



Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICE

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July 7, 2014

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

REQUESTED ACTION

100% Federal funds

Authorize the Department of Health and Human Services, Division of Public Health Services, to exercise an amendment to an agreement with JSI Research & Training Institute, Inc. dba Community Health Institute, Purchase Order # 1031592 (Vendor # #161611-B001), 501 South Street, 2nd Floor, Bow, NH 03304, by increasing the Price Limitation by \$79,398 from \$1,525,400 to \$1,604,798 to provide a broad range of programmatic support services across a number of public health programs to include public health strategic planning, needs assessment, training and technical assistance; and implementation of health communications campaigns, effective date of Governor and Council approval through June 30, 2015. This agreement was originally approved by Governor and Council on July 10, 2013, Item #40 and amended on March 12, 2014, Item #24.

Funds are available in SFY 2015, with authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council.

See attachment for financial details

EXPLANATION

Funds in this agreement will be used to implement programs in three different areas:

Oral Health State Plan Evaluation Services: Conduct surveys and interviews with key oral health partners to assess the outcomes from the 2003 State Oral Health Plan in order to inform the development of evaluation measures for an updated plan.

Climate Change and Public Health Adaptation Planning: Assist select Regional Public Health Networks to develop regional climate and public health adaptation plans and also execute a subcontract with an environmental epidemiologist to provide technical assistance to the Division of Public Health Services.

Lead Poisoning Preventions Communications: Adapt an existing federal training program and support training to instructors of the state's Career and Technical Education Centers, who teach high school students preparing to work in the construction field. Develop and disseminate training materials targeted to a broad range of professional audiences and provide logistical support for a three-day conference of lead and asbestos licensing programs from the six New England states.

As stated in the Request for Proposals for the original contract, the Department sought to consolidate services that had previously been contracted by individual program areas across the Division of Public Health Services with a vendor that has the organizational and administrative capacity to implement the original services and also has the capability to implement similar services addressing the same or other public health priorities over the course of the contract. This amendment implements that goal by utilizing a vendor that has a demonstrated record of delivering high-quality services to the Department. The services to be provided through this amendment will utilize the expertise of JSI Research & Training Institute, Inc. dba Community Health Institute staff to meet specific, short-term needs of various program areas.

Should Governor and Executive Council not authorize this Request there will be a reduction in the Division's ability to produce an updated State Oral Health Plan with strong evaluation measures linked to the 2003 Plan; limit our understanding of the magnitude of potential health impacts from changes in climate; reduce the number of individuals trained in lead-safe construction techniques and other types of professionals' effectiveness in working with families who may be at-risk for exposure to lead hazards.

JSI Research & Training Institute, Inc. dba Community Health Institute was selected for this project through a competitive bid process. A Request for Proposals was posted on the Department of Health and Human Services' web site from April 2, 2013 through April 29, 2013. In addition, a bidder's teleconference was held on April 8, 2013.

Two Letters of Intent were submitted in response to this statewide competitive bid; two proposals were received. Nine reviewers who work internal and external to the Department of Health and Human Services reviewed the proposals. The reviewers represent seasoned public health administrators and managers with between five to 25 years' experience in contract and vendor management, public health administration and management, program management, emergency preparedness, client services, and case management. Each reviewer was selected for the specific skill set they possess and their experience. Their decision followed a thorough discussion of the strengths and weaknesses to the proposals. The final decision was made by taking an average of all reviewers' scores. The Bid Summary is attached.

During the first 10 months of this contract the vendor has made progress on some key performance measures that include: facilitating a strategic planning process for the Division and publishing a three-year strategic plan; initiating several technical studies to inform a public health-focused climate change adaptation plan; providing ongoing training and technical assistance to regional public health emergency planners, as well as logistical support for two conferences; developed and launched two public information campaigns to increase the number of adults receiving recommended vaccinations and also increase vaccinations against seasonal influenza among children and adults; began to develop a needs assessment among people with HIV infection; and delivered several technical reports to inform the development of a placement program for clinicians in rural areas.

The following performance measures will be used to measure the effectiveness of the agreement.

Oral Health State Plan Evaluation Services

- Number of recommendations to revise/update the State Oral Health Plan.
- Number of existing Oral Health data sets identified from the NH Oral Health Burden document for incorporation into the revised State Oral Health plan in order to measure Oral Health improvement for vulnerable populations.

Climate Change and Public Health Adaptation Planning

- By September 30, 2014, research, identify, and submit a written draft report with a set of baseline measures of climate-related health impacts related to known climate vulnerabilities in New Hampshire (i.e. extreme heat, severe weather, floods, storm surge, etc.).
- By December 31, 2014, develop and submit an assessment that quantifies at least five (5) baseline climate-related health impacts projected to affect New Hampshire.
- By March 30, 2015, identify an assessment on the effectiveness of public health interventions to address the health impacts identified above. The report shall identify at least two (2) viable interventions for each of the five health impacts for a total of ten (10) interventions.
- By June 30, 2015, publish a final written summary report on the current and projected health impacts related to severe weather and climate change in New Hampshire. The report will be directed at an audience of Regional Public Health Network staff and other public health and emergency management stakeholders. A draft report will be made available to the Division of Public Health Services to allow for review and final revisions.

Lead Poisoning Preventions Communications

- At least 85% of participants at the three-day conference rate the elements pertaining to conference logistics as either "excellent" or "very good" in an evaluation survey.
- Delivery of a two-day *Train-the-Trainer Renovations, Repair, and Painting* course to NH's Career and Technical Centers.
- Total number of medical practices, Head Start programs, WIC clinics, and other venues that have been provided education material on *NH's Childhood Lead Poisoning Screening and Management Guidelines*.
- Approval by the Division of Public Health Services of online Lead Awareness training material.
- Total number of cities and towns that have been provided education materials on *Renovation, Repair, and Painting*.
- Events held during New Hampshire Lead Poisoning Prevention Week are rated as either "excellent" or "very good" by the Division of Public Health Services program manager.

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Area served is statewide.

Source of Funds: 100% Federal Funds from Centers for Disease Control and Prevention and the US Environmental Protection Agency.

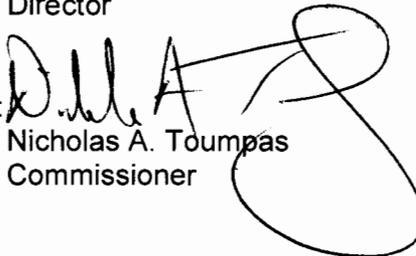
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



José Thier Montero, MD, MHCDS
Director

Approved by:



Nicholas A. Toumpas
Commissioner

**FINANCIAL DETAIL ATTACHMENT SHEET
Public Health Program Services Support Services**

**05-95-90-902510-5171 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, EMERGENCY PREPAREDNESS
85.45% Federal Funds and 14.55% General Funds**

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	102-500731	Contracts for Prog Svc	90077021	125,000	-	125,000
SFY 2015	102-500731	Contracts for Prog Svc	90077021	115,000	-	115,000
			Sub-total	\$ 240,000	\$ -	\$ 240,000

**05-95-90-902510-2239 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, HOSPITAL PREPAREDNESS
100% Federal Funds**

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	102-500731	Contracts for Prog Svc	90077700	170,000	-	170,000
SFY 2015	102-500731	Contracts for Prog Svc	90077700	170,000	-	170,000
			Sub-Total	\$ 340,000	\$ -	\$ 340,000

**05-95-90-901010-7965 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH SYSTEMS, POLICY AND PERFORMANCE, RURAL HEALTH AND PRIMARY CARE
100% Federal Funds**

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	102-500731	Contracts for Prog Svc	90073000	40,000	-	40,000
SFY 2015	102-500731	Contracts for Prog Svc	90073000	40,000	-	40,000
			Sub-Total	\$ 80,000	\$ -	\$ 80,000

**05-95-90-902510-5178 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, IMMUNIZATION
100% Federal Funds**

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	102-500731	Contracts for Prog Svc	90023013	110,000	-	110,000
SFY 2015	102-500731	Contracts for Prog Svc	90023013	110,000	-	110,000
			Sub-Total	\$ 220,000	\$ -	\$ 220,000

**05-95-90-901010-5997 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH SYSTEMS, POLICY AND PERFORMANCE, STRENGTHENING PUBLIC HEALTH INFRASTRUCTURE
100% Federal Funds**

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	102-500731	Contracts for Prog Svc	90001001	34,200	-	34,200
SFY 2015	102-500731	Contracts for Prog Svc	90001001	3,000	-	3,000
			Sub-Total	\$ 37,200	\$ -	\$ 37,200

**FINANCIAL DETAIL ATTACHMENT SHEET
Public Health Program Services Support Services**

**05-95-90-902510-5189 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, HIV/AIDS PREVENTION
100% Federal Funds**

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	102-500731	Contracts for Prog Svc	90024000	50,000	-	50,000
SFY 2015	102-500731	Contracts for Prog Svc	90024000	50,000	-	50,000
			Sub-Total	\$ 100,000	\$ -	\$ 100,000

**05-95-90-902510-2222 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, RYAN WHITE PART B
100% Federal Funds**

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	567-500919	Title II HIV Care Assistance	90024100	75,000	-	75,000
SFY 2015	567-500919	Title II HIV Care Assistance	90024100	75,000	-	75,000
			Sub-Total	\$ 150,000	\$ -	\$ 150,000

**05-95-90-902510-2229 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, PHARMACEUTICAL REBATES
100% Other Funds (Pharmaceutical Rebates)**

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	530-500371	Drug Rebates	90024600	75,000	-	75,000
SFY 2015	530-500371	Drug Rebates	90024600	75,000	-	75,000
			Sub-Total	\$ 150,000	\$ -	\$ 150,000

**05-95-90-903010-5350 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF LABORATORY SERVICES, FDA FERN MICRO
100% Federal Funds**

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	020-500239	Current Expense	90069017	5,000	-	5,000
SFY 2015				-	-	-
			Sub-Total	\$ 5,000	\$ -	\$ 5,000

**05-95-90-901510-7936 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, CLIMATE EFFECTS
100% Federal Funds**

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	102-500731	Contracts for Prog Svc	90007936	30,000		30,000
SFY 2015	102-500731	Contracts for Prog Svc	90007936	30,000	20,398	50,398
			Sub-Total	\$ 60,000	\$ 20,398	\$ 80,398

FINANCIAL DETAIL ATTACHMENT SHEET

Public Health Program Services Support Services

**05-95-90-902010-5190 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH
100% Federal Funds**

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	102-500731	Contracts for Prog Svc	90004102	42,000	-	42,000
SFY 2015	102-500731	Contracts for Prog Svc	90004102	42,000	-	42,000
			Sub-Total	\$ 84,000	\$ -	\$ 84,000

**05-95-90-900510-5173 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH STATISTICS AND INFORMATICS, EPH TRACKING
100% Federal Funds**

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	102-500731	Contracts for Prog Svc	90041000	49,200	-	49,200
SFY 2015				-	-	-
			Sub-Total	\$ 49,200	\$ -	\$ 49,200

**05-95-90-902010-5190 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH
48% Federal Funds and 52% General Funds**

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	102-500731	Contracts for Prog Svc	90024000	4,000.00	-	4,000
SFY 2015	102-500731	Contracts for Prog Svc	90024000	6,000.00	-	6,000
			Sub-Total	10,000.00	-	10,000

**05-95-90-902010-2215 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, CDC ORAL HEALTH GRANT
100% Federal Funds**

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	046-500464	Consultants		-	-	-
SFY 2015	046-500464	Consultants	90002215	-	15,000	15,000
			Sub-Total	\$ -	\$ 15,000	\$ 15,000

**05-95-90-901510-7964 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, LEAD PREVENTION
100% Federal Funds**

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	102-500731	Contracts for Prog Svc		-	-	-
SFY 2015	102-500731	Contracts for Prog Svc	90038000	-	44,000	44,000
			Sub-Total	\$ -	\$ 44,000	\$ 44,000
			Total	1,525,400	79,398	1,604,798

Program Name Public Health Program Services Support
 Contract Purpose Provide broad range of public health professional services
 RFP Score Summary

RFA/RFP CRITERIA	Max Pts	Training Institute, Inc. dba	Joshua B. Lipsman dba JBL Systems, LLC, PO Box 41, Athens NY 12015
Age Capacity	30	27.67	19.67
Program Structure	30	26.44	20.67
Workplan	20	18.60	15.10
Budget & Justification	18	16.00	15.44
Format	2	1.89	1.89
Total	100	90.60	72.77

BUDGET REQUEST	Year 01	Year 02	Year 03
	\$697,200.00	\$696,516.00	\$624,780.00
	\$665,000.00	\$624,780.00	\$0.00
TOTAL BUDGET REQUEST	\$1,362,200.00	\$1,321,296.00	\$624,780.00
BUDGET AWARDED	Year 01	Year 02	Year 03
	\$681,100.00	\$681,100.00	\$0.00
TOTAL BUDGET AWARDED	\$1,362,200.00	\$681,100.00	\$0.00

RFP Reviewers	Name	Job Title	Dept/Agency	Qualifications
1	Neil Twitchell	Administrator	DPHS/DHHS	The reviewers represent seasoned public health administrators and managers with between five to 25 years experience in contract and vendor management, public health administration and management, program management, emergency preparedness, client services, and case management.
2	Michael Dumond	Bureau Chief	DPHS/DHHS	
3	Laura Holmes	Program Planner	DPHS/DHHS	
4	Sarah McPhee	Program Manager	DPHS/DHHS	
5	Karen Blizzard Royce	Program Specialist	DPHS/DHHS	
6	Alisa Druzba	Administrator	DPHS/DHHS	
7	Jeanie Holt	Past President	NH Public Health Association	
8	Joyce Heck	Manager	Court Appointed Special Advocates of NH	
9	Leslie O'Neil	Case Manager	Dartmouth Hitchcock Medical Center	



**State of New Hampshire
Department of Health and Human Services
Amendment #2 to the
JSI Research and Training Institute, Inc. dba Community Health Institute**

This 2nd Amendment to the JSI Research and Training Institute, Inc. dba Community Health Institute contract (hereinafter referred to as "Amendment Two") dated this 7th day of JULY July, 2014, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and JSI Research and Training Institute, Inc. dba Community Health Institute, (hereinafter referred to as "the Contractor"), a corporation with a place of business at 501 South Street, Bow, NH 03304.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 10, 2013, and as amended on March 12, 2014, 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 scope of work and the payment schedule of the contract by written agreement of the parties;

WHEREAS, the Department desires to provide additional public health program support services across a number of public health issues and Division of Public Health Service operational areas.

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 as follows:

To amend as follows:

- Form P-37, to change:
Block 1.8 to read: \$1,604,798

- Exhibit A, Scope of Services to add:
Exhibit A – Amendment 2

- Exhibit B, Purchase of Services, Contract Price, to add:

Paragraph 1.1 to Paragraph 1:

The contract price shall increase by \$79,398 for SFY 2015. The contract shall total \$1,604,798 for the contract term.

Paragraph 1.2 to Paragraph 1:

Funding is available as follows:

- \$15,000 from 05-95-90-902010-2215-102-500731, 100% Federal Funds from the U.S. Centers for Disease Control and Prevention, CFDA #93.283, Federal Award Identification Number (FAIN), 1U58DP004911;



New Hampshire Department of Health and Human Services

- \$20,398 from 05-95-90-901510-7936-102-500731, 100% Federal Funds from the U.S. Centers for Disease Control and Prevention, CFDA #93.070, Federal Award Identification Number (FAIN) 5UE1EH001046;
- \$44,000 from 05-95-90-901510-7964-102-500731, 100% Federal Funds from the U. S. Environmental Protection Agency, CFDA #66.707, Federal Award Identification Number (FAIN), 99151213.
- Budget, to add:
Exhibit B-1 (2015) - Amendment 2

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

7/15/14
Date

[Signature]
Brook Dupee
Bureau Chief

Jonathan Stewart

7/7/14
Date

[Signature]
Jonathan Stewart
Director

Acknowledgement:

State of New Hampshire County of Merrimack on July 7, before the undersigned officer personally appeared the person identified above, of satisfactory proven to be the person whose name is signed above, and acknowledged that she executed this document in the capacity indicated above.

[Signature]
Signature of Notary Public or Justice of the Peace

SYLVIA L. CURRIER
Notary Public - New Hampshire
~~My Commission Expires December 20, 2018~~
Name and Title of Notary or Justice of the Peace

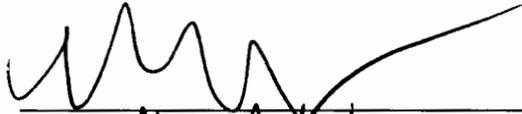
12/20/18
Commission Expiration Date



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

OFFICE OF THE ATTORNEY GENERAL

7/23/14
Date


Name: Megan A. Yeple
Title: Attorney - NH AG's Office - Civil Bureau

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:



Exhibit A – Amendment #2

SCOPE OF SERVICES

The Department desires to further the relationship with the JSI Research and Training Institute, Inc., dba Community Health Institute to provide public health program support services across an increased number of public health issues and Division of Public Health Services operational areas including: 1) Oral Health State Plan Evaluation Services, 2) Climate Change and Public Health Adaptation Planning, and 3) Lead Poisoning Preventions Communications.

The Contractor shall:

1. Required Activities

1.1. Oral Health State Plan Evaluation Services – All of the following must be completed by December 31, 2014.

- a. Develop a workplan for evaluation of the 2003 State Oral Health Plan: A Framework for Action.
- b. Convene one meeting between the staff person designated as the State Plan evaluator, the HNH Foundation, the entity selected to revise the State Oral Health Plan, and Division of Public Health Services' Oral Health Program.
- c. Utilize focus groups, key informant interviews and/or a Survey Monkey to engage prior plan participants in evaluation of the 2003 State Oral Health Plan.
- d. Identify a minimum of one long-term outcome for each objective associated with the five principles described in the 2003 State Oral Health Plan.
- e. Disseminate five recommendations for the State Oral Health Plan revisions/updates to Oral Health partners and stakeholders statewide.

1.2. Climate Change and Public Health Adaptation Planning (CCPHAP)

- a. Execute a subcontract with an environmental epidemiologist identified by the NH DPHS to provide technical assistance to the Division of Public Health Services to:
 1. Develop estimates of current and projected climate-related health impacts on the population of New Hampshire. The results will show quantitative estimates of the trajectory; magnitude and amount of health burden (i.e. counts and rates) for at least five (5) health impacts. The contractor may use existing results from the published literature to estimate the health impacts in New Hampshire. The health impact estimates shall be linked topic areas such as severe weather and injury/death, air quality and asthma, water quality and intestinal illness, temperature and heat injury/deaths, and temperature/habitat change and tick-borne disease such as Lyme Disease.
 2. Develop an assessment of the effectiveness and suitability of community-level interventions to address the health impacts of severe weather and climate change in New Hampshire. Examples of viable interventions include, but are not limited to, asthma and home-based environmental controls, or heat waves and cooling centers/air conditioning programs.
 3. Develop a final report on climate-related health impacts that identifies resources and tools for tracking these impacts over time at the regional or community level.

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Exhibit A – Amendment #2

- b. Coordinate with the DPHS program manager to identify and pursue opportunities to disseminate the health impact information to NH Regional Public Health Networks via appropriate trainings, educational materials, or direct consultations.
- c. Support Regional Public Health Networks in developing regional climate and health adaptation plans.
- d. Attend periodic meetings with staff from the DHHS, the U.S. Centers for Disease Control and Prevention, and the Regional Public Health Networks (via phone or webinar) in order to discuss the project, and how to best develop estimates of health impacts and viable interventions. The meetings are expected to be monthly, for no more than twelve (12) meetings per year, and estimated investment of time would be 1-2 hours each, with attendance at the discretion of DHHS.

1.3. Lead Poisoning Prevention Communications – All of the following must be completed by September 30, 2014.

- a. Provide logistical support to a three-day workshop for New England State Lead and Asbestos licensing programs for an estimated 20 persons. This event will be a partnership with the DHHS Healthy Homes and Lead Poisoning Program, the Northeast Lead Coordinating Committee and the U.S. Environmental Protection Agency.
- b. Using the training material originally developed and piloted by the U.S. Environmental Protection Agency, modify and update an 8-hour *Lead Renovation, Repair, and Painting* program that will be used to train New Hampshire's high school students preparing to work on pre-1978 housing or child-occupied facilities. Training materials will be a combination of Powerpoint presentations, videos, and hands-on.
- c. Using a certified U.S. Environmental Protection Agency training provider, coordinate a two-day *Train-the-Trainer EPA Renovation, Repair, and Painting* training to the instructors of New Hampshire's sixteen Career and Technical Education Centers.
- d. Develop a 1-hour narrated Powerpoint presentation to train providers on the newly revised *NH Childhood Lead Poisoning Screening and Management Guidelines*. Provide outreach and education to medical providers, Head Start and WIC program provider agencies statewide to increase practices consistent with the *Guidelines*.
- e. Develop an online 30-45 minute *Lead Awareness* training module that will target adult learners to include school nurses, educators, Head Start, WIC, Maternal and Child Health home visitors, realtors, and parents to better understand the risks of lead paint, current screening guidelines, and the federal *Renovations, Repair, and Painting* law.
- f. Using the promotional material developed by the U.S. Environmental Protection Agency, print and distribute *Renovation, Repair, and Painting* outreach material to town and city Building Code Officials throughout New Hampshire.
- g. Coordinate and oversee activities associated with the New Hampshire Lead Poisoning Prevention week. Activities may include a viewing of a documentary feature film, outreach and education, and public service announcements.

2. Performance Measures

2.1. Oral Health State Plan Evaluation Services

- a. Number of recommendations to revise/update the State Oral Health Plan.



Exhibit A – Amendment #2

- b. Number of existing Oral Health data sets identified from the NH Oral Health Burden document for incorporation into the revised State Oral Health plan in order to measure Oral Health improvement for vulnerable populations.

2.2. Climate Change and Public Health Adaptation Planning

- a. By September 30, 2014, research, identify, and submit a written draft report with a set of baseline measures of climate-related health impacts related to known climate vulnerabilities in New Hampshire (i.e. extreme heat, severe weather, floods, storm surge, etc.).
- b. By December 31, 2014, develop and submit an assessment that quantifies at least five (5) baseline climate-related health impacts projected to affect New Hampshire.
- c. By March 30, 2015, identify an assessment on the effectiveness of public health interventions to address the health impacts identified above. The report shall identify at least two (2) viable interventions for each of the five health impacts for a total of ten (10) interventions.
- d. By June 30, 2015, publish a final written summary report on the current and projected health impacts related to severe weather and climate change in New Hampshire. The report will be directed at an audience of Regional Public Health Network staff and other public health and emergency management stakeholders. A draft report will be made available to the Division of Public Health Services to allow for review and final revisions.

2.3. Lead Poisoning Preventions Communications

- a. At least 85% of participants at the 3-day conference rate the elements pertaining to conference logistics as either “excellent” or “very good” in an evaluation survey.
- b. Delivery of a 2-day *Train-the-Trainer Renovations, Repair, and Painting* course to NH’s Career and Technical Centers.
- c. Total number of medical practices, Head Start programs, WIC clinics, and other venues that have been provided education material on *NH’s Childhood Lead Poisoning Screening and Management Guidelines*.
- d. Approval by the Division of Public Health Services of online Lead Awareness training material.
- e. Total number of cities and towns that have been provided education materials on *Renovation, Repair, and Painting*.
- f. Events held during New Hampshire Lead Poisoning Prevention Week are rated as either “excellent” or “very good” by the Division of Public Health Services program manager.

7/7/14

**Exhibit B-1 (2015) - Amendment 2
Oral Health Budget**

New Hampshire Department of Health and Human Services

**JSI Research and Training Institute Inc. dba
Bidder/Contractor Name: Community Health Institute**

**Public Health Program Svcs Support - Oral
Budget Request for: Health**
(Name of RFP)

Budget Period: SFY 2015

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect Cost
1. Total Salary/Wages	\$ 7,518.12	\$ -	\$ 7,518.11	The Indirect Cost Line Item represents a portion of JSI Research & Training Institute's federal approved Negotiated Indirect Cost Rate Agreement covering Information Systems, Accounting, Payroll, Human Resources and Administrative Staff Costs. These costs are derived from JSI's NICRA but can fluctuate under this contract's budget structure as JSI's Indirect Costs are calculated using a different base than the contract requires. JSI's Indirect Costs are derived using direct labor as a base and this contract's budget structure uses total direct costs as a base. Due to this, contracts that include less labor costs and more non-labor costs will require JSI to recover less indirect costs on a proportional basis.
2. Employee Benefits	\$ 2,856.88	\$ -	\$ 2,856.88	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ 150.36	\$ -	\$ 150.36	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ 225.54	\$ -	\$ 225.54	
6. Travel	\$ 217.76	\$ -	\$ 217.76	
7. Occupancy	\$ 751.81	\$ -	\$ 751.81	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 150.36	\$ -	\$ 150.36	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ 150.36	\$ -	\$ 150.36	
Insurance	\$ 225.54	\$ -	\$ 225.54	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ 1,400.00	\$ -	\$ 1,400.00	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
Information Systems (30% of ID)	\$ -	\$ 451.09	\$ 451.09	
HR (20% of ID)	\$ -	\$ 225.54	\$ 225.54	
Gen Admin (20% of ID)	\$ -	\$ 225.54	\$ 225.54	
Payroll and Accounting (30% of ID)	\$ -	\$ 451.09	\$ 451.09	
TOTAL	\$ 13,646.75	\$ 1,353.26	\$ 15,000.00	

Indirect As A Percent of Direct

9.9%

Contractor Initials: 
Date: 7/7/14

**Exhibit B-1 (2015) - Amendment 2
Climate Effects Budget**

New Hampshire Department of Health and Human Services

**JSI Research and Training Institute Inc. dba
Bidder/Contractor Name: Community Health Institute**

**Public Health Program Svcs Support -
Budget Request for: Climate Effects
*(Name of RFP)***

Budget Period: SFY 2015

Line Item	Direct Proposed	Indirect Fixed	Total	Allocation Method for Indirect Cost
1. Total Salary/Wages	\$ 691.30	\$ -	\$ 691.30	The Indirect Cost Line Item represents a portion of JSI Research & Training Institute's federal approved Negotiated Indirect Cost Rate Agreement covering Information Systems, Accounting, Payroll, Human Resources and Administrative Staff Costs. These costs are derived from JSI's NICRA but can fluctuate under this contract's budget structure as JSI's Indirect Costs are calculated using a different base than the contract requires. JSI's Indirect Costs are derived using direct labor as a base and this contract's budget structure uses total direct costs as a base. Due to this, contracts that include less labor costs and more non-labor costs will require JSI to recover less indirect costs on a proportional basis.
2. Employee Benefits	\$ 262.69	\$ -	\$ 262.69	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ -	\$ -	\$ -	
7. Occupancy	\$ 69.13	\$ -	\$ 69.13	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ 19,167.48	\$ -	\$ 19,167.48	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
Information Systems (30% of ID)	\$ -	\$ 62.22	\$ 62.22	
HR (20% of ID)	\$ -	\$ 41.48	\$ 41.48	
Gen Admin (20% of ID)	\$ -	\$ 41.48	\$ 41.48	
Payroll and Accounting (30% of ID)	\$ -	\$ 62.22	\$ 62.22	
	\$ -	\$ -	\$ -	
TOTAL	\$ 20,190.60	\$ 207.40	\$ 20,398.00	

Indirect As A Percent of Direct

1.0%

Contractor Initials: _____

Date: _____

JSI

7/7/14

**Exhibit B-1 (2015) - Amendment 2
Lead Prevention Budget**

New Hampshire Department of Health and Human Services

**JSI Research and Training Institute Inc. dba
Bidder/Contractor Name: Community Health Institute**

**Public Health Program Svcs Support - Lead
Budget Request for: Prevention
*(Name of RFP)***

Budget Period: SFY 2015

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 12,825.00	\$ -	\$ 12,825.00	The Indirect Cost Line Item represents a portion of JSI Research & Training Institute's federal approved Negotiated Indirect Cost Rate Agreement covering Information Systems, Accounting, Payroll, Human Resources and Administrative Staff Costs. These costs are derived from JSI's NICRA but can fluctuate under this contract's budget structure as JSI's Indirect Costs are calculated using a different base than the contract requires. JSI's Indirect Costs are derived using direct labor as a base and this contract's budget structure uses total direct costs as a base. Due to this, contracts that include less labor costs and more non-labor costs will require JSI to recover less indirect costs on a proportional basis.
2. Employee Benefits	\$ 4,873.50	\$ -	\$ 4,873.50	
3. Consultants	\$ 9,500.00	\$ -	\$ 9,500.00	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ 4,300.00	\$ -	\$ 4,300.00	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ 500.00	\$ -	\$ 500.00	
7. Occupancy	\$ 1,282.50	\$ -	\$ 1,282.50	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ 3,000.00	\$ -	\$ 3,000.00	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
Meeting Expenses - Lodging	\$ 1,970.00	\$ -	\$ 1,970.00	
Meeting Expenses - Food	\$ 1,900.00	\$ -	\$ 1,900.00	
Information Systems (30% of ID)		\$ 1,161.63	\$ 1,161.63	
HR (20% of ID)		\$ 762.87	\$ 762.87	
Gen Admin (20% of ID)	\$ -	\$ 762.87	\$ 762.87	
Payroll and Accounting (30% of ID)	\$ -	\$ 1,161.63	\$ 1,161.63	
TOTAL	\$ 40,151.00	\$ 3,849.00	\$ 44,000.00	

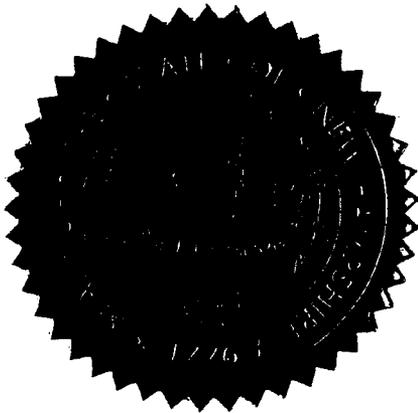
Indirect As A Percent of Direct

9.6%

State of New Hampshire
Department of State

CERTIFICATE

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



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 12th day of May, A.D. 2014

William M. Gardner

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE/AUTHORITY

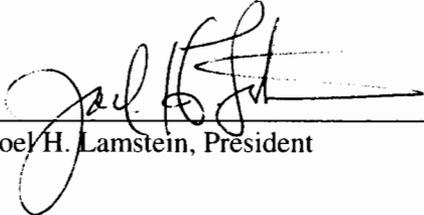
I, Joel H. Lamstein, of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute, do hereby certify that:

1. I am the duly elected President of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute;
2. By Unanimous Consent in Writing of the Board of Directors in Lieu of the 2008 Annual Meeting, the following is true copy of one resolution duly adopted by the Board of Directors of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute, duly dated October 24, 2008;

RESOLVED: Appointment of Jonathan Stewart as Director of the Community Health Institute with the authority to enter into contracts and agreements binding the Corporation.

3. I further certify that the foregoing resolutions have not been amended or revoked and remain in full force and effect as of July 7, 2014.

IN WITNESS WHEREOF, I have hereunto set my hand as the President of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute this 7th day of July, 2014.

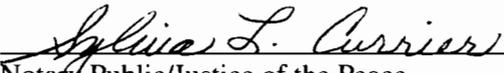


Joel H. Lamstein, President

STATE OF New Hampshire

COUNTY OF Merrimack

The foregoing instrument was acknowledged before me this 7th day of July, 2014 by Joel H. Lamstein.



Notary Public/Justice of the Peace
My Commission Expires: 12/20/18

SYLVIA L. CURRIER
Notary Public - New Hampshire
My Commission Expires December 20, 2018

**JSI RESEARCH AND TRAINING INSTITUTE, INC.
AND
AFFILIATE**

**Audited Consolidated Financial Statements and Reports
Required by Government Auditing Standards and OMB Circular A-133**

September 30, 2013

**JSI Research and Training Institute, Inc. and Affiliate
September 30, 2013**

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



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

INDEPENDENT AUDITOR'S REPORT

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

Report on the Consolidated Financial Statements

We have audited the accompanying consolidated financial statements of JSI Research and Training Institute, Inc. and Affiliate (both non-profit organizations), which comprise the consolidated statement of financial position as of September 30, 2013, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

Management's Responsibility for the Consolidated Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk

assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

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

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of JSI Research and Training Institute, Inc. and Affiliate as of September 30, 2013, and the changes in their net assets and their cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the consolidated financial statements taken as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated March 17, 2014, on our consideration of JSI Research and Training Institute, Inc. and its affiliate's internal control over financial reporting and on our tests of their compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit

performed in accordance with *Government Auditing Standards* in considering JSI Research and Training Institute, Inc. and its affiliate's internal control over financial reporting and compliance.

A handwritten signature in black ink, appearing to read "Samuel R. Fong, CPA". The signature is written in a cursive style with a large initial 'S' and 'F'.

Duxbury, Massachusetts
March 17, 2014

JSI Research and Training Institute, Inc. and Affiliate
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
September 30, 2013

	2013
ASSETS	
Current Assets:	
Cash and cash equivalents	\$ 40,491,257
Receivables for program work	5,530,251
Loans receivable	330,711
Field advances - program	2,855,789
Employee advances	181,854
Prepaid expenses	3,864
Total Current Assets	49,393,726
Property and Equipment:	
Furniture and equipment	625,102
Leasehold improvements	30,355
	655,457
Less: Accumulated depreciation	(585,250)
Net Property and Equipment	70,207
Other Assets	80,198
TOTAL ASSETS	\$ 49,544,131
 LIABILITIES AND NET ASSETS	
Current Liabilities:	
Accounts payable and payroll withholdings	\$ 4,013,743
Accrued vacation	1,456,613
Advances for program work	24,753,370
Loans payable	-
Notes payable	-
Contingencies	-
Total Current Liabilities	30,223,726
Net Assets:	
Unrestricted	19,315,405
Temporarily restricted	5,000
Total Net Assets	19,320,405
TOTAL LIABILITIES AND NET ASSETS	\$ 49,544,131

See notes to consolidated financial statements.

JSI Research and Training Institute, Inc. and Affiliate
CONSOLIDATED STATEMENT OF ACTIVITIES
Year Ended September 30, 2013

	2013
UNRESTRICTED NET ASSETS:	
Public Support and Revenue	
Public Support:	
Government grants and contracts:	
U.S. Government	\$ 151,661,231
Commonwealth of Massachusetts	5,293,338
Other grants and contracts	40,181,675
Program income	125,762
Contributions	261,260
In kind project contributions	10,537,825
Interest income	47,775
Total Unrestricted Support and Revenue	208,108,866
 Expenses	
Program Services:	
International programs	171,082,230
Domestic programs	12,226,257
Total Program Services	183,308,487
Supporting Services:	
Management and General	21,788,613
Fundraising	219,210
Total Supporting Services	22,007,823
Total Expenses	205,316,310
 Increase (Decrease) in Unrestricted Net Assets	2,792,556
 Net Assets at Beginning of Year	16,527,849
 Net Assets at End of Year	\$ 19,320,405

See notes to consolidated financial statements.

JSI Research and Training Institute, Inc. and Affiliate
CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES
Year Ended September 30, 2013

	PROGRAM SERVICES			SUPPORTING SERVICES			TOTAL EXPENSES
	International Programs	Domestic Programs	Total	Management And General	Fundraising	Total	
Salaries	\$ 18,109,419	\$ 6,124,528	\$ 24,233,947	\$ 4,978,668	\$ 148,767	\$ 5,127,435	\$ 29,361,382
Consultants	10,904,636	3,112,850	14,017,486	1,129,284	20,269	1,149,553	15,167,039
Cooperating National Salaries	25,215,846	-	25,215,846	394,291	-	394,291	25,610,137
Travel	10,045,652	536,038	10,581,690	625,268	(168)	625,100	11,206,790
Allowance & Training	6,019,126	2,247	6,021,373	268,858	-	268,858	6,290,231
Sub-contracts	38,240,080	1,148,501	39,388,581	-	37	37	39,388,618
Equipment, Material and Supplies	4,426,228	53,801	4,480,029	313,936	920	314,856	4,794,885
Other Costs	47,583,418	1,248,292	48,831,710	14,066,276	49,385	14,115,661	62,947,371
In-kind project expenses	10,537,825	-	10,537,825	-	-	-	10,537,825
Depreciation	-	-	-	12,032	-	12,032	12,032
TOTAL EXPENSE	\$ 171,082,230	\$ 12,226,257	\$ 183,308,487	\$ 21,788,613	\$ 219,210	\$ 22,007,823	\$ 205,316,310

6 See notes to consolidated financial statements.

JSI Research and Training Institute, Inc. and Affiliate
CONSOLIDATED STATEMENT OF CASH FLOWS
Year Ended September 30, 2013

	2013
Cash Flows From Operating Activities:	
Increase (Decrease) in net assets	\$ 2,792,556
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	12,032
(Increase) Decrease in receivables for program work	(2,979,106)
(Increase) Decrease in loans receivable	(330,711)
(Increase) Decrease in field advances - program	(706,652)
(Increase) Decrease in employee advances	3,766
(Increase) Decrease in other assets - deposits	762
Increase (Decrease) in accounts payable and payroll withholdings	1,203,439
Increase (Decrease) in accrued vacation	93,070
Increase (Decrease) in advances for program work	<u>2,883,650</u>
Net Cash Provided (Used) By Operating Activities	2,972,806
Cash Flows From Investing Activities:	
Acquisition of property and equipment	<u>(34,047)</u>
Net Cash Provided (Used) By Investing Activities	(34,047)
Cash Flows From Financing Activities:	
Proceeds from loans payable	2,910,553
Payments of loans payable	<u>(3,395,271)</u>
Net Cash Provided (Used) By Financing Activities	<u>(484,718)</u>
Net Increase (Decrease) in Cash and Cash Equivalents	2,454,041
Cash and Cash Equivalents at Beginning of Year	<u>38,037,216</u>
Cash and Cash Equivalents at End of Year	<u>\$ 40,491,257</u>

See notes to consolidated financial statements.

JSI Research and Training Institute, Inc. and Affiliate
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
September 30, 2013

NOTE 1 – ORGANIZATION AND NATURE OF ACTIVITIES

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

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

World Education, Inc. (Affiliate) was founded in 1951 and incorporated in the state of New Jersey. Working in partnership with community, national, and international agencies in Asia, Africa, and the United States, it provides professional assistance in the design and implementation of non-formal adult education programs. These programs integrate functional education with relevant problem-solving aspects of individual growth and national development such as health, nutrition, family planning, childcare, refugee education, agricultural practices, literacy, and income generation.

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

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Principles of Consolidation

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

Basis of Accounting

The consolidated financial statements of the Organization have been prepared utilizing the accrual basis of accounting and include the accounts of JSI Research and Training Institute, Inc. and its affiliate in conformity with accounting principles generally accepted in the United States of America.

JSI Research and Training Institute, Inc. and Affiliate
NOTES TO FINANCIAL STATEMENTS - CONTINUED
September 30, 2013

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – continued

Use of Estimates

The preparation of consolidated financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

Fair Value

The Organization values its qualifying assets and liabilities under a fair value hierarchy that prioritizes the inputs and assumptions used to measure fair value. The hierarchy consists of three broad levels: Level 1 inputs consist of unadjusted quoted prices in active markets for identical assets and liabilities and have the highest priority, Level 2 inputs consist of observable inputs other than quoted prices for identical assets, and Level 3 inputs have the lowest priority. The Organization uses appropriate valuation techniques based on the available inputs to measure the fair value of its assets and liabilities. When available, the Organization measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value.

Cash and Cash Equivalents

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

Investments

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

Property and Equipment

Property and equipment is reported on the basis of cost less accumulated depreciation. Acquisitions of property and equipment in excess of \$1,500 are capitalized. Depreciation is computed using the straight-line method calculated to extinguish the book value of the respective assets over their estimated useful lives (5 - 7 years) of the related assets.

Revenue Recognition

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

JSI Research and Training Institute, Inc. and Affiliate
NOTES TO FINANCIAL STATEMENTS - CONTINUED
September 30, 2013

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – continued

Contributions

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions. Contributions are reported as temporarily restricted support and are then reclassified to unrestricted net assets upon expiration of the time restriction. Temporarily restricted support, whose restrictions are met in the same reporting period, is shown as unrestricted support.

Donated Materials and Services

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

Income Taxes

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

The Organization has evaluated its tax positions and believes that there would be no material changes to the results of its operations or financial position as a result of an audit by the applicable taxing authorities, federal or state. The Organization has filed all of its known and required returns in a timely manner including as permitted allowed extensions. Following administrative practice of the taxing authorities, the tax years 2010, 2011, 2012 and 2013, remain open years subject to examination and review.

JSI Research and Training Institute, Inc. and World Education, Inc. (Affiliate) file separate unconsolidated tax returns. JSI Research and Training Institute, Inc. files tax returns based on a September 30th year end and its affiliate files tax returns based on a June 30th year end.

Functional Allocation of Expenses

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

Financial Statement Presentation

In accordance with accounting principles generally accepted in the United States of America, the Organization reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets based upon the existence or absence of donor imposed restrictions. For the

JSI Research and Training Institute, Inc. and Affiliate
NOTES TO FINANCIAL STATEMENTS - CONTINUED
September 30, 2013

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – continued

year ended September 30, 2013 there was no activity in temporarily restricted or permanently restricted net assets.

NOTE 3 – CONCENTRATION OF CREDIT RISK

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

NOTE 4 – INVESTMENTS

Fair Value

In accordance with accounting principles generally accepted in the United States of America, the Organization values its qualifying assets and liabilities under a fair value hierarchy that prioritizes the inputs and assumptions used to measure fair value. The three levels of the fair value hierarchy are as follows:

- Level 1 – Observable inputs that reflect unadjusted quoted prices in active markets for identical assets or liabilities at the measurement date.
- Level 2 – Inputs other than quoted prices in active markets that are observable for the asset either directly or indirectly, including inputs from markets that are not considered to be active.
- Level 3 – Unobservable inputs which reflect the Organization's assessment of the assumptions that market participants would use in pricing the asset or liability including assumptions about risk.

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

JSI Research and Training Institute, Inc. and Affiliate
NOTES TO FINANCIAL STATEMENTS - CONTINUED
September 30, 2013

NOTE 4 – INVESTMENTS - continued

The following is a summary of fair values of investments which are measured on a recurring basis using Level 1 inputs as recorded in the Consolidated Statement of Financial Position at September 30, 2013:

Current assets:	
Cash and cash equivalents (invested)	\$ 22,195,838
	<u>\$ 22,195,838</u>

No assets or liabilities were measured at Level 2 or Level 3.

The following schedule summarizes the investment return and its classification in the Consolidated Statement of Activities for the year ended September 30, 2013:

	<u>Unrestricted</u>
Interest income	\$ 47,775
Total investment return	<u>\$ 47,775</u>

NOTE 5 – RECEIVABLES FOR PROGRAM WORK

Receivables for program work are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectable amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The allowance for doubtful accounts at September 30, 2013 was \$0.

Receivables for program work consist of the following at September 30, 2013:

U.S. Agency for International Development	\$ 1,964,024
Commonwealth of Massachusetts	827,417
Other - non-governmental	<u>2,738,810</u>
	<u>\$ 5,530,251</u>

JSI Research and Training Institute, Inc. and Affiliate
NOTES TO FINANCIAL STATEMENTS - CONTINUED
September 30, 2013

NOTE 6 – LOANS RECEIVABLE

Loans receivable consist of various unsecured short-term loans, due on demand, from John Snow, Inc., a related party (See NOTE 17). No interest is charged on the loans. The loans receivable balance at September 30, 2013 is \$330,711.

NOTE 7 – PROPERTY AND EQUIPMENT AND ACCUMULATED DEPRECIATION

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

	Cost	Accumulated Depreciation	Net
Furniture and equipment	\$ 625,102	\$ (559,557)	\$ 65,545
Leasehold Improvements	30,355	(25,693)	4,662
	\$ 655,457	\$ (585,250)	\$ 70,207

Depreciation expense was \$12,032 for the year ended September 30, 2013.

NOTE 8 – OTHER ASSETS

Other assets consist of the following at September 30, 2013:

Deposits	\$ 43,253
Artwork - donated	36,945
	\$ 80,198

NOTE 9 – ACCRUED VACATION

In accordance with formal policies, vacation was accrued at September 30, 2013 as follows:

JSI Research and Training Institute, Inc.	\$ 1,142,159
World Education, Inc. (Affiliate)	314,454
	\$ 1,456,613

JSI Research and Training Institute, Inc. and Affiliate
NOTES TO FINANCIAL STATEMENTS - CONTINUED
September 30, 2013

NOTE 10 – ADVANCES FOR PROGRAM WORK

Advances for program work consist of the following at September 30, 2013:

U.S. Agency for International Development	\$ 3,151,531
U.S. Dept. of Health and Human Services	83,811
Other - non-governmental	<u>21,518,028</u>
	<u>\$ 24,753,370</u>

NOTE 11 – LOANS PAYABLE

Loans payable consist of various unsecured short-term loans, payable on demand, from John Snow, Inc., a related party (See NOTE 17). No interest is charged on the loans. The loans payable balance at September 30, 2013 is \$0.

NOTE 12 – NOTES PAYABLE

Citizens Bank

World Education, Inc. (Affiliate) has a revolving line of credit established February 3, 2004 with Citizens Bank of Massachusetts with a borrowing limit of up to \$500,000. The revolving line of credit was renewed on March 20, 2013. The loan is payable on demand. Interest is charged by utilizing a fluctuating rate based on the LIBOR (Advantage) rate plus 2.50%. The line of credit remains in effect until December 31, 2013 and annually thereafter contingent upon performance. The loan is collateralized by a first priority interest in all the assets of World Education, Inc. No funds were borrowed during the year and as a result, as of September 30, 2013, the outstanding balance is \$0 and no interest was incurred on this loan during the year ended September 30, 2013.

John Snow, Inc.

World Education, Inc. (Affiliate) has an unsecured revolving line of credit established September 1, 2007 with John Snow, Inc. (a related party) with a borrowing limit of up to \$1,000,000. The loan was renewed on July 1, 2013. Interest is charged by utilizing a fluctuating rate based on the current prime rate plus 0.25%. The loan is payable on demand and, in any event, on or prior to June 30, 2016. The loan is not collateralized. No funds were borrowed during the year and as a result, as of September 30, 2013, the outstanding balance is \$0. No interest was incurred on this loan during the year ended September 30, 2013. (See NOTE 17)

JSI Research and Training Institute, Inc. and Affiliate
NOTES TO FINANCIAL STATEMENTS - CONTINUED
September 30, 2013

NOTE 13 – CONTINGENCIES

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

JSI Research and Training Institute, Inc. is a co-borrower of a demand loan with no balance due at September 30, 2013. Management believes that the co-borrower is current on the loan and that its collateral exceeds the balance due. (See NOTE 17)

NOTE 14 – TEMPORARILY RESTRICTED NET ASSETS

At September 30, 2013, the Welthy Fisher Fund of World Education, Inc. is the beneficiary of an irrevocable life income trust agreement. Under the terms of the agreement, the donor will receive either a fixed percentage of the initial fair market value of the gift or the actual income earned by the trust. Upon the death of the donor, the funds are released to World Education, Inc. for its unrestricted use.

No assets were released from donor restriction by occurrence of events specified by the donor during the year ended September 30, 2013. The temporarily restricted net assets balance at September 30, 2013 is \$5,000.

NOTE 15 – SURPLUS REVENUE RETENTION

In accordance with the Massachusetts Division of Purchased Services (DPS) Regulation, 808 CMR 1.19 (3), a nonprofit provider of services is allowed to retain a portion of its excess of support and revenue over expenses in a fiscal year (the “surplus”). A nonprofit provider may retain as its surplus up to 5% of its total revenue from Commonwealth of Massachusetts purchasing agencies during any fiscal year. In addition, a nonprofit provider may retain a cumulative amount of surplus over a period of years not to exceed 20% of the prior year’s total support and revenue from Commonwealth of Massachusetts purchasing agencies and the cumulative surplus must be segregated as surplus retention net assets. A current year surplus which exceeds the 5% level or a cumulative surplus exceeding the 20% amount may be: 1) reinvested in program services as stipulated by the purchasing agencies; 2) recouped or; 3) used by the Commonwealth to reduce the price of future contracts.

JSI Research and Training Institute, Inc. and Affiliate
NOTES TO FINANCIAL STATEMENTS - CONTINUED
September 30, 2013

NOTE 15 – SURPLUS REVENUE RETENTION - continued

The following summarizes the Company's calculation of the surplus for fiscal year 2013 and on a cumulative basis:

	<u>Surplus Retention Net Assets</u>	<u>Other Net Assets</u>	<u>Total Net Assets</u>
Beginning of Year	\$ 524,405	\$ 16,003,444	\$ 16,527,849
Current Year	<u>122,685</u>	<u>2,669,871</u>	<u>2,792,556</u>
End of Year	<u>\$ 647,090</u>	<u>\$ 18,673,315</u>	<u>\$ 19,320,405</u>

NOTE 16 – COMMONWEALTH OF MASSACHUSETTS

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

Accrued (deferred) Revenue at October 1, 2012	\$ 653,636
Receipts	(5,119,557)
Disbursements/expenditures	<u>5,293,338</u>
Accrued (deferred) Revenue at September 30, 2013	<u>\$ 827,417</u>

NOTE 17 – RELATED PARTY TRANSACTIONS

John Snow, Inc.

JSI Research and Training Institute, Inc. (an exempt organization) and John Snow, Inc. (a non-exempt corporation) purchase consulting services from each other. Mr. Joel Lamstein is President and Director of both organizations, and is the sole stockholder of John Snow, Inc. The two companies bill each other at the same rates that they bill the federal and state governments. During the year ended September 30, 2013, John Snow, Inc. billed JSI Research and Training Institute, Inc. \$15,408,528 for consulting services (technical support). This amount is reflected under the program services-consulting line item on the statement of functional expenses. In addition, JSI Research and Training Institute, Inc. performed consulting services (technical support) for John Snow, Inc. totaling \$8,871,652.

The two companies also share facilities and pool various overhead expenses. For the year ended September 30, 2013, JSI Research and Training Institute, Inc. incurred \$15,551,582 of overhead expenses (supporting services), of which \$4,193,889 was its share of John Snow, Inc. incurred costs.

JSI Research and Training Institute, Inc. and Affiliate
NOTES TO FINANCIAL STATEMENTS - CONTINUED
September 30, 2013

NOTE 17 – RELATED PARTY TRANSACTIONS - continued

JSI Research and Training Institute, Inc. is a co-borrower with John Snow, Inc. on a commercial demand loan-revolving line of credit with an expiration date of November 30, 2013, which allows for borrowings up to \$6,500,000. The loan is collateralized by a security agreement with a first position lien on all corporate assets of JSI Research and Training Institute, Inc. and John Snow, Inc. including assignment of promissory notes and security documents between the two companies. Interest is charged by utilizing a fluctuating rate based on LIBOR (Advantage) plus two percent (2.00%) payable monthly in arrears, which at September 30, 2013 was 2.2142%. At September 30, 2013, a balance of \$0 was outstanding on the loan. Management believes the loan payable will be extended, when due, under similar terms and conditions.

The Organization has various unsecured short-term loans receivable, due on demand, from John Snow, Inc. No interest is charged on the loans. The loans receivable balance at September 30, 2013 is \$330,711.

World Education, Inc. (Affiliate) has an agreement with John Snow, Inc. whereby John Snow, Inc. will provide administrative and technical support as deemed necessary by World Education, Inc.'s Board of Trustees. Transactions with John Snow, Inc. for the year ended September 30, 2013 are summarized as follows:

Administrative and technical support	\$ 673,546
Other direct charges (including rent of \$720,135)	<u>1,024,389</u>
	<u>\$ 1,697,935</u>

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

World Education, Inc. provided services to John Snow, Inc. during the year ended September 30, 2014 totaling \$382,527 and was recorded as revenue in the consolidated statement of activities.

World Education, Inc. has an unsecured line of credit with John Snow, Inc. with a borrowing limit of up to \$1,000,000. (See Footnote 12)

Partnership for Supply Chain Management, Inc.

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

JSI Research and Training Institute, Inc. and Affiliate
NOTES TO FINANCIAL STATEMENTS - CONTINUED
September 30, 2013

NOTE 17 – RELATED PARTY TRANSACTIONS - continued

Partnership for Supply Chain Management, Inc. - continued

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

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

During the year ended September 30, 2013, JSI Research and Training Institute, Inc. billed PSCM \$45,864,166 for services performed.

Other

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

The Manoff Group, Inc. (a non-exempt corporation; 40% owned by John Snow, Inc.)	<u>\$ 957,540</u>
	<u>\$ 957,540</u>

NOTE 18 – RETIREMENT PLANS

JSI Research and Training Institute, Inc. has a defined contribution profit sharing/401(K) plan covering substantially all its employees. Employee contributions are voluntary. Employer contributions are based on a percentage (10% - 15% depending on length of service) of salary. The Plan was effective April 11, 1979. Pension expense was \$2,355,705 for the year ended September 30, 2013.

World Education, Inc. (Affiliate) provides retirement benefits to substantially all employees under a plan. World Education, Inc.'s contributions of 7 percent of employee salaries are used to purchase individual annuities. Additional voluntary contributions may be made by the employees. Participants of the plan are fully and immediately vested when contributions are made. Pension costs incurred by World Education, Inc. were \$335,395 in the year ended September 30, 2013.

JSI Research and Training Institute, Inc. and Affiliate
NOTES TO FINANCIAL STATEMENTS - CONTINUED
September 30, 2013

NOTE 19 – COMMITMENTS

Operating Leases

The JSI Research and Training Institute, Inc. leases space for general offices under operating leases expiring from 2013 through 2018. The leases contain renewal options for periods of up to 5 years.

During the year ended September 30, 2013, rentals under long-term lease obligations were \$454,300. Future obligations over the primary terms of the Company's long-term leases as of September 30, 2013 are:

<u>Year Ended</u> <u>September 30,</u>	
2014	\$ 459,904
2015	469,786
2016	384,243
2017	258,901
2018	170,468
Thereafter	-
	<u>\$ 1,743,302</u>

World Education, Inc. (Affiliate) leases space for general offices on a year-to-year basis. Rent expense for the year ended September 30, 2013 was \$805,192

NOTE 20 – CONCENTRATION OF FUNDING

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

The Organization received 10% or more of its revenues and support from the following sources for the year ended September 30, 2013:

	<u>Income</u> <u>Received</u>	<u>% of</u> <u>Total Income</u>
U.S. Agency for International Development	\$ 97,666,087	46.93%
Partnership for Supply Chain Management, Inc.	45,864,166	22.04%
	<u>\$ 143,530,253</u>	<u>68.97%</u>

JSI Research and Training Institute, Inc. and Affiliate
NOTES TO FINANCIAL STATEMENTS - CONTINUED
September 30, 2013

NOTE 21 – IN KIND PROJECT CONTRIBUTIONS

The Organization receives donated materials and services consisting of commodities, facilities and equipment, and services for use in its programs from overseas collaborative private voluntary organizations and from foundations providing grants directly to a project. Donated materials and services totaled \$10,537,825 for the year ended September 30, 2013, and are reflected as In Kind Project Contributions on the Consolidated Statement of Activities and In Kind Project Expenses on the Consolidated Statement of Functional Expenses.

These contributions satisfy part of the matching requirements needed to obtain full funding on certain U.S. Agency for International Development grants. During the year ended September 30, 2013, the following donated materials and services received by the Organization have been used to fulfill matching requirements on active grants:

36346	Ethiopia SNL	\$ 307
36521	Uganda STAR-EC	2,398,751
36528	Nigeria Tship	6,076,103
36529	Ghana Focus	678,840
36662	Madagascar CBIHP	452,788
36697	SPRING	507,044
62304	Nepal	107,673
63068	Benin	121,832
63101	Senegal/Journalism	4,114
63114	Uganda	78,345
64024	Tanzania	105,520
64026	Uganda	2,318
64042	Uganda	4,179
64057	Zimbabwe	11
		<u>11</u>
		<u>\$ 10,537,825</u>

NOTE 22 – SUBSEQUENT EVENTS

The Organization has evaluated subsequent events through March 17, 2014, the date on which the consolidated financial statements were available to be issued. During this period, there were no subsequent events that require adjustment to the consolidated financial statements.

JSI Research and Training Institute Inc.

Mission Statement

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



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

501
 South Street
 Second Floor
 Bow
 New Hampshire
 03304
 ■

Voice: 603.573.3300
 ■

Officers

<u>Name</u>	<u>Title</u>	<u>Term</u>
Joel H. Lamstein	President	2014 - 2015
Joel H. Lamstein	Treasurer	2014 - 2015
Patricia Fairchild	Clerk	2014 - 2015
Joanne McDade	Assistant Clerk	2014 - 2015

Fax: 603.573.3301
 ■

Board of Directors

<u>Name</u>	<u>Term</u>
Joel H. Lamstein	2014 – 2015
Patricia Fairchild	2014 – 2015
Herbert S. Urbach	2014 – 2015
Norbert Hirschhorn	2014 – 2015

A Division of
 JSI Research & Training
 Institute, Inc.
 A Nonprofit Organization



New Hampshire's Public Health Institute

KEY ADMINISTRATIVE PERSONNEL

NH Department of Health and Human Services

Contractor Name: JSI Research and Training Institute, Inc., dba Community Health Institute

Name of Bureau/Section: Public Health Program Services - Amendment 2

BUDGET PERIOD: SFY 15

Program Area: Oral Health

NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Amy Cullum	Project Director	\$91,000	7.00%	\$6,365.94
Katie Robert	Project Manager	\$53,000	2.17%	\$1,152.18
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)				\$7,518.12

Program Area: Climate Change #2

NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Katie Robert	Project Manager	\$53,000	1.30%	\$691.30
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)				\$691.30

Program Area: Lead Poisoning

NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Alyson Cobb	Project Director	\$44,000	28.10%	\$12,364.13
Katie Robert	Project Manager	\$53,000	0.87%	\$460.87
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)				\$12,825.00

AMY LEE CULLUM

JSI Research & Training Institute, Inc. d/b/a Community Health Institute
501 South Street, 2nd floor, Bow, New Hampshire 03304

acullum@jsi.com
(603) 573-3316

DEGREES

HARVARD SCHOOL OF PUBLIC HEALTH, BOSTON, MASSACHUSETTS
M.P.H., Population and International Health, 2000

AMERICAN UNIVERSITY, SCHOOL OF INTERNATIONAL SERVICE, WASHINGTON, D.C.
M.A., International Development, 1995

BROWN UNIVERSITY, PROVIDENCE, RHODE ISLAND
B.A., International Relations, 1990

EXPERIENCE

Community Health Institute/JSI, Bow, New Hampshire

Senior Consultant, JSI, Health Services Division, June 2002 to present

Provide technical assistance to local, state and national and international public health organizations and programs in the areas of planning, assessment, and evaluation to support the development of effective public health delivery systems. Topical expertise in local public health infrastructure development and public health emergency preparedness.

Selected projects:

NH Center for Excellence, New Hampshire Department of Health and Human Services, Bureau of Alcohol and Drug Services. Program Manager for the NH State Epidemiological Outcome Workgroup (SEOW) for mental, emotional and behavioral health, whose mission is to increase access data and data products that address substance use and behavioral health issues to inform state prevention and treatment. As Program Manager, facilitate the SEOW's work to identify indicators for collection via the Behavioral Risk Factor Surveillance System (BRFSS), and Youth Risk Behavior Survey (YRBS), indicators to profile in NH DHHS Division of Public Health Services' Web- Based Interactive System for Direction and Outcome Measures (WISDOM), and data product needs and recommend priorities for NH's substance abuse treatment and prevention programs. Develop data products related to substance abuse prevention and treatment using multiple data sets, including the National Survey on Drug Use and Health (NSDUH), BRFSS, Uniform Hospital Discharge Dataset and YRBS.

Public Health and Health Care Hazard Vulnerability Assessments (HVAs), New Hampshire Department of Health and Human Services, Massachusetts Department of Public Health. Technical Lead for an assessment of the public health, behavioral health and health care system impacts of natural and manmade hazards for public health planning regions of Massachusetts and New Hampshire. Researched and adapted HVA tools for assessing hazard impacts for this data-driven HVA, including spearheading an indicator selection process drawing from data sets including the Uniform Hospital Discharge Dataset, researching likely impacts from historical data and models; and designing participatory process involving a wide variety of stakeholders to assess impacts and identify risk mitigation strategies for regional health care, public health and behavioral health systems.

Poison Control Center Innovation and Transformation, American Association of Poison Control Centers. Team lead for the market research component of a project to develop a three-year plan to increase the relevance of poison control centers (PCCs). Oversaw development, implementation and analysis of a survey to assess PCC use and inclination to use new communications modalities to reach consumers of PCC services, conduct of an environmental scan of organizations with characteristics similar to PCCs, and conduct of focus groups and key informant interviews. Produced market research report focusing on identification of opportunities for PCCs to expand their role and visibility through the use of new partnerships and communications modalities while maintaining quality in the assessment triage and management of poison exposures.

Public Health Quality Improvement through Performance Assessment and Accreditation, National Network of Public Health Institutes. Participated in the Robert Wood Johnson Foundation-funded Multistate Learning Collaborative, a national collaborative effort to explore quality improvement strategies in public health. Goals of the project were to

articulate specific measures and approaches to ongoing measurement and improvement of New Hampshire's performance on strategic public health system priorities; develop automated data collection, storage and reporting processes; and to improve the quality of public health practice by articulating public health workforce competencies.

Community Health Profile Development, Goodwin Community Health, Greater Portsmouth Public Health Network, Northern Strafford Public Health Network, Nashua Division of Public Health and Community Services. Worked with community organizations and local health departments representing New Hampshire Public Health Regions to analyze regional health risk and outcomes data including from the National Survey on Drug Use and Health (NSDUH), BRFSS, Uniform Hospital Discharge Dataset, Cancer Registry and YRBS. Assist to determine public health priorities for action, and to design materials to communicate these priorities to the general public.

Statewide Plan for Healthy Eating and Active Living, HNH*foundation*, NH. Facilitated statewide process to develop plan for promoting healthy eating and active living to reduce overweight and obesity in New Hampshire. Convened working groups to develop priority interventions. Worked with regional collaboratives to develop work plans recommendations, for the *2008 Healthy Eating and Active Living Action Plan for NH*.

New Hampshire Public Health Emergency Planning Technical Assistance and Training, New Hampshire Department of Health and Human Services, Division of Public Health Services, Office of Community and Public Health. Lead project to assist regional planning groups to develop emergency plans and procedures for medical surge, medical countermeasure dispensing, emergency public information and warning, and emergency operations coordination. Implemented and evaluated Homeland Security Exercise Evaluation Program (HSEEP)-compliant exercises to test regional plans. Developed and implemented multi-modality training programs targeting regional public health emergency response professionals and volunteers on such topics as continuity of operations planning (COOP); disease case investigation; social media in emergency response; working with the media in emergencies; family emergency preparedness, and health information privacy in emergencies. Developed templates and materials to support the NH's Influenza A (H1N1) and Hepatitis C responses. Authored NH's H1N1 and Hepatitis C After Action Reports, conducting a analysis of multiple data sets including two JSI-developed surveys of enrolled vaccine providers and the general population, as well as multiple focus groups.

New Hampshire Diabetes System Assessment, New Hampshire Department of Health and Human Services, Diabetes Education Program. Facilitated a statewide assessment of the diabetes prevention and control system in New Hampshire as part of a comprehensive strategic planning process. Produced New Hampshire Diabetes State Plan to improve diabetes prevention and care.

JSI, International Division, Boston Massachusetts and Washington, DC
Consultant, April 1995 to June 2002

Selected projects:

Urban Family Health Partnership (UFHP), US Agency for International Development, Dhaka, Bangladesh. Served as Team Leader, Program Development. Responsible for leading the design and evaluation of new service initiatives, including a safe delivery pilot program, based on community-level needs assessments using both qualitative and quantitative methods. Held lead responsibility for the conduct of internal reviews of program activities, and for ensuring that findings were fed back into the program. Managed the technical assistance activities of the Behavior Change Communications (BCC) Team, leading the development and review of health BCC materials and BCC and counseling-related curricula for the project, and overseeing technical staff. The UFHP contracts with 25 non-governmental organizations (NGOs) to provide high quality and high impact family health services (*Essential Service Package*) to residents of urban communities, especially low income, vulnerable populations. UFHP has created a network of over 250 clinics and 2000 satellite locations, serving 85 Bangladeshi municipalities (1997–2002).

OTHER ACTIVITIES

NH Medical Reserve Corps, Concord, New Hampshire
Member, January 2010 to present

Boston University School of Public Health, Boston, Massachusetts
Guest Professor, Spring 2005, Spring 2006

Instructed Master's level course entitled, "Management of Reproductive Health Programs in Developing Countries".

KATHERINE ROBERT, MPA

JSI Research & Training Institute, Inc.
501 South Street 2nd floor, Bow, New Hampshire 03304 · (603) 573-3331

krobert@jsi.com

EDUCATION

UNIVERSITY OF NEW HAMPSHIRE, DURHAM, NEW HAMPSHIRE
Master of Public Administration, 2009
Bachelor of Arts in Political Science, 2006

EXPERIENCE

JSI Research & Training Institute, Inc., Bow, New Hampshire

Project Manager, December 2007 to present

JSI provides consultation to health care organizations in the areas of health services delivery, public health, practice management, information for decision-making, and program evaluation. Clients include government agencies, public and private health care providers (hospitals, group practices, community health centers, family planning organizations, health maintenance organizations, community-based coalitions and social service agencies). JSI is a health care consulting firm working with clients in the public and private sectors. Since 1978, JSI has provided consulting, research and training services for agencies and organizations seeking to improve the health of individuals, communities and nations.

NH Immunization Marketing *June 2010 to present* Provides project coordination support, and works with the NH DHHS Immunization Program staff and community stakeholders to research, and assist in the development and implementation of a statewide marketing and awareness campaign aimed at increasing immunization rates for the priority population. Assists in the development of provider trainings, and provides technical support in planning an annual conference.

NH Environmental Public Health Tracking Program Data Utilization and Outreach Project *April 2012 to present* Works with NH DHHS Environmental Public Health Tracking Program (EPHT) staff and partners to increase the utilization of the EPHT's data portal and other communication tools by developing a communication plan consisting of contemporary marketing and outreach strategies. Assist EPHT in developing a user analytics data collection process for web-based tools.

Poison Control Innovation/Transformation Project *September 2013 to present* Developed market research protocol to inform the development of a three-year innovation/transformation plan for the American Association for Poison Control Centers. Designed a survey to assess poison control centers' (PCC) use and inclination to use new communications modalities to reach consumers of PCC services, conducted an environmental scan of organizations with characteristics similar to PCCs, and conducted focus groups and key informant interviews. Produced market research report focusing on identification of opportunities for PCCs to expand their role and visibility through the use of new partnerships and communications modalities while maintaining quality in the assessment triage and management of poison exposures.

Cheshire County Adult Drug Court Program *September 2013 to present* Manage the development of an evaluation protocol, data management systems, and periodic evaluation reports for the SAMHSA/CSAT-funded Cheshire County Drug Court (CCDC). Provide on-going technical assistance to ensure adherence to drug court model.

Nashua Community Health Assessment *September 2013 to present* Worked with client to develop appropriate protocols for focus groups with targeted segments of population, varying from topic-specific issues, to general health issues. Facilitated and summarized focus group findings.

SHARE Needs Assessment *September 2013 to May 2014* Developed methodology for local non-profit needs assessment, covering five towns in Southern NH. Developed protocols for focus groups and key informant interviews, designed and analyzed community service provider survey. Developed and presented final needs assessment report

Nutrition and Physical Activity Self-Assessment for Child Care (NAP SACC) Services *May 2012 to June 2013* Recruit and hire qualified consultants to implement NAP SACC in targeted NH communities. Provide technical



assistance to consultants during the project period through program recruitment support, logistical support, and implementation support. Conduct an evaluation of past NAP SACC interventions from the perspective of trained sites and trainers.

NH Breast and Cervical Cancer Program Focus Groups *April 2012 to June 2012* Convened, facilitated, and summarized findings of four market research focus groups around promotional materials promoting breast and cervical cancer screenings. Finalized a focus group script, developed relevant recruitment and logistical materials, and developed a final report with recommendations for promotional materials development.

Dartmouth-Hitchcock Colorectal Cancer Screening Focus Groups *April 2012 to June 2012* Convened, facilitated, and summarized findings of two market research focus groups around six posters designed by the Dartmouth-Hitchcock Colorectal Cancer Screening Program. Finalized a focus group script, developed relevant recruitment and logistical materials, and developed a final report with recommendations for promotional materials development.

Tobacco and Obesity Policy Project *June 2010 to January 2012* Provided project management support, and worked with NH DHHS Obesity Prevention Program and Tobacco Prevention and Control Program staff and partners to assist in the development of strategies and creation of trainings and materials for licensed childcare settings, schools, and workplaces to develop and adopt evidence-based guidelines around nutrition, physical activity, screen time, and tobacco exposure. Conduct qualitative research to inform process.

Dartmouth-Hitchcock Early Childhood Messaging Collaborative Focus Groups *December 2011 to January 2012* Convened, facilitated, and summarized findings of four market research focus groups around six logos and three graphic sets designed for the HNHfoundation-funded Early Childhood Messaging collaboration. Finalized a focus group script, developed relevant recruitment and logistical materials, and developed a final report with recommendations for the logo and graphic development.

NH County Rankings Video Project *September 2011 to December 2011* Participated in a collaborative process of the NH State County Health Rankings Team to produce video vignettes focusing on state and local Public Health. Data from the NH County Health Rankings and the NH State Health Report were linked to stories gathered around the state that illustrate community actions to improve health or people impacted by improvements in public health. The video(s) will be used to educate and motivate individuals and communities into action to improve the health of their community and state.

Strategic Prevention Framework – Local Regional Evaluation *January to March 2009* Data entry and data analysis for surveys of four strategic prevention framework regions. Worked in SPSS to clean and analyze the data. Created summary reports to provide to the client.

Manchester Community Needs Assessment *December 2008 to December 2009* Provided logistical support to the project by serving as a liaison between the MSAP Data Committee and the Community Health Institute team. Assigned team roles, managed the budget, and defined key deadlines. Collected quantitative state and local data, as well as analyzed and summarized focus group and key informant survey data. Assisted in the development and editing of the final Needs Assessment Report.

PROFESSIONAL ASSOCIATIONS

NH Public Health Association, President-Elect

- Board of Directors – 2012 – Present
- Communications Committee, chair – 2012 - Present

COMPUTER SKILLS

Proficient in Adobe InDesign CS5.5, Adobe Illustrator CS5.5, Microsoft Word, Excel, and Publisher. Working knowledge of Microsoft Access, QuickBooks, Adobe Photoshop, and SPSS.

ALYSON M. COBB

JSI Research & Training Institute, Inc. d/b/a Community Health Institute
501 South Street, 2nd floor, Bow, New Hampshire 03304

acobb@jsi.com
(603) 573-3319

EDUCATION

BOSTON UNIVERSITY SCHOOL OF PUBLIC HEALTH, BOSTON, MASSACHUSETTS
Masters of Public Health, Concentration: Epidemiology, Expected Graduation Date: May 2015

BUCKNELL UNIVERSITY, LEWISBURG, PENNSYLVANIA
Bachelor of Arts in Chemistry, Minor in American Literature, 2009

EXPERIENCE

Community Health Institute/JSI, Bow, New Hampshire
Project Associate, August 2010 to present
*AmeriCorps*VISTA Member, August 2009 to August 2010*

Selected Projects Include:

New Hampshire Public Health Emergency Planning Technical Assistance and Training Provide technical assistance and support to six of the 13 Public Health Networks in NH around Public Health Advisory Council development and public health emergency preparedness, planning, and response. Develop and deliver trainings and tools on a variety of public health and emergency response topics. Develop and offer social media trainings for emergency responders, regional emergency planning committees, volunteer organizations, and local health departments. Through hands-on simulated training exercise, increased the number of participants who reported feeling comfortable using Facebook as a professional by 75% and using Twitter as a professional by 325%. Facilitate planning process of the annual NH Emergency Preparedness and NH Integrated Emergency Volunteer Training Conferences, which draw more than 700 and 200 attendees, respectively. In collaboration with the NH State Medical Reserve Corps (MRC) coordinator, implement activities to strengthen the statewide volunteer system, including convening monthly meetings of unit coordinators, providing individual technical assistance, organizing statewide recruitment efforts, developing and implementing volunteer surveys, and developing and providing trainings for volunteers. Develop and facilitate annual National Preparedness Month Public Information and Warning Exercise, including developing social media content for emergency response agencies to communicate to their networks and evaluation social media use by participating agencies for conveying preparedness information and willingness of the public to improve their level of preparedness.

Healthy Farms, Healthy People Policy Research & Analysis Project Conducted a formative research process of barriers and innovative strategies to foster connections between consumers and producers of local foods in NH. Held key informant interviews and focus groups with opinion leaders, including state government, education, bulk purchasers, public health, farmers, and organizers of various local food programs and initiatives. Conducted survey of over 500 food producers and consumers from around the state and analyzed survey responses. Drafted and finalized a white paper on key findings. Final white paper available at <http://bit.ly/14iil0L>.

NH Center for Excellence Facilitate operations and meetings of the State Epidemiological Outcomes Workgroup on Mental, Emotional, and Behavioral Health (SEOW-MEB). Assist in the development of data briefs and reports. Facilitate process to determine challenges and gaps in state data sources and recommendations to enhance and improve data collection, analysis, and utilization to meet state plan recommendations relative to improved data. Conducted six focus groups as part of the state's Strategic Prevention Enhancement planning process and assisted in the development of the plans.

Tobacco and Obesity Policy Project In collaboration with NH Department of Health & Human Services, Obesity Prevention Program (OPP) and NH Department of Education, Bureau of Nutrition Programs and Services, assessed NH schools' wellness policies, including surveying schools on their policy content and implementation, coordinating a policy review process, and developing data profiles for each school reporting their level of compliance with the federal law governing school wellness policies. In addition, developed toolkit to help schools comply with recently adopted NH rules mandating healthier competitive foods.

Public Health, Behavioral Health, and Health Care System Hazard Vulnerability Assessment Support project to assess the public health, behavioral health, and health care system impacts of natural and manmade hazards. Facilitate participatory meetings with local stakeholders to assess anticipated impact of various hazards, assess regional preparedness to respond to the hazards, and identify of risk mitigation strategies. Results of the three-step process are summarized in an action plan for each region to improve their preparedness. Currently in the process of conducting assessments for all regions in New Hampshire and Massachusetts.

Functional Needs Support Services Shelter Workshops for Medical Reserve Corps Volunteers Plan, develop materials for, and conduct four discussion-based exercises for NH Medical Reserve Corps volunteers to prepare them to accommodate all residents in an emergency shelter.

Child and Adult Care Food Program (CACFP) Trainings Worked with NH Department of Education, Bureau of Nutrition Programs and Services to develop a training curriculum to be offered to child care providers throughout the state. Developed training objectives, slides used for the training, workshop checklist, activity cards with ideas for incorporating active play, references and resources list, workshop sign-in sheet, and workshop evaluation.

Exercises and Regional Plans for Administering Supplemental Oxygen in Public Health Emergencies Plan, develop materials for, and conduct 10 discussion-based and 12 functional exercises for NH Public Health Networks to develop their ability to provide low-flow oxygen in a medical surge setting. Corrective actions for each region, as well as the State, are summarized following each exercise to improve the ability of the regions to provide oxygen services.

OTHER PROFESSIONAL EXPERIENCE

NH Department of Health & Human Services, Infectious Disease Surveillance Section, Concord, New Hampshire
Student Intern, March 2014 to present

Under the direction of the Infectious Disease Surveillance Section Chief, collect, manage, and analyze reportable disease information for Lyme disease cases, including entering case information into the NH Electronic Disease Surveillance System (NHEDSS). Develop report cards evaluating individual providers around the state regarding timeliness of Lyme disease case reporting, including selecting measures, analyzing data, developing and disseminating individual provider report cards, and writing a procedure to be followed in future years to allow for the assessment of trend data. Internship fulfills practicum requirement of Boston University School of Public Health's Masters of Public Health program.

COMMUNITY & VOLUNTEER ACTIVITIES

Bicycles Against Poverty, Gulu, Uganda and New York, New York
Founding Member, Former Director of External Operations, August 2008 to present

Manchester Food Co-op, Manchester, New Hampshire
Volunteer, January 2010 to present

AmeriCorps Alums: New Hampshire Chapter, Concord, New Hampshire
Member, March 2011 to present

Greater Manchester Medical Reserve Corps, Manchester, New Hampshire
Volunteer, January 2012 to present

COMPUTER SKILLS

Proficient in:

Microsoft Office: Word, Excel, Power Point, and Publisher
Website Management: Dreamweaver, WordPress
Social media tools: Facebook, Twitter, LinkedIn, and blogs
Online tools: SurveyMonkey, Google Drive
Statistical Analysis: SAS (version 9.3)

40-B

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STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9564 1-800-852-3345 Ext. 9564
Fax: 603-271-8431 TDD Access: 1-800-735-2964



Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

G&C Date: 7/10/13
ITEM #40

June 18, 2013

86.53% led
11.01% other (rebates)
retroactive

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, Division of Public Health Services, to enter into an agreement with JSI Research & Training Institute, Inc. dba Community Health Institute (Vendor #161611-B001), 501 South Street, 2nd Floor, Bow, NH 03304, in an amount not to exceed \$1,362,200.00, to provide a broad range of programmatic support services across a number of public health programs to include public health strategic planning, needs assessment, training and technical assistance; implementation of health communications campaigns; and a coordinated system for the placement of clinical health providers in areas of the State designated as being medically underserved, to be effective **retroactive** to July 1, 2013, through June 30, 2015.

Funds are anticipated to be available in SFY 2014 and SFY 2015 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council.

See attachment for financial details

EXPLANATION

Retroactive approval is being requested for this agreement because the complexity in the procurement process of consolidating six program areas and ten funding sources was more time-consuming than originally anticipated. Lessons learned during this initial attempt to consolidate agreements will be applied in the future and result in savings of staff time and resources.

Funds in this agreement will be used to implement programs in six different areas:

State Health Improvement Planning

- Conduct a re-assessment of the National Public Health Performance Standards by convening and supporting a one-day conference and publishing a report of the findings.
- Support to revise the 2011 Division of Public Health Services Strategic Plan by convening and supporting a one-day conference and publishing a final report.

Climate Change and Public Health Adaptation Planning

- Provide training and technical assistance services to develop and implement an action plan to increase the capacity for public health systems to manage and mitigate the health impacts related to climate change.

Public Health Preparedness Training and Technical Assistance

- Provide training and technical assistance programs to strengthen local, regional, and state partners' ability to meet federal preparedness standards.
- Provide logistics support for two, one-day conferences each year sponsored by the Department of Health and Human Services and the Department of Safety, Homeland Security and Emergency Management.

Immunization Health Communications

- Develop, implement, and evaluate health communication messaging to New Hampshire residents to increase immunization rates in New Hampshire among children, adolescents, and adults.

HIV Comprehensive Needs Assessment

- Design, implement, and analyze a Comprehensive Needs Assessment for residents who are living with HIV disease.

Clinical Placement Program

- Collaborate with clinical health care provider sites in New Hampshire designated as being medically underserved, state healthcare workforce officials, and New Hampshire-based medical training programs to create a coordinated clinical placement system for primary care provider students.

Should Governor and Executive Council not authorize this Request there will be a reduction in the Division's ability to implement a recommendation of the Legislative Commission on Primary Care Workforce Issues to develop an effective system to place health care providers in underserved areas; provide training and technical expertise to local and regional public health emergency responders; and improve the quality and cost-effectiveness of services provided to individuals living with HIV. Additionally, it will delay implementation of a communications strategy to increase seasonal influenza vaccination rates, and prepare for and reduce the impacts on health from climate change.

JSI Research & Training Institute, Inc. dba Community Health Institute was selected for this project through a competitive bid process. A Request for Proposals was posted on the Department of Health and Human Services' web site from April 2, 2013 through April 29, 2013. In addition, a bidder's teleconference was held on April 8, 2013.

Two Letters of Intent were submitted in response to this statewide competitive bid; two proposals were received. Nine reviewers who work internal and external to the Department of Health and Human Services reviewed the proposals. The reviewers represent seasoned public health administrators and managers with between five to 25 years experience in contract and vendor management, public health administration and management, program management, emergency preparedness, client services, and case management. Each reviewer was selected for the specific skill set they possess and their experience. Their decision followed a thorough discussion of the strengths and weaknesses to the proposals. The final decision was made by taking an average of all reviewers' scores. The Bid Summary is attached.

As referenced in the Request for Proposals, Renewals Section, the Department of Health and Human Services in its sole discretion may decide to offer a two (2) year extension of this competitively procured agreement, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council.

The following performance measures will be used to measure the effectiveness of the agreement.

State Health Improvement Planning

- At least 75% of participants rate the re-assessment of the National Public Health Performance Standards as either “excellent” or “very good” in an evaluation survey.

Climate Change and Public Health Adaptation Planning

State Fiscal Year 2014

- At least 85% of participants rate the planning sessions as either “excellent” or “very good” in an evaluation survey.
- The technical assistance provided to support development of project evaluation plan is rated as either “excellent” or “very good” by the Division.
- The climate-related health impact review, technical assistance, and written recommendations is rated as either “excellent” or “very good” by the Division.
- The review of “best available” interventions, technical assistance, and written recommendations is rated as either “excellent” or “very good” by the Division.
- The Climate Change and Public Health Adaptation Plan report is rated as either “excellent” or “very good” by the Division prior to printing or publishing to the Web.

State Fiscal Year 2015

- Support provided for development and finalization of the Climate Change and Public Health Adaptation Plan is rated as either “excellent” or “very good” by the Division.
- At least 85% of participants rate the four training sessions as either “excellent” or “very good” in an evaluation survey.
- The training module provided to the Division for future trainings is rated as either “excellent” or “very good” by DPHS.
- The technical assistance provided to support assessment and presentation of findings is rated as either “excellent” or “very good” by the Division.

Public Health Preparedness

- At least 90% of high-priority technical assistance needs identified by Regional Public Health Networks as part of an annual technical assistance plan are met.
- At least 90% of high-priority technical assistance requests made by the Division or the Emergency Services Unit are met.
- At least 85% of participants rate the training programs as either “excellent” or “very good” in an evaluation survey.
- At least 85% of conference participants rate the elements pertaining to conference logistics as either “excellent” or “very good” in an evaluation survey.
- At least 85% of conference planning committee members rate the conference planning support as either “excellent” or “very good” in an evaluation survey.

Immunization Health Communications

- At least 90% of high-priority technical assistance requests made by the New Hampshire Immunization Program are met.
- The health communication strategy and plan is rated as either “excellent” or “very good” by the Division.
- At least 85% of the high priority components of the health communications plan are implemented and evaluated.
- At least 85% of training participants rate the training programs as either “excellent” or “very good” in an evaluation survey.
- At least 85% of conference participants rate the elements pertaining to conference logistics as either “excellent” or “very good” in an evaluation survey.
- At least 85% of conference planning committee members rate the conference planning support as either “excellent” or “very good” in an evaluation survey.

HIV Comprehensive Needs Assessment

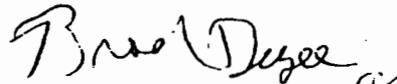
- The Comprehensive Needs Assessment for individuals who are living with HIV disease in the State of New Hampshire is rated as either “meets expectations” or “exceeds expectations” by the Division. Clinical Placement Program
- At least 75% of training program participants rate the placement experience as either “excellent” or “very good”.
- At least 75% of the clinical site program participants rate the placement experience as either “excellent” or “very good”.

Area served: statewide.

Source of Funds: 86.53% Federal Funds from the US Department of Health and Human Services, Centers for Disease Control and Prevention and the Health Resources and Service Administration; the US Food and Drug Administration; 11.01% Other Funds from Pharmaceutical Rebates; and 2.46% General Funds.

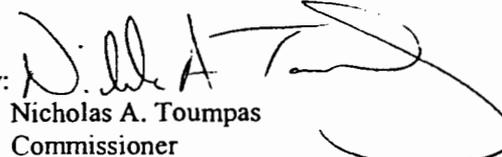
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



José Thier Montero, MD
Director

Approved by:



Nicholas A. Toumpas
Commissioner

MJ 24

SDM



STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527
603-271-9563 1-800-852-3345 Ext. 9563
Fax: 603-271-8431 TDD Access: 1-800-735-2964



Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

G&C Date: 3/12/14
ITEM # 24

February 18, 2014

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

SOLE SOURCE

REQUESTED ACTION

96% Federal funds
4% General funds

Authorize the Department of Health and Human Services, Division of Public Health Services, to exercise a **sole source** amendment to an agreement with JSI Research & Training Institute, Inc. dba Community Health Institute, Purchase Order # 1031592 (Vendor # #161611-B001), 501 South Street, 2nd Floor, Bow, NH 03304, by increasing the Price Limitation by \$163,200 from \$1,362,200 to \$1,525,400 to provide a broad range of programmatic support services across a number of public health programs to include public health strategic planning, needs assessment, training and technical assistance; and implementation of health communications campaigns, effective date of Governor and Council approval through June 30, 2015. This agreement was originally approved by Governor and Council on July 10, 2013, Item #40.

Funds are available in SFY 2014 and SFY 2015, with authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council.

See attachment for financial details

EXPLANATION

Sole source is requested as JSI Research & Training Institute, Inc. dba Community Health Institute is well-positioned to successfully implement the required activities for Division of Public Health Services' program areas not included in the original agreement. The intent of that agreement was to improve the efficiency of government services by consolidating a number of separate agreements into a single agreement with a vendor capable of providing a broad range of programmatic support services across a number of public health issues. Services included in the original agreement were conducting strategic planning and needs assessment processes; providing training and technical assistance and implementing health communications campaigns, all of which are included in this amendment. The original agreement explicitly positioned this vendor as a lead contract for the Division of Public Health Services with the organizational and administrative capacity to implement these types of services as additional funds become available from across the Division.

Funds in this agreement will be used to implement programs in five different areas:

Training to Providers of Early Childhood Services: Develop and deliver a training program for trainers focused on trauma-informed care that is designed to inform providers of early childhood services about

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
February 18, 2014
Page 2

the impact of trauma on child development and learn how to effectively minimize its effects without causing additional harm.

Maternal and Child Health Assessment and Technical Assistance: Assist with the 2015 Title V Maternal and Child Health 5-year Needs Assessment by helping to design a survey tool; enter and analyze survey data; and conduct focus groups to gather qualitative data.

Environmental Health Tracking Program (EPHT) Technical Assistance: Identify communication strategies and national tracking messages appropriate to Environmental Public Health Tracking target audiences; develop and deliver two training sessions with NH Environmental Public Health Track stakeholders on the use of NH Environmental Public Health Track products; and conduct two Environmental Public Health Track Technical Assistance Group meetings.

State Health Improvement Planning: Facilitate a half day meeting of Division staff and stakeholders; draft and publish a statewide cardiovascular action plan.

Public Health Preparedness Training and Technical Assistance: Increase the financial support available for an annual statewide preparedness conference to allow for up to 650 participants from an earlier target of 500 participants; and support regional Hazard Vulnerability Assessment meetings.

As stated in the Request for Proposals for the original contract, the Department sought to consolidate services that had previously been contracted by individual program areas across the Division of Public Health Services with a vendor that has the organizational and administrative capacity to implement the original services and also has the capability to implement similar services addressing the same or other public health priorities over the course of the contract. This amendment implements that goal by utilizing a vendor that has a demonstrated record of delivering high-quality services to the Department. The services to be provided through this amendment will utilize the expertise of JSI Research & Training Institute, Inc. dba Community Health Institute staff to meet specific, short-term needs of various program areas.

Should Governor and Executive Council not authorize this Request there will be a reduction in the Division's ability to enhance the ability of early childhood workers to work with children who have experienced trauma and successfully conduct a required needs assessment regarding maternal and child health. It will also delay implementation of both a communications strategy regarding the relationship between the environment and public health impacts and a state plan to address cardiovascular disease, which is one of the leading causes of morbidity and mortality in New Hampshire; and will limit the number of attendees at the state's annual emergency preparedness conference.

JSI Research & Training Institute, Inc. dba Community Health Institute was selected for this project through a competitive bid process. A Request for Proposals was posted on the Department of Health and Human Services' web site from April 2, 2013 through April 29, 2013. In addition, a bidder's teleconference was held on April 8, 2013.

Two Letters of Intent were submitted in response to this statewide competitive bid; two proposals were received. Nine reviewers who work internal and external to the Department of Health and Human Services reviewed the proposals. The reviewers represent seasoned public health administrators and managers with between five to 25 years' experience in contract and vendor management, public health administration and management, program management, emergency

preparedness, client services, and case management. Each reviewer was selected for the specific skill set they possess and their experience. Their decision followed a thorough discussion of the strengths and weaknesses to the proposals. The final decision was made by taking an average of all reviewers' scores. The Bid Summary is attached.

During the first six months of this contract the vendor has made progress on some key performance measures that include: facilitating a strategic planning process for the Division and publishing a three-year strategic plan; initiating several technical studies to inform a public health-focused climate change adaptation plan; providing ongoing training and technical assistance to regional public health emergency planners, as well as logistical support for two conferences; developed and launched two public information campaigns to increase the number of adults receiving recommended vaccinations and also increase vaccinations against seasonal influenza among children and adults; began to develop a needs assessment among people with HIV infection; and delivered several technical reports to inform the development of a placement program for clinicians in rural areas.

The following performance measures will be used to measure the effectiveness of the agreement.

Training to Providers of Early Childhood Services

- Number of learning opportunities focused on trauma-informed care conducted per maternal and child health home visiting region.

Maternal and Child Health Assessment and Technical Assistance

- Written summary of results of the statewide MCH stakeholders meeting
- Written summary of the Capacity Assessment for State Title V (CAST-V) MCH programs
- Database created for public input paper survey data
- Electronic survey designed for public input
- Analysis of public input survey data completed
- Focus groups conducted (number to be determined) and written summary of results provided

Environmental Health Tracking Program (EPHT) Technical Assistance

- Complete an annual outreach plan for delivering key national EPHT Program messages and information to targeted local level audiences to address community concerns and key audiences identified by CDC.
- Submit a report documenting the training needs of EPHT staff.
- Number of training sessions supported by logistical services.
- Document findings from the Technical Advisory Group (TAG) meetings and, based on the findings, provide recommendations on implementation of the State EPHT Network that is interoperable and compatible with the national EPHT network standards and architecture.
- Complete a report of stakeholder needs and the status of stakeholder relationships with EPHT staff.

State Health Improvement Planning

- The state cardiovascular health improvement plan will meet at least 75% of the Public Health Accreditation Board measures for Standard 5.2: Conduct a Comprehensive Planning Process Resulting in a State Health Improvement Plan, per the DPHS state plan checklist.

Public Health Preparedness Training and Technical Assistance

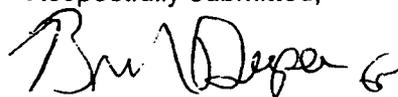
- Maximum number of individuals able to attend the June preparedness conference.

Area served is Statewide.

Source of Funds: 95.92% Federal Funds from Centers for Disease Control and Prevention and 4.08% General Funds.

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

Respectfully submitted,



José Thier Montero, MD, MHCDS
Director

Approved by: 
 Nicholas A. Toumpas
Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET
Public Health Program Services Support Services

05-95-90-902510-5171 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, EMERGENCY PREPAREDNESS
85.45% Federal Funds and 14.55% General Funds

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	102-500731	Contracts for Prog Svc	90077021	115,000	10,000	125,000
SFY 2015	102-500731	Contracts for Prog Svc	90077021	115,000	-	115,000
			Sub-total	\$ 230,000	\$ 10,000	\$ 240,000

05-95-90-902510-2239 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, HOSPITAL PREPAREDNESS
100% Federal Funds

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	102-500731	Contracts for Prog Svc	90077700	170,000	-	170,000
SFY 2015	102-500731	Contracts for Prog Svc	90077700	170,000	-	170,000
			Sub-Total	\$ 340,000	\$ -	\$ 340,000

05-95-90-901010-7965 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH SYSTEMS, POLICY AND PERFORMANCE, RURAL HEALTH AND PRIMARY CARE
100% Federal Funds

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	102-500731	Contracts for Prog Svc	90073000	40,000	-	40,000
SFY 2015	102-500731	Contracts for Prog Svc	90073000	40,000	-	40,000
			Sub-Total	\$ 80,000	\$ -	\$ 80,000

05-95-90-902510-5178 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, IMMUNIZATION
100% Federal Funds

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	102-500731	Contracts for Prog Svc	90023013	110,000	-	110,000
SFY 2015	102-500731	Contracts for Prog Svc	90023013	110,000	-	110,000
			Sub-Total	\$ 220,000	\$ -	\$ 220,000

05-95-90-901010-5997 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH SYSTEMS, POLICY AND PERFORMANCE, STRENGTHENING PUBLIC HEALTH INFRASTRUCTURE
100% Federal Funds

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	102-500731	Contracts for Prog Svc	90001001	27,200	7,000	34,200
SFY 2015	102-500731	Contracts for Prog Svc	90001001	-	3,000	3,000
			Sub-Total	\$ 27,200	\$ 10,000	\$ 37,200

**FINANCIAL DETAIL ATTACHMENT SHEET
Public Health Program Services Support Services**

**05-95-90-902510-5189 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, HIV/AIDS PREVENTION
100% Federal Funds**

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	102-500731	Contracts for Prog Svc	90024000	50,000	-	50,000
SFY 2015	102-500731	Contracts for Prog Svc	90024000	50,000	-	50,000
			Sub-Total	\$ 100,000	\$ -	\$ 100,000

**05-95-90-902510-2222 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, RYAN WHITE PART B
100% Federal Funds**

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	567-500919	Title II HIV Care Assistance	90024100	75,000	-	75,000
SFY 2015	567-500919	Title II HIV Care Assistance	90024100	75,000	-	75,000
			Sub-Total	\$ 150,000	\$ -	\$ 150,000

**05-95-90-902510-2229 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, PHARMACEUTICAL REBATES
100% Other Funds (Pharmaceutical Rebates)**

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	530-500371	Drug Rebates	90024600	75,000	-	75,000
SFY 2015	530-500371	Drug Rebates	90024600	75,000	-	75,000
			Sub-Total	\$ 150,000	\$ -	\$ 150,000

**05-95-90-903010-5350 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF LABORATORY SERVICES, FDA FERN MICRO
100% Federal Funds**

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	020-500239	Current Expense	90069017	5,000	-	5,000
SFY 2015				-	-	-
			Sub-Total	\$ 5,000	\$ -	\$ 5,000

**05-95-90-901510-7936 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, CLIMATE EFFECTS
100% Federal Funds**

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	102-500731	Contracts for Prog Svc	90007936	30,000		30,000
SFY 2015	102-500731	Contracts for Prog Svc	90007936	30,000		30,000
			Sub-Total	\$ 60,000	\$ -	\$ 60,000

FINANCIAL DETAIL ATTACHMENT SHEET
Public Health Program Services Support Services

05-95-90-902010-5190 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH
100% Federal Funds

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	102-500731	Contracts for Prog Svc	90004102	-	42,000	42,000
SFY 2015	102-500731	Contracts for Prog Svc	90004102	-	42,000	42,000
			Sub-Total	\$ -	\$ 84,000	\$ 84,000

05-95-90-900510-5173 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH STATISTICS AND INFORMATICS, EPH TRACKING
100% Federal Funds

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	102-500731	Contracts for Prog Svc	90041000	-	49,200	49,200
SFY 2015				-	-	-
			Sub-Total	\$ -	\$ 49,200	\$ 49,200

05-95-90-902010-5190 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH
48% Federal Funds and 52% General Funds

Fiscal Year	Class/Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	102-500731	Contracts for Prog Svc	90024000	-	4,000	4,000
SFY 2015	102-500731	Contracts for Prog Svc	90024000	-	6,000	6,000
			Sub-Total	-	10,000	10,000
			Total	1,362,200	163,200	1,525,400



**State of New Hampshire
Department of Health and Human Services
Amendment #1 to the
JSI Research and Training Institute, Inc. dba Community Health Institute**

This 1st Amendment to the JSI Research and Training Institute, Inc. dba Community Health Institute contract (hereinafter referred to as "Amendment One") dated this 12th day of February, 2014, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and JSI Research and Training Institute, Inc. dba Community Health Institute (hereinafter referred to as "the Contractor"), a corporation with a place of business at 501 South Street, Bow, New Hampshire 03304.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 10, 2013, 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 scope of work and the payment schedule of the contract by written agreement of the parties;

WHEREAS, the Department desires to provide additional public health program support services across a number of public health issues and Division of Public Health Services operational areas.

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 as follows:

To amend as follows:

- Form P-37, Block 1.8 to read:
\$1,525,400
- Exhibit A, Scope of Services, to add:
Exhibit A – Amendment 1
- Exhibit B, Purchase of Services, Contract Price, to add:
Paragraph 1.1 to Paragraph 1:
The contract price shall increase by \$112,200 for SFY 2014 and \$51,000 for SFY 2015.
The contract shall total \$1,525,400 for the contract term.

Paragraph 1.2 to Paragraph 1:
Funding is available as follows:
 - \$84,000 from 05-95-90-902010-5190-102-500731, 100% Federal Funds from the US Department of Health and Human Services, Health Resources and Services Administration, CFDA #93.110.



New Hampshire Department of Health and Human Services

- \$10,000 from 05-95-90-902510-5171-102-500731, 85.45% Federal Funds from the US Department of Health and Human Services, Centers for Disease Control and Prevention, CFDA #93.069 and 14.55% General Funds;
 - \$49,200 from 05-95-90-900510-5173-102-500731, 100% Federal Funds from the US Department of Health and Human Services, Centers for Disease Control and Prevention, CFDA #93.538;
 - \$10,000 from 05-95-90-901010-5997-102-500731, 100% Federal Funds from the US Department of Health and Human Services, Centers for Disease Control and Prevention, CFDA #93.507;
 - \$10,000 from 05-95-90-902010-5190-102-500731, 48% Federal Funds from the US Department of Health and Human Services, Centers for Disease Control and Prevention, CFDA #93.994 and 52% General Funds.
- Budget, to add:
 - Exhibit B-1 (2014) - Amendment 1,
 - Exhibit B-1 (2015) - Amendment 1

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 / 19 / 14
Date

Brook Dupee
Brook Dupee
Bureau Chief

JSI Research and Training Institute Inc. dba
Community Health Institute

2/12/14
Date

Jonathan Stewart
Jonathan Stewart
Director

Acknowledgement:

State of New Hampshire County of Merrimack on 2/12/14, 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.

Sylvia L. Currier
Signature of Notary Public or Justice of the Peace
SYLVIA L. CURRIER
Notary Public - New Hampshire
My Commission Expires December 20, 2018

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

2/21/14
Date

Amanda C. Cradleski
Name: Amanda C. Cradleski
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:



Exhibit A – Amendment #1

Scope of Services

The Department desires to further the relationship with the JSI Research and Training Institute, Inc. dba Community Health Institute to provide public health program support services across an increased number of public health issues and Division of Public Health Services operational areas, including: 1) Early Childhood Services, 2) Maternal and Child Health Assessment and Technical Assistance, 3) Environmental Health Tracking Program (EPHT) Technical Assistance, 4) State Health Improvement Planning, and 5) Public Health Preparedness Training and Technical Assistance.

The Contractor shall:

1. **Required Activities**

Training to Providers of Early Childhood Services

- a. Identify or develop a training for trainers focused on trauma-informed care designed to inform providers of early childhood services, including child care, home visiting, and health and mental health services, about the impact of trauma on child development and learn how to effectively minimize its effects without causing additional harm.
- b. Train a minimum of 25 individuals (at least 2 from each Maternal, Infant and Early Childhood Home Visiting (MIECHV) and Project LAUNCH region) on training others about screening for domestic violence and issues that affect families including, but not limited to, Domestic Violence, Substance Abuse, and Mental Illness.
- c. Twenty-five individuals (at least 2 from each MIECHV and Project LAUNCH region) will commit to presenting a minimum of two trainings annually in their MIECHV or Project LAUNCH region. Trainings to be completed during State Fiscal Year 2015.

Maternal and Child Health Assessment and Technical Assistance

Assist with the 2015 Title V Maternal and Child Health 5-year Needs Assessment, to include:

- a. Assist with the design and preliminary analysis of a web-based and paper public input survey
- b. Enter data from the paper public input survey into an electronic database.
- c. Assist with developing and conducting focus groups of the target population and the preliminary analysis of focus group data.
- d. Assist with planning and facilitating a statewide stakeholder meeting and
- e. Conduct CAST-V analysis <http://www.amchp.org/programsandtopics/CAST-5/Pages/default.aspx>

Environmental Health Tracking Program (EPHT) Technical Assistance

- a. By April 1, 2014 review guidance documents provided by EPHT, identify communication strategies and national tracking messages appropriate to EPHT target audiences and integrate them into the EPHT outreach plan, with the outreach plan, including communications strategy for primary audiences.
- b. Assess and document technical training needs of NH EPHT staff.
- c. Identify EPHT customers who will benefit from EPHT training.



Exhibit A – Amendment #1

- d. based on guidance provided by EPHT staff, develop a training session module for EPHT customers and facilitate two training sessions with NH EPHT stakeholders on the use of NH EPHT products (web portal, reports) and services (technical analysis services, technical facilitation services, technical training services).
- e. By June 30, 2014 conduct 2 EPHT Technical Assistance Group (TAG) meetings for the purpose of receiving independent feedback on the progress, relevance, and direction of NH EPHT work and facilitate other communication with TAG as needed.
- f. Report on common EPHT stakeholder needs and provide recommendations on the products and services NH EPHT should provide to meet those needs.
- g. Document relationship status of current EPHT stakeholders and provide recommendations on additional relationships which NH EPHT should develop.

State Health Improvement Planning

- a. Facilitate a half day meeting of DPHS staff and stakeholders to be held at the Division of Public Health Services for the purpose of identifying a state cardiovascular action plan based on the priority objectives for heart disease and stroke identified in the 2013 NH State Health Improvement Plan.
- b. Generate a written record of the information gathered at the meeting
- c. Draft, a written cardiovascular action plan based on information gathered at the meeting and submits to the DPHS for review.
- d. Following the DPHS review, revise and format a final plan and submit for approval to the DPHS.

Public Health Preparedness Training and Technical Assistance

- a. Increase the financial support available for an annual statewide preparedness conference to allow for up to 650 participants from an earlier target of 500 participants.
- b. Provide meeting support costs for Hazard Vulnerability Assessments.

2. Performance Measures:

Training to Providers of Early Childhood Services

- Number of learning opportunities focused on trauma-informed care conducted per MIECHV region.

Maternal and Child Health Assessment and Technical Assistance

- Written summary of results of the statewide MCH stakeholders meeting
- Written summary of the Capacity Assessment for State Title V (CAST-V) MCH programs
- Database created for public input paper survey data
- Electronic survey designed for public input
- Analysis of public input survey data completed
- Focus groups conducted (number to be determined) and written summary of results provided

Handwritten signature of the contractor.



Exhibit A – Amendment #1

Environmental Health Tracking Program (EPHT) Technical Assistance

- Complete an annual outreach plan for delivering key national EPHT Program messages and information to targeted local level audiences to address community concerns and key audiences identified by CDC.
- Submit a report documenting the training needs of EPHT staff.
- Number of training sessions supported by logistical services.
- Document findings from the Technical Advisory Group (TAG) meetings and, based on the findings, provide recommendations on implementation of the State EPHT Network that is interoperable and compatible with the national EPHT network standards and architecture.
- Complete a report of stakeholder needs and the status of stakeholder relationships with EPHT staff.

State Health Improvement Planning

- The state cardiovascular health improvement plan will meet at least 75% of the Public Health Accreditation Board measures for Standard 5.2: Conduct a Comprehensive Planning Process Resulting in a State Health Improvement Plan, per the DPHS state plan checklist.

Public Health Preparedness Training and Technical Assistance

- Maximum number of individuals able to attend the June preparedness conference.

SK

Exhibit B-1 (2014) -Amendment 1

Budget

New Hampshire Department of Health and Human Services

JSI Research and Training Institute, Inc., dba

Bidder/Contractor Name: Community Health Institute

Public Health Program Services Support

Budget Request for: Services

(Name of RFP)

Budget Period: Date of G&C Approval through June 30, 2014

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 43,440.49	\$ -	\$ 43,440.49	The Indirect Cost Line Item represents a portion of JSI Research & Training Institute's federal approved Negotiated Indirect Cost Rate Agreement covering Information Systems, Accounting, Payroll, Human Resources and Administrative Staff Costs. These costs are derived from JSI's NICRA, but can fluctuate under this contract's budget structure as JSI's Indirect Costs are calculated using a different base than the contract requires. JSI's Indirect Costs are derived using direct labor as a base and this contract's budget structure uses total direct costs as a base. Due to this, contracts that include less labor costs and more non-labor costs will require JSI to recover less indirect costs on a proportional basis.
2. Employee Benefits	\$ 16,507.40	\$ -	\$ 16,507.40	
3. Consultants	\$ 19,200.00	\$ -	\$ 19,200.00	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ 1,170.93	\$ -	\$ 1,170.93	
Repair and Maintenance	\$ 1,001.10	\$ -	\$ 1,001.10	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ 2,172.02	\$ -	\$ 2,172.02	
6. Travel	\$ 213.00	\$ -	\$ 213.00	
7. Occupancy	\$ 4,344.05	\$ -	\$ 4,344.05	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ 1,001.10	\$ -	\$ 1,001.10	
Insurance	\$ 1,170.93	\$ -	\$ 1,170.93	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
MCH ES - Meeting Expenses	\$ 900.00	\$ -	\$ 900.00	
MCH ES - Training Materials	\$ 756.00	\$ -	\$ 756.00	
EP Conference	\$ 9,000.00	\$ -	\$ 9,000.00	
HVA Meetings	\$ 1,000.00	\$ -	\$ 1,000.00	
EPHT - Meeting Expenses	\$ 1,500.00	\$ -	\$ 1,500.00	
SPHI - Meeting Expenses	\$ 750.00	\$ -	\$ 750.00	
MCH V - Meeting Expenses	\$ 600.00	\$ -	\$ 600.00	
14. Indirect (ID)				
Information Systems (30% of ID)		\$ 1,976.90	\$ 1,976.90	
HR (20% of ID)		\$ 1,759.59	\$ 1,759.59	
Gen Admin (20% of ID)		\$ 1,494.60	\$ 1,494.60	
Payroll and Accounting (30% of ID)		\$ 2,241.89	\$ 2,241.89	
TOTAL	\$ 104,727.02	\$ 7,472.98	\$ 112,200.00	

Indirect As A Percent of Direct

7.1%

Contractor Initials: *AI*

Date: 2/12/14

**Exhibit B-1 (2015) - Amendment 1
Budget**

New Hampshire Department of Health and Human Services

JSI Research and Training Institute, Inc., dba

Bidder/Contractor Name: Community Health Institute

Budget Request for: Public Health Program Services Support Services
(Name of RFP)

Budget Period: July 1, 2014 through June 30, 2015

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 15,746.73	\$ -	\$ 15,746.73	The Indirect Cost Line Item represents a portion of JSI Research & Training Institute's federal approved Negotiated Indirect Cost Rate Agreement covering Information Systems, Accounting, Payroll, Human Resources and Administrative Staff Costs. These costs are derived from JSI's NICRA, but can fluctuate under this contract's budget structure as JSI's Indirect Costs are calculated using a different base than the contract requires. JSI's Indirect Costs are derived using direct labor as a base and this contract's budget structure uses total direct costs as a base. Due to this, contracts that include less labor costs and more non-labor costs will require JSI to recover less indirect costs on a proportional basis.
2. Employee Benefits	\$ 5,983.76	\$ -	\$ 5,983.76	
3. Consultants	\$ 8,000.00	\$ -	\$ 8,000.00	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ 472.40	\$ -	\$ 472.40	
Repair and Maintenance	\$ 314.94	\$ -	\$ 314.94	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ 787.33	\$ -	\$ 787.33	
6. Travel	\$ -	\$ -	\$ -	
7. Occupancy	\$ 1,574.68	\$ -	\$ 1,574.68	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ 314.94	\$ -	\$ 314.94	
Insurance	\$ 472.40	\$ -	\$ 472.40	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ 12,500.00	\$ -	\$ 12,500.00	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
MCH ES - Training Materials	\$ 1,500.00		\$ 1,500.00	
MCH V - Meeting Expenses	\$ 600.00		\$ 600.00	
14. Indirect (ID)			\$ -	
Information Systems (30% of ID)		\$ 600.49	\$ 600.49	
HR (20% of ID)		\$ 765.92	\$ 765.92	
Gen Admin (20% of ID)		\$ 546.57	\$ 546.57	
Payroll and Accounting (30% of ID)		\$ 819.84	\$ 819.84	
TOTAL	\$ 48,267.18	\$ 2,732.82	\$ 51,000.00	
Indirect As A Percent of Direct		5.7%		