Director. Account payable clerk.
- Educating providers and empowering consumers to understand the African Culture.
- Bilingual Administrative Assistant, utilizing language and administrative skills to ensure effective and efficient communication in the work place.

Residential Instructor – Easter Seals NH

2002 - 2011

- Instruct, supervise and assist residents with disability in their activities of daily living through daily routines and to carry out scheduled activities of the programs
- Perform tasks under supervision of Program manager, and Assistant Program Manager in agreement with well-known center policies and procedures

VOLUNTEER / COMMUNITY SERVICE

Board of Directors, Manchester Community Health Center, Manchester, NH	2002 – 2003
Chief Leader of the Congolese Women Community in Manchester, NH.	2003-2005
Celebration of Excellence Award, Manchester Community College	2007
Organize and implement social community activities.	
After School program, Summer Vacation with Women for Women Coalition	2013

EDUCATION

Certificate in medical interpretation	2001
Certificate in Licensed Nurse Assistant at Careers, LLC.	2004
Bachelor of Science, Business Studies with concentration in Human Resources	2010
Medical Terminology Certificate	2014

Clement N Kigugu

Objectives: To become a trained Leader of Color in the State of New Hampshire

1. Ascentria Care Alliance: November 2015 - to present

Education & Employment Specialist, Services for New Americans

- Provide assistance to refugees in developing an employment plan, follows up with employed refugees to support retaining or job improvements
- Evaluate clients' aptitudes, interests, work skills, work experience, education, and / or degree of limitations to find opportunities and challenges to employment
- Researches employment opportunities, networks and develops relationships with potential employers, educates employers about the benefits of hiring refugees

2. Ascentria Care Alliance: March 2014 – November 2015

Caseworker, Services of New Americans

2. The Over Comers Church of God: 05/23/15

Senior Pastor from the Over Comers Church of God

3. Easter Seals, Bow, NH, 2010-2014

Direct support associate, aid for people with disabilities

3. Lutheran Social Services (Language Bank), 2011 -2014

Interpreter, Kinyarwanda, Kirundi, Swahili and French

4. Market Place Assistant for the Affordable Care Act, November, 2013 to 2014

5. ANSP + Kigali, Rwanda, 2004 – 2006 Supervisor, National Association

- Supporting People Living with AIDS/HIV Helping them live positively with HIV
- Counseling for post-traumatic stress disorder
- Giving advice on how to overcome stigmatization and discrimination
- Teaching financing of micro-projects and money management
- Providing necessary assistance with activities of daily living for children with physical and psychological disabilities.

6. Gira Impuhwe Association of Rwanda, 1999-2003 Coordinator of a non-profit organization whose purpose is to help orphans and widows of the 1994 genocide, and children and widows living with HIV/AIDS.

- Helping them live positively with their disease
- Counseling for post-traumatic stress disorder
- Providing support for overcoming the traumatic situation they experienced in 1994
- Teaching financing of micro-projects and money management

II. Volunteer work

Deacon, African Church, Concord, NH, 2007 – 2015

III. Education

- Usalama Sange High School, Uvira, Congo, 1991
- Universite' Libre de Kigali, Kigali, Rwanda, 1999, 2 year University degree in Management
- Certificate in Financing of Micro-projects for Leaders of the association of people living with HIV/AIDS, Kigali, Rwanda, 1999
- Certificate in Living With HIV/AIDS and Disabilities, Post-Traumatic Stress Disorder. Kigali, Rwanda, 2000
- Community Education, courses in Computers, Internet, Power Point Word Processing, Kigali, Rwanda 1999 - 2000
- Certificate from Actionaid Rwanda and Christian Aid, training course for AIDS work trainers, Byumba, Rwanda, 2001
- Ambassadors of Hope Training Certificate, National Association for Supporting People Living with AIDS Rwanda, Isano Center, Kigali, Rwanda, 2002
- Catholic Relief Services Certificate, Economic Competence in the Foundation of Entrepreneurship (Competence Economiques par la Formation a` l'esprit Entrepreneurial), Kigali, Rwanda, 2002
- ESRI Certificate in Demographic Information Systems, Geneva, Switzerland, 2002
- AHEC, Southern NH Area Health Education Center, Certificate in Medical Interpretation Training, Manchester, NH 2009

IV. Languages

Kinyarwanda (first language), Kirundi, French, Swahili, Kifulelo, some Lingala and English

V References

1. Shirley Woodward *Program Manager, Services for New Americans* swoodward@ascentria.org
603 224 8111 ex 2255
2. James B. Snodgrass Executive Director Second Start 17 Knight Street Concord NH 03301
603-228-1341 X 4216 jsnodgrass@second-start.org
3. Priscilla Reinertsen, Ph.D. Prof. of Sociology, Emeritus, University of New Hampshire 603-746-6491 prtsen1@comcast.net

Career Aim

To pursue a career and make valuable contributions in the social work profession by effectively utilizing my maturity, life experiences, competencies and subject knowledge, which I have acquired from educational institutions, various workplaces, and additional trainings. I hope to achieve this by empowering families and communities at large.

Strengths

I can work under minimum supervision, have excellent communication and networking skills, adapt easily to new environments and handle electronic devices well. I am committed to good ethical practice and team work and am fluent in several European and African languages. This has left me confident in leading negotiations that require the reconciliation of different national approaches to otherwise common problems.

Ascentria Care Alliance, Concord NH

Services for New Americans Caseworker: February 2016

- Help refugees resettle in their new home providing necessary services and daily case management.
- Refer clients to services in accordance with the Cooperative Agreement and Matching Grant Program guidelines.
- Develop resettlement plans for clients and monitored implementation.
- Provide crisis intervention, counseling, and mediation and negotiation services in an acute need for refugee communities.
- Educate and counsel refugees on issues related to their resettlement needs including medical, employment, family reunion and financial stability.

Ministry of Health, Otjiwarongo, Namibia

Community Counselor: January 2009 – January 2014

- HIV/HCV counseling and testing
- Community mobilization/outreach in HIV prevention, SRH education, and teenage pregnancy prevention
- Peer educator in HIV/AIDS/SRH, substance abuse
- Established workplace program training on HIV/AIDS prevention and SRH issues

Ministry of Health, Osire Refugee Camp, Otjiwarongo, Namibia

Life-Style Ambassador Team Leader, January 2009 – January 2014

- Peer educator within the youth groups; focused on SRH issues, substance abuse, and teenage pregnancy
- Made referrals for those needing additional information/services regarding sexual reproductive health issues

Education

Ministry of Health/Chris J. Consultant: Certificate in Community Counseling and HIV/AIDS Prevention
Paresis Secondary School: Diploma

Languages (Fluent): English, French, Portuguese, Swahili, Kinyarwanda, Kirundi

Ishor Mishra

1. Experience

Bi-cultural Coordinator

February 2016- Present **Ascentria Care Alliance**, Concord, NH

□ Assist older Bhutanese Refugee with accessing mainstream aging services; develop additional culturally and linguistically relevant activities for older refugees. Provide coordination among elderly service providers, ethnic community and refugee elders. Served new Americans during their initial period of resettlement by providing various orientations, made referrals to the available local resources including social security application, food stamp, Medicaid etc.

Caregiver

September 2010 – February 2016 **Ascentria Care Alliance-In Homecare**, Concord, NH

□ Provide support, assistance, and instruction in areas that facilitate growth toward independence such as meal preparation and nutrition, skill acquisition, household maintenance, money management, medication administration, socialization, crisis intervention, etc.

Direct Support Professional

September 2013-Present **Lakes Region Community Services**, Laconia, NH

□ Provide daily living skills to individuals with disabilities inspire and motivate individuals in achieving their goals through activities. Assists individuals in the development of appropriate behavioral, social and financial management plans.

Access Outreach Worker

September 2013-March 2014 **NH Office of Minority Health and Refugee Affairs**, Concord, NH

□ Conducted outreach and education to raise awareness about the NH Health Insurance Marketplace and facilitated enrollment among racial and ethnic minorities and underserved populations in Concord, Manchester, and Laconia.

Community Health Worker

October 2011 – July 2013 **Lakes Region Partnership for Public Health**, Laconia, NH

□ Provided support to refugees and immigrants to navigate and access community services and adopt healthy behaviors, coordinated providers and the community members through integrated approach to care management and community outreach. Conducted intake interviews with community members including enrolling and provided referrals for services to community agencies as appropriate.

Case management Volunteer

September 2010 – Present **Bhutanese Community of New Hampshire**, Concord, NH

□ Offer post-resettlement services to refugees including necessary services and daily case management, coordinating with other partner organizations for meaningful resettlement. Provide crisis intervention, counseling, mediation and negotiation services in an acute need for refugee communities. Educate and counsel refugees on issues related to their post-resettlement needs including medical, employment and financial stability.

Education & Certification

Area Health Education Center, Manchester, NH –**Legal Interpretation Training**-70 hrs., 2013

Emerging Leaders in Communities of Color, (ELCC) Manchester, NH, June 2013

Harvard Pilgrim Health Care Foundation –**Cultural Competency Trainers Training**- 40 hours, 2012

Central Mass. AHEC, Worcester MA-**Community Health Worker Training**-30hrs, 2012

Boston University - The National **Healthy Homes** Training Center - 15 Certification CE Credits, 2011

Kalimpong College, India - **Bachelor's Degree** in Business Management, 2007

Rup Timsina

Objective

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

Experience

Ascentria Care Alliance Concord, NH **12/2011-Present**
Bi-Cultural Liaison

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

Easter Seals Manchester, NH
Direct support Provider **07/2010-Present**

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

Wal-Mart Concord, NH
Inventory Control Specialist **09/2008-Present**

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

CARITAS International Organization Damak, Nepal
Resource Teacher **04/1992-06/2008**

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

Bongo Primary School, Chhuka, Bhutan
Elementary School Teacher **08/1988-04/1992**

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

Education

Indira Gandhi National Open University **04/1998 - 04/2003**
New Delhi, India
Bachelor's Degree in Humanities
Major in Social Science

Training

Teachers Training

National Institute of Education, Samchi, Bhutan

06/1986 - 10/1988

Training of Trainers in Leadership

Jesuit Youth Ministry in South Asia, Mumbai, India

March 01 – 10, 1999

Training on Development Communication

By COADY International Institute, Antigonish, Nova Scotia, Canada

At CARITAS Nepal, Damak, Jhapa, Nepal

March 23 – 27, 1998

Management Training

By Agency for Personal Service Overseas, Ireland, UK

At CARITAS Nepal, Damak, Jhapa, Nepal

July 21 – 26, 1997

Teacher Trainers Refresher Course

Progressive Educational Techniques Society, Calcutta, India

September 11-16, 2000

Appreciative Inquiry Training on Educational Management

CARITAS Nepal, Damak

December 17-21, 2004

Educational Management and Administration

By St. Xavier's School, New Delhi, India

At CARITAS Nepal, Damak

May 3-6, 2004

Discipline with Dignity

Center for Victims of Torture, Nepal

November 7-9, 1997

Microsoft Office User Specialist

College of Software Engineering, Damak, Jhapa, Nepal

➤ April 2005- July 2005

Community Involvement

Bhutanese Community of New Hampshire

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

KELSEY FORBES

EXPERIENCE

Education Liaison- May 2016- Present

Ascentria Care Alliance, Services for New Americans, Concord New Hampshire

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

Develop and monitor summer programming for students.

Student Activities Leader - March 2008 - March 2016

Belle Vue Boys' School (renamed Beckfoot Upper Heaton Academy,) Bradford, United Kingdom.

Planned, delivered and evaluated all extra-curricular educational and enrichment activities for an inner city UK high school with a predominantly Pakistani Muslim and Eastern European immigrant population. Independently developed and delivered a wide range of activities in response to specific interests of the students. Organized whole school activity week each year for students of all backgrounds.

Ran a tutor group for Special Education seniors to help to keep them on track academically.

Worked closely with ESL parents to engage them in school culture and local community through coffee mornings and "Dads and Lads" activities

Wrote grants, planned and delivered after-school programs designed to boost attendance and attainment in school.

Volunteering Project Manager - September 2006 - March 2008

World Wide Volunteering, Leeds, United Kingdom

A national charity promoting both domestic and international volunteering to high school students and providing support throughout the process.

Developed enrichment program in religiously conservative Muslim school to expose young female students to the value and options of volunteer service. Assisted students through the application process.

Delivered presentations to groups students ranging from 5-500

Maintained accurate for reports to headquarters, schools and funders

Assistant Director- April - August 2006

Girl's Inc. Rochester, NH

Helped manage a highly active girl empowerment program for after school program for 30-40 girls aged 5-15.

Created a successful Counselor in Training program to provide the older girls with more responsibility.

Planned a creative timetable of activities for a busy summer camp program.

Recruited and trained volunteers, as well as monitoring their progress and development.

Maintained confidential records.

Volunteer Coordinator/ Program Staff- September 2002 - August 2006

Girl's Inc. Manchester, NH

Managed the Girl's Inc./Saint Anselm College partnership connecting college students with girls aged 5-15. Later became paid staff.

Recruited, placed and supported 20-30 college students to support educational, recreational and enrichment programs

Helped create opportunities to match student coursework with service activity

Ran programs including;

Cents and Sensibility: Money management and the economy.

Cover Girl: Explored exploitation of women in the media and issue of body image

Public Achievement: A youth democratic action program

EDUCATION AND QUALIFICATIONS

Bachelor of Arts, Criminal Justice

Saint Anselm College, Manchester, New Hampshire, USA

- Courses included: Juvenile Justice, Sociology, Minority Majority Relations, Psychology, Criminal Law

Sandi Zimmermann Cotter

Employment History:

6/2016 – Present

Ascentria Care Alliance

Community Outreach and Volunteer Coordinator
Services for New Americans

Responsible for the recruitment, retention, training and supervision of volunteers, and for identifying and coordinating volunteer opportunities with other staff members. Develops partnerships with community members and organizations to support the changing needs of clients. Identifies resources within the community and solicits donations, fosters positive relationships with existing and new donors. Supports the efforts of various community members as they provide donations and volunteer support to clients.

2/2011 to 6/2015- Community Action Program Belknap-Merrimack Counties Inc.

Senior Companion Program of New Hampshire

Volunteer Coordinator

Responsible for collaborating with community agencies and the monitoring of Senior Companion volunteer activities. Senior Companions provide home visitation, assistance with activities of daily living, and transportation to homebound, frail seniors throughout New Hampshire. Responsible for recruitment, marketing and training tools to enhance volunteer opportunities across the Elder Services Department. Performed assessments of potential clients and ongoing review of home situations, as well as providing referral and support to address ongoing needs of seniors in various communities. In addition, developed and implemented various fundraising programs to generate revenue to support Companion activities, as well as those supporting the Elder Services Department. Created and maintained all client and personnel files, processed payroll.

1998 - 2001 - The Currier Gallery of Art, Manchester, NH

Development Department

Worked on many areas supporting the CGA, including fundraising programs, annual funds, membership campaigns, special events, grant writing and public relations. Worked directly with donors and members to enhance their satisfaction with the Gallery and its programs. Performed all administrative tasks, prepared correspondence, tracked contributions, screened and directed phone calls and recorded donations.

1994 - 1997 - The National Multiple Sclerosis Society, Bedford, NH

Director of Development

Guided a full calendar of fundraising programs, including pledged sporting events, membership drives, direct mail campaigns, grant writing and business development. Recruited and trained extensive volunteer network and supervised office staff. Maintained relationships with donors, clients and sponsors. Maintained all records related to event development and implementation.

1986 – 1989 – The Mall of New Hampshire Management Office, Manchester, NH
Assistant Director of Marketing

Reported to the Director of Marketing and assisted in the design and implementation of promotional programs designed to drive mall revenue. Performed all administrative support to management team, including recording sales figures, preparing correspondence, and supervised customer service representatives responsible for direct support to mall patrons.

1982 - 1985 – State of New Hampshire Legislature, Concord, NH

Customer Service Rep/Stenographer/NH Secretary of State

Provided support to members of the general public applying to the Corporate Division for various business and trademark registrations. Processed daily cash receipts, routed mail and telephone calls, assisted with computerization of records, researched existing corporations, trade names and limited partnerships.

Administrative Assistant/NH House Minority Leader

Provided administrative support for NH House of Representatives House Minority Leadership and general assembly members. Tracked media, prepared press releases and legislative drafts, conducted polls, recruited, trained and supervised volunteers, and participated in campaign activities.

Civic and Volunteer Affiliations:

2004 - 2012 - Manchester Crimeline

Board of Directors

Chairman of the Board

Developed and oversaw 18 member board responsible for offering rewards to anonymous donors who provided information leading to the arrest and conviction of criminals. Directed all fundraising and public awareness activities.

2005 – 2011 – Manchester School System/Weston Elementary School

School Volunteer

Provided assistance to the administrative staff by performing clerical duties, assisted in cataloguing and shelving in the library, worked with students and teachers in classroom settings. Provided support at social and athletic events.

2003 – 2009 – SEE Science Center

Board of Directors

Worked with Board members to develop and implement fundraising and public relations activities.

1983 – 2004 – Manchester Riverfest

Vice President/Board of Directors

Working alongside a 16 member Board, served as the fundraising chairperson and also directed the Children's Area activities.

1992 – 2001 - Queen City Kiwanis

Provided support for all club-related activities which were directed at raising funds to assist child-centered nonprofit efforts.

1995 – 1990 – Manchester Chamber of Commerce

Development Committee/Ambassador

As Ambassador, represented the Chamber in Manchester and surrounding surrounding communities as well as recruited new members.

1982 – 1985 – Manchester Girl's and Boy's Club

Board of Directors

Served on Fundraising Committee, supported all Club directed activities.

References:

Nicole Finitis, Program Manager
NH Senior Companion Program
603-225-3295
(Supervisor/NH Senior Companion Program)

Catherine Turgeon
Meredith, NH
527-3737/244-0162
(Former colleague, NH Senior Companion Program)

Sandra Fisher, Caseworker, Nashua Community Council
Nashua, NH
402-1537/320-0753
(Community partner/NH Senior Companion Program)

Rob Batchelder, Vice President
Bank of New England
Manchester, NH
657-1147
(Former Chairman, Manchester Crimeline)

Kathy Boylan, Director, Moore Options for Seniors
Manchester, NH
475-2585
(Colleague/Community Partner/NH Senior Companion Program)

)

Shirley Woodward, JD, MPH

EXPERIENCE

Ascentria Care Alliance. Concord, NH.

Program Manager, Services for New Americans

November 2013-present

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

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

Program Officer, Population, Refugees, and Migration

September 2010-November 2013

Presidential Management Fellow

September 2008-September 2010

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

United Nations High Commissioner for Refugees. Nairobi, Kenya.

Resettlement Intern

May-July 2007

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

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

Gender-based Violence (GBV) Umbrella Grant Program Coordinator

February-July 2005

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

Save the Children/UK. Darfur, Sudan.

Gender-based Violence (GBV) Advisor

November-December 2004

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

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

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

September-October 2004

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

Gender-based Violence (GBV) Program Coordinator, Guinea

July 2002-June 2004

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

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

Health/Community Development Volunteer

June 1997-August 1999

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

EDUCATION AND PROFESSIONAL AFFILIATION

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

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

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

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

MPH, May 2002.

Brown University. Providence, RI.

AB with honors in Public Policy. May 1997.

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

Admitted to the Bar of the Commonwealth of Massachusetts

LANGUAGE

Proficient in French.

PUBLICATIONS

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

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

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

Amy E. Marchildon

EXPERIENCE

Ascentria Care Alliance. Concord, NH

Director, Services for New Americans. October 2007 – Present

- Oversee Refugee Resettlement Program and Health Profession Opportunity Project—a workforce development program.

Senior Program Manager. August 2005 – September 2007

- Supervised day-to-day operations of Refugee Program.

Case Manager/Match Grant Coordinator. September 2002-August 2005

- Coordinated core services and employment activities for refugees in compliance with Federal and State contracts.

Refugee Services of North Texas. Ft. Worth, TX

Director. January 2001 – July 2002

- Coordinated resettlement activities and supervised staff.
- Advocated for refugees at local and national levels.

Match Grant Coordinator. September 1999-December 2000

- Supervised employment program.
- Generated cash and in-kind donations.
- Developed system of documentation for program.

Immigration and Refugee Services of America. Ft. Dix, NJ

Caseworker. May – July 1999

- Registered newly arrived Kosovar refugees in Ft. Dix army base, NJ.
- Interviewed refugees and prepared cases for USCIS screening.
- Prepared travel packets for International Organization of Migration.

Austin Metropolitan Ministries. Austin, TX

Refugee Resettlement Case Manager. September 1996-May 1999

- Coordinated resettlement activities for newly arrived refugees.
- Prepared case status and financial reports.
- Recruited and coordinated volunteers.

Match Grant Coordinator. January 1998-May 1999

- Presented program objectives to church and community groups.
- Raised cash and in-kind donations.
- Prepared enrollment and case status reports.

Community Service Corps Volunteer Program. Syracuse, NY

Refugee Resettlement Caseworker. August 1994-August 1995

- Coordinated resettlement activities.
- Prepared case status and financial reports.

House Manager-Dorothy Day House. August 1994-August 1995

- Directed child day care program.

EDUCATION

Colby College. Waterville, ME

B.A. in Art History and Classics. Minor in Religion. 1994

ASSOCIATIONS

Association for Refugee Service Professionals. Member since 2010

VOLUNTEER

Zonta Club of Concord, NH Member since 2009

President, June 2014 – May 2016 / Board of Directors, 2010 to date

KEY ADMINISTRATIVE PERSONNEL

NH Department of Health and Human Services

Vendor Name:

Ascentria Community Services, Inc.

Name of Program/Service:

Refugee Social Services Program

BUDGET PERIOD:			
Name & Title Key Administrative Personnel	Annual Salary of Key Administrative Personnel	Percentage of Salary Paid by Contract	Total Salary Amount Paid by Contract
Samba Halkose: Education-Employment Specialist	\$34,500	15.00%	\$5,175.00
Clement Kigugu: Education-Employment Specialist	\$34,500	15.00%	\$5,175.00
James Ahorukomeye: Caseworker	\$32,000	10.00%	\$3,200.00
Ishor Mishra: Caseworker	\$32,000	5.00%	\$1,600.00
TBD: Health Case Manager	\$35,000	10.00%	\$3,500.00
Rup Timsina: Bicultural Liaison	\$31,000	70.00%	\$21,700.00
Kelsey Forbes: Education Liaison	\$39,000	10.00%	\$3,900.00
TBD: Bicultural Coordinator	\$31,000	30.00%	\$9,300.00
Sandi Cotter: Community Outreach Coordinator	\$40,000	10.00%	\$4,000.00
Shirley Woodward: Program Manager	\$52,000	5.00%	\$2,600.00
Amy Marchildon: Director	\$70,000	0.00%	\$0.00
		0.00%	\$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)			\$19,800.00

Key Administrative Personnel are top-level agency leadership (Executive Director, CEO, CFO, etc.). These personnel **MUST** be listed, **even if no salary is paid from the contract.** Provide their name, title, annual salary and percentage of annual salary paid from the agreement.



Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate Commissioner

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

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

August 6, 2014

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

Requested Action

Authorize the Department of Health and Human Services, Office of Minority Health and Refugee Affairs to enter into agreements with the vendors listed below, to provide services which promote the health and wellbeing of newly arrived and vulnerable New Hampshire refugees, in an amount not to exceed \$225,000, effective upon the date of Governor and Executive Council Approval, through August 14, 2017.

100% Federal Funds

These contracts are contingent upon the receipt of Federal Refugee Health Promotion Grant funds. Funds are available in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Years 2016, 2017 and 2018 with the ability to adjust encumbrances between State Fiscal Years and within the budget lines of the contract without Governor and Executive Council approval.

Vendor Name	Vendor #	Service Location	Amount
International Institute of Boston, Inc.	177551,B001	1850 Elm Street Manchester, NH 03104	\$112,500
Ascentria Community Services	222201,B001	261 Sheep-Davis Road, Concord, NH 03301	\$112,500

05-095-042-4220010-79220012-500731 HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, MINORITY HEALTH, REFUGEE SERVICES

Please see attachment for fiscal detail.

Explanation

The purpose of these contracts is to promote the health and wellbeing of newly arrived and vulnerable refugees (resettled during and within the two years prior to 2015, 2016 and 2017) in the cities of Concord, Manchester, Nashua, and Laconia. Only those cities impacted by refugee resettlement were considered for funding. Contractors will accomplish this overall goal by providing services that (1) promote the health literacy of refugees to enable them to access and navigate the U.S. Health Care System independently; (2) ensure that refugees obtain all needed medical and mental health services, in a manner that is timely, as well as culturally and linguistically appropriate; and (3) increase refugee access to affordable health care over the long term. Specific services will include designating a health care case manager to ensure that all new arrivals successfully complete all components of the initial domestic health exam and obtain any needed referrals and follow-up care; provide a comprehensive health orientation to all newly arrived adult refugees; provide health education classes on topics of personal relevance; promote the emotional wellbeing of refugees through the provision of nonclinical interventions (including suicide prevention training and adjustment support groups); and provide outreach activities, education, training, and assistance to refugees without health insurance coverage to ensure they understand the requirements of the Affordable Care Act.

Project staff will coordinate resources, evaluate goals and adapt the scope of work to reflect changes in refugee profiles and health conditions. The vendors will collect data relative to health screening completion rates, and participation in health orientations, health education classes, and nonclinical interventions..

Measures being monitored for these contracts include:

- Number of health screenings scheduled within 2 weeks of arrival;
- Number of initial domestic health examinations completed within 30 days of arrival;
- Number of refugees referred for mental health services, dental emergencies, prenatal services, hearing services, and vision services;
- Number of refugees completing the health orientation within 3 months of arrival and the components completed;
- Number of refugees participating in nonclinical interventions, such as adjustment support groups, and the nature of the activity;
- Number of refugees participating in health education classes and the topics.
- Number of refugees receiving education, training and/or enrollment assistance regarding the requirements of the Affordable Care Act.

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

The vendors were selected to perform the requested services through a competitive bid process. The Request for Proposals was released on the Department of Health and Human Service's web site on May 7, 2014. Six bidders submitted proposals. An evaluation team from the Department

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

of Health and Human Services personnel reviewed and evaluated the proposals based on the evaluation criteria specified in the Request for Proposal. The Department has detailed specific core activities in the contract from which the effectiveness of the contractor will be measured.

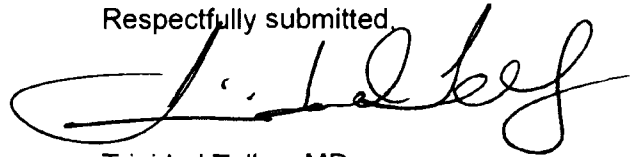
Both vendors have a proven track record of effectively serving refugees. In past grants, they have consistently demonstrated excellent program and case management strategies to achieve identified objectives.

Area Served: Concord, Manchester, Nashua and Laconia

Source: 100% Federal Funds

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

Respectfully submitted,



Trinidad Tellez, MD
Director

Approved by:



Nicholas A. Toumpas
Commissioner

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

Internation Institute of Boston, Inc.

State Fiscal Year	Class/Account	Activity Code	Class Title	Amount
2015	102-500731	42200012	Contracts for Program Services	\$25,000
2016	102-500731	42200012	Contracts for Program Services	\$37,500
2017	102-500731	42200012	Contracts for Program Services	\$37,500
2018	102-500731	42200012	Contracts for Program Services	\$12,500
			Total	\$112,500

Ascentria Community services, Inc.

State Fiscal Year	Class/Account	Activity Code	Class Title	Amount
2015	102-500731	42200012	Contracts for Program Services	\$25,000
2016	102-500731	42200012	Contracts for Program Services	\$37,500
2017	102-500731	42200012	Contracts for Program Services	\$37,500
2018	102-500731	42200012	Contracts for Program Services	\$12,500
			Total	\$112,500

Refugee Health Promotion

Promote health for newly arrived refugees

RFA/RFP CRITERIA	Max Pts	LCS, Concord, NH	IIIB, Manchester, NH	ORIS, Manchester, NH	W4W, Manchester, NH	BCNH, Manchester, NH	MHHD, Manchester, NH	Bidder Name,	Bidder Name,
								Town, St	Town, St
Experience and Capacity	20	20.00	18.83	16.17	9.33	17.50	15.33	0.00	0.00
Need & Target Population	15	14.33	14.00	11.33	8.00	12.67	11.67	0.00	0.00
Approach	30	26.67	26.00	17.67	15.67	18.67	17.67	0.00	0.00
Collaboration/Partnerships	5	5.00	1.67	3.67	1.33	3.33	3.33	0.00	0.00
Outcomes	20	18.33	17.00	14.00	10.33	7.67	11.00	0.00	0.00
Budget	10	9.00	9.33	6.00	4.33	6.67	8.33	0.00	0.00
TOTAL POINTS	100	93.33	86.83	68.83	49.00	66.50	67.33	0.00	0.00

BUDGET REQUEST							
	Year 01						
	Year 02						
	Year 03						
	Year 04						
	TOTAL BUDGET REQUEST	-	-	-	-	-	-
BUDGET AWARDED							
	Year 01						
	Year 02						
	Year 03						
	Year 04						
	TOTAL BUDGET AWARDED	-	-	-	-	-	-

	Name	Job Title	Depp/Agency	Qualifications
1	Laura McClashan	Refugee Health Coordinator	OMHRA	
2	Trinidad Teller	Director	OMHRA	
3	Barbara Seebart	State Refugee Coordinator	OMHRA	
4				
5				
6				
7				
8				
9				
10				

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

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Refugee Resettlement - Discretionary		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 90RX0255-01-00	4. AMEND. NO. 0
5. TYPE OF AWARD: Other		6. TYPE OF ACTION: New	7. AWARD AUTHORITY: 412(c)(1)(A) of INS Act	
8. BUDGET PERIOD: 08/15/2014 THRU 08/14/2015		9. PROJECT PERIOD: 08/15/2014 THRU 08/14/2017		10. CAT NO.: 93.576
11. RECIPIENT ORGANIZATION: New Hampshire Dept of Health & Human Services 129 Pleasant St Concord, NH 03301-3852 Grantee Authorizing Official: Trinidad Tellez, Director			12. PROJECT / PROGRAM TITLE: NH Refugee Health Wraparound Project	
13. COUNTY: Merrimack	14. CONGR. DIST: 02	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Laura McGlashan		

16. APPROVED BUDGET:		17. AWARD COMPUTATION:	
Personnel.....	\$ 0.00	A. NON-FEDERAL SHARE.....	\$ 0.00 0%
Fringe Benefits.....	\$ 0.00	B. FEDERAL SHARE.....	\$ 75,000.00 100%
Travel.....	\$ 0.00	18. FEDERAL SHARE COMPUTATION:	
Equipment.....	\$ 0.00	A. TOTAL FEDERAL SHARE.....	\$ 75,000.00
Supplies.....	\$ 0.00	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 0.00
Contractual.....	\$ 0.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD....	\$ 0.00
Facilities/Construction.....	\$ 0.00	19. AMOUNT AWARDED THIS ACTION:	
Other.....	\$ 75,000.00	\$ 75,000.00	
Direct Costs.....	\$ 75,000.00	20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:	
Indirect Costs.....	\$ 0.00	\$ 75,000.00	
At % of \$		21. AUTHORIZED TREATMENT OF PROGRAM INCOME:	
In Kind Contributions.....	\$ 0.00	Additional Costs	
Total Approved Budget.....	\$ 75,000.00	22. APPLICANT EIN: 026000618	23. PAYEE EIN: 1026000618B3
		24. OBJECT CLASS: 41.51	

25. FINANCIAL INFORMATION:				DUNS 011040545	
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG. NONFED %
	90RX025501	75461503	4-G99PRH4	\$75,000.00	

26. REMARKS: (Continued on separate sheets)

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

27. SIGNATURE - ACF GRANTS OFFICER Daphne Weeden	DATE: 09/29/2014	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY Ms. Joann Simmons	DATE: 09/28/2014
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) Eskinder Negash - Director		DATE: 09/28/2014	

Subject:

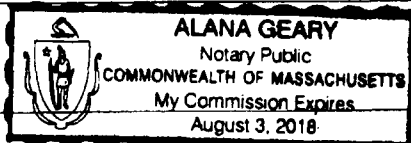
Ascentria Community Services - Refugee Health Promotion

FORM NUMBER P-37 (version 1/09)

AGREEMENT

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

GENERAL PROVISIONS**1. IDENTIFICATION.**

1.1 State Agency Name Department of Health and Human Services		1.2 State Agency Address 97 Pleasant Street, Thayer Building, Concord, NH 03301	
1.3 Contractor Name Ascentria Community Services		1.4 Contractor Address 261 Sheep Davis Road, Suite A-1, Concord, NH 03301	
1.5 Contractor Phone Number (617) 224-8111	1.6 Account Number 010-042-79220000 42200012	1.7 Completion Date August 14, 2017	1.8 Price Limitation \$112,500.00
1.9 Contracting Officer for State Agency Laura McGlashan, Refugee Health Coordinator		1.10 State Agency Telephone Number (603) 271-2688	
1.11 Contractor Signature <i>Dana Ramish</i>		1.12 Name and Title of Contractor Signatory Dana Ramish, Chief Operating Officer	
1.13 Acknowledgement: State of <u>MA</u> , County of <u>Worcester</u> On <u>10/7/14</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] <i>Alana Geary</i>			
1.13.2 Name and Title of Notary or Justice of the Peace <i>Alana Geary, Notary Public</i>			
1.14 State Agency Signature <i>Trinidad Tellez</i>		1.15 Name and Title of State Agency Signatory Trinidad Tellez, MD, Director	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By: <i>Megan A. Ysop</i> <i>Megan A Ysop - Attorney</i> On: <u>10/10/14</u>			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

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

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

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

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

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

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.

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

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

7. PERSONNEL.

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

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

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

8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

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

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

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

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

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

14. INSURANCE.

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

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

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

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

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

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

15. WORKERS' COMPENSATION.

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

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

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

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

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

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

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

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

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

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

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

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

EXHIBIT A

1. CONDITIONAL NATURE OF AGREEMENT

- 1.1. Notwithstanding any provisions of this Agreement to the contrary, all obligations of the State are contingent upon receipt of federal funds under the Refugee Health Promotion Grant. In no event shall the State be liable for the costs incurred or payment of any services performed by the Contractor prior to the State's receipt of federal funds applied for in the Refugee Health Promotion Grant.
- 1.2. Continued funding of the Contract for Budget years 2 and 3 will be subject to the conditions of Exhibit A, Section 1.1, and the State's receipt of federal funds.

2. SCOPE OF SERVICES

Under this contract, Ascentria Community Services, will promote the health and wellbeing of all new and vulnerable refugees residing in the greater Concord, greater Nashua, and greater Laconia areas, by providing services that (1) promote the health literacy of refugees, to enable them to access and navigate the U.S. health care system independently; (2) ensure that refugees obtain all needed medical and mental health services in a manner that is timely, as well as culturally and linguistically appropriate; and (3) increase refugee access to affordable health care over the long term. This Agreement consists of the following documents: Exhibits A, B, C, C1, D, E, F, G, H, I, and J which are all incorporated herein by reference as if fully set forth herein.

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

- 2.1 Designate case manager to ensure the provision of health (including mental health) case management, to ensure that all new refugees (1) successfully complete all components of the initial domestic health examination within 90 days of the date of arrival; and (2) obtain any needed care / referrals beyond the initial health exam. Maintain documentation of the following:
 - 2.1.1 Total number of refugees resettled in the reporting period;
 - 2.1.2 # of health screenings scheduled within 2 weeks of arrival;
 - 2.1.3 # of initial domestic health examinations completed within 30 days of arrival;
 - 2.1.4 # of refugees presented to the ER within one week of arrival;
 - 2.1.5 # of refugees referred for mental health services, dental emergencies, prenatal services, hearing services, vision services, and other conditions identified by the NH Refugee Health Coordinator;
 - 2.1.6 # of refugees requiring case management for health conditions beyond the initial domestic health examination.

Contractor Initials Wm
Date 10.7.14

Ascentria Community Services

- 2.1.7 Provide cultural and linguistic interpreter services, as needed.
- 2.2 Provide and/or facilitate the provision of transportation to medical appointments, as needed.
- 2.3 Provide a comprehensive health orientation to all newly arrived adult refugees, focusing on access and navigation of the U.S. health care system, including transportation training. Adapt the health orientation curriculum, as appropriate, to accommodate the needs of new groups. Maintain documentation of the following:
 - 2.3.1 # of refugees completing the health orientation within three months of arrival, including the components completed.
- 2.4 Provide health education classes to refugees on topics of personal relevance, including preventable conditions, mental health, and/or the management of acute and chronic conditions. Maintain documentation of the # of refugees participating in the health education classes, including the topic(s).
- 2.5 Promote emotional wellbeing of refugees through the provision of nonclinical interventions, including suicide prevention training, adjustment support groups, and/or similar activities. Provide a minimum of six (6) interventions during the course of each project year. Maintain documentation of the # of refugees participating in the intervention(s), including the nature of the activity.
- 2.6 Collaborate with the Office of Minority Health and Refugee Affairs to provide cultural background information on the various refugee groups, and to educate new and existing health and mental health providers about refugee health needs and the National Standards for Culturally and Linguistically Appropriate Services (CLAS).
- 2.7 Coordinate and/or assist with efforts to coordinate community resources for the provision of health care services (such as dental care) that are not covered by Refugee Medical Assistance or other funding sources.
- 2.8 Provide outreach activities, education, training, and assistance to refugees without health insurance coverage, to ensure they understand the requirements of the Affordable Care Act, and are able to access affordable health insurance offered through the Marketplace, or alternative sources. Maintain documentation of the # of refugees receiving education, training, and/or enrollment assistance.

3 Reporting

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

EXHIBIT B

Contractor Initials DMR
Date 10-7-14

Ascentria Community Services

Method and Conditions Precedent to Payment

The contractor shall provide the services in Exhibit A in compliance with funding requirements of CFDA Title #93.576, the Refugee and Entrant Assistance State Administered Programs – Refugee Health Promotion Grant, Department of Health and Human Services, Administration for Children and Families, Office of Refugee Resettlement.

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

1. Funding is split uniformly between the contract budget years.
2. Funding is contingent upon Exhibit A, Conditional Nature of Agreement.
3. For the purpose of this contract Budget Years are defined as follows:
 Budget Year 1: Receipt of Grant Award through August 14, 2015
 Budget Year 2: August 15, 2015-August 14, 2016
 Budget Year 3: August 15, 2016-August 14, 2017
4. Reimbursements for services provided shall be made by the State on a monthly basis upon receipt and review of monthly expenditure reports submitted by Ascentria Community Services to the State. These reports, which are based on a budget approved by the State, shall be in a form satisfactory to the State and shall include, at a minimum, the line items as outlined in the approved budget. Monthly expenditure reports shall be submitted no later than 30 days after the close of the month.
5. Payments will be made by DHHS within 60 days of receipt of conforming invoice. Final invoices must be submitted by September 15, 2017.

Contractor Initials DM
Date 10-7-14



SPECIAL PROVISIONS

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

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

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

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

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

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New Hampshire Department of Health and Human Services
Exhibit C



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

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

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

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

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

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

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

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

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

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

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

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

New Hampshire Department of Health and Human Services
Exhibit C



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

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

DEFINITIONS

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

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

DEPARTMENT: NH Department of Health and Human Services.

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

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

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

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

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

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

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NH Department of Health and Human Services

STANDARD EXHIBIT C-1

ADDITIONAL SPECIAL PROVISIONS

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

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

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

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

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

Contractor Initials *DM*
Date 10-7-14

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

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

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

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

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

Contractor Initials BM
Date 10-7-14



CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

ALTERNATIVE I - FOR GRANTEEES OTHER THAN INDIVIDUALS

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

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

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

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

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New Hampshire Department of Health and Human Services
Exhibit D



has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
 - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.

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

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

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

Contractor Name: Ascentria Community Services, Inc.

10-7-14
Date

Dana Ramish
Name: Dana Ramish
Title: Chief Operating Officer



CERTIFICATION REGARDING LOBBYING

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

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

Programs (indicate applicable program covered):

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

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

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

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

Contractor Name: Ascentria Community Services, Inc.

10-7-14
Date

Dana Ramish
Name: Dana Ramish
Title: Chief Operating Officer



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

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

INSTRUCTIONS FOR CERTIFICATION

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

New Hampshire Department of Health and Human Services
Exhibit F



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

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

PRIMARY COVERED TRANSACTIONS

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

LOWER TIER COVERED TRANSACTIONS

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

Contractor Name: Ascentria Community Services, Inc.

10.7.14
Date

Dana Ramish
Name: Dana Ramish
Title: Chief Operating Officer



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

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

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

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

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

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex

New Hampshire Department of Health and Human Services
Exhibit G



against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, to the applicable contracting agency or division within the Department of Health and Human Services, and to the Department of Health and Human Services Office of the Ombudsman.

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

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

Contractor Name: Ascentria Community Services, Inc.

10.7.14
Date

Dana Ramish
Name: Dana Ramish
Title: Chief Operating Officer



CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

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

Contractor Name: Ascentria Community Services, Inc.

10-7-14
Date

Dana Ramish
Name: Dana Ramish
Title: Chief Operating Officer



Exhibit I

HEALTH INSURANCE PORTABILITY ACT
BUSINESS ASSOCIATE AGREEMENT

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

(1) **Definitions.**

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

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

Contractor Initials

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Date 10-7-14



Exhibit I

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

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

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

[Signature]



Exhibit I

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

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

(3) Obligations and Activities of Business Associate.

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

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

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

[Signature]



Exhibit I

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

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

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Contractor Initials

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Date 10-7-14



Exhibit I

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

(4) **Obligations of Covered Entity**

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

(5) **Termination for Cause**

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

(6) **Miscellaneous**

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

3/2014

Contractor Initials

DM

Date 10.7.14



Exhibit I

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

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

NH DHHS

The State

Signature of Authorized Representative

Trinidad Tellez

Name of Authorized Representative

Director

Title of Authorized Representative

10/9/14

Date

Ascentria Community Services, Inc.

Name of the Contractor

Dana Ramish

Signature of Authorized Representative

Dana Ramish

Name of Authorized Representative

Chief Operating Officer

Title of Authorized Representative

10.7.14

Date

DR



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

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

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

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

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

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

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

Contractor Name: Ascentria Community Services, Inc.

10-7-14
Date

Dana Ramish
Name: Dana Ramish
Title: Chief Operating Officer

New Hampshire Department of Health and Human Services
Exhibit J



FORM A

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

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

☒ NO ☐ YES

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

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

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

☐ NO ☐ YES

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

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

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

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



**State of New Hampshire
Department of Health and Human Services
Amendment #1 to the
Refugee Health Promotion Contract**

This 1st Amendment to the Refugee Health Promotion Contract (hereinafter referred to as "Amendment #1") dated this 22nd day of September, 2016, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and International Institute of New England f/k/a International Institute of Boston, Inc., (hereinafter referred to as "the Contractor" or "IINE"), a non-profit corporation with a place of business at 2 Boylston Street, Boston, MA 02116.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on October 29, 2014 (Item #8), 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 and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18, the State may modify the Contract by written agreement of the parties;

WHEREAS to ensure quality health care for newly arrived New Hampshire refugees, the Department will increase the number of refugees covered under the Contract;

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. Delete Form P-37, General Provisions, Block 1.2 State Agency Address and replace with the following: 129 Pleasant Street, Concord, NH 03301.
2. Delete Form P-37, General Provisions, Block 1.8 Price Limitation and replace with the following: \$116,527.50.
3. Delete Form P-37, General Provisions, Block 1.9 Contracting Officer for the State and replace with the following: Eric D. Borrin, Director of Contracts and Procurement
4. Delete Form P-37, General Provisions, Block 1.10 State Agency Telephone Number and replace with the following: (603) 271-9558.
5. Amend Contract Agreement, Exhibit A, by adding Section 3. Additional Health Orientation / Health Education Sessions as follows:
 3. Additional Health Orientation / Health Education Sessions
 - 3.1. The Contractor shall provide at least four (4) additional health education sessions and/or twenty-five (25) additional individual or family health orientations on topics of personal relevance, as described in Section 2. Scope of Services to newly arrived and vulnerable refugees.
6. Delete Contract Amendment, Exhibit A, Section 3 Reporting and replace with the following:

4. REPORTING

- 4.1. Submit two (2) semi-annual reports and a final program report, as prescribed by the grantor, the Federal Office of Refugee Resettlement, to the New Hampshire Office of Minority Health and Refugee Affairs.



**New Hampshire Department of Health and Human Services
Refugee Health Promotion
Amendment #1**

7. Delete Appendix-C Budget, Year 3, August 15, 2016 – August 14, 2017 and replace with the following: Appendix C-1 Budget, 08/15/2016 through 06/30/2017 and Appendix C-2 Budget, 07/01-2017 through 08/14/2017.

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

2/1/17
Date

Trinidad Tellez, MD, Director

1/10/17
Date

Jeffrey Thielman, President and CEO

Acknowledgement:

State of MA, County of Suffolk on 1/10/17, before the undersigned officer, personally appeared the person identified 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 of Notary Public or Justice of the Peace

Name and Title of Notary or Justice of the Peace



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

OFFICE OF THE ATTORNEY GENERAL

2/17/17
Date

Name: Megan A. Lacey
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:

APPENDIX C-1 – BUDGET **08/15/2016 through 06/30/2017**

Bidder/Program Name: International Institute of New Hampshire Refugee Promotional Health
Budget Request for: Year 3
Budget Period August 15, 2016 - June 30, 2017

1. Total Salary / Wages	\$	23,155.00	\$	-	\$	23,155.00				\$	23,155.00		\$	23,155.00
2. Employee Benefits	\$	5,325.00	\$	-	\$	5,325.00				\$	5,325.00		\$	5,325.00
3. Consultants	\$	-	\$	-	\$	-								
4. Equipment:	\$	-	\$	-	\$	-								
Rental	\$	-	\$	-	\$	-								
Repair and Maintenance	\$	-	\$	-	\$	-								
Purchase/Deprecation	\$	-	\$	-	\$	-								
5. Supplies:	\$	-	\$	-	\$	-								
Educational	\$	-	\$	-	\$	-								
Lab	\$	-	\$	-	\$	-								
Pharmacy	\$	-	\$	-	\$	-								
Medical	\$	-	\$	-	\$	-								
Office	\$	612.00	\$	-	\$	612.00				\$	612.00		\$	612.00
6. Travel	\$	1,100.00	\$	-	\$	1,100.00				\$	1,100.00		\$	1,100.00
7. Occupancy	\$	2,088.72	\$	-	\$	2,088.72	\$	2,088.72		\$	2,088.72			
8. Current Expenses	\$	-	\$	-	\$	-								
Telephone	\$	-	\$	-	\$	-								
Postage	\$	88.00	\$	-	\$	88.00				\$	88.00		\$	88.00
Occupancy	\$	-	\$	-	\$	-								
Audit and Legal	\$	-	\$	-	\$	-								
Insurance	\$	-	\$	-	\$	-								
Board Expenses	\$	-	\$	-	\$	-								
9. Software	\$	-	\$	-	\$	-								
10. Marketing / Communication	\$	-	\$	-	\$	-								
11. Staff Education and Training	\$	-	\$	-	\$	-								
12. Subcontracts / Agreements	\$	-	\$	-	\$	-								
13. Other (specific details mandatory)	\$	-	\$	-	\$	-								
Contractor - Van Driver	\$	-	\$	-	\$	-							\$	-
Medical bills / Assistance	\$	-	\$	-	\$	-				\$	-			
Indirect Expenses (20%)	\$	-	\$	7,833.23	\$	7,833.23	\$	1,776.23	\$	1,776.23	\$	1,776.23	\$	6,057.00
Total	\$	32,368.72	\$	7,833.23	\$	40,201.95	\$	2,088.72	\$	1,776.23	\$	3,864.95	\$	36,337.00

20%

APPENDIX C-2 - BUDGET 07/01-2017 through 08/14/2017

Bidder/Program Name: International Institute of New Hampshire Refugee Promotional Health
 Budget Request for: Year 3
 Budget Period: July 1, 2017 - August 14, 2017

1. Total Salary / Wages	\$	3,307.50	\$	-	\$	3,307.50				\$	3,307.50		\$	3,307.50
2. Employee Benefits	\$	760.93	\$	-	\$	760.93				\$	760.93		\$	760.93
3. Consultants	\$	-	\$	-	\$	-								
4. Equipment:	\$	-	\$	-	\$	-								
Rental	\$	-	\$	-	\$	-								
Repair and Maintenance	\$	-	\$	-	\$	-								
Purchase/Deprecation	\$	-	\$	-	\$	-								
5. Supplies:	\$	-	\$	-	\$	-								
Educational	\$	-	\$	-	\$	-								
Lab	\$	-	\$	-	\$	-								
Pharmacy	\$	-	\$	-	\$	-								
Medical	\$	-	\$	-	\$	-								
Office	\$	88.00	\$	-	\$	88.00				\$	88.00		\$	88.00
6. Travel	\$	157.20	\$	-	\$	157.20				\$	157.20		\$	157.20
7. Occupancy	\$	550.00	\$	-	\$	550.00				\$	550.00			
8. Current Expenses	\$	-	\$	-	\$	-								
Telephone	\$	-	\$	-	\$	-								
Postage	\$	12.00	\$	-	\$	12.00				\$	12.00		\$	12.00
Occupancy	\$	-	\$	-	\$	-								
Audit and Legal	\$	-	\$	-	\$	-								
Insurance	\$	-	\$	-	\$	-								
Board Expenses	\$	-	\$	-	\$	-								
Software	\$	-	\$	-	\$	-								
9. Marketing / Communication	\$	-	\$	-	\$	-								
10. Staff Education and Training	\$	-	\$	-	\$	-								
11. Subcontracts / Agreements	\$	-	\$	-	\$	-								
12. Other (specific details mandatory)	\$	-	\$	-	\$	-								
Contractor - Van Driver	\$	-	\$	-	\$	-				\$	-		\$	-
Medical bills / Assistance	\$	-	\$	-	\$	-				\$	-		\$	-
Indirect Expenses (20%)	\$	-	\$	1,179.90	\$	1,179.90				\$	315.03		\$	864.87
Total	\$	4,875.63	\$	1,179.90	\$	6,055.53				\$	4,325.63		\$	5,190.50

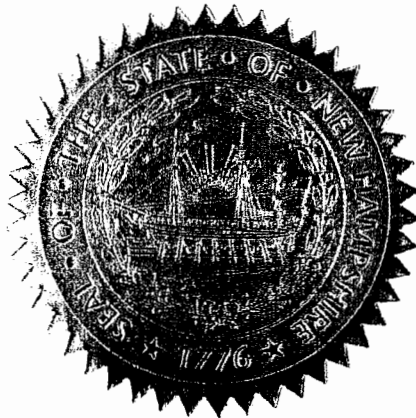
20%

State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that International Institute of New England, Inc., a(n) Massachusetts nonprofit corporation, registered to do business in New Hampshire on February 12, 2016. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 31st day of May, A.D. 2016

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

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, William Krause, do hereby certify that:
(Name of the elected Officer of the Agency; cannot be contract signatory)

1. I am a duly elected Officer of International Institute of New England, Inc.
(Agency Name)

2. The following is a true copy of the resolution duly adopted at a meeting of the Board of Directors of
the Agency duly held on December 1, 2015:
(Date)

RESOLVED: That the President and Chief Executive Officer
(Title of Contract Signatory)

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

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of
the 10th day of January, 2016.
(Date Contract Signed)

4. Jeffrey Thielman is the duly elected President and Chief Executive Officer of the Agency.
(Name of Contract Signatory) (Title of Contract Signatory)

William Krause
(Signature of the Elected Officer)

STATE OF MA

County of Suffolk

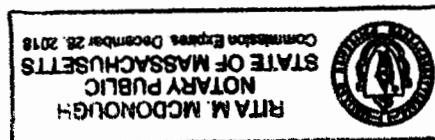
The forgoing instrument was acknowledged before me this 10 day of Jan, 2017.

By William Krause.
(Name of Elected Officer of the Agency)

Rita M. McDonough
(Notary Public/Justice of the Peace)

(NOTARY SEAL)

Commission Expires: 12/28/18





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/12/2016

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

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

PRODUCER Willis of Massachusetts, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191	CONTACT NAME:	
	PHONE (A/C, No. Ext): 1-877-945-7378	FAX (A/C, No): 1-888-467-2378
	E-MAIL ADDRESS: certificates@willis.com	
INSURED International Institute of New England, Inc. 2 Boylston Street 3rd Floor Boston, MA 02116	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Philadelphia Indemnity Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	
	NAIC #	18058

COVERAGES

CERTIFICATE NUMBER: W1671647

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			PHPK1487336	05/05/2016	05/05/2017	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 20,000
							PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 3,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 3,000,000
	OTHER:							\$
A	AUTOMOBILE LIABILITY			PHPK1487336	05/05/2016	05/05/2017	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input checked="" type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR		PHUB538557	05/05/2016	05/05/2017	EACH OCCURRENCE	\$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE	\$ 5,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$10,000							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Named Insured includes International Institute of New Hampshire, Inc. and International Institute of Lowell, Inc.

CERTIFICATE HOLDER

CANCELLATION

NH Department of Health & 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

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INTEINS-05

DKULICK

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/25/2017

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

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

PRODUCER License # 1780862 HUB International New England 600 Longwater Drive Norwell, MA 02061-9146	CONTACT NAME:	
	PHONE (A/C, No, Ext): (781) 792-3200	FAX (A/C, No): (781) 792-3400
INSURED International Institute Of New England, Inc. 2 Boylston Street, 3rd floor Boston, MA 02116	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Travelers Property Casualty Company of America	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	N/A	6JUB9975L65416	10/01/2016	10/01/2017	E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER

CANCELLATION

NH Department of Health & Human Services
129 Pleasant Street, Brown Building
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



**International
Institute of
New England**

10/12/2016

RE: Mission Statement of the International Institute of New England

The mission of the International Institute of New England is to invest in the future of our cities and towns by preparing refugees and immigrants for participation in the social, economic, and political richness of American life through active citizenship.

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

**COMBINED FINANCIAL STATEMENTS
SEPTEMBER 30, 2015 AND 2014**

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

Contents
September 30, 2015 and 2014

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Combined Financial Statements:	
Combined Statements of Financial Position	2
Combined Statements of Activities and Changes in Net Assets	3
Combined Statements of Cash Flows	4
Combined Statements of Functional Expenses	5 - 6
Notes to Combined Financial Statements	7 - 14



21 East Main Street
Westborough MA 01581
508.366.9100
aafcpa.com

Independent Auditor's Report

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

Report on the Combined Financial Statements

We have audited the accompanying combined financial statements of International Institute of Boston, Inc. d/b/a International Institute of New England (a Massachusetts nonprofit corporation) and Affiliate, which comprise the combined statements of financial position as of September 30, 2015 and 2014, and the related combined statements of activities and changes in net assets, cash flows and functional expenses for the years then ended, and the related notes to the combined financial statements.

Management's Responsibility for the Combined Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the combined financial statements referred to above present fairly, in all material respects, the combined financial position of International Institute of Boston, Inc. d/b/a International Institute of New England and Affiliate as of September 30, 2015 and 2014, and the changes in their net assets and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Alexander, Brown, Pinning & Co., P.C.

Boston, Massachusetts
February 22, 2016

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

Combined Statements of Financial Position
September 30, 2015 and 2014

Assets	2015	2014
Current Assets:		
Cash - operating	\$ 321,480	\$ 747,530
Cash - escrow	500,000	-
Current portion of investments	1,260,000	-
Grants, contracts and other receivables	456,169	399,816
Prepaid expenses and other	33,286	25,552
Total current assets	2,570,935	1,172,898
Investments, net of current portion	8,782,486	-
Property and Equipment, net	55,008	6,048,536
Financing Costs, net	-	188,885
Total assets	<u>\$ 11,408,429</u>	<u>\$ 7,410,319</u>
Liabilities and Net Assets		
Current Liabilities:		
Current portion of long-term debt	\$ -	\$ 125,626
Accounts payable	46,850	258,837
Accrued expenses	218,913	238,733
Accrued income taxes	1,262,683	-
Deferred revenue	9,439	20,321
Total current liabilities	1,537,885	643,517
Long-Term Debt, net of current portion	-	6,405,692
Total liabilities	<u>1,537,885</u>	<u>7,049,209</u>
Net Assets:		
Unrestricted:		
Operating	9,689,240	425,708
Property and equipment	55,008	(293,897)
Total unrestricted	9,744,248	131,811
Temporarily restricted	126,296	229,299
Total net assets	<u>9,870,544</u>	<u>361,110</u>
Total liabilities and net assets	<u>\$ 11,408,429</u>	<u>\$ 7,410,319</u>

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

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

Combined Statements of Activities and Changes in Net Assets
For the Years Ended September 30, 2015 and 2014

	2015			2014		
	Unrestricted	Temporarily Restricted	Total	Unrestricted	Temporarily Restricted	Total
Revenues:						
Contract service revenue	\$ 4,071,098	\$ -	\$ 4,071,098	\$ 4,015,215	\$ -	\$ 4,015,215
Donated goods and services	577,429	-	577,429	541,622	-	541,622
Rental income	433,536	-	433,536	744,072	-	744,072
Grants and contributions	44,793	365,776	410,569	56,075	391,936	448,011
Special events	193,891	-	193,891	79,133	-	79,133
United Way allocation	116,820	-	116,820	107,305	-	107,305
Miscellaneous revenue	1,698	-	1,698	5,865	-	5,865
Net assets released from program restrictions	468,779	(468,779)	-	419,053	(419,053)	-
Total revenues	5,908,044	(103,003)	5,805,041	5,968,340	(27,117)	5,941,223
Expenses:						
Program services	4,411,729	-	4,411,729	4,392,806	-	4,392,806
General and administrative	891,753	-	891,753	392,245	-	392,245
Fundraising	216,240	-	216,240	192,068	-	192,068
Facilities	707,067	-	707,067	1,068,485	-	1,068,485
Total expenses	6,226,789	-	6,226,789	6,045,604	-	6,045,604
Changes in net assets from operations	(318,745)	(103,003)	(421,748)	(77,264)	(27,117)	(104,381)
Non-Operating Revenue (Expenses):						
Gain on sale of building, net of related income taxes of \$1,231,525	10,650,189	-	10,650,189	-	-	-
Amortization of financing fees	(184,549)	-	(184,549)	-	-	-
Net investment loss	(534,458)	-	(534,458)	-	-	-
Capital grant	-	-	-	162,876	-	162,876
Total non-operating revenue (expenses)	9,931,182	-	9,931,182	162,876	-	162,876
Changes in net assets	9,612,437	(103,003)	9,509,434	85,612	(27,117)	58,495
Net Assets:						
Beginning of year	131,811	229,299	361,110	46,199	256,416	302,615
End of year	\$ 9,744,248	\$ 126,296	\$ 9,870,544	\$ 131,811	\$ 229,299	\$ 361,110

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

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

Combined Statements of Cash Flows
For the Years Ended September 30, 2015 and 2014

	<u>2015</u>	<u>2014</u>
Cash Flows from Operating Activities:		
Changes in net assets	\$ 9,509,434	\$ 58,495
Adjustments to reconcile changes in net assets to net cash provided by (used in) operating activities:		
Unrealized loss on investments	562,082	-
Gain on sale of assets	(11,881,714)	-
Depreciation and amortization	341,859	212,673
Capital grant	-	(162,876)
Changes in operating assets and liabilities:		
Grants, contracts and other receivables	(56,353)	89,454
Prepaid expenses and other	(7,734)	(9,756)
Accounts payable	(211,987)	106,967
Accrued expenses	(19,820)	(147,644)
Accrued income taxes	1,262,683	-
Deferred revenue	(10,882)	(7,630)
Net cash provided by (used in) operating activities	<u>(512,432)</u>	<u>139,683</u>
Cash Flows from Investing Activities:		
Investment purchases	(10,604,568)	-
Proceeds from sale of building	17,766,479	-
Deposit to cash - escrow	(500,000)	-
Acquisition of property and equipment	(44,211)	(5,374)
Net cash provided by (used in) investing activities	<u>6,617,700</u>	<u>(5,374)</u>
Cash Flows from Financing Activities:		
Principal payments on long-term debt	(6,531,318)	(120,907)
Net Change in Cash	(426,050)	13,402
Cash:		
Beginning of year	<u>747,530</u>	<u>734,128</u>
End of year	<u>\$ 321,480</u>	<u>\$ 747,530</u>
Supplemental Disclosure of Cash Flow Information:		
Cash paid for interest	<u>\$ 174,524</u>	<u>\$ 281,153</u>
Cash paid for unrelated business income taxes	<u>\$ 96,225</u>	<u>\$ 86,409</u>
Supplemental Disclosure of Non-Cash Investing Transaction:		
Donated property and equipment	<u>\$ -</u>	<u>\$ (162,876)</u>

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

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

Combined Statement of Functional Expenses
For the Year Ended September 30, 2015
(With Summarized Comparative Totals for the Year Ended September 30, 2014)

	2015					2014
	Program Services	General and Adminis- trative	Fundraising	Facilities	Total	Total
Personnel and Related:						
Salaries	\$ 1,825,111	\$ 559,779	\$ 68,169	\$ 94,525	\$ 2,547,584	\$ 2,284,191
Donated services	533,695	-	-	-	533,695	507,483
Payroll taxes and fringe benefits	288,664	88,557	10,784	14,954	402,959	377,624
Purchased and contracted services	111,070	60,541	61,716	6,500	239,827	192,616
Recruitment	740	71,927	110	-	72,777	3,848
Total personnel and related	2,759,280	780,804	140,779	115,979	3,796,842	3,365,762
Occupancy:						
Rent and utilities	210,640	-	-	54,607	265,247	216,242
Mortgage interest	-	-	-	174,524	174,524	281,153
Depreciation	-	-	-	146,132	146,132	195,873
Real estate taxes	-	-	-	85,711	85,711	156,718
Repairs and maintenance	325	-	-	54,350	54,675	44,822
Equipment rental	12,663	-	-	740	13,403	8,065
Total occupancy	223,628	-	-	516,064	739,692	902,873
Other:						
Client assistance	1,209,710	-	-	-	1,209,710	1,341,206
Supplies and materials	69,086	8,237	358	283	77,964	78,829
Professional fees	548	51,780	1,115	10,020	63,463	60,592
Insurance	8,171	30,312	500	22,201	61,184	71,627
Special events	-	-	59,066	-	59,066	15,216
Travel, meetings and conferences	49,463	7,394	323	-	57,180	44,526
Donated goods	43,734	-	-	-	43,734	34,139
Income taxes	-	-	-	38,184	38,184	40,629
Telephone	33,805	169	-	-	33,974	39,048
Miscellaneous	2,846	5,027	10,065	-	17,938	10,162
Dues and subscriptions	9,403	645	3,025	-	13,073	13,162
Depreciation and amortization	988	5,854	-	4,336	11,178	16,800
Postage	1,067	1,531	1,009	-	3,607	4,162
Printing	-	-	-	-	-	6,871
Total other	1,428,821	110,949	75,461	75,024	1,690,255	1,776,969
Total expenses	<u>\$ 4,411,729</u>	<u>\$ 891,753</u>	<u>\$ 216,240</u>	<u>\$ 707,067</u>	<u>\$ 6,226,789</u>	<u>\$ 6,045,604</u>

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

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

Combined Statement of Functional Expenses
For the Year Ended September 30, 2014

	Program Services	General and Adminis- trative	Fundraising	Facilities	Total
Personnel and Related:					
Salaries	\$ 1,758,456	\$ 263,543	\$ 94,932	\$ 167,260	\$ 2,284,191
Donated services	507,483	-	-	-	507,483
Payroll taxes and fringe benefits	291,016	43,564	15,397	27,647	377,624
Purchased and contracted services	128,486	1,988	62,101	41	192,616
Recruitment	3,608	240	-	-	3,848
Total personnel and related	2,689,049	309,335	172,430	194,948	3,365,762
Occupancy:					
Rent and utilities	96,713	-	-	119,529	216,242
Mortgage interest	-	-	-	281,153	281,153
Depreciation	-	-	-	195,873	195,873
Real estate taxes	-	-	-	156,718	156,718
Repairs and maintenance	4,551	-	-	40,271	44,822
Equipment rental	7,177	-	-	888	8,065
Total occupancy	108,441	-	-	794,432	902,873
Other:					
Client assistance	1,341,206	-	-	-	1,341,206
Supplies and materials	75,666	2,606	557	-	78,829
Professional fees	28,640	31,792	160	-	60,592
Insurance	7,014	32,403	-	32,210	71,627
Special events	-	-	15,216	-	15,216
Travel, meetings and conferences	44,084	442	-	-	44,526
Donated goods	34,139	-	-	-	34,139
Income taxes	-	-	-	40,629	40,629
Telephone	39,048	-	-	-	39,048
Miscellaneous	3,189	3,708	3,265	-	10,162
Dues and subscriptions	12,182	480	-	500	13,162
Depreciation and amortization	-	11,034	-	5,766	16,800
Postage	3,277	445	440	-	4,162
Printing	6,871	-	-	-	6,871
Total other	1,595,316	82,910	19,638	79,105	1,776,969
Total expenses	<u>\$ 4,392,806</u>	<u>\$ 392,245</u>	<u>\$ 192,068</u>	<u>\$ 1,068,485</u>	<u>\$ 6,045,604</u>

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

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

Notes to Combined Financial Statements
September 30, 2015 and 2014

1. OPERATIONS, NONPROFIT STATUS AND SIGNIFICANT ACCOUNTING POLICIES

OPERATIONS AND NONPROFIT STATUS

International Institute of Boston, Inc. d/b/a International Institute of New England (the Institute) is a nonprofit organization that provides assistance to the immigrant and refugee populations of Massachusetts and New Hampshire. In fiscal years 2015 and 2014, there were approximately 1,900 and 2,050 unduplicated people, respectively, from approximately 65 and 75 countries, respectively, that benefited from the Institute's services, gaining the knowledge and skills necessary for their integration into American life. The Institute's services include English and literacy classes, citizenship education, job training and placement, legal aid and counseling services, and case management.

Community Lending Corporation (CLC) was a community-based nonprofit corporation established to provide financing, technical assistance and business support services to underserved populations. The Institute was the sole member of CLC. The Institute and CLC shared three common Board members and their President. CLC had limited activity for the years ended September 30, 2015 and 2014. Subsequent to fiscal year 2015, CLC was dissolved and its remaining assets and liabilities were transferred to the Institute.

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

SIGNIFICANT ACCOUNTING POLICIES

The Institute and CLC (collectively, the Organization) prepare their combined financial statements in accordance with generally accepted accounting standards and principles established by the Financial Accounting Standards Board (FASB). References to U.S. GAAP in these notes are to the FASB Accounting Standards Codification (ASC).

Principles of Combination

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

Estimates

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

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

Notes to Combined Financial Statements
September 30, 2015 and 2014

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

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Property and Equipment and Depreciation

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

	Estimated Useful Life	2015	2014
Furniture and equipment	3 - 10 years	\$ 403,688	\$ 359,470
Vehicles	5 years	35,064	35,064
Land	N/A	-	2,551,000
Building and improvements	20 and 40 years	-	6,174,452
		<u>438,752</u>	<u>9,119,986</u>
Less - accumulated depreciation		<u>383,744</u>	<u>3,071,450</u>
Net property and equipment		<u>\$ 55,008</u>	<u>\$ 6,048,536</u>

In May 2015, the Institute sold its building resulting in a gain of \$10,650,189, net of related income taxes.

Depreciation expense was \$152,974 and \$205,886 for the years ended September 30, 2015 and 2014, respectively.

Financing Costs

Prior to May 2015, the Institute was amortizing \$203,589 of financing costs associated with certain long-term debt (see Note 2). In May 2015, the Institute sold its building (see above) and paid off its remaining debt. These costs were being amortized using the straight-line method over the term of the related debt and became fully amortized in May 2015 upon repayment of the debt. Amortization expense was \$188,885 and \$6,787 for the years ended September 30, 2015 and 2014, respectively. Accumulated amortization was \$14,704 as of September 30, 2014.

Allowance for Doubtful Accounts

The allowance for doubtful accounts is recorded based on management's analysis of specific accounts and their estimate of amounts that may be uncollectible, if any. No allowance for doubtful accounts was deemed necessary as of September 30, 2015 and 2014.

Cash

Cash for the purpose of the accompanying combined statements of cash flows does not include cash held in the investment portfolio or in escrow.

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

Notes to Combined Financial Statements
September 30, 2015 and 2014

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

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fair Value Measurements

The Organization follows the accounting and disclosure standards pertaining to ASC Topic, *Fair Value Measurements*, for qualifying assets and liabilities. Fair value is defined as the price that the Organization would receive upon selling an asset or pay to settle a liability in an orderly transaction between market participants.

The Organization uses a framework for measuring fair value that includes a hierarchy that categorizes and prioritizes the sources used to measure and disclose fair value. This hierarchy is broken down into three levels based on inputs that market participants would use in valuing the financial instruments based on market data obtained from sources independent of the Organization. Inputs refer broadly to the assumptions that market participants would use in pricing the financial instrument, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the financial instrument developed based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset developed based on the best information available. The three-tier hierarchy of inputs is as follows:

Level 1 - Inputs that reflect unadjusted quoted prices in active markets for identical assets at the measurement date.

Level 2 - Inputs other than quoted prices that are observable for the asset either directly or indirectly, including inputs in markets that are not considered to be active.

Level 3 - Inputs that are unobservable and which require significant judgment or estimation.

An asset or liability's level within the framework is based upon the lowest level of any input that is significant to the fair value measurement.

Investments

Investments are recorded in the financial statements at fair value. If an investment is directly held by the Organization and an active market with quoted prices exists, the market price of an identical security is used to report fair value. Reported fair values of shares in mutual funds are based on share prices reported by the funds as of the last business day of the fiscal year.

All of the investments as of September 30, 2015, are valued using Level 1 inputs.

All Other Assets and Liabilities

The carrying value of all other qualifying assets and liabilities, including notes and bonds payable, does not differ materially from its estimated fair value and are considered Level 1 in the fair value hierarchy.

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

Notes to Combined Financial Statements
September 30, 2015 and 2014

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

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Revenue Recognition

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

Donor restricted grants and contributions are recorded as temporarily restricted revenue when received or unconditionally pledged. When a donor restriction is met, that is, when a purpose restriction is accomplished or a time restriction ends, temporarily restricted net assets are transferred to unrestricted net assets as net assets released from restrictions.

Special event revenue is recorded at the time of the event; however, contributions unconditionally pledged in support of the special event are recorded as special event revenue at the time of the pledge. All other income is recorded as earned.

Expense Allocations

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

Donated Goods and Services

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

	<u>2015</u>	<u>2014</u>
Donated services	\$ 533,695	\$ 507,483
Donated goods	<u>43,734</u>	<u>34,139</u>
	<u>\$ 577,429</u>	<u>\$ 541,622</u>

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

Capital Grant

During fiscal year 2014, the Institute received donated building improvements of \$162,876 as valued by the donor. This amount is reflected as capital grant and property and equipment in the accompanying 2014 combined financial statements.

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

Notes to Combined Financial Statements
September 30, 2015 and 2014

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

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Subsequent Events

Subsequent events have been evaluated through February 22, 2016, which is the date the combined financial statements were available to be issued. There were no events that met the criteria for recognition or disclosure in the combined financial statements.

Deferred Revenue

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

Income Taxes

The Organization accounts for uncertainty in income taxes in accordance with ASC Topic, *Income Taxes*. This standard clarifies the accounting for uncertainty in tax positions and prescribes a recognition threshold and measurement attribute for the combined financial statements regarding a tax position taken or expected to be taken in a tax return. The Organization has determined that there are no uncertain tax positions which qualify for either recognition or disclosure in the combined financial statements at September 30, 2015 or 2014. The Organization's tax returns are subject to examination by the Federal and state jurisdictions and generally remain open for the most recent three years.

Net Assets

Unrestricted Net Assets:

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

Operating - represents funds available to carry on the operations of the Organization.

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

Temporarily Restricted Net Assets:

The Organization receives contributions and grants that are designated by donors for specific purposes or time periods. These contributions are recorded as temporarily restricted net assets until they are either expended for their designated purposes or as the time restrictions lapse. Temporarily restricted net assets as of September 30, 2015 and 2014, are purpose restricted.

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

Notes to Combined Financial Statements
September 30, 2015 and 2014

2. LONG-TERM DEBT

Long-term debt consisted of the following as of September 30, 2014:

4.75% note payable to a bank, due in monthly principal and interest installments of \$23,641. The balance on this note was paid off in May 2015, upon the Institute's sale of its building (see page 8).	\$ 4,343,073
3.12% Series 2012 revenue bond payable to Massachusetts Development Finance Agency (MDFA), due in monthly installments of \$9,864. The balance on this bond was paid off in May 2015, upon the Institute's sale of its building (see page 8).	<u>2,188,245</u>
	6,531,318
Less - current portion	<u>125,626</u>
	<u>\$ 6,405,692</u>

3. RETIREMENT PLAN

The Institute has a defined contribution retirement plan covering all eligible employees over the age of twenty-one who have completed a minimum of 1,000 hours of service within each of their first two years of employment. Employee contributions are vested immediately into the plan upon eligibility. The Institute did not make any contributions to the plan during the years ended September 30, 2015 and 2014.

4. TENANT LEASES

Prior to May 19, 2015, the Institute leased its facility to various nonprofit and commercial tenants. The lease terms were from one to five years and provided for periodic escalation charges and contingent rent based on a percentage of excess gross revenues (as defined in respective agreements). The Institute did not receive contingent rent for the years ended September 30, 2015 and 2014. On May 19, 2015, the Institute sold its building and assigned the leases to new owners (see page 8).

5. INVESTMENTS

Investments consist of the following at September 30, 2015:

Cash	\$ 3,643,575
Mutual funds	<u>6,398,911</u>
Total	<u>\$ 10,042,486</u>

Net investment loss for the year ended September 30, 2015, consists of:

Interest and dividends	\$ 27,624
Unrealized loss on investments	<u>(562,082)</u>
Net investment loss	<u>\$ (534,458)</u>

Investments are classified in accompanying combined statements of financial position based on their intended use. The investments are not insured and are subject to market fluctuation.

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

Notes to Combined Financial Statements
September 30, 2015 and 2014

6. CONCENTRATIONS

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

Funding agencies and donors exceeding 10% of the Organization's operating revenue or accounts and grant receivable as of and for the years ended September 30, 2015 and 2014, are as follows:

<u>Funder</u>	<u>Operating Revenue and Support %</u>		<u>Accounts and Grants Receivable %</u>	
	<u>2015</u>	<u>2014</u>	<u>2015</u>	<u>2014</u>
U.S. Committee for Refugees and Immigrants	31%	34%	23%	46%
Commonwealth of Massachusetts	15%	14%	23%	39%

7. FUNDING

The Organization received approximately \$3,170,000 and \$3,298,000 of its funding from government agencies for the years ended September 30, 2015 and 2014, respectively, all of which is subject to audit by the specific government agency. In the opinion of management, the results of such audits, if any, will not have a material effect on the financial position of the Organization as of September 30, 2015 and 2014, or on the changes in its net assets for the years then ended.

8. LEASE AGREEMENTS

The Institute leases program space under various operating leases and tenant-at-will agreements. These leases expire at various dates through September 2018. The leases require the Institute to maintain certain insurance coverage and pay for its proportionate share of real estate taxes and operating expenses.

In May 2015, the Institute sold its building (see page 8). As part of the sale agreement, the Institute entered into a one-year leaseback agreement with the new owner for certain space in the building. Monthly lease payments under the agreement are \$23,544. The new owner has the sole option to extend the lease under a tenant-at-will agreement. The Institute is responsible for certain operating costs as defined in the agreement. Rent paid for the year ended September 30, 2015, was \$94,176, which is included in rent and utilities in the accompanying combined statements of functional expenses.

As part of the leaseback agreement, the Institute was required to deposit \$500,000 in a rent holdback escrow account. This escrow deposit is expected to be refundable to the Institute, should the Institute vacate this space by May 2016. The Institute expects to vacate the space by May 2016, and therefore, the escrow amount is reflected as a current asset in the accompanying combined statements of financial position.

Rent expense under all leases was approximately \$185,000 and \$97,000 for the years ended September 30, 2015 and 2014, respectively.

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

Notes to Combined Financial Statements
September 30, 2015 and 2014

8. LEASE AGREEMENTS (Continued)

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

2016	\$ 278,252
2017	\$ 50,430
2018	\$ 51,690

9. RELATED PARTY TRANSACTIONS

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

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

10. RECLASSIFICATION

Certain amounts in the fiscal year 2014 combined financial statements have been reclassified to conform to the fiscal year 2015 presentation.



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Amadou Hamady



EDUCATION

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

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

Summary of qualifications:

Staff and Organizational Management

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

Program Management

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

Financial Management

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

- Experience with coordinating language interpretation services, in addition to making referrals and appointment related to accessing schools and other social services programs
- Provide support and information on college/university admissions and referral services to prospective minority student applicants to colleges
- Organize and coordinate field trips for newcomer students to local college fairs and conventions
- Collaborating with ELL teachers, guidance counselors, nurses, school psychologists and other school administrators on social, emotional and academic well-being of minority students

Additional Skills:

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

Employment History

International Institute of New England Manchester, NH

2010 – Present

Director

August 21 - Present

Refugee School Impact Program Coordinator

October 2010-August 2013

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

Saint Anselm College, Manchester, NH, 2010 – May 2013

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

- Coordinate the Humanities After School Program where St. Anselm college students work with Manchester School District's high school students on portraits of human greatness from countries that send refugees/immigrants in the U.S

- Recruit yearly 40 high school students from Manchester's Public High Schools to participate in the Humanities program at St. Anselm college

Manchester School District, Webster Elementary School

September – Mars, 2010: Paraprofessional

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

MSW Intern, 2009-2010

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

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

MSW Intern, 2008-2009

Frannie Peabody Center, Portland, Maine

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

MSW intern, 2006- 2007

Lutheran Social Services of Northern New England, Concord, NH

- Provided services to newly immigrant and refugee families on legal services, transportation, housing, medical appointments, and follow-ups services.

- Assisted refugee families in their transition to their new lives in America, job trainings, referrals to English Language Learning Centers
- Provided interpreters, and life skill trainings.
- Made home visits to newly settled refugees

Research Experience/Professional Development

University of New Hampshire, Durham, NH

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

Carsey Institute, University of New Hampshire, May 31-June 11, 2010

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

USCRI Certified MG and R&P 2014

Fluent in French, Fulani, Wolof and some Arabic

Related Experiences

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

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

Awards and Affiliations

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

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

2015 NH Humanities Council Award for Community Leadership

Leadership New Hampshire Class 2014

Vice Chair of "Withopenminds" an Organization that fosters world-wide peace by honoring cultural diversity.

Member of NH State Steering Committee for Children Behavioral Health Collaborative

Daniel Attorri

Work Experience

International Institute of New England, Manchester, NH

February 2014-present

Manager, Refugee Resettlement Services (January 2015-present)

- Oversee all Resettlement and Placement (R&P) program activities and supervise case specialists
- Ensure R&P program is compliant with federal and state contract guidelines
- Perform regular quality assurance checks of client files and case notes
- Complete monthly R&P reports and track monthly caseload reports
- Facilitate weekly all-staff disposition meeting and R&P staff meetings
- Maintain a caseload and perform case management duties as needed

Case Manager (February 2014-December 2014)

- Secure and help furnish affordable housing for newly-arrived refugees, assist with utility accounts
- Refer clients to local providers for health and public services (DHHS, WIC, Food Stamps, Fuel Assistance, etc)
- Prepare documents and attend appointments with clients as needed
- Provide cultural and community orientation, monitor client progress through resettlement period
- Maintain client case notes and files

Workplace Success (Community Action Program/Southern NH Services), Concord, NH

Feb. 2013-February 2014

LEP Coordinator and Community Job Specialist/Floater

- Facilitate daily classroom and volunteer activities for limited-English proficient clients (generally refugees)
- Assist clients with creating resumes, cover letters and participation in workplace skills training
- Network with employers in the community to place clients in Work Experience Programs or On-the-Job Training
- Report client and program progress and attendance to NHEP employment counselors
- Serve as a substitute coordinator and community job specialist on a per diem, short-term or long-term basis
- Network with local refugee resettlement and partner agencies

International Institute of New England, Manchester, NH

November 2012-February 2013

Case Management Intern

- Assist refugee case managers by searching for apartments, setting up utility accounts and conducting home-visits
- Prepare paperwork for social security and other public service appointments and attend appointments with clients
- Maintain and file records regarding refugee information, perform other administrative duties

Pathways (Lehigh County Conference of Churches), Allentown, PA

September 2011-April 2012

Volunteer Intake and Referral Worker/Interpreter

- Work with English and Spanish speaking clients seeking home rental assistance
- Write referrals to partner organizations (shelters, food banks, etc.) and provide donated supplies to clients

Wanakee United Methodist Center, Meredith, NH

May 2010-August 2012

Program Director & Assistant Program Director (Seasonal)

- Supervise and manage 20-25 peer staff, volunteer staff, and 40-100 campers (up to 140 total people) per week
- Plan and run staff training, prepare volunteer background checks and run volunteer training
- Prepare emergency action plans and crisis management
- Schedule and plan all camp events with directors, including staff assignments and off-site trip preparation
-

Education

Muhlenberg College, *Bachelor of Arts in International Studies with a Spanish Minor*

2008-2012

- Cum Laude, 3.6 GPA, Dean's List for 5 Semesters
- Tutored Muhlenberg students (including international students) in Spanish and International Studies courses
- Interpreter training and experience
- Study abroad experience in Seville Spain; attended five immersion program courses in Spanish language, literature, history and culture; English tutor for Spanish children (ages 10 and 12)

Luanda V Simwerayi

Work Experience

Granite State Organizing Project/ Young Organizers United
27 Lowell Street Suite 303 Manchester NH 03104
2012-2014

- Event Organizer
- Youth Facilitator
- Main Event Speaker
- Meeting Coordinator
- Community Leader
- Board Member

Hannafords

East Side Plaza, 859 Hanover St, Manchester NH 03104
June 2014- May 2015

- Customer Service
- Deli

Easter Seals

555 Auburn St, Manchester, NH 03103
July 2015- Present

- Direct Associate
 - Work with adult who have disabilities
 - Bring them to doctor appointments, take them grocery shopping, and shopping
 - Help them with daily living

Compass Innovative Behavior Strategies
39 S River Rd. Suite #1 Bedford, Nh 03110
November 2015-Present

- Registered Behavior Technician
 - * Works with children with Autism

Education

Manchester Central High School
2014

High School Diploma June,

Manchester Community College
Present

Skills

- Great with people
- Responsible
- Smart worker
- Team leader
- Independant
- Visionary

KEY ADMINISTRATIVE PERSONNEL

NH Department of Health and Human Services

Contractor Name: International Institute of New England, Inc.

Name of Contract: REFUGEE SOCIAL SERVICES GRANT

BUDGET PERIOD: SFY 17 (10/1/16 - 6/30/17)

NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Amadou Hamady	Site Director	\$49,612	28.00%	\$13,891.50
Daniel Attorri	Manager	\$37,500	36.75%	\$13,780.52
Luanda Simwerayi	Case Specialist	\$24,960	34.00%	\$8,486.40
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)				\$36,158.42

BUDGET PERIOD: SFY 18 (7/1/17 - 6/30/18)

NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Amadou Hamady	Site Director	\$66,150	28.00%	\$18,521.99
Daniel Attorri	Manager	\$50,000	36.75%	\$18,374.03
Luanda Simwerayi	Case Specialist	\$33,280	34.00%	\$11,315.20
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)				\$48,211.22

BUDGET PERIOD: SFY 18 (7/1/17 - 9/30/18)

NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Amadou Hamady	Site Director	\$16,537	28.00%	\$4,630.50
Daniel Attorri	Manager	\$12,500	36.75%	\$4,593.51
Luanda Simwerayi	Case Specialist	\$8,320	34.00%	\$2,828.80
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)				\$12,052.81

Key Administrative Personnel are top-level agency leadership (Executive Director, CEO, CFO, etc.). These personnel **MUST** be listed, **even if no salary is paid from the contract.** Provide their name, title, annual salary and percentage of annual salary paid from the agreement.



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF HUMAN SERVICES

OFFICE OF MINORITY HEALTH & REFUGEE AFFAIRS

Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate Commissioner

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

August 6, 2014

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

Requested Action

Authorize the Department of Health and Human Services, Office of Minority Health and Refugee Affairs to enter into agreements with the vendors listed below, to provide services which promote the health and wellbeing of newly arrived and vulnerable New Hampshire refugees, in an amount not to exceed \$225,000, effective upon the date of Governor and Executive Council Approval, through August 14, 2017.

100% Federal Funds

These contracts are contingent upon the receipt of Federal Refugee Health Promotion Grant funds. Funds are available in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Years 2016, 2017 and 2018 with the ability to adjust encumbrances between State Fiscal Years and within the budget lines of the contract without Governor and Executive Council approval.

Vendor Name	Vendor #	Service Location	Amount
International Institute of Boston, Inc.	177551,B001	1850 Elm Street Manchester, NH 03104	\$112,500
Ascentria Community Services	222201,B001	261 Sheep-Davis Road, Concord, NH 03301	\$112,500

05-095-042-4220010-79220012-500731 HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, MINORITY HEALTH, REFUGEE SERVICES

Please see attachment for fiscal detail.

Explanation

The purpose of these contracts is to promote the health and wellbeing of newly arrived and vulnerable refugees (resettled during and within the two years prior to 2015, 2016 and 2017) in the cities of Concord, Manchester, Nashua, and Laconia. Only those cities impacted by refugee resettlement were considered for funding. Contractors will accomplish this overall goal by providing services that (1) promote the health literacy of refugees to enable them to access and navigate the U.S. Health Care System independently; (2) ensure that refugees obtain all needed medical and mental health services, in a manner that is timely, as well as culturally and linguistically appropriate; and (3) increase refugee access to affordable health care over the long term. Specific services will include designating a health care case manager to ensure that all new arrivals successfully complete all components of the initial domestic health exam and obtain any needed referrals and follow-up care; provide a comprehensive health orientation to all newly arrived adult refugees; provide health education classes on topics of personal relevance; promote the emotional wellbeing of refugees through the provision of nonclinical interventions (including suicide prevention training and adjustment support groups); and provide outreach activities, education, training, and assistance to refugees without health insurance coverage to ensure they understand the requirements of the Affordable Care Act.

Project staff will coordinate resources, evaluate goals and adapt the scope of work to reflect changes in refugee profiles and health conditions. The vendors will collect data relative to health screening completion rates, and participation in health orientations, health education classes, and nonclinical interventions..

Measures being monitored for these contracts include:

- Number of health screenings scheduled within 2 weeks of arrival;
- Number of initial domestic health examinations completed within 30 days of arrival;
- Number of refugees referred for mental health services, dental emergencies, prenatal services, hearing services, and vision services;
- Number of refugees completing the health orientation within 3 months of arrival and the components completed;
- Number of refugees participating in nonclinical interventions, such as adjustment support groups, and the nature of the activity;
- Number of refugees participating in health education classes and the topics.
- Number of refugees receiving education, training and/or enrollment assistance regarding the requirements of the Affordable Care Act.

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

The vendors were selected to perform the requested services through a competitive bid process. The Request for Proposals was released on the Department of Health and Human Service's web site on May 7, 2014. Six bidders submitted proposals. An evaluation team from the Department

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

of Health and Human Services personnel reviewed and evaluated the proposals based on the evaluation criteria specified in the Request for Proposal. The Department has detailed specific core activities in the contract from which the effectiveness of the contractor will be measured.

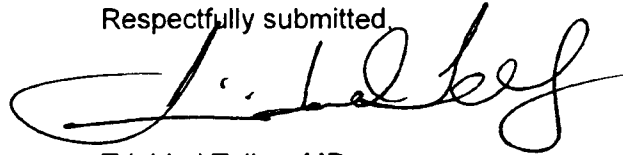
Both vendors have a proven track record of effectively serving refugees. In past grants, they have consistently demonstrated excellent program and case management strategies to achieve identified objectives.

Area Served: Concord, Manchester, Nashua and Laconia

Source: 100% Federal Funds

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

Respectfully submitted,



Trinidad Tellez, MD
Director

Approved by:



Nicholas A. Toumpas
Commissioner

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

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

Internation Institute of Boston, Inc.

State Fiscal Year	Class/Account	Activity Code	Class Title	Amount
2015	102-500731	42200012	Contracts for Program Services	\$25,000
2016	102-500731	42200012	Contracts for Program Services	\$37,500
2017	102-500731	42200012	Contracts for Program Services	\$37,500
2018	102-500731	42200012	Contracts for Program Services	\$12,500
			Total	\$112,500

Ascentria Community services, Inc.

State Fiscal Year	Class/Account	Activity Code	Class Title	Amount
2015	102-500731	42200012	Contracts for Program Services	\$25,000
2016	102-500731	42200012	Contracts for Program Services	\$37,500
2017	102-500731	42200012	Contracts for Program Services	\$37,500
2018	102-500731	42200012	Contracts for Program Services	\$12,500
			Total	\$112,500

Cprogram Name
Contract Purpose
RFP Score Summary

Refugee Health Promotion
Promote health for newly arrived refugees

RFA/RFP CRITERIA	Max Pts	LCS, Concord, NH	IIB, Manchester, NH	ORIS, Manchester, NH	W4W, Manchester, NH	BCNH, Manchester, NH	MHD, Manchester, NH	Bidder Name, Town, St	Bidder Name, Town, St
Experience and Capacity	20	20.00	18.83	16.17	9.33	17.50	15.33	0.00	0.00
Need & Target Population	15	14.33	14.00	11.33	8.00	12.67	11.67	0.00	0.00
Approach	30	26.67	26.00	17.67	15.67	18.67	17.67	0.00	0.00
Collaboration/Partnerships	5	5.00	1.67	3.67	1.33	3.33	3.33	0.00	0.00
Outcomes	20	18.33	17.00	14.00	10.33	7.67	11.00	0.00	0.00
Budget	10	9.00	9.33	6.00	4.33	6.67	8.33	0.00	0.00
TOTAL POINTS	100	93.33	86.83	68.83	49.00	66.50	67.33	0.00	0.00

BUDGET REQUEST	Year 01								
	Year 02								
	Year 03								
	Year 04								
TOTAL BUDGET REQUEST		-	-	-	-	-	-	-	-
BUDGET AWARDED	Year 01								
	Year 02								
	Year 03								
	Year 04								
TOTAL BUDGET AWARDED		-	-	-	-	-	-	-	-

RFP Reviewers					Name	Job Title	Dept/Agency	Qualifications
1					Laura McGlashan	Refugee Health Coordinator	OMHRA	
2					Trinidad Tellez	Director	OMHRA	
3					Barbara Seebart	State Refugee Coordinator	OMHRA	
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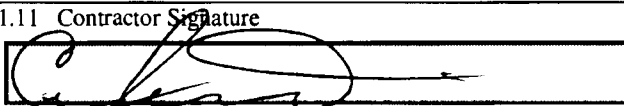
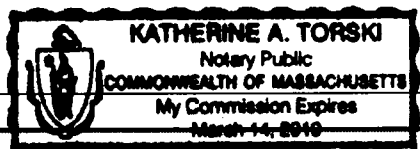
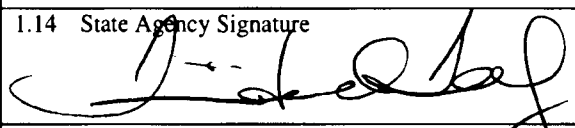
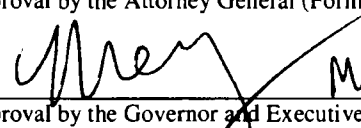
Subject: International Institute of Boston, Inc. - Refugee Health Promotion FORM NUMBER P-37 (version 1/09)

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name <u>Department of Health and Human Services</u>		1.2 State Agency Address <u>97 Pleasant Street, Thayer Building, Concord, NH 03301</u>	
1.3 Contractor Name <u>International Institute of Boston, Inc.</u>		1.4 Contractor Address <u>One Milk Street, Boston, MA 02109</u>	
1.5 Contractor Phone Number <u>(617) 695-9990</u>	1.6 Account Number <u>010-042-79220000 42200012</u>	1.7 Completion Date <u>August 14, 2017</u>	1.8 Price Limitation <u>\$112,500.00</u>
1.9 Contracting Officer for State Agency <u>Laura McGlashan, Refugee Health Coordinator</u>		1.10 State Agency Telephone Number <u>(603) 271-2688</u>	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory <u>Carolyn Benedict-Drew, President and CEO</u>	
1.13 Acknowledgement: State of <u>MA</u> , County of <u>Suffolk</u> On <u>10/6/14</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace <u>Katherine A. Torski</u> [Seal]			
1.13.2 Name and Title of Notary or Justice of the Peace <u>Katherine A. Torski, Notary Public</u>			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory <u>Trinidad Tellez, MD, Director</u>	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By:  On: <u>10/10/14</u>			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

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

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

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

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

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

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.

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

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

7. PERSONNEL.

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

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

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

8. EVENT OF DEFAULT/REMEDIES.

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

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

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

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

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

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

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

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

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

14. INSURANCE.

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

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

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

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

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

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

15. WORKERS' COMPENSATION.

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

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

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

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

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

19. CONSTRUCTION OF AGREEMENT AND TERMS.

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

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

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

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

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

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

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

EXHIBIT A

1. CONDITIONAL NATURE OF AGREEMENT

- 1.1. Notwithstanding any provisions of this Agreement to the contrary, all obligations of the State are contingent upon receipt of federal funds under the Refugee Health Promotion Grant. In no event shall the State be liable for the costs incurred or payment of any services performed by the Contractor prior to the State's receipt of federal funds applied for in the Refugee Health Promotion Grant.
- 1.2. Should funding be received for Budget Year 1, continued funding of the Contract for Budget years 2 and 3 will be subject to the conditions of Exhibit A, Section 1.1, and the State's receipt of federal funds.

2. SCOPE OF SERVICES

Under this contract, International Institute of Boston, Inc. will promote the health and wellbeing of all new and vulnerable refugees residing in the greater Manchester and Nashua areas, by providing services that (1) promote the health literacy of refugees, to enable them to access and navigate the U.S. health care system independently; (2) ensure that refugees obtain all needed medical and mental health services in a manner that is timely, as well as culturally and linguistically appropriate; and (3) increase refugee access to affordable health care over the long term. This Agreement consists of the following documents: Exhibits A, B, C, C1, D, E, F, G, H, I, and J which are all incorporated herein by reference as if fully set forth herein.

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

- 2.1 Designate case manager to ensure the provision of health (including mental health) case management, to ensure that all new refugees (1) successfully complete all components of the initial domestic health examination within 90 days of the date of arrival; and (2) obtain any needed care / referrals beyond the initial health exam. Maintain documentation of the following:
 - 2.1.1 Total number of refugees resettled in the reporting period;
 - 2.1.2 # of health screenings scheduled within 2 weeks of arrival;
 - 2.1.3 # of initial domestic health examinations completed within 30 days of arrival;
 - 2.1.4 # of refugees presented to the ER within one week of arrival;
 - 2.1.5 # of refugees referred for mental health services, dental emergencies, prenatal services, hearing services, vision services, and other conditions identified by the NH Refugee Health Coordinator;
 - 2.1.6 # of refugees requiring case management for health conditions beyond the initial domestic health examination.

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- 2.1.7 Provide cultural and linguistic interpreter services, as needed.
- 2.2 Provide and/or facilitate the provision of transportation to medical appointments, as needed.
- 2.3 Provide a comprehensive health orientation to all newly arrived adult refugees, focusing on access and navigation of the U.S. health care system, including transportation training. Adapt the health orientation curriculum, as appropriate, to accommodate the needs of new groups. Maintain documentation of the following:
 - 2.3.1 # of refugees completing the health orientation within three months of arrival, including the components completed.
- 2.4 Provide health education classes to refugees on topics of personal relevance, including preventable conditions, mental health, and/or the management of acute and chronic conditions. Maintain documentation of the # of refugees participating in the health education classes, including the topic(s).
- 2.5 Promote emotional wellbeing of refugees through the provision of nonclinical interventions, including suicide prevention training, adjustment support groups, and/or similar activities. Provide a minimum of six (6) interventions during the course of each project year. Maintain documentation of the # of refugees participating in the intervention(s), including the nature of the activity.
- 2.6 Collaborate with the Office of Minority Health and Refugee Affairs to provide cultural background information on the various refugee groups, and to educate new and existing health and mental health providers about refugee health needs and the National Standards for Culturally and Linguistically Appropriate Services (CLAS).
- 2.7 Coordinate and/or assist with efforts to coordinate community resources for the provision of health care services (such as dental care) that are not covered by Refugee Medical Assistance or other funding sources.
- 2.8 Provide outreach activities, education, training, and assistance to refugees without health insurance coverage, to ensure they understand the requirements of the Affordable Care Act, and are able to access affordable health insurance offered through the Marketplace, or alternative sources. Maintain documentation of the # of refugees receiving education, training, and/or enrollment assistance.

3 Reporting

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


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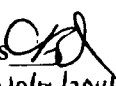
EXHIBIT B

Method and Conditions Precedent to Payment

The contractor shall provide the services in Exhibit A in compliance with funding requirements of CFDA Title #93.576, the Refugee and Entrant Assistance State Administered Programs – Refugee Health Promotion Grant, Department of Health and Human Services, Administration for Children and Families, Office of Refugee Resettlement.

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

1. Funding is split uniformly between the contract budget years.
2. Funding is contingent upon Exhibit A, Conditional Nature of Agreement.
3. For the purpose of this contract Budget Years are defined as follows:
 Budget Year 1: Receipt of Grant Award through August 14, 2015
 Budget Year 2: August 15, 2015-August 14, 2016
 Budget Year 3: August 15, 2016-August 14, 2017
4. Reimbursements for services provided shall be made by the State on a monthly basis upon receipt and review of monthly expenditure reports submitted by International Institute of Boston to the State. These reports, which are based on a budget approved by the State, shall be in a form satisfactory to the State and shall include, at a minimum, the line items as outlined in the approved budget. Monthly expenditure reports shall be submitted no later than 30 days after the close of the month.
5. Payments will be made by DHHS within 60 days of receipt of conforming invoice. Final invoices must be submitted by September 15, 2017.

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SPECIAL PROVISIONS

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

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

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

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

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

A handwritten signature in black ink, appearing to be 'CJD'.

New Hampshire Department of Health and Human Services
Exhibit C



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

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

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

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

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

- (a) This contract and employees working on this contract will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and FAR 3.908.
- (b) The Contractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts over the simplified acquisition threshold.

19. **Subcontractors:** DHHS recognizes that the Contractor may choose to use subcontractors with greater expertise to perform certain health care services or functions for efficiency or convenience, but the Contractor shall retain the responsibility and accountability for the function(s). Prior to subcontracting, the Contractor shall evaluate the subcontractor's ability to perform the delegated function(s). This is accomplished through a written agreement that specifies activities and reporting responsibilities of the subcontractor and provides for revoking the delegation or imposing sanctions if the subcontractor's performance is not adequate. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions.
When the Contractor delegates a function to a subcontractor, the Contractor shall do the following:
 - 19.1. Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function
 - 19.2. Have a written agreement with the subcontractor that specifies activities and reporting responsibilities and how sanctions/revocation will be managed if the subcontractor's performance is not adequate
 - 19.3. Monitor the subcontractor's performance on an ongoing basis

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

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

DEFINITIONS

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

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

DEPARTMENT: NH Department of Health and Human Services.

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

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

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

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

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

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

A handwritten signature in black ink, appearing to be 'C. B. S.', written over the 'Contractor Initials' label.

NH Department of Health and Human Services

STANDARD EXHIBIT C-1

ADDITIONAL SPECIAL PROVISIONS

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

4. CONDITIONAL NATURE OF AGREEMENT.


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

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

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

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

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

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Date 10/06/2014

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

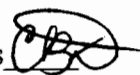
10.5 The Contractor shall establish a method of notifying clients and other affected individuals about the transition. The Contractor shall include the proposed communications in its Transition Plan submitted to the State as described above.

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

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

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

Contractor Initials



Date 10/06/2014



CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS

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

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

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

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

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New Hampshire Department of Health and Human Services
Exhibit D



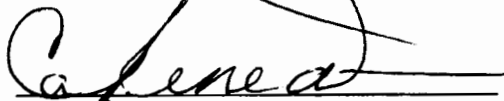
- has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted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

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

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

Contractor Name: International Institute of Boston, Inc.

10/06/2014
Date


Name: Carolyn Benedict-Drew
Title: President and CEO



CERTIFICATION REGARDING LOBBYING

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

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

Programs (indicate applicable program covered):

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

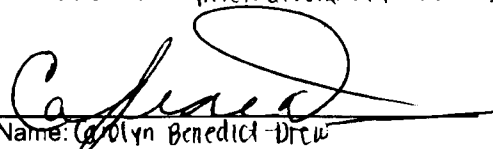
The undersigned certifies, to the best of his or her knowledge and belief, that:


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

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

Contractor Name: International Institute of Boston, Inc.

10/06/2014
Date


Name: Carolyn Benedict-Drew
Title: President and CEO

Contractor Initials 



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

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

INSTRUCTIONS FOR CERTIFICATION

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

CSQ



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

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

PRIMARY COVERED TRANSACTIONS


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

LOWER TIER COVERED TRANSACTIONS

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

Contractor Name: International Institute of Boston, Inc.

10/06/2014
Date


Name: Carolyn Benedict-Dracw
Title: President and CEO



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

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

INSTRUCTIONS FOR CERTIFICATION

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

A handwritten signature in black ink, appearing to be 'CSD' or similar, written over the 'Contractor Initials' label.



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

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

PRIMARY COVERED TRANSACTIONS


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

LOWER TIER COVERED TRANSACTIONS

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

Contractor Name: International Institute of Boston, Inc.

10/06/2014
Date


Name: Carolyn Benedict-Drew
Title: President and CEO



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

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

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

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

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

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex

New Hampshire Department of Health and Human Services
Exhibit G




against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, to the applicable contracting agency or division within the Department of Health and Human Services, and to the Department of Health and Human Services Office of the Ombudsman.

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

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

Contractor Name: International Institute of Boston, Inc.

10/06/2014
Date


Name: Carolyn Benedict-Drew
Title: President and CEO

Contractor Initials 
Date 10/06/2014



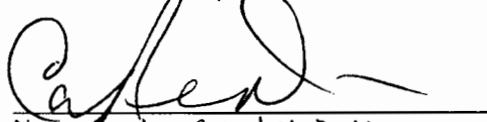
CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

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

Contractor Name: International Institute of Boston, Inc.


Name: Carolyn Benedict-Drew
Title: President and CEO

10/06/2014
Date



Exhibit I

HEALTH INSURANCE PORTABILITY ACT
BUSINESS ASSOCIATE AGREEMENT

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

(1) Definitions.

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

A handwritten signature in black ink, appearing to be "CSA", written over the "Contractor Initials" label.



Exhibit I

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

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

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

CSA



Exhibit I

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

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

(3) Obligations and Activities of Business Associate.

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

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

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

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Exhibit I

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

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

A handwritten signature in black ink, appearing to be 'CSA' or similar, written over the 'Contractor Initials' label.



Exhibit I

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

(4) Obligations of Covered Entity

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

(5) Termination for Cause

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

(6) Miscellaneous

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

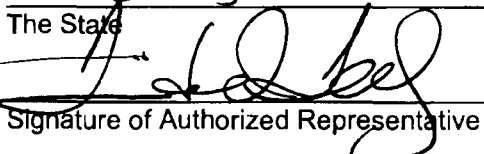
CA

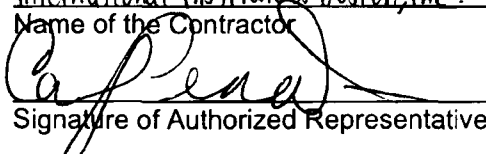


Exhibit I

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

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

NH DHHS
The State

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

International Institute of Boston, Inc.
Name of the Contractor

Signature of Authorized Representative
Carolyn Benedict-Drew
Name of Authorized Representative
President and CEO
Title of Authorized Representative
10/06/2014
Date





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

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

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

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

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

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

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

Contractor Name: International Institute of Boston, Inc.

Name: Carolyn Benedict-Drew
Title: President and CEO

10/06/2014
Date

New Hampshire Department of Health and Human Services
Exhibit J



FORM A

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

1. The DUNS number for your entity is: 01-4845997
2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

X NO _____ YES

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

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

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

_____ NO _____ YES

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

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

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

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

CSA