



Nicholas A. Toumpas  
Commissioner

Lorraine Bartlett  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF HUMAN SERVICES  
*DIVISION FOR CHILDREN, YOUTH & FAMILIES*

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-4451 1-800-852-3345 Ext. 4451  
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

April 13, 2015

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to amend an agreement to exercise the renewal option in the contract with Rev. Grace Rosado, (Vendor #153643 B001), 2222 Elm Street, Manchester, NH 03304 for the provision of spiritual services to the detained and adjudicated youth at the John H. Sununu Youth Services Center, by increasing the price limitation by \$32,500 from \$65,000 in an amount not to exceed \$97,500 and extending the end date of the agreement from June 30, 2015 to June 30, 2016, effective July 1, 2015 or date of Governor and Executive Council approval, whichever is later. Governor and Executive Council approved the original agreement on July 10, 2013 (item #82 from the tabled agenda of June 5, 2013). 100% Federal Funds.

Funds to support this request are available in the following account for State Fiscal year 2015 and are anticipated to be available in State Fiscal Year 2016, upon availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified, without further approval from the Governor and Executive Council.

**05-95-42-421410-79070000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, JUVENILE JUSTICE SERVICES, JAIBG**

| Fiscal year | Class/Object | Class Title                    | Activity Number | Amount      |
|-------------|--------------|--------------------------------|-----------------|-------------|
| 2014        | 102-500731   | Contracts for Program Services | 42140703        | \$32,500.00 |
| 2015        | 102-500731   | Contracts for Program Services | 42140703        | \$32,500.00 |
| 2016        | 102-500731   | Contracts for Program Services | 42140703        | \$32,500.00 |
|             |              |                                | Total           | \$97,500.00 |

**EXPLANATION**

The purpose of this amendment is for the continuation of spiritual services for the detained and adjudicated youth at the John H. Sununu Youth Services Center. Spiritual Services include facilitating bible study; prayer and chapel prayer requests; one-on-one spiritual counseling to youth who have indicated a desire to participate; conducting entrance and exit interviews with youth; administering spiritual assessments; and supervising spiritual volunteers. The vendor will also collaborate and coordinate services with the clinicians on staff to maintain the continuity of a holistic approach to treatment.

The original contract was competitively bid and calls for the provision of spiritual services for two years and reserves the Division's option to renew these services for up to four additional years, based on the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Grace Rosado has provided these services well and the Division would like to extend the contract for one additional year reserving the Division's right to renew the agreement for an additional three years based on the satisfactory delivery of services, continued availability of supporting funds, and Governor and Council approval .

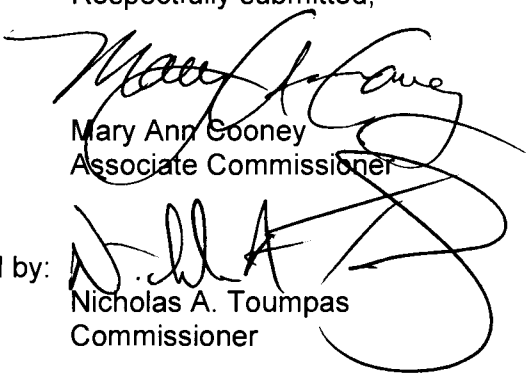
Should Governor and Executive Council not approve this contract the youth at the John H. Sununu Youth Services Center will not receive spiritual services and the guidance of a spiritual mentor. This service has been well received by the youth at the Center. This service is neither federally nor State mandated, however offering these services would enhance the Center's overall goal of providing a holistic approach to the well-being of the youth served.

Area served: Statewide

Source of funds: 100% Federal Funds.

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

Respectfully submitted,



Mary Ann Cooney  
Associate Commissioner

Approved by:



Nicholas A. Toumpas  
Commissioner



**New Hampshire Department of Health and Human Services  
Spiritual Services – Sununu Youth Services Center**

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**State of New Hampshire  
Department of Health and Human Services  
Amendment #1 to Spiritual Services – Sununu Youth Services Center Contract**

This 1st Amendment to the Spiritual Services – Sununu Youth Services Center contract (hereinafter referred to as "Amendment #1") dated this 30th day of March, 2015, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Reverend Grace Rosado, (hereinafter referred to as "the Contractor"), 2222 Elm Street, Manchester, NH 03104.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 10, 2013 (item #82 from June 5, 2013 agenda that was tabled ), 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 of the Agreement, Standard Exhibit B Paragraph 2, and Standard Exhibit C-1, the State may renew the contract for up to four (4) additional years by written agreement of the parties and approval of the Governor and Executive Council; and;

WHEREAS, the parties agree to increase the price limitation and extend the Contract for one (1) year; and

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

To amend as follows:

1. Form P-37, General Provisions, Item 1.7, Completion Date, to read:  
June 30, 2016
2. Form P-37, General Provisions, Item 1.8, Price Limitation, to read:  
\$97,500
3. Form P-37, General Provisions, Item 1.9, Contracting Officer for State Agency, to read:  
Eric D. Borrin
4. Form P-37, General Provisions, Item 1.10, to read:  
(603) 271-9558
5. Exhibit A, Scope of Services, CONTRACT PERIOD, to read:  
July 1, 2013 to June 30, 2016
6. Standard Exhibit B, Purchase of Services, Program Period to read:  
July 1, 2013 to June 30, 2016
7. Exhibit B, Purchase of Services, Paragraph 1, to read:  
The total of all payments made to the Contractor shall not exceed the amount in Form P-37, General Provisions, Item 1.8, Price Limitation.
8. Exhibit B, Purchase of Services, Paragraph 1.6, to read:



**New Hampshire Department of Health and Human Services**  
**Spiritual Services – Sununu Youth Services Center**

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Payments may be withheld pending receipt of required reports and invoices as outlined in Exhibit A and Exhibit B.

9. Delete Standard Exhibit C, Special Provisions, and replace with Exhibit C, Special Provisions.
10. Add Exhibit C-1, Paragraph 2.
  2. Subparagraph 14.1.1 of the General Provisions of this contract, is deleted and the following subparagraph is added:
    - 14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$1,000,000 per occurrence with additional general liability umbrella coverage of not less than \$1,000,000 each occurrence; and ;
11. Standard Exhibit D, Certification Regarding Drug-Free Workplace Requirements, Period Covered by this Certification, to read:

From 7/1/2013 to 6/30/2016
12. Delete Standard Exhibit G, Certification Regarding the Americans with Disabilities Act Compliance, and replace with Exhibit G, Certification of Compliance with Requirements Pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower Protections.



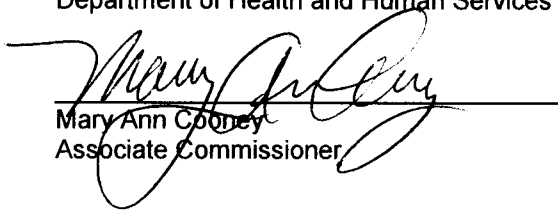
New Hampshire Department of Health and Human Services  
Spiritual Services – Sununu Youth Services Center

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,

4/16/15  
Date

State of New Hampshire  
Department of Health and Human Services

  
Mary Ann Cooney  
Associate Commissioner

Reverend Grace Rosado

4/6/15  
Date

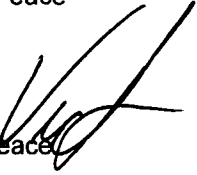
Rev. Grace A Rosado  
Name:  
Title: Spiritual Services

Acknowledgement:

State of New Hampshire County of Hillsborough on April 6, 2015, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace



  
Name and Title of Notary or Justice of the Peace



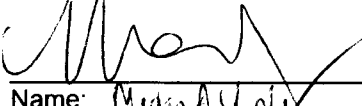
New Hampshire Department of Health and Human Services  
Spiritual Services – Sununu Youth Services Center

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

OFFICE OF THE ATTORNEY GENERAL

4/20/15  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Name: Megan A. Yapp  
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:



### SPECIAL PROVISIONS

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

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

*MR*

*4/6/15*



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

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

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

*JP*



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

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

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

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

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

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

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

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

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

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

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



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

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

#### DEFINITIONS

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

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

**DEPARTMENT:** NH Department of Health and Human Services.

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

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

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

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

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

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



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

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

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

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

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

Exhibit G

Contractor Initials

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

New Hampshire Department of Health and Human Services  
Exhibit G



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

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

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

Contractor Name:

4/6/15  
Date

*Doree A Rosado*  
Name:  
Title: spiritual services

Exhibit G

Contractor Initials

*JA*

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

Date 4/6/15



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/6/2015

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

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

|                                                                                                                       |  |                                                                                                                                                                                               |  |
|-----------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PRODUCER</b><br>Wieczorek Insurance<br>166 Concord St.<br><br>Manchester NH 03104                                  |  | <b>CONTACT NAME:</b> Kathleen Russell<br><b>PHONE (A/C No. Ext.):</b> (603) 668-3311 <b>FAX (A/C No.):</b> (603) 668-8413<br><b>E-MAIL ADDRESS:</b> kathy@wizinsurance.com                    |  |
| <b>INSURED</b><br>New Life Ministries of New England, Inc., DBA:<br>Grace Rosado<br>PO Box 148<br>Manchester NH 03105 |  | <b>INSURER(S) AFFORDING COVERAGE</b><br>INSURER A: Philadelphia Indemnity<br>INSURER B: Philadelphia Insurance Company<br>INSURER C: Liberty Mutual<br>INSURER D:<br>INSURER E:<br>INSURER F: |  |
|                                                                                                                       |  | <b>NAIC #</b><br>23043                                                                                                                                                                        |  |

**COVERAGES** **CERTIFICATE NUMBER:** 15-16 **REVISION NUMBER:**

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

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                       | ADDL INSR | SUBR WVD | POLICY NUMBER                                              | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                   |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|------------------------------------------------------------|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <b>GENERAL LIABILITY</b><br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                                                                                          |           |          | PHPK1153257                                                | 4/8/2015                | 4/8/2016                | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000 |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC                                                                                                                         |           |          |                                                            |                         |                         |                                                                                                                                                                                                                                          |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS |           |          | PHPK1153257                                                | 4/8/2015                | 4/8/2016                | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>Non Owned Combined Single \$                                                          |
|          | <input checked="" type="checkbox"/> UMBRELLA LIAB<br><input type="checkbox"/> EXCESS LIAB<br>DED <input checked="" type="checkbox"/> RETENTION \$ 10,000                                                                                                                |           |          | PHUB454366                                                 | 4/8/2015                | 4/8/2016                | EACH OCCURRENCE \$ 1,000,000<br>AGGREGATE \$ 1,000,000                                                                                                                                                                                   |
| C        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below<br>Y/N <input checked="" type="checkbox"/> N/A                            |           |          | Excl: George Rosado<br>Cov: State of NH<br>WC531S604778014 | 5/9/2014                | 5/8/2015                | <input checked="" type="checkbox"/> WC STATUTORY LIMITS<br>OTH-ER<br>E.L. EACH ACCIDENT \$ 500,000<br>E.L. DISEASE - EA EMPLOYEE \$ 500,000<br>E.L. DISEASE - POLICY LIMIT \$ 500,000                                                    |

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

Certificate of Insurance is subject to policy terms, conditions and limitations.

**CERTIFICATE HOLDER****CANCELLATION**

State of New Hampshire  
Dept. of Human Services  
129 Pleasant Street  
Concord, NH 03301

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

AUTHORIZED REPRESENTATIVE

Robert Wieczorek/DMD

# GRACE A. ROSADO

## SKILLS SUMMARY

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***Strong problem solving skills. Extensive experience in program education and development. Ability to coordinate projects and and follow through to its conclusion. Dedicated to making a difference in community affairs. Excellent inter-personal skills with compassion and sensitivity.***

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## WORK HISTORY

1979 – Current

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### ***Executive Director***

**New Life Home for Women and Children** – Manchester, NH

- Established a long term, residential rehabilitation program for women and children, and the first of its kind in the State of New Hampshire.
- Designed and implemented a series of comprehensive components with gender sensitive focus.
- Coordinated educational and small business training through a long distance learning program. Residents were able to secure Associates or Bachelor Degrees.
- Economic and personal developments were enhanced through the life skills training and coordination of employment opportunities offered through local business networks.
- Hired, trained, and managed personnel.
- Developed and maintained relationships with community social service agencies, businesses, and State and local government.
- Managed and secured funding for the on-going program.

2013 - Current  
2008-2010

### ***Chaplain***

**DHHS-DCYF-SYSC** – Manchester, NH

- Provided counseling for youth in crisis.
- Spiritual assessment for all youth entering the Center.
- Supervised volunteers.

2001 – 2008

### ***Associate Pastor***

**Hope Tabernacle Church** – Manchester, NH

- Counseling
- Teaching

## EDUCATION

1972 – 1974  
September 2002

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**Ministerial Studies - Zion Bible College** - Barrington, RI  
*Ordination received through Zion Gospel Temple*

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## AWARD

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**2015 Humanity Award, Boston, Massachusetts**

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## REFERENCES

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**Available upon request.**

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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-4451 1-800-852-3345 Ext. 4451  
FAX: 603-271-4729 TDD Access: 1-800-735-2964

Nicholas A. Toumpas  
Commissioner

Maggie Bishop  
Director

April 29, 2013

7/10/13  
#82

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to enter into an agreement with Rev. Grace Rosado, (Vendor #153643 B001), 2222 Elm Street, Manchester, NH 03304 for the provision of spiritual services to the detained and adjudicated youth at the John H. Sununu Youth Services Center, effective July 1, 2013 or date of Governor and Executive Council approval, whichever comes later, through June 30, 2015, in an amount not to exceed \$65,000.00. Funds for this purpose are anticipated to be in State Fiscal Years 2014 and 2015 upon the availability and continued appropriation of funds in the future operating budgets, with the authority to adjust amounts, if needed and justified, between State Fiscal Years:

05-95-42-421410-79070000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, JUVENILE JUSTICE SERVICES, JAIBG

| Fiscal year | Class/Object | Class Title                    | Activity Number | Amount      |
|-------------|--------------|--------------------------------|-----------------|-------------|
| 2014        | 102-500731   | Contracts for Program Services | 41133006        | \$32,500.00 |
| 2015        | 102-500731   | Contracts for Program Services | 41133006        | \$32,500.00 |
|             |              |                                | Total           | \$65,000.00 |

**EXPLANATION**

This contract is for the purpose of providing spiritual services as a Chaplain Assistant to the detained and adjudicated youth at the John H. Sununu Youth Services Center. Spiritual Services include facilitating bible study; prayer and chapel prayer requests; one-on-one spiritual counseling to youth who have indicated a desire to participate; conducting entrance and exit interviews with youth; administering spiritual assessments; and supervising spiritual volunteers. The Chaplain Assistant will also collaborate and coordinate services with the clinicians on staff to maintain the continuity of a holistic approach to treatment.

If Governor and Executive Council should not approve this contract the youth at the John H. Sununu Youth Services Center will not receive spiritual services and the guidance of a spiritual mentor. This service has been well received by the youth at the Center. This service is neither federally nor State mandated, however offering

these services would enhance the Center's overall goal of providing a holistic approach to the well being of the youth served.

A Request For Proposals seeking qualified professionals was posted on the Department of Health and Human Services' web site on August 29, 2012; there were no responses to this issuance. A second Request For Proposals seeking qualified professionals was posted on the Department of Health and Human Services' web site on December 10, 2012, there were no responses to this issuance. A third Request For Proposals seeking qualified professionals was posted on the Department of Health and Human Services' web site on February 18, 2013, there was one response to this issuance. One proposal was received: that being from Rev. Grace Rosado. The proposal was reviewed by personnel within the Division for Children, Youth and Families to ensure it met the requirements of the Request. The reviewers were Penny Sampson, Director, John H. Sununu Youth Services Center, Jose Luna, Chaplain Sununu Youth Services Center and Rachel DeVita, Psychological Associate, Sununu Youth Services Center. The bidder scored 92 out of a possible 100 points.

#### Agreement Terms

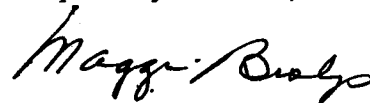
The agreement calls for the provision of these services for two years and reserves the Division's right to renew them for up to four additional years based on the satisfactory delivery of services, continued availability of supporting funds, and Governor and Council approval.

Area served: Statewide

The source of funds is 100% Federal Funds.

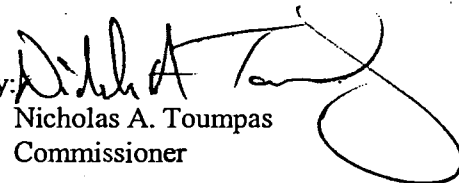
In the event that Federal Funds become no longer available, General Funds will not be requested to support this contract.

Respectfully submitted,



Maggie Bishop  
Director

Approved by:



Nicholas A. Toumpas  
Commissioner

# Proposal Evaluation Summary RFP Name: Spiritual Services - SYSC

Date: April 4, 2013

| Average of All Scores |                                                                                        | Individual Evaluation Scores |        |
|-----------------------|----------------------------------------------------------------------------------------|------------------------------|--------|
| Rev. Grace Rosado     |                                                                                        | Rev. Grace Rosado            |        |
| Average               |                                                                                        | Raw                          |        |
| 1                     | Experience and ability to perform the duties as described in the RFP (up to 30 points) | 29.00                        | 87.00  |
| 2                     | Coordination with Staff (up to 15 points)                                              | 13.33                        | 40.00  |
| 3                     | Data Collection (up to 15 points)                                                      | 13.00                        | 39.00  |
| 4                     | Cost (up to 40 points)                                                                 | 36.67                        | 110.00 |
| Sub Total             |                                                                                        | 92.00                        | 276.00 |

## EVALUATION COMMITTEE BACKGROUND

Penny Sampson: SYSC, Director Sununu Youth Services Center  
 Jose Luna: SYSC, Chaplain, Sununu Youth Services Center  
 Rachel Devita: Psychological Associate, Sununu Youth Services Center

Subject: Spiritual Services - Sununu Youth Services Center**AGREEMENT**

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

**GENERAL PROVISIONS****1. IDENTIFICATION.**

|                                                                                                                                                                                                                                                                                                                                                                     |                                                       |                                                                                 |                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------|
| <b>1.1 State Agency Name</b><br>Department of Health and Human Services<br>Division for Children, Youth and Families                                                                                                                                                                                                                                                |                                                       | <b>1.2 State Agency Address</b><br>129 Pleasant Street<br>Concord, NH 03301     |                                            |
| <b>1.3 Contractor Name</b><br>Rev. Grace Rosado                                                                                                                                                                                                                                                                                                                     |                                                       | <b>1.4 Contractor Address</b><br>2222 Elm Street<br>Manchester, NH 03104        |                                            |
| <b>1.5 Contractor Phone Number</b><br>603-682-3399                                                                                                                                                                                                                                                                                                                  | <b>1.6 Account Number</b><br>05-95-42-421410-79070000 | <b>1.7 Completion Date</b><br>June 30, 2015                                     | <b>1.8 Price Limitation</b><br>\$65,000.00 |
| <b>1.9 Contracting Officer for State Agency</b><br>John Harrington                                                                                                                                                                                                                                                                                                  |                                                       | <b>1.10 State Agency Telephone Number</b><br>603-271-9540                       |                                            |
| <b>1.11 Contractor Signature</b><br><i>Rev. Grace A. Rosado</i>                                                                                                                                                                                                                                                                                                     |                                                       | <b>1.12 Name and Title of Contractor Signatory</b><br>Rev. Grace Rosado         |                                            |
| <b>1.13 Acknowledgement:</b> State of <u>NH</u> , County of <u>Hillsboro</u><br>On <u>4/25/13</u> before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12. |                                                       |                                                                                 |                                            |
| <b>1.13.1 Signature of Notary Public or Justice of the Peace</b><br><br>[Seal] <i>Mary Katherine Gozofski</i>                                                                                                                                                                                                                                                       |                                                       |                                                                                 |                                            |
| <b>1.13.2 Name and Title of Notary Public or Justice of the Peace</b><br><i>Mary Katherine Gozofski</i><br>Notary Public - New Hampshire<br>My Commission Expires July 11, 2017                                                                                                                                                                                     |                                                       |                                                                                 |                                            |
| <b>1.14 State Agency Signature</b><br><i>Maggie Bishop</i>                                                                                                                                                                                                                                                                                                          |                                                       | <b>1.15 Name and Title of State Agency Signatory</b><br>Maggie Bishop, Director |                                            |
| <b>1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)</b><br>By: _____ Director, On: _____                                                                                                                                                                                                                               |                                                       |                                                                                 |                                            |
| <b>1.17 Approval by the Attorney General (Form, Substance and Execution)</b><br>By: <i>Jeannette P. Herrick</i> Attorney On: <u>13 May 2013</u>                                                                                                                                                                                                                     |                                                       |                                                                                 |                                            |
| <b>1.18 Approval by the Governor and Executive Council</b><br>By: _____ On: _____                                                                                                                                                                                                                                                                                   |                                                       |                                                                                 |                                            |

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

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

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

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

**4. CONDITIONAL NATURE OF AGREEMENT.**

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

**5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.**

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

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

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

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

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

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

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

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

**7. PERSONNEL.**

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

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

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

## 8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

## 9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

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

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

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

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

## 14. INSURANCE.

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

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

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

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

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

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

#### **15. WORKERS' COMPENSATION.**

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

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

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

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

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

#### **19. CONSTRUCTION OF AGREEMENT AND TERMS.**

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

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

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

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

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

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

**Exhibit A**  
**SCOPE OF SERVICES**

**DATE:** April 12, 2013

**CONTRACT PERIOD:** July 1, 2013 – June 30, 2015

**CONTRACTOR**  
**NAME:** Rev. Grace Rosado

**ADDRESS:** 2222 Elm Street  
Manchester, NH 03104

**TELEPHONE:** (603) 682-3399

**Email:** garjoy@comcast.net

**1. Provisions Applicable To All Services**

1.1 The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or Federal or State court orders may have an impact on the Service(s) described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Contract so as to achieve compliance therewith, in which event the price limitations for such Service(s) will be renegotiated.

**2. Services To Be Provided**

2.1 The Contractor shall enhance the quality of spiritual services for youth residing at the Sununu Youth Services center;

2.2 The Contractor shall increase protective factors for the youth; and

2.3 The Contractor shall provide a more holistic approach for treatment.

**3. Program Operations**

1. The Contractor shall perform the following duties working up to a minimum of thirty-five (35) hours per week, for fifty (50) weeks:
  - a. Weekly Bible Studies offered at every unit;
  - b. Introduction to each youth and offer one-on-one counseling as requested;
  - c. Conduct spiritual assessments for every incoming youth;
  - d. Prayer request forms given out and collected weekly for specific prayer needs;

- e. Develop weekly faith-based groups-depending on interests and needs of youth; and
    - f. Recruit spiritual volunteers to enhance positive program outcomes; and
    - g. Follow up with youths who are no longer residents in the facility either by phone or in writing;
  2. The Contractor shall collaborate and coordinate services with the Bureau Chief or Treatment Coordinators to maintain the continuity of a holistic approach to treatment.
3. Staff Qualifications
1. The Contractor shall be associated with a faith-based organization and have 30 credits in a related field.
  2. The Contractor shall require that all staff, sub-contractors, and volunteers working on this project, who come into contact with children, receive background and central registry checks.
4. Records and Reports
1. The Contractor shall submit up-to-date written documentation for which youth have been provided services, summarizing data, preparing reports and making recommendations based on findings:
    - a. Report the number of youth who attend at least one religious service per week;
    - b. Report the number of youth who attend at least one service per month;
    - c. Report will include if the youth is a member of a religious group or institution.
5. Deliverables and Performance Measures

| Deliverables                                         | Annual Goal        |
|------------------------------------------------------|--------------------|
| The number of Bible Studies facilitated              | 50 – one per week  |
| The number of One-on one counseling sessions offered | As requested       |
| The number of Spiritual assessments conducted        | 100% of population |
| The number of Prayer requests conducted              | 100%               |
| The number of Faith-based group meetings             | 50 – one per week  |
| The number of Spiritual volunteers recruited         | 25                 |

| Performance Measures                                                                                     | Annual Goal |
|----------------------------------------------------------------------------------------------------------|-------------|
| The number of youth surveyed who are no longer residents of the Center.                                  | 100%        |
| The percentage of youth surveyed who report that they attend at least one religious service a week.      | 100%        |
| The percentage of youth surveyed who report that they attend at least one religious service per month.   | 100%        |
| The percentage of youth surveyed who report that they are a member of a religious group, or institution. | 100%        |

**NH Department of Health and Human Services**

**STANDARD EXHIBIT B**

**PURCHASE OF SERVICES**

Contractor Name: Rev. Grace Rosado

Contract Period: Effective July 1, 2013 or on Governor and Council date of approval,  
whichever is later thru June 30, 2015

1. Subject to the Provider's compliance with the terms and conditions of this agreement, and for services provided to eligible individuals, the Office of the Commissioner shall reimburse the provider up to a maximum total payment of \$65,000.00.
  - 1.1 Provider shall submit a timesheet using the Contractor Timesheet, Exhibit B-3 of reimbursement of time.
  - 1.3 Invoices should be submitted on the Chaplain Assistant form, Exhibit B-5, not less than monthly and no later than quarterly. The invoice will be sent out each quarter, or as often as the vendor submits an invoice with the updated information.
  - 1.4 A final payment request shall be submitted no later than forty-five (45) days after the Contract ends. Failure to submit the invoice by this date could result in non-payment.
  - 1.5 Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this Contract may be withheld, in whole or in part, in the event of noncompliance with any State or Federal law, rule or regulation applicable to the Services provided, or if the said Services have not been completed in accordance with the terms and conditions of this Agreement.
  - 1.6 Payments may be withheld pending receipt of required reports as outlined in Exhibits A and B-2.
2. The Division reserves the right to renew the Contract for up to four years, subject to continued availability of funds, satisfactory performance of services, and approval by the Governor and Executive Council.

Contractor Initials: [Signature]  
Date: 4/24/13

- 2.1 A signed Timesheet, Exhibit B-3; a signed invoice, Exhibit B-5, detailing actual expenditures and a Demographic Log report, Exhibit B-4 shall be returned to the **Division for Children Youth and Families**, in order to initiate payment. Please mail the invoice to:

Pamela Sullivan  
Juvenile Justice Specialist  
Division for Children, Youth and Families  
Department of Health and Human Services  
1056 River Rd.  
Manchester, NH 03104

Contractor Initials: 

Date: 4/24/13

State of New Hampshire  
Department of Health and Human Services

Division for Children, Youth and Families

EXHIBIT B-1 - Spiritual Services - SYSC  
PERSONNEL DATA - Rev. Grace Rosado  
State Fiscal Year 2014

|   | Name            | Title              | Annual Salary | % of Time to Work on the Project | Project Amount Charged for SFY 2014 (7/1/13 - 6/30/14) |
|---|-----------------|--------------------|---------------|----------------------------------|--------------------------------------------------------|
| 1 | Grace A. Rosado | Spiritual Services | \$ 32,500.00  | 100%                             | \$ 32,500.00                                           |
| 2 |                 |                    | \$ -          |                                  | \$ -                                                   |
| 3 |                 |                    | \$ -          |                                  | \$ -                                                   |
| 4 |                 |                    | \$ -          |                                  | \$ -                                                   |
| 5 |                 |                    | \$ -          |                                  | \$ -                                                   |
| 6 |                 |                    | \$ -          |                                  | \$ -                                                   |
| 7 |                 |                    | \$ -          |                                  | \$ -                                                   |
| 8 |                 |                    |               |                                  |                                                        |
| 9 |                 |                    |               |                                  |                                                        |
|   | Total:          |                    |               |                                  | \$ 32,500.00                                           |

State Fiscal Year 2015

|   | Name            | Title              | Annual Salary | % of Time to Work on the Project | Project Amount Charged for SFY 2015 (7/1/14 - 6/30/15) |
|---|-----------------|--------------------|---------------|----------------------------------|--------------------------------------------------------|
| 1 | Grace A. Rosado | Spiritual Services | \$ 32,500.00  | 100%                             | \$ 32,500.00                                           |
| 2 |                 |                    | \$ -          |                                  | \$ -                                                   |
| 3 |                 |                    | \$ -          |                                  | \$ -                                                   |
| 4 |                 |                    | \$ -          |                                  | \$ -                                                   |
| 5 |                 |                    | \$ -          |                                  | \$ -                                                   |
| 6 |                 |                    | \$ -          |                                  | \$ -                                                   |
| 7 |                 |                    | \$ -          |                                  | \$ -                                                   |
| 8 |                 |                    |               |                                  | \$ -                                                   |
| 9 |                 |                    |               |                                  |                                                        |
|   | Total:          |                    |               |                                  | \$ 32,500.00                                           |

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

**Bidder/Program Name: Spiritual Services - SYSC**

**Budget Request for: #13-DHHS-DCYF-SYSC-20-03**

(Name of RFP)

**Budget Period: 7/1/14 - 6/30/15**

|                                         | Direct | Indirect | Grand Total         | Direct | Indirect            | Grand Total |
|-----------------------------------------|--------|----------|---------------------|--------|---------------------|-------------|
| 1. Total Salary/Wages                   | \$     | \$       | 32,500.00           | \$     | 32,500.00           |             |
| 2. Employee Benefits                    | \$     | \$       | \$                  | \$     | \$                  |             |
| 3. Consultants                          | \$     | \$       | \$                  | \$     | \$                  |             |
| 4. Equipment:                           | \$     | \$       | \$                  | \$     | \$                  |             |
| Rental                                  | \$     | \$       | \$                  | \$     | \$                  |             |
| Repair and Maintenance                  | \$     | \$       | \$                  | \$     | \$                  |             |
| Purchase/Depreciation                   | \$     | \$       | \$                  | \$     | \$                  |             |
| 5. Supplies:                            | \$     | \$       | \$                  | \$     | \$                  |             |
| Educational                             | \$     | \$       | \$                  | \$     | \$                  |             |
| Office                                  | \$     | \$       | \$                  | \$     | \$                  |             |
| 6. Travel                               | \$     | \$       | \$                  | \$     | \$                  |             |
| 7. Occupancy                            | \$     | \$       | \$                  | \$     | \$                  |             |
| 8. Current Expenses                     | \$     | \$       | \$                  | \$     | \$                  |             |
| Telephone                               | \$     | \$       | \$                  | \$     | \$                  |             |
| Postage                                 | \$     | \$       | \$                  | \$     | \$                  |             |
| Subscriptions                           | \$     | \$       | \$                  | \$     | \$                  |             |
| Audit and Legal                         | \$     | \$       | \$                  | \$     | \$                  |             |
| Insurance                               | \$     | \$       | \$                  | \$     | \$                  |             |
| Board Expenses                          | \$     | \$       | \$                  | \$     | \$                  |             |
| 9. Software                             | \$     | \$       | \$                  | \$     | \$                  |             |
| 10. Marketing/Communications            | \$     | \$       | \$                  | \$     | \$                  |             |
| 11. Staff Education and Training        | \$     | \$       | \$                  | \$     | \$                  |             |
| 12. Subcontracts/Agreements             | \$     | \$       | \$                  | \$     | \$                  |             |
| 13. Other (specific details mandatory): | \$     | \$       | \$                  | \$     | \$                  |             |
| <b>TOTAL</b>                            | \$ -   | \$ -     | <b>\$ 32,500.00</b> | \$ -   | <b>\$ 32,500.00</b> |             |

Indirect As A Percent of Direct

#DIV/0!

Contractor Initials:                     

Date:                     

4/24/13



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR CHILDREN, YOUTH & FAMILIES

*SUNUNU YOUTH SERVICES CENTER*

Nicholas A. Toumpas  
Commissioner

Maggie Bishop  
DCYF Director

Penny Sampson  
SYSC Director

1056 NORTH RIVER ROAD, MANCHESTER, NH 03104

603-625-5471 FAX: 603-669-1203

TDD Access: 1-800-735-2964 www.dhhs.nh.gov

Exhibit B-3

Contractor Timesheet

Contractor Name:

Contractor's Title:

Pay Period:

| Day       | Date | Time In | Time Out | Total hours Worked |
|-----------|------|---------|----------|--------------------|
| Monday    |      |         |          |                    |
| Tuesday   |      |         |          |                    |
| Wednesday |      |         |          |                    |
| Thursday  |      |         |          |                    |
| Friday    |      |         |          |                    |
| Saturday  |      |         |          |                    |
| Sunday    |      |         |          |                    |
| TOTAL HRS |      |         |          |                    |

Contractor Signature

Date:

Supervisors Signature

Date:

Contractor Initials: *JH*

Date: *4/24/13*

B-4 Demographic Log  
Spiritual Services

| Oct 10 to Sept 11           | Oct | Nov | Dec | Jan | Feb | March | April | May | June | July | Aug | Sept |
|-----------------------------|-----|-----|-----|-----|-----|-------|-------|-----|------|------|-----|------|
| <b>Bible Studies</b>        |     |     |     |     |     |       |       |     |      |      |     |      |
| # of Males                  |     |     |     |     |     |       |       |     |      |      |     |      |
| Unit G                      |     |     |     |     |     |       |       |     |      |      |     |      |
| Unit H                      |     |     |     |     |     |       |       |     |      |      |     |      |
| Detention                   |     |     |     |     |     |       |       |     |      |      |     |      |
| Re-stab (F)                 |     |     |     |     |     |       |       |     |      |      |     |      |
| White                       |     |     |     |     |     |       |       |     |      |      |     |      |
| Black                       |     |     |     |     |     |       |       |     |      |      |     |      |
| Hispanic                    |     |     |     |     |     |       |       |     |      |      |     |      |
| Asian                       |     |     |     |     |     |       |       |     |      |      |     |      |
| # of Females                |     |     |     |     |     |       |       |     |      |      |     |      |
| Unit G                      |     |     |     |     |     |       |       |     |      |      |     |      |
| Detention                   |     |     |     |     |     |       |       |     |      |      |     |      |
| Re-stab (F)                 |     |     |     |     |     |       |       |     |      |      |     |      |
| White                       |     |     |     |     |     |       |       |     |      |      |     |      |
| Black                       |     |     |     |     |     |       |       |     |      |      |     |      |
| Hispanic                    |     |     |     |     |     |       |       |     |      |      |     |      |
| Asian                       |     |     |     |     |     |       |       |     |      |      |     |      |
| <b>Spiritual Counseling</b> |     |     |     |     |     |       |       |     |      |      |     |      |
| # of Males                  |     |     |     |     |     |       |       |     |      |      |     |      |
| Unit G                      |     |     |     |     |     |       |       |     |      |      |     |      |
| Unit H                      |     |     |     |     |     |       |       |     |      |      |     |      |
| Detention                   |     |     |     |     |     |       |       |     |      |      |     |      |
| Re-stab (F)                 |     |     |     |     |     |       |       |     |      |      |     |      |
| White                       |     |     |     |     |     |       |       |     |      |      |     |      |
| Black                       |     |     |     |     |     |       |       |     |      |      |     |      |
| Hispanic                    |     |     |     |     |     |       |       |     |      |      |     |      |
| Asian                       |     |     |     |     |     |       |       |     |      |      |     |      |
| # of Females                |     |     |     |     |     |       |       |     |      |      |     |      |
| Unit G                      |     |     |     |     |     |       |       |     |      |      |     |      |
| Detention                   |     |     |     |     |     |       |       |     |      |      |     |      |
| Re-stab (F)                 |     |     |     |     |     |       |       |     |      |      |     |      |
| White                       |     |     |     |     |     |       |       |     |      |      |     |      |
| Black                       |     |     |     |     |     |       |       |     |      |      |     |      |
| Hispanic                    |     |     |     |     |     |       |       |     |      |      |     |      |
| Asian                       |     |     |     |     |     |       |       |     |      |      |     |      |
| Pray Requests               |     |     |     |     |     |       |       |     |      |      |     |      |
| # of Males                  |     |     |     |     |     |       |       |     |      |      |     |      |
| Unit G                      |     |     |     |     |     |       |       |     |      |      |     |      |

Contractor Initials:   *ll*    
Date:   4/24/13

## B-4 Demographic Log

[illegible]

**Contractor Initials:**

Date: 7/24/13

## B-4 Demographic Log Spiritual Services

[illegible]

Contractor Initials:

Date: 4/24/13

[illegible]

4/2

4/24

B-5, Chaplin Invoice Form  
Spiritual Services - SYSC

|                                                                                                                                                                                                                                                                                    |                |                  |                     |                       |                  |                    |                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------|---------------------|-----------------------|------------------|--------------------|-----------------------|
| Department of Health & Human Services                                                                                                                                                                                                                                              |                |                  |                     | To:                   |                  |                    |                       |
| Division for Juvenile Justice Services                                                                                                                                                                                                                                             |                |                  |                     |                       |                  |                    |                       |
| 1056 N. River Rd.                                                                                                                                                                                                                                                                  |                |                  |                     |                       |                  |                    |                       |
| Manchester, NH 03104                                                                                                                                                                                                                                                               |                |                  |                     |                       |                  |                    |                       |
| Report Date:                                                                                                                                                                                                                                                                       | 4/23/2013      |                  |                     | Period End:           | 12/31/2007       |                    |                       |
| Report No:                                                                                                                                                                                                                                                                         | 1              |                  |                     | Grant Start:          | 10/1/2007        |                    |                       |
| Grant No:                                                                                                                                                                                                                                                                          |                |                  |                     | Grant End:            | 9/30/2008        |                    |                       |
| Program:                                                                                                                                                                                                                                                                           |                |                  |                     |                       |                  |                    |                       |
| Total Award:                                                                                                                                                                                                                                                                       | \$ -           |                  |                     | Federal Draw Down     | \$ -             |                    |                       |
| Fed. Share:                                                                                                                                                                                                                                                                        | \$ -           | Grt Match%       | Cur Match%          | Federal Expenditure   | \$ -             |                    |                       |
| Rec Share:                                                                                                                                                                                                                                                                         | \$ -           | #DIV/0!          | #DIV/0!             | Recipient Expenditure | \$ -             |                    |                       |
|                                                                                                                                                                                                                                                                                    |                |                  |                     | Balance Available     | \$ -             |                    |                       |
| Budget Category                                                                                                                                                                                                                                                                    | Budget Federal | Expended Federal | This Period Federal | Remaining Federal     | Budget Recipient | Expended Recipient | This Period Recipient |
| Personnel                                                                                                                                                                                                                                                                          | -              | -                | -                   | -                     | -                | -                  | -                     |
| Benefits                                                                                                                                                                                                                                                                           | -              | -                | -                   | -                     | -                | -                  | -                     |
| Contractual                                                                                                                                                                                                                                                                        | -              | -                | -                   | -                     | -                | -                  | -                     |
| Facility                                                                                                                                                                                                                                                                           | -              | -                | -                   | -                     | -                | -                  | -                     |
| Equipment                                                                                                                                                                                                                                                                          | -              | -                | -                   | -                     | -                | -                  | -                     |
| Supplies                                                                                                                                                                                                                                                                           | -              | -                | -                   | -                     | -                | -                  | -                     |
| Travel                                                                                                                                                                                                                                                                             | -              | -                | -                   | -                     | -                | -                  | -                     |
| Telephone                                                                                                                                                                                                                                                                          | -              | -                | -                   | -                     | -                | -                  | -                     |
| Other Costs                                                                                                                                                                                                                                                                        | -              | -                | -                   | -                     | -                | -                  | -                     |
| TOTALS                                                                                                                                                                                                                                                                             | -              | -                | -                   | -                     | -                | -                  | -                     |
| Certification:                                                                                                                                                                                                                                                                     |                |                  |                     |                       |                  |                    |                       |
| I certify that to the best of my knowledge and belief, this report is correct and complete for the period covered, and that all personnel and other expenditures declared as Federal and Recipient expenses are for allowable activities approved by the NH DHHS for this program. |                |                  |                     |                       |                  |                    |                       |
| Authorized Official _____ Date _____ Financial Officer _____ Date _____                                                                                                                                                                                                            |                |                  |                     |                       |                  |                    |                       |
| <b>SUMMARY OF EXPENDITURES REPORT REQUIRES SIGNATURES OF TWO SEPARATE OFFICIALS</b>                                                                                                                                                                                                |                |                  |                     |                       |                  |                    |                       |
| Do not write below this line. For NH DHHS use only.                                                                                                                                                                                                                                |                |                  |                     |                       |                  |                    |                       |
| Vendor #                                                                                                                                                                                                                                                                           | Amount         | Encum#           | Fed Grant#          | Approp#               | Grant ID         | Sch Pay Date       |                       |
|                                                                                                                                                                                                                                                                                    |                |                  |                     |                       |                  |                    |                       |
|                                                                                                                                                                                                                                                                                    |                |                  |                     |                       |                  |                    |                       |
| THIS REPORT WAS GENERATED BY THE SUBGRANTEE USING AN EXCEL SPREADSHEET PROVIDED BY THE NEW HAMPSHIRE DEPARTMENT OF HEALTH & HUMAN SERVICES                                                                                                                                         |                |                  |                     |                       |                  |                    |                       |
| Program:                                                                                                                                                                                                                                                                           |                | Fiscal:          |                     | Bus. Manager:         |                  |                    |                       |

Contractor Initials: *JS*  
Date: *4/24/13*

## NH Department of Health and Human Services

## STANDARD EXHIBIT C

SPECIAL PROVISIONS

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

**2. Compliance with Federal and State Laws:** If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.

**3. Time and Manner of Determination:** Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.

**4. Documentation:** In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.

**5. Fair Hearings:** The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.

**6. Gratuities or Kickbacks:** The Contractor agrees that it is a breach of this Contract to accept or make a payment, gratuity or offer of employment on behalf of the Contractor, any Sub-Contractor or the State in order to influence the performance of the Scope of Work detailed in Exhibit A of this Contract. The State may terminate this Contract and any sub-contract or sub-agreement if it is determined that payments, gratuities or offers of employment of any kind were offered or received by any officials, officers, employees or agents of the Contractor or Sub-Contractor.

**7. Retroactive Payments:** Notwithstanding anything to the contrary contained in the Contract or in any other document, contract or understanding, it is expressly understood and agreed by the parties hereto, that no payments will be made hereunder to reimburse the Contractor for costs incurred for any purpose or for any services provided to any individual prior to the Effective Date of the Contract and no payments shall be made for expenses incurred by the Contractor for any services provided prior to the date on which the individual applies for services or (except as otherwise provided by the federal regulations) prior to a determination that the individual is eligible for such services.

**8. Conditions of Purchase:** Notwithstanding anything to the contrary contained in the Contract, nothing herein contained shall be deemed to obligate or require the Department to purchase services hereunder at a rate which reimburses the Contractor in excess of the Contractor's costs, at a rate which exceeds the amounts reasonable and necessary to assure the quality of such service, or at a rate which exceeds the rate charged by the Contractor to ineligible individuals or other third party funders for such service. If at any time during the term of this Contract or after receipt of the Final Expenditure Report hereunder, the Department shall determine that the Contractor has used payments hereunder to reimburse items of expense other than such costs, or has received payment in excess of such costs or in excess of such rates charged by the Contractor to ineligible individuals or other third party funders, the Department may elect to:

**8.1** Renegotiate the rates for payment hereunder, in which event new rates shall be established;

**8.2** Deduct from any future payment to the Contractor the amount of any prior reimbursement in excess of costs;

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

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

9. **Maintenance of Records:** In addition to the eligibility records specified above, the Contractor covenants and agrees to maintain the following records during the Contract Period:

9.1 **Fiscal Records:** books, records, documents and other data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor during the Contract Period, said records to be maintained in accordance with accounting procedures and practices which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.

9.2 **Statistical Records:** Statistical, enrollment, attendance or visit records for each recipient of services during the Contract Period, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.

9.3 **Medical Records:** Where appropriate and as prescribed by the Department regulations, the Contractor shall retain medical records on each patient/recipient of services.

10. **Audit:** Contractor shall submit an annual audit to the Department within 60 days after the close of the Contractor fiscal year. It is recommended that the report be prepared in accordance with the provision of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.

10.1 **Audit and Review:** During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts.

10.2 **Audit Liabilities:** In addition to and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department, all payments made under the Contract to which exception has been taken or which have been disallowed because of such an exception.

11. **Confidentiality of Records:** All information, reports, and records maintained hereunder or collected in connection with the performance of the services and the Contract shall be confidential and shall not be disclosed by the Contractor, provided however, that pursuant to state laws and the regulations of the Department regarding the use and disclosure of such information, disclosure may be made to public officials requiring such information in connection with their official duties and for purposes directly connected to the administration of the services and the Contract; and provided further, that the use or disclosure by any party of any information concerning a recipient for any purpose not directly connected with the administration of the Department or the Contractor's responsibilities with respect to purchased services hereunder is prohibited except on written consent of the recipient, his attorney or guardian.

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

12. **Reports: Fiscal and Statistical:** The Contractor agrees to submit the following reports at the following times if requested by the Department.

**12.1 Interim Financial Reports:** Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.

**12.2 Final Report:** A final report shall be submitted within thirty (30) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.

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

**14. Credits:** All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:

**14.1** The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.

**15. Prior Approval and Copyright Ownership:**

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

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

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

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

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

- Monitor the subcontractor's performance on an ongoing basis
- Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed
- DHHS shall review and approve all subcontracts.

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

#### **SPECIAL PROVISIONS – DEFINITIONS**

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

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

**DEPARTMENT:** NH Department of Health and Human Services.

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

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

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

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

**NH Department of Health and Human Services**

**STANDARD EXHIBIT C-1**

**ADDITIONAL SPECIAL PROVISIONS**

1. The Department reserves the right to renew this contract for up to four additional years subject to continued availability of funds, satisfactory performance of services, and approval of contract renewal by the Governor and Executive Council.

## NH Department of Health and Human Services

## STANDARD EXHIBIT D

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

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

**ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS****US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS****US DEPARTMENT OF EDUCATION - CONTRACTORS****US DEPARTMENT OF AGRICULTURE - CONTRACTORS**

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

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

- (A) The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an ongoing drug-free awareness program to inform employees about
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

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

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

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

Grace A Rosado From: 7-1-13 To: 6-30-15  
 (Contractor Name) (Period Covered by this Certification)

Reverend Grace Rosado  
 (Name & Title of Authorized Contractor Representative)

Grace A Rosado  
 (Contractor Representative Signature)

April 24, 2013  
 (Date)

## NH Department of Health and Human Services

## STANDARD EXHIBIT E

CERTIFICATION REGARDING LOBBYING

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

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

Programs (indicate applicable program covered):

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

Contract Period: \_\_\_\_\_ through \_\_\_\_\_

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

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

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

Grace A. Rosado  
(Contractor Representative Signature)

Reverend Grace Rosado  
(Authorized Contractor Representative Name & Title)

Grace A. Rosado  
(Contractor Name)

April 24, 2013  
(Date)

## NH Department of Health and Human Services

## STANDARD EXHIBIT F

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

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

**INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.

Contractor Initials: Date: 4/24/13

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

#### **PRIMARY COVERED TRANSACTIONS**

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

**LOWER TIER COVERED TRANSACTIONS**

By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).

The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

|                                                                 |                                                                                     |
|-----------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <u>Grace A. Rosado</u><br>(Contractor Representative Signature) | <u>Reverend Grace Rosado</u><br>(Authorized Contractor Representative Name & Title) |
| <u>GRACE A. ROSADO</u><br>(Contractor Name)                     | <u>April 24, 2013</u><br>(Date)                                                     |

Contractor Initials: GR  
Date: 4/24/13

NH Department of Health and Human Services

STANDARD EXHIBIT G

**CERTIFICATION REGARDING**  
**THE AMERICANS WITH DISABILITIES ACT COMPLIANCE**

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

1. By signing and submitting this proposal (contract) the Contractor agrees to make reasonable efforts to comply with all applicable provisions of the Americans with Disabilities Act of 1990.

Grace A Rosado  
(Contractor Representative Signature)

Reverend Grace Rosado  
(Authorized Contractor Representative Name & Title)

Grace A. Rosado  
(Contractor Name)

April 24, 2013  
(Date)

## NH Department of Health and Human Services

## STANDARD EXHIBIT H

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

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

Grace A Rosado  
(Contractor Representative Signature)

Reverend Grace Rosado  
(Authorized Contractor Representative Name & Title)

GRACE A- ROSADO  
(Contractor Name)

April 24, 2013  
(Date)