



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

BUREAU OF COMMUNITY BASED MILITARY PROGRAMS

Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate Commissioner

129 PLEASANT STREET, CONCORD, NH 03301
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August 20, 2015

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

Sole Source

REQUESTED ACTION

Authorize the Department of Health and Human Services, Office of Human Services, to enter into a **sole source** amendment to an existing agreement with Easter Seals New Hampshire, Inc. (Vendor # 177204), 555 Auburn Street, Manchester, NH 03103, to include Sustainable System of Care Improvements to the ServiceLink contract for service members, veterans and/or their families, by increasing the price limitation by \$250,000 from \$1,765,800 to \$2,015,800 effective upon Governor and Executive Council approval, with no change to the end date of September 30, 2016. This contract is funded with 69.93% Federal Funds and 30.07% General Funds.

The original contract was approved by the Governor and Executive Council on December 20, 2013 (Item #62) and amended by agreements (Amendment #1 to the Contract) approved by the Governor and Executive Council on June 4, 2014 (Item #59), (Amendment #2 to the Contract) approved by the Governor and Executive Council on October 1, 2014 (Item #14), and (Amendment #3 to the Contract) approved by Governor and Executive Council on May 6, 2015 (Item #23).

Funds to support this request are anticipated to be available in the following accounts in State Fiscal Year 2016 and State Fiscal Year 2017 upon the 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.

(See attachment for Fiscal Details)

EXPLANATION

This request is **sole source** because it increases the original contract amount by more than ten percent (10%). This sole source amendment increases funding for services that will address the immediate need for Care Coordination Services, in a manner that effectively integrates NH CarePath access and works with partners, to streamline access and create a sustainable and integrated service delivery system that ensures quality of care for New Hampshire's military-veteran population.

The Contractor will provide outreach services to ensure that service members, veterans and their families are aware of and can access care coordination services in a timely manner. During the initial assessment process each case will be screened by the Contractor's experienced intake worker. Care coordinated services will be provided when the Contractor cannot serve the service member, veteran, and/or their family member/s through other contracts, subcontracts or other public funding streams.

The Contractor will work closely with the Bureau of Community Based Military Programs to create a Sustainable Military Access Task Force. The Task Force will establish new protocols and systems that promote easier access points for care. They will also research, identify and apply for federal grants as appropriate, which will include substantial inter-agency partnerships. A memorandum of understanding will be created for inter-agency partnerships to promote further coordination and sustainability efforts beyond the end date of this contract.

This Contractor has established services that assist military personnel and families affected by deployment, such as financial assistance through the Veterans Count program. The Contractor's collaborative partnerships, experience and military cultural competence is unique due to it's' development and implementation of the Deployment Cycle Support Care Coordination Program. The Contractor also assisted with the coordination of services for veterans of all eras through the No Wrong Door system to ensure service members, veterans and their families have access to long term support services, and critical ancillary services related to employment, housing, counseling, suicide prevention and other critical needs. They have also provided cross training to ServiceLink Resource Centers, ProForce and coordinated statewide training for civilian providers. The Contractor's experience gained through these programs uniquely positions them to be able to effectively access and create improvements to the sustainable system of care for service members, veterans and their families.

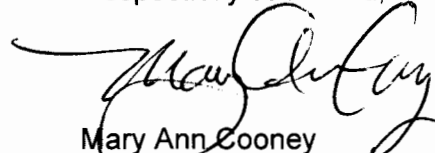
Should the Governor and Executive Council determine to not approve this request approximately one-hundred and twenty-five (125) military related cases will not receive care coordinated support services. Additionally, there will not be a task force in effect to research various federal funding to sustain inter-agency coordinated support services for New Hampshire service members, veterans and their families.

Area served: Statewide

Source of funds: 69.93% Federal Funds
30.07% General Funds

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

Respectfully submitted,



Mary Ann Cooney
Associate Commissioner

Approved by: 

Nicholas A. Toumpas
Commissioner

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICELINK (100% General Funds)**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500734	Contracts for Program Services	2014	\$43,102.83	\$0.00	\$43,102.83
102-500734	Contracts for Program Services	2015	\$85,983.20	\$0.00	\$85,983.20
102-500734	Contracts for Program Services	2016	\$85,848.49	\$0.00	\$85,848.49
102-500734	Contracts for Program Services	2017	\$21,462.00	\$0.00	\$21,462.00
		Subtotal	\$236,396.52	\$0.00	\$236,396.52

05-95-48-481510-6180 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT SERVICES, MEDICAL SERVICES, LTC ASSESSMENT AND COUNSELING (50% Federal Funds; 50% General Funds)**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
550-500398	Assessment & Counseling	2014	\$93,542.32	\$0.00	\$93,542.32
550-500398	Assessment & Counseling	2015	\$221,448.24	\$0.00	\$221,448.24
550-500398	Assessment & Counseling	2016	\$219,001.25	\$0.00	\$219,001.25
550-500398	Assessment & Counseling	2017	\$54,750.00	\$0.00	\$54,750.00
		Subtotal	\$588,741.81	\$0.00	\$588,741.81

05-95-48-481010-9255 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SOCIAL SERVICE BLOCK GRANT (46% Federal Funds; 54% General Funds)**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
545-500387	I & R Contracts	2014	\$13,756.24	\$0.00	\$13,756.24
545-500387	I & R Contracts	2015	\$25,135.65	\$0.00	\$25,135.65
545-500387	I & R Contracts	2016	\$24,528.14	\$0.00	\$24,528.14
545-500387	I & R Contracts	2017	\$6,132.00	\$0.00	\$6,132.00
		Subtotal	\$69,552.03	\$0.00	\$69,552.03

05-95-48-481010-7872 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADM ON AGING GRANTS (86% Federal Funds; 14% General Funds)**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
072-500575	Grants - Federal	2014	\$33,014.92	\$0.00	\$33,014.92
570-500928	Family Caregiver	2014	\$19,587.04	\$0.00	\$19,587.04
072-500575	Grants - Federal	2015	\$47,098.16	\$0.00	\$47,098.16
570-500928	Family Caregiver	2015	\$38,621.06	\$0.00	\$38,621.06
072-500575	Grants - Federal	2016	\$21,024.12	\$0.00	\$21,024.12
570-500928	Family Caregiver	2016	\$38,621.00	\$0.00	\$38,621.00
072-500575	Grants - Federal	2017	\$5,256.00	\$0.00	\$5,256.00
570-500928	Family Caregiver	2017	\$9,655.00	\$0.00	\$9,655.00
		Subtotal	\$212,877.30	\$0.00	\$212,877.30

05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAL SERVICE GRANTS (100% Federal Funds)**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$14,911.91	\$0.00	\$14,911.91
102-500731	Contracts for Program Services	2015	\$25,948.65	\$0.00	\$25,948.65
102-500731	Contracts for Program Services	2016	\$25,949.00	\$0.00	\$25,949.00
102-500731	Contracts for Program Services	2017	\$6,487.00	\$0.00	\$6,487.00
		Subtotal	\$73,296.56	\$0.00	\$73,296.56

05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT - SMPP (75% Federal Funds; 25% General Funds)**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$8,499.81	\$0.00	\$8,499.81
102-500731	Contracts for Program Services	2015	\$10,396.97	\$0.00	\$10,396.97
102-500731	Contracts for Program Services	2016	\$10,397.00	\$0.00	\$10,397.00
102-500731	Contracts for Program Services	2017	\$2,599.00	\$0.00	\$2,599.00
		Subtotal	\$31,892.78	\$0.00	\$31,892.78

05-95-48-481010-8888 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT - MIPPA (100% Federal Funds)

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$6,232.12	\$0.00	\$6,232.12
102-500731	Contracts for Program Services	2015	\$29,377.88	\$0.00	\$29,377.88
102-500731	Contracts for Program Services	2016	\$13,946.00	\$0.00	\$13,946.00
102-500731	Contracts for Program Services	2017	\$3,487.00	\$0.00	\$3,487.00
		Subtotal	\$53,043.00	\$0.00	\$53,043.00

05-95-49-490510-29850000-102-500731 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIV OF COMM BASED SVS, COMMUNITY BASED CARE SERVICES, BALANCE INCENTIVE PROGRAM BIP, (100% FEDERAL FUNDS)

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2015	\$500,000.00	\$0.00	\$500,000.00
102-500731	Contracts for Program Services	2016	\$0.00	\$187,503.00	\$187,503.00
102-500731	Contracts for Program Services	2017	\$0.00	\$62,497.00	\$62,497.00
		Subtotal	\$500,000.00	\$250,000.00	\$750,000.00

Summary for Each Year

Easter Seals New Hampshire, Inc. (Vendor # 177204)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
	2014	\$232,647.19	\$0.00	\$232,647.19
	2015	\$984,009.81	\$0.00	\$984,009.81
	2016	\$439,315.00	\$187,503.00	\$626,818.00
	2017	\$109,828.00	\$62,497.00	\$172,325.00
	Grand Total	\$1,765,800.00	\$250,000.00	\$2,015,800.00



**State of New Hampshire
Department of Health and Human Services
Amendment #4 to the New Hampshire ServiceLink Program Contract**

This fourth (4th) Amendment to the New Hampshire ServiceLink Program contract (hereinafter referred to as "Amendment #4") dated this 19th day of August 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 Easter Seals New Hampshire, Inc. (hereinafter referred to as "the Contractor"), a non-profit corporation with a place of business at 555 Auburn Street, Manchester NH 03103.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on December 20, 2013 (Item #62), and amended by agreements (Amendment #1 to the Contract) approved by the Governor and Executive Council on June 4, 2014 (Item #59), (Amendment #2 to the Contract) approved by the Governor and Executive Council on October 1, 2014 (Item #14), and (Amendment #3 to the Contract) approved by Governor and Executive Council on May 6, 2015 (Item #23), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

WHEREAS, pursuant to the General Provisions, Paragraph 18, the State may amend the agreement by written agreement of the parties upon Governor and Executive Council approval; and

WHEREAS the parties agree to add to the scope of services provided and increase the price limitation; 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 Block 1.8, to read:
\$2,015,800
2. Add Exhibit A-2, Scope of Services for Sustainable System of Care Improvements for Service Members, Veterans, and their Families.
3. Add Exhibit B-18, Budget for Sustainable System of Care Improvements for Service Members, Veterans, and their Families (SFY 2016).
4. Add Exhibit B-19, Budget for Sustainable System of Care Improvements for Service Members, Veterans, and their Families (SFY 2017).
5. Exhibit B – Amendment #3, Method and Conditions Precedent to Payment, Paragraph 1 to read:
 1. The State shall pay the Contractor an amount not to exceed the Price Limitation, block 1.8, of the General Provisions of this Agreement for the services provided by the Contractor pursuant to Exhibit A Amendment #1 Scope of Services and Exhibit A-2, Scope of Services for Sustainable System of Care Improvements for Service Members, Veterans, and their Families.
6. Exhibit B – Amendment #3, Method and Conditions Precedent to Payment, Paragraph 5 to read:
 5. Payment for contracted services will be made on a cost reimbursement basis for allowable expenses based on the budget line items identified in Exhibits B-1 – B19 and in accordance with the Department approved individual program budgets. Each budget is specific to a time



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

period as identified in the budget period at the top of the respective budget form. Allowable costs and expenses shall be determined by DHHS in accordance with applicable state and federal laws and regulations.

7. Delete Exhibit B – Amendment #3, Method and Conditions Precedent to Payment, Paragraph 5.1.
8. Add Exhibit B – Amendment #3, Method and Conditions Precedent to Payment, Paragraph 17 as follows:
 17. Sustainable System of Care Improvements for Service Members, Veterans, and their Families: The funding is from date of Governor and Executive approval of Amendment #4 to September 30, 2016 for the purposes of developing and implementing sustainable system of care improvements as described in Exhibit A-2, Scope of Services for Sustainable System of Care Improvements for Service Members, Veterans, and their Families. Once the program is operational, the contractor shall continue providing the scope of work as defined, without funding from the Department.



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

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,

8/28/15
Date

State of New Hampshire
Department of Health and Human Services

Nicholas A. Toumpas
Nicholas A. Toumpas
Commissioner

Easter Seals New Hampshire, Inc.

8/20/15
Date

Elin Meany
Name Elin Meany
Title CEO

Acknowledgement:

State of NH, County of Hillsborough on 8/20/15, 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

Alycia D. Monroe
Name and Title of Notary or Justice of the Peace





New Hampshire Department of Health and Human Services
New Hampshire ServiceLink Program

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

OFFICE OF THE ATTORNEY GENERAL

9/13/15
Date

[Signature]
Name: Meghan Yager
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:



Exhibit A-2

**Scope of Services for Sustainable System of Care Improvements
for Service Members, Veterans, and their Families**

1. Services to Be Provided

- 1.1. The Contractor shall address the immediate need for Care Coordination Services in a manner that effectively integrates NH CarePath access and work with partners to streamline access and create a sustainable and integrated service delivery system that ensures quality of care for New Hampshire's military-veteran population.
- 1.2. The Contractor will provide Care Coordination services for one-hundred and twenty-five (125) Service Members, Veterans, and/or their Families (SMVF).
 - 1.2.1. Services through this contract will only be provided when the Contractor cannot serve the SMVF through other contracts, subcontracts, or other public funding streams.
- 1.3. The Contractor will provide outreach using an experienced intake coordinator and a care coordination team to ensure that SMVF are aware of services and can access care coordination in a timely manner.
- 1.4. The Contractor will triage all referrals, respond to emergent situations rapidly, meet critical and time-sensitive needs, and provide holistic, client-centered local services, with an emphasis on referrals and linkages to long-term sustainable services through the VA (Veterans Administration), CMHCs (Community Mental Health Centers), and other organizations
- 1.5. The Contractor will screen all cases during initial assessment process for needs such as mental health care, health care, respite care, home-based supports, options counseling and other needs that can be met through NH DHHS' long term services and supports program partners.
 - 1.5.1. All cases in need of services that the NH CarePath system can provide will be screened for Medicaid and other state funding eligibility and connected to ServiceLink Options Counseling as warranted.
- 1.6. The Contractor will designate a highly skilled, clinically licensed Care Coordinator to serve as NH CarePath Access Coordinator, who will:
 - 1.6.1. Coordinate directly with the CMHC system through the Statewide CMHC Military Liaison (and possibly the locally-based CMHC Military Liaisons).
 - 1.6.2. Establish direct contact with all CMHC Liaisons and facilitate referrals from the Contractor to the CMHCs whenever appropriate to meet the mental health care needs of SMVF.
 - 1.6.3. Provide information and assistance to other SMVF care coordination and case management providers (Pro-Force, Harbor Homes, Family Resource Center at Gorham, etc.) to enhance referrals to CMHCs.

ES

8/20/20



Exhibit A-2

- 1.6.4. The Contractor will provide an updated contact list of Military-Civilian stakeholders to the Bureau of Community Based Military Programs. This list shall include but not be limited to:
 - 1.6.4.1. Name;
 - 1.6.4.2. Title;
 - 1.6.4.3. Organization Name;
 - 1.6.4.4. Phone number; and
 - 1.6.4.5. Email address.
- 1.6.5. The Contractor will create and conduct a consumer satisfaction survey (hard copy and/or phone) to solicit input from SMVF, on their "experience" accessing services.
 - 1.6.5.1. Survey shall include: the services, process, rating, and changes needed to improve the services/process.
 - 1.6.5.1.1. A draft copy of the survey shall be provided to the Bureau of Community Based Military Programs within sixty (60) days of the amendment approval date.
- 1.7. The Contractor will work with the Bureau of Community Based Military Programs to establish and coordinate a "Sustainable Military Access Task Force". The Task Force will:
 - 1.7.1. Be comprised of leadership-level representatives from organizations that have Military Access-related contracts with NH DHHS, as well as other military-civilian priority organizations, (to possibly include the VA Medical Center, Vet Center, hospitals, Harbor Homes, Family Resource Centers, Veterans Law Project) and others as identified by DHHS;
 - 1.7.2. Be chaired by the Bureau of Community Based Military Programs, or their designee/s;
 - 1.7.3. Carry out the following activities:
 - 1.7.3.1. Establish a mutually understood definition of sustainability to reflect the importance of leveraging existing resources through inter-agency coordination in maximizing sustainable access, as well as the need for sustainable sources of dedicated funding.
 - 1.7.3.2. Establish new protocols and systems that promote easier access points for care to SMVF, inter-referrals, case collaboration, and assist all partners in better identifying, engaging, and serving SMVF.
 - 1.7.3.3. Research, identify and apply for federal grants (through federal agencies such as SAMHSA, DOD, VA, DOL, etc.) as available and appropriate, with proposals that include substantial inter-agency partnerships.



Exhibit A-2

- 1.7.3.3.1. The Contractor will develop and write the proposal/s as needed and directed by the Bureau Chief of Community Based Military Programs.
- 1.7.3.4. Create a Memorandum of Understanding (MOU) that all Task Force Agencies – as appropriate - will sign, to promote further coordination and sustainability efforts beyond the timeframe of this contract.
 - 1.7.3.4.1. MOU's will be completed and signed by June 2016 and represent an additional one-year (or more) commitment after DHHS contract funds have been expended.
 - 1.7.3.4.2. The Contractor will develop and write the MOU, with technical assistance from NAMI New Hampshire as needed and directed by the Bureau Chief of Community Based Military Programs.
- 1.8. The Contractor will coordinate a minimum of four (4) Task Force meetings over the course of the contract period, this will include:
 - 1.8.1. responsibility for scheduling and obtaining the venue;
 - 1.8.2. communication with attendees;
 - 1.8.3. agenda development (with other leadership);
 - 1.8.4. taking the meeting minutes and distributing them after the meeting to the attendees; and
 - 1.8.5. other meeting logistics
- 1.9. Develop, publish and distribute two (2) newsletters that share the activities, accomplishments, and vision of the current military-civilian partnership projects throughout the State.
 - 1.9.1. A copy of the newsletter shall be submitted to the Bureau Chief of Community Based Military Programs for approval prior to publishing.

2. Reporting

- 2.1. The Contractor will provide a detailed monthly report to the Bureau Chief of Community Based Military Programs which will include but not be limited to:
 - 2.1.1. Type of service provided;
 - 2.1.2. Summary of clients served;
 - 2.1.3. Client demographics;
 - 2.1.4. Financial assistance provided through Veterans Count fund;
 - 2.1.5. Specific client outcomes (securing employment, securing housing, preventing losing housing, accessing mental health care, suicide intervention/prevention); and
 - 2.1.6. Linkages made to Military-Civilian providers.



Exhibit A-2

- 2.2. The Contractor will provide a final report within thirty (30) days of the contract end date which will include a summary of all services, outcomes and linkages.
- 2.3. The Contractor will provide a final report on the Task Force activities, to the Bureau Chief of Community Based Military Programs, which shall include but not be limited to:
 - 2.3.1. Summarizing each partner's project activities and outcomes;
 - 2.3.2. Summative outcomes illustrating how the different projects worked together to achieve project goals;
 - 2.3.3. Information about the Task Force and its' commitment to future sustainability (through the MOU); and
 - 2.3.4. Clear objectives for partners to continue promoting sustainable access through coordinated care, leveraging existing resources, and working together to bring new funding streams into NH to benefit NH SMVF.

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

Bidder/Program Name: Easter Seals New Hampshire, Inc

Budget Request for: BEAS - MIPPA/Service Link Resource Center Program/BIP - Amendment #4

Budget Period: SFY16 - 10/1/15 - 6/30/16

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect	Total	Direct Incremental	Indirect	Total	Direct Incremental	Indirect	Total
1. Total Salary/Wages	\$ 120,275.00	\$ 12,027.00	\$ 132,302.00	-	-	-	\$ 120,275.00	\$ 12,027.00	\$ 132,302.00
2. Employee Benefits	\$ 34,278.00	\$ 3,428.00	\$ 37,706.00	-	-	-	\$ 34,278.00	\$ 3,428.00	\$ 37,706.00
3. Consultants	-	-	-	-	-	-	-	-	-
4. Equipment	-	-	-	-	-	-	-	-	-
Rental	-	-	-	-	-	-	-	-	-
Repair and Maintenance	-	-	-	-	-	-	-	-	-
Purchase/Depreciation	\$ 900.00	\$ 90.00	\$ 990.00	-	-	-	\$ 900.00	\$ 90.00	\$ 990.00
5. Supplies	-	-	-	-	-	-	-	-	-
Educational	-	-	-	-	-	-	-	-	-
Lab	-	-	-	-	-	-	-	-	-
Pharmacy	-	-	-	-	-	-	-	-	-
Medical	-	-	-	-	-	-	-	-	-
Office	-	-	-	-	-	-	-	-	-
6. Travel	\$ 675.00	\$ 68.00	\$ 743.00	-	-	-	\$ 675.00	\$ 68.00	\$ 743.00
7. Occupancy	\$ 2,425.00	\$ 243.00	\$ 2,668.00	-	-	-	\$ 2,425.00	\$ 243.00	\$ 2,668.00
8. Current Expenses	\$ 6,215.00	\$ 622.00	\$ 6,837.00	-	-	-	\$ 6,215.00	\$ 622.00	\$ 6,837.00
Telephone	-	-	-	-	-	-	-	-	-
Postage	\$ 1,620.00	\$ 162.00	\$ 1,782.00	-	-	-	\$ 1,620.00	\$ 162.00	\$ 1,782.00
Subscriptions	\$ 90.00	\$ 9.00	\$ 99.00	-	-	-	\$ 90.00	\$ 9.00	\$ 99.00
Audit and Legal	-	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-
Board Expenses	-	-	-	-	-	-	-	-	-
9. Software	-	-	-	-	-	-	-	-	-
10. Marketing/Communications	-	-	-	-	-	-	-	-	-
11. Staff Education and Training	\$ 3,750.00	\$ 375.00	\$ 4,125.00	-	-	-	\$ 3,750.00	\$ 375.00	\$ 4,125.00
12. Subcontracts/Agreements	-	-	-	-	-	-	-	-	-
13. Other (specific details mandatory):	-	-	-	-	-	-	-	-	-
Printing	\$ 228.00	\$ 23.00	\$ 251.00	-	-	-	\$ 228.00	\$ 23.00	\$ 251.00
TOTAL	\$ 170,456.00	\$ 17,047.00	\$ 187,503.00	-	-	-	\$ 170,456.00	\$ 17,047.00	\$ 187,503.00

10.0%

Indirect As A Percent of Direct

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

Bidder/Program Name: Easter Seals New Hampshire, Inc

Budget Request for: BEAS - NIPPA/Service Link Resource Center Program/BIP - Amendment #4

Budget Period: SFY 17 - 7/1/16 - 6/30/16

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 40,091.00	\$ 4,009.00	\$ 44,100.00	-	-	-	\$ 40,091.00	\$ 4,009.00	\$ 44,100.00
2. Employee Benefits	\$ 11,426.00	\$ 1,143.00	\$ 12,569.00	-	-	-	\$ 11,426.00	\$ 1,143.00	\$ 12,569.00
3. Consultants	-	-	-	-	-	-	-	-	-
4. Equipment	-	-	-	-	-	-	-	-	-
5. Rental	-	-	-	-	-	-	-	-	-
6. Repair and Maintenance	-	-	-	-	-	-	-	-	-
7. Purchase/Depreciation	\$ 300.00	\$ 30.00	\$ 330.00	-	-	-	\$ 300.00	\$ 30.00	\$ 330.00
8. Supplies:	-	-	-	-	-	-	-	-	-
9. Educational	-	-	-	-	-	-	-	-	-
10. Lab	-	-	-	-	-	-	-	-	-
11. Pharmacy	-	-	-	-	-	-	-	-	-
12. Medical	-	-	-	-	-	-	-	-	-
13. Office	\$ 225.00	\$ 22.00	\$ 247.00	-	-	-	\$ 225.00	\$ 22.00	\$ 247.00
14. Travel	\$ 808.00	\$ 80.00	\$ 888.00	-	-	-	\$ 808.00	\$ 80.00	\$ 888.00
15. Occupancy	\$ 2,071.00	\$ 207.00	\$ 2,278.00	-	-	-	\$ 2,071.00	\$ 207.00	\$ 2,278.00
16. Current Expenses	-	-	-	-	-	-	-	-	-
17. Telephone	\$ 540.00	\$ 54.00	\$ 594.00	-	-	-	\$ 540.00	\$ 54.00	\$ 594.00
18. Postage	\$ 30.00	\$ 3.00	\$ 33.00	-	-	-	\$ 30.00	\$ 3.00	\$ 33.00
19. Subscriptions	-	-	-	-	-	-	-	-	-
20. Audit and Legal	-	-	-	-	-	-	-	-	-
21. Insurance	-	-	-	-	-	-	-	-	-
22. Board Expenses	-	-	-	-	-	-	-	-	-
23. Software	-	-	-	-	-	-	-	-	-
24. Marketing/Communications	-	-	-	-	-	-	-	-	-
25. Staff Education and Training	\$ 1,250.00	\$ 125.00	\$ 1,375.00	-	-	-	\$ 1,250.00	\$ 125.00	\$ 1,375.00
26. Subcontracts/Agreements	-	-	-	-	-	-	-	-	-
27. Other (specific details mandatory):	-	-	-	-	-	-	-	-	-
28. Printing	\$ 76.00	\$ 7.00	\$ 83.00	-	-	-	\$ 76.00	\$ 7.00	\$ 83.00
TOTAL	\$ 56,817.00	\$ 5,680.00	\$ 62,497.00	-	-	-	\$ 56,817.00	\$ 5,680.00	\$ 62,497.00

Indirect As A Percent of Direct

10.0%

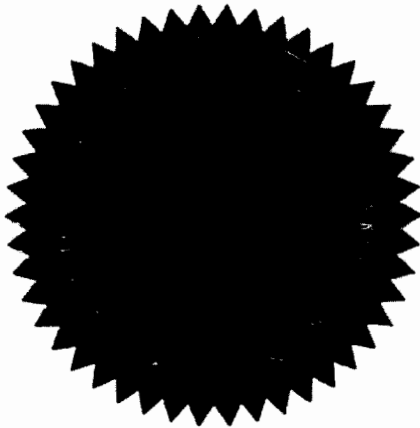
Signature
Date

State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that Easter Seals New Hampshire, Inc. is a New Hampshire nonprofit corporation formed November 6, 1967. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 6th day of April, A.D. 2015

William M. Gardner
Secretary of State



CERTIFICATE OF VOTE / AUTHORIZATION

I, Betty Burke, do hereby certify that:

1. I am the duly elected Assistant Secretary of Easter Seals New Hampshire, Inc.
2. The following is a true copy of a resolution duly adopted at a meeting of the Board of Directors of the Corporation duly held on April 8, 2015:

RESOLVED: To authorize the president/chief executive officer, chief financial officer, chief operating officer, chief human resources officer and the legal counsel of the corporation, or any one of them acting alone, to execute contracts, leases and documents, which have been approved in accordance with the policies of the corporation and its fiscal authorities adopted by the board of directors and to include within that authority Easter Seals New York, Inc., Easter Seals Maine, Inc., Easter Seals Rhode Island, Inc., Easter Seals Vermont, Inc., Manchester Alcoholism Rehabilitation Center (Farnum Center), Webster Place Center, Inc., or Agency Realty, Inc.

3. I further certify that Elin Treanor is the CFO of Easter Seals New Hampshire, Inc., and *all* its subsidiaries, and is still qualified and serving in such capacity.
4. The foregoing resolution has not been amended or revoked and remains in full force and effect as of AUGUST 20, 2015.

Betty Burke
Assistant Secretary

The foregoing instrument was acknowledged before me this 20th day of August 2015.

Alycia D. Monroe
Notary Public



ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/20/2015

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).

PRODUCER USI Insurance Services LLC 3 Executive Park Drive, Suite 300 Bedford, NH 03110 855 874-0123	CONTACT NAME: PHONE (A/C, No, Ext): 855 874-0123 FAX (A/C, No): E-MAIL ADDRESS: <table border="1"> <tr> <th data-bbox="826 451 1428 483">INSURER(S) AFFORDING COVERAGE</th> <th data-bbox="1428 451 1547 483">NAIC #</th> </tr> <tr> <td data-bbox="826 483 1428 504">INSURER A : Philadelphia Insurance Company</td> <td data-bbox="1428 483 1547 504">23850</td> </tr> <tr> <td data-bbox="826 504 1428 535">INSURER B :</td> <td data-bbox="1428 504 1547 535"></td> </tr> <tr> <td data-bbox="826 535 1428 567">INSURER C :</td> <td data-bbox="1428 535 1547 567"></td> </tr> <tr> <td data-bbox="826 567 1428 598">INSURER D :</td> <td data-bbox="1428 567 1547 598"></td> </tr> <tr> <td data-bbox="826 598 1428 630">INSURER E :</td> <td data-bbox="1428 598 1547 630"></td> </tr> <tr> <td data-bbox="826 630 1428 659">INSURER F :</td> <td data-bbox="1428 630 1547 659"></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Philadelphia Insurance Company	23850	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Philadelphia Insurance Company	23850														
INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															
INSURED Easter Seals NH, Inc. 555 Auburn Street Manchester, NH 03103															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X	X	PHPK1381711	09/01/2015	09/01/2016	EACH OCCURRENCE \$1,000,000
	☒ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000
	☐ CLAIMS-MADE ☒ OCCUR						MED EXP (Any one person) \$5,000
	☒ Professional Liab						PERSONAL & ADV INJURY \$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$3,000,000
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG \$3,000,000
							\$
A	AUTOMOBILE LIABILITY			PHPK1381711	09/01/2015	09/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000
	☒ ANY AUTO						BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	☒ HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	☐ SCHEDULED AUTOS NON-OWNED AUTOS						\$
A	☒ UMBRELLA LIAB			PHUB511851	09/01/2015	09/01/2016	EACH OCCURRENCE \$15,000,000
	☐ EXCESS LIAB						AGGREGATE \$15,000,000
	☐ CLAIMS-MADE						\$
	☐ DED ☒ RETENTION \$10,000						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						☐ WC STATUTORY LIMITS ☐ OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? ☐ Y ☒ N						E.L. EACH ACCIDENT \$
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT \$
A	EDP			PHPK1381711	09/01/2015	09/01/2016	\$2,219,050
							\$500 Deductible
							Special Form Incl Theft

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

Supplemental Names: Easter Seals ME, Inc., STS, Inc., Agency Realty, Inc., Easter Seals Rhode Island, Inc., Manchester Alcohol Rehabilitation Center, Inc., dba The Farnum Center, Easter Seals VT, Inc., - The General Liability policy includes a Blanket Automatic Additional Insured Endorsement that provides Additional Insured and a Blanket Waiver of Subrogation status to the Certificate Holder, only when there is a written contract or written agreement between the named insured and the certificate holder that requires (See Attached Descriptions)

CERTIFICATE HOLDER

CANCELLATION

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

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

AUTHORIZED REPRESENTATIVE

E. Bradd Jones

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/12/2014

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

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

PRODUCER Hays Companies of New England 133 Federal Street 2nd Floor Boston, MA 02110 INSURED Easter Seals New Hampshire, Inc. 555 Auburn Street Manchester, NH 03103-4803	1-617-723-7775	CONTACT NAME: John Paul Foley PHONE: [A/C, No, Ext]: E-MAIL: jfoley@hayscompanies.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: UNITED STATES FIRE INS CO INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	FAX [A/C, No]: NAIC #: 21113
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COVERAGES

CERTIFICATE NUMBER: 42316081

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$ ☐ OCCUR ☐ CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A		406-719683 1	01/01/15	01/01/16	☒ WC STATUTORY LIMITS E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

Division of Elderly & Adult Services
Health & Human Services

State Office Park 129 Pleasant Street
Brown Building
Concord, NH 03301

USA

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

ACORD 25 (2010/05)
ddebuhrboston
42316081

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Mission:

Easter Seals provides exceptional services to ensure that all people with disabilities or special needs and their families have equal opportunities to live, learn, work and play in their communities.

**Easter Seals New Hampshire, Inc.
and Subsidiaries**

Consolidated Financial Statements and
Other Financial Information

*Years Ended August 31, 2014 and 2013
With Independent Auditors' Report*

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

**CONSOLIDATED FINANCIAL STATEMENTS AND
OTHER FINANCIAL INFORMATION**

For the Years Ended August 31, 2014 and 2013

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Easter Seals New Hampshire, Inc. and Subsidiaries

We have audited the accompanying consolidated financial statements of Easter Seals New Hampshire, Inc. and Subsidiaries (Easter Seals NH), which comprise the consolidated statements of financial position as of August 31, 2014 and 2013, and the related consolidated statements of activities and changes in net assets, functional expenses and cash flows for the years then ended, and the related notes to the consolidated financial statements.

Management's Responsibility for the Consolidated Financial Statements

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

Auditors' Responsibility

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

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

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

To the Board of Directors
Easter Seals New Hampshire, Inc. and Subsidiaries

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Easter Seals NH as of August 31, 2014 and 2013, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

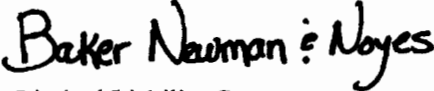
Other Matter

Our audits were conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying other financial information is presented for purposes of additional analysis rather than to present the financial position and results of operations of the individual companies and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The consolidating information has been subjected to the auditing procedures applied in the audits of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 5, 2014 on our consideration of Easter Seals New Hampshire, Inc. and Subsidiaries' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Easter Seals New Hampshire, Inc. and Subsidiaries' internal control over financial reporting and compliance.

Manchester, New Hampshire
December 5, 2014


Limited Liability Company

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATED STATEMENTS OF FINANCIAL POSITION

August 31, 2014 and 2013

	<u>2014</u>	<u>2013</u>
<u>ASSETS</u>		
Current assets:		
Cash and cash equivalents	\$ 2,757,134	\$ 3,042,621
Accounts receivable from affiliates	341,653	247,471
Program and other accounts receivable, less contractual allowance of \$218,900 in 2014 and \$210,300 in 2013, and allowance for doubtful accounts of \$440,800 in 2014 and \$930,400 in 2013	10,122,747	11,224,708
Contributions receivable, less allowance for doubtful accounts of \$45,400 in 2014 and \$25,500 in 2013	705,374	686,110
Current portion of assets limited as to use	300,046	541,961
Prepaid expenses and other current assets	<u>678,326</u>	<u>783,844</u>
Total current assets	14,905,280	16,526,715
Assets limited as to use, net of current portion	986,277	4,558,513
Fixed assets, net	25,094,383	28,066,884
Property held for sale	1,289,894	822,504
Bond issuance costs, net	235,113	244,751
Investments, at fair value	13,833,046	14,264,341
Beneficial interest in trusts held by others and other assets	<u>1,550,919</u>	<u>6,830,800</u>
	<u>\$57,894,912</u>	<u>\$71,314,508</u>
<u>LIABILITIES AND NET ASSETS</u>		
Current liabilities:		
Lines of credit	\$ 2,197,904	\$ 4,212,394
Accounts payable	1,907,743	1,812,128
Accrued expenses	4,251,482	4,143,454
Current portion of deferred revenue	858,258	839,567
Current portion of interest rate swap agreements	615,570	708,132
Current portion of long-term debt	<u>4,228,339</u>	<u>796,290</u>
Total current liabilities	14,059,296	12,511,965
Deferred revenue, net of current portion	999,167	4,218,053
Other liabilities	987,185	1,367,458
Interest rate swap agreements, less current portion	2,714,243	2,050,214
Long-term debt, less current portion	<u>18,976,300</u>	<u>25,318,667</u>
Total liabilities	37,736,191	45,466,357
Net assets:		
Unrestricted	14,189,337	14,767,708
Temporarily restricted	944,862	925,437
Permanently restricted	<u>5,024,522</u>	<u>10,155,006</u>
Total net assets	<u>20,158,721</u>	<u>25,848,151</u>
	<u>\$57,894,912</u>	<u>\$71,314,508</u>

See accompanying notes.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

Year Ended August 31, 2014

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Public support and revenue:				
Public support:				
Contributions	\$ 744,262	\$ 542,179	\$ 13,813	\$ 1,300,254
Special events, net of related direct costs of \$819,901	1,059,080	756,895	—	1,815,975
Annual campaigns, net of related direct costs of \$67,889	468,261	33,589	—	501,850
Bequests	448,558	—	—	448,558
Net assets released from restrictions	<u>1,356,595</u>	<u>(1,356,595)</u>	<u>—</u>	<u>—</u>
Total public support	4,076,756	(23,932)	13,813	4,066,637
Revenue:				
Fees and grants from governmental agencies	67,725,297	—	—	67,725,297
Other fees and grants	25,094,296	—	—	25,094,296
Sales to public	4,270,196	—	—	4,270,196
Dividend and interest income	742,337	3,613	—	745,950
Rental income	65,204	—	—	65,204
Other	<u>459,188</u>	<u>—</u>	<u>—</u>	<u>459,188</u>
Total revenue	<u>98,356,518</u>	<u>3,613</u>	<u>—</u>	<u>98,360,131</u>
Total public support and revenue	102,433,274	(20,319)	13,813	102,426,768
Operating expenses:				
Program services:				
Public health education	515,992	—	—	515,992
Professional education	29,065	—	—	29,065
Direct services	<u>89,987,134</u>	<u>—</u>	<u>—</u>	<u>89,987,134</u>
Total program services	90,532,191	—	—	90,532,191
Supporting services:				
Management and general	9,419,570	—	—	9,419,570
Fundraising	<u>2,006,939</u>	<u>—</u>	<u>—</u>	<u>2,006,939</u>
Total supporting services	<u>11,426,509</u>	<u>—</u>	<u>—</u>	<u>11,426,509</u>
Total functional expenses	101,958,700	—	—	101,958,700
Support of National programs	<u>122,586</u>	<u>—</u>	<u>—</u>	<u>122,586</u>
Total operating expenses	<u>102,081,286</u>	<u>—</u>	<u>—</u>	<u>102,081,286</u>
Increase (decrease) in net assets from operations	351,988	(20,319)	13,813	345,482

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS (CONTINUED)

Year Ended August 31, 2014

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Other nonoperating expenses, gains and losses:				
Change in fair value of interest rate swaps	\$ (594,854)	\$ —	\$ —	\$ (594,854)
Net unrealized and realized gains on investments	1,496,964	37,986	—	1,534,950
Increase in fair value of beneficial interest in trusts held by others	—	—	574,970	574,970
Gain on sales and disposals of property, plant and equipment	14,352	—	—	14,352
Other nonoperating losses	<u>(249,092)</u>	<u>—</u>	<u>—</u>	<u>(249,092)</u>
	<u>667,370</u>	<u>37,986</u>	<u>574,970</u>	<u>1,280,326</u>
 Increase in net assets before effects of deconsolidation of affiliate	 1,019,358	 17,667	 588,783	 1,625,808
 Deconsolidation of affiliate – see note 12	 <u>(121,612)</u>	 <u>(200)</u>	 <u>(5,719,267)</u>	 <u>(5,841,079)</u>
 Increase (decrease) in net assets before effects of discontinued operations	 897,746	 17,467	 (5,130,484)	 (4,215,271)
 Loss from discontinued operations – see note 13	 <u>(1,476,117)</u>	 <u>1,958</u>	 <u>—</u>	 <u>(1,474,159)</u>
 Total (decrease) increase in net assets	 (578,371)	 19,425	 (5,130,484)	 (5,689,430)
 Net assets at beginning of year	 <u>14,767,708</u>	 <u>925,437</u>	 <u>10,155,006</u>	 <u>25,848,151</u>
 Net assets at end of year	 <u>\$ 14,189,337</u>	 <u>\$ 944,862</u>	 <u>\$ 5,024,522</u>	 <u>\$ 20,158,721</u>

See accompanying notes.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

Year Ended August 31, 2013

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Public support and revenue:				
Public support:				
Contributions	\$ 861,583	\$ 1,622,346	\$ 13,648	\$ 2,497,577
Special events, net of related direct costs of \$307,832	857,369	131,154	—	988,523
Annual campaigns, net of related direct costs of \$80,637	391,930	51,304	—	443,234
Bequests	369,823	—	—	369,823
Net assets released from restrictions	<u>1,497,063</u>	<u>(1,497,063)</u>	<u>—</u>	<u>—</u>
Total public support	3,977,768	307,741	13,648	4,299,157
Revenue:				
Fees and grants from governmental agencies	63,628,203	—	—	63,628,203
Other fees and grants	24,013,223	—	—	24,013,223
Sales to public	4,019,558	—	—	4,019,558
Dividend and interest income	681,151	1,141	—	682,292
Rental income	144,771	—	—	144,771
Other	<u>679,263</u>	<u>—</u>	<u>—</u>	<u>679,263</u>
Total revenue	<u>93,166,169</u>	<u>1,141</u>	<u>—</u>	<u>93,167,310</u>
Total public support and revenue	97,143,937	308,882	13,648	97,466,467
Operating expenses:				
Program services:				
Public health education	609,102	—	—	609,102
Professional education	41,275	—	—	41,275
Direct services	<u>84,342,495</u>	<u>—</u>	<u>—</u>	<u>84,342,495</u>
Total program services	84,992,872	—	—	84,992,872
Supporting services:				
Management and general	9,403,893	—	—	9,403,893
Fundraising	<u>1,755,299</u>	<u>—</u>	<u>—</u>	<u>1,755,299</u>
Total supporting services	<u>11,159,192</u>	<u>—</u>	<u>—</u>	<u>11,159,192</u>
Total functional expenses	96,152,064	—	—	96,152,064
Support of National programs	<u>121,780</u>	<u>—</u>	<u>—</u>	<u>121,780</u>
Total operating expenses	<u>96,273,844</u>	<u>—</u>	<u>—</u>	<u>96,273,844</u>
Increase in net assets from operations	870,093	308,882	13,648	1,192,623

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS (CONTINUED)

Year Ended August 31, 2013

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Other nonoperating expenses, gains and losses:				
Change in fair value of interest rate swaps	\$ 2,377,632	\$ —	\$ —	\$ 2,377,632
Net unrealized and realized gains on investments	789,496	24,173	—	813,669
Increase in fair value of beneficial interest in trusts held by others	—	—	239,436	239,436
Other nonoperating losses	(107,120)	—	—	(107,120)
Gain on sales and disposals of property, plant and equipment	<u>7,392</u>	<u>—</u>	<u>—</u>	<u>7,392</u>
	<u>3,067,400</u>	<u>24,173</u>	<u>239,436</u>	<u>3,331,009</u>
Increase in net assets before effects of discontinued operations	3,937,493	333,055	253,084	4,523,632
Loss from discontinued operations	<u>(1,107,544)</u>	<u>(6,368)</u>	<u>—</u>	<u>(1,113,912)</u>
Total increase in net assets	2,829,949	326,687	253,084	3,409,720
Net assets at beginning of year	<u>11,937,759</u>	<u>598,750</u>	<u>9,901,922</u>	<u>22,438,431</u>
Net assets at end of year	<u>\$14,767,708</u>	<u>\$ 925,437</u>	<u>\$10,155,006</u>	<u>\$25,848,151</u>

See accompanying notes.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

Year Ended August 31, 2014

	Program Services ⁽¹⁾			Supporting Services ⁽¹⁾			Total Program ⁽¹⁾ and Supporting Services Expenses
	Public Health Education	Profes- sional Education	Direct Services	Manage- ment and General	Fund- Raising	Total	
Salaries and related expenses	\$377,333	\$ -	\$68,675,876	\$6,215,011	\$1,585,198	\$ 7,800,209	\$ 76,853,418
Professional fees	20,447	-	7,603,267	1,739,786	144,242	1,884,028	9,507,742
Supplies	5,348	-	2,573,547	70,007	29,342	99,349	2,678,244
Telephone	2,103	-	546,513	306,174	12,483	318,657	867,273
Postage and shipping	5,776	-	60,188	37,433	9,607	47,040	113,004
Occupancy	13,740	-	3,567,064	382,641	116,960	499,601	4,080,405
Outside printing, artwork and media	44,572	-	45,428	6,951	30,076	37,027	127,027
Travel	5,695	-	2,515,521	47,958	25,749	73,707	2,594,923
Conventions and meetings	36,240	29,065	208,482	57,207	39,580	96,787	370,574
Specific assistance to individuals	(1)	-	1,232,641	12,820	-	12,820	1,245,460
Dues and subscriptions	-	-	23,206	14,917	2,716	17,633	40,839
Minor equipment purchases and equipment rental	537	-	256,918	106,538	5,663	112,201	369,656
Ads, fees and miscellaneous	4,075	-	30,638	5,316	3,747	9,063	43,776
Interest	-	-	934,985	241,231	-	241,231	1,176,216
Facility tax assessment	-	-	182,791	-	-	-	182,791
Depreciation and amortization	127	-	1,530,069	175,580	1,576	177,156	1,707,352
	<u>\$515,992</u>	<u>\$29,065</u>	<u>\$89,987,134</u>	<u>\$9,419,570</u>	<u>\$2,006,939</u>	<u>\$11,426,509</u>	<u>\$ 101,958,700</u>
	0.51%	0.03%	88.26%	88.80%	9.24%	1.96%	100.00%
							100.00%

⁽¹⁾ Excludes expenses related to deconsolidated affiliate and discontinued operations – see notes 12 and 13.

See accompanying notes.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

Year Ended August 31, 2013

	Program Services ⁽¹⁾			Supporting Services ⁽¹⁾			Total Program ⁽¹⁾ and Supporting Services Expenses
	Public Health Education	Profes- sional Education	Direct Services	Manage- ment and General	Fund- Raising	Total	
Salaries and related expenses	\$432,105	\$ -	\$64,016,840	\$6,141,709	\$1,213,314	\$ 7,355,023	\$71,803,968
Professional fees	24,682	-	7,352,186	1,605,708	237,562	1,843,270	9,220,138
Supplies	19,447	-	2,580,451	69,601	32,145	101,746	2,701,644
Telephone	3,233	-	525,614	301,010	12,741	313,751	842,598
Postage and shipping	4,968	-	52,626	49,897	7,280	57,177	114,771
Occupancy	18,838	-	3,194,945	495,234	109,438	604,672	3,818,455
Outside printing, artwork and media	30,470	-	46,206	9,565	43,756	53,321	129,997
Travel	13,155	-	2,521,678	35,696	32,695	68,391	2,603,224
Conventions and meetings	45,984	41,275	208,479	45,752	50,038	95,790	391,528
Specific assistance to individuals	-	-	944,796	11,995	-	11,995	956,791
Dues and subscriptions	1,318	-	21,710	16,128	10,061	26,189	49,217
Minor equipment purchases and equipment rental	4,592	-	266,270	152,783	2,594	155,377	426,239
Ads, fees and miscellaneous	10,104	-	73,694	13,423	2,403	15,826	99,624
Interest	-	-	856,315	237,341	-	237,341	1,093,656
Facility tax assessment	-	-	311,041	-	-	-	311,041
Depreciation and amortization	206	-	1,369,644	218,051	1,272	219,323	1,589,173
	<u>\$609,102</u>	<u>\$41,275</u>	<u>\$84,342,495</u>	<u>\$9,403,893</u>	<u>\$1,755,299</u>	<u>\$11,159,192</u>	<u>\$96,152,064</u>
	0.63%	0.04%	87.72%	9.78%	1.83%	11.61%	100.00%

(1) Excludes expenses related to discontinued operations – see note 13.

See accompanying notes.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATED STATEMENTS OF CASH FLOWS

Years Ended August 31, 2014 and 2013

	<u>2014</u>	<u>2013</u>
Cash flows from operating activities:		
(Decrease) increase in net assets	\$ (5,689,430)	\$ 3,409,720
Adjustments to reconcile (decrease) increase in net assets to net cash provided (used) by operating activities:		
Depreciation and amortization	1,771,703	1,807,843
Bad debt provision	265,007	774,569
Increase in fair value of beneficial interest in trusts held by others	(574,970)	(239,436)
Net loss (gain) on sales and disposals of property, plant and equipment and property held for sale and impairment losses	125,346	(283,942)
Change in fair value of interest rate swaps	594,855	(2,377,632)
Net unrealized and realized gains on investments	(1,534,950)	(813,669)
Deconsolidation of affiliate – see note 12	5,841,079	–
Changes in operating assets and liabilities:		
Accounts receivable from affiliates	(94,182)	194,509
Program and other accounts receivable	818,382	(2,677,707)
Contributions receivable	(20,090)	(194,381)
Prepaid expenses and other current assets	102,454	520,329
Other assets	81,516	(4,483)
Accounts payable and accrued expenses	304,390	(1,037,545)
Rate reserve	–	(435,008)
Deferred revenue	(61,478)	(478,150)
Other liabilities	<u>(380,273)</u>	<u>198,799</u>
Net cash provided (used) by operating activities	1,549,359	(1,636,184)
Cash flows from investing activities:		
Purchases of property, plant and equipment	(1,244,361)	(4,859,057)
Proceeds from sale of property, plant and equipment and property held for sale	15,225	531,189
Cash provided for deconsolidation of affiliate	(21,440)	–
(Increase) decrease in investments, net	1,709,413	(444,915)
Change in assets limited as to use	<u>265,625</u>	<u>375,304</u>
Net cash provided (used) by investing activities	724,462	(4,397,479)
Cash flows from financing activities:		
Repayment of long-term debt	(825,393)	(750,199)
Issuance of long-term debt	280,575	3,194,506
Repayments on lines of credit	(53,526,692)	(27,372,936)
Borrowings on lines of credit	<u>51,512,202</u>	<u>29,602,726</u>
Net cash (used) provided by financing activities	<u>(2,559,308)</u>	<u>4,674,097</u>
Decrease in cash and cash equivalents	(285,487)	(1,359,566)
Cash and cash equivalents, beginning of year	<u>3,042,621</u>	<u>4,402,187</u>
Cash and cash equivalents, end of year	\$ <u>2,757,134</u>	\$ <u>3,042,621</u>

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES
CONSOLIDATED STATEMENTS OF CASH FLOWS (CONTINUED)

Years Ended August 31, 2014 and 2013

	<u>2014</u>	<u>2013</u>
Supplemental disclosure of cash flow information:		
Interest paid	\$ <u>1,201,000</u>	\$ <u>1,119,000</u>

In 2014, Easter Seals NH transferred its sole member interest in a consolidated affiliate to an unrelated party (see note 12). During 2014 and 2013, Easter Seals NH transferred property with a net carrying value of \$607,088 and \$16,224, respectively, from fixed assets to property held for sale.

See accompanying notes.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

1. Corporate Organization and Purpose

Easter Seals New Hampshire, Inc. and Subsidiaries (Easter Seals NH) consists of various separate nonprofit entities: Easter Seals New Hampshire, Inc. (parent and service corporation); Easter Seals New York, Inc. (Easter Seals NY); Easter Seals Maine, Inc. (Easter Seals ME); Easter Seals Rhode Island, Inc. (Easter Seals RI); Agency Realty, Inc. (real estate corporation); The Harbor Schools Incorporated (Harbor Schools); Manchester Alcoholism Rehabilitation Center; Easter Seals Connecticut, Inc. (Easter Seals CT); and Easter Seals Vermont, Inc. (Easter Seals VT). Easter Seals New Hampshire, Inc. is the sole member of each subsidiary. Easter Seals NH is affiliated with Easter Seals, Inc. (the national headquarters for the organization).

On May 22, 2013 the Board of Directors of Easter Seals New Hampshire, Inc. voted to dissolve and transfer the assets and liabilities of Special Transit Services, Inc. to Easter Seals New Hampshire, Inc.

On March 22, 2013, the Board of Directors of Easter Seals NY, voted to discontinue the Bronx Early Intervention program. On July 1, 2013, the Center for Therapeutic Recreation program located in Portland, Maine was transferred to the City of Portland and at that same time Easter Seals ME discontinued offering those services. On September 25, 2013, the Board of Directors of Easter Seals CT voted to discontinue the camp programs and cease all operations effective November 16, 2013. On January 25, 2012, the Board of Directors of Easter Seals NH voted to close Harbor Schools and cease all operations of this subsidiary, and also voted to approve discontinuing the group home and special education programs in Rutland, Vermont. On June 11, 2014, the Board of Directors of Easter Seals NH voted to discontinue the Pediatric Outpatient programs located in Manchester and Dover due to significant losses the programs were experiencing. See also note 13.

In May 2013, the Boards of Directors of Manchester Alcoholism Rehabilitation Center and Webster Place voted to merge the two organizations with Manchester Alcohol Rehabilitation Center being the surviving corporation, having found such merger to be in the best interest of both organizations. The effective date of the merger was September 1, 2013.

On July 31, 2014, Easter Seals NH entered into an agreement with The Connecticut Institute for the Blind, Inc. d/b/a Oak Hill (Oak Hill), an unrelated entity, whereby Easter Seals NH agreed to transfer its sole member interest in Easter Seals CT to Oak Hill for no consideration. See also note 12.

Easter Seals NH's purpose is to provide (1) programs and services for people with disabilities and other special needs, (2) assistance to people with disabilities and their families, (3) assistance to communities in identifying and developing needed services for residents, and (4) a climate of acceptance for people with disabilities and other special needs which will enable them to contribute to the well-being of the community. Easter Seals NH operates programs throughout New Hampshire, New York, Maine, Massachusetts (prior to the closure of Harbor Schools), Rhode Island, Vermont and Connecticut.

2. Summary of Significant Accounting Policies

Principles of Consolidation

The consolidated financial statements include the accounts of Easter Seals New Hampshire, Inc. and the subsidiaries of which it is the sole member. Significant intercompany accounts and transactions have been eliminated in consolidation.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

2. Summary of Significant Accounting Policies (Continued)

Cash and Cash Equivalents

Easter Seals NH considers all highly liquid securities purchased with an original maturity of 90 days or less to be cash equivalents. Cash equivalents consist of cash, overnight repurchase agreements and money market funds, excluding assets limited as to use.

The management of Easter Seals NH has implemented a practice to establish cash reserves on hand. Approximately \$2,483,000 and \$2,432,000, respectively, of cash and cash equivalents, and approximately \$2,512,000 and \$2,238,000, respectively, of investments were on-hand under this practice as of August 31, 2014 and 2013, respectively.

Assets Limited as to Use and Investments

Assets limited as to use consists of cash and cash equivalents, short-term certificates of deposit with original maturities greater than 90 days, but less than one year, and investments. Investments are stated at fair value. Realized gains and losses on investments are computed on a specific identification basis. The changes in net unrealized and realized gains and losses on investments are recorded in other nonoperating expenses, gains and losses in the accompanying consolidated statements of activities and changes in net assets. Donated securities are stated at fair value determined at the date of donation.

Beneficial Interest in Trusts

Easter Seals NH is the beneficiary of several trusts held by others. Easter Seals NH has recorded as an asset the fair value of its interest in the trusts and such amount is included in permanently restricted net assets, based on the underlying donor stipulations. The change in the interest due to fair value change is recorded within other nonoperating expenses, gains and losses as permanently restricted activity.

Fixed Assets

Fixed assets are recorded at cost less accumulated depreciation and amortization. Expenditures for maintenance and repairs are charged to expense as incurred, and expenditures for major renovations are capitalized. Depreciation is computed on the straight-line method over the estimated useful lives of the underlying assets.

Fixed assets obtained by Easter Seals NH as a result of acquisitions on or after September 1, 2011 are recorded at estimated fair value as of the date of the acquisition in accordance with generally accepted accounting principles guidance for acquisitions by a not-for-profit entity.

Donated property and equipment not subject to donor stipulated conditions is recorded at fair value at the date of donation. If donors stipulate how long the assets must be used, the contributions are recorded as restricted support or, if significant uncertainties exist, as deferred revenue pending resolution of the uncertainties. In the absence of such stipulations, contributions of property and equipment are recorded as unrestricted support. See also note 5.

Property held for sale is recorded at the lower of net realizable value or carrying value. Easter Seals NH recognized impairment losses on certain property held for sale in 2014 of \$139,698, which is recorded in other nonoperating losses.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

2. Summary of Significant Accounting Policies (Continued)

Intangible Assets and Long-Lived Assets

Accounting rules require that intangible assets with estimable or determinable useful lives be amortized over their respective estimated useful lives to their estimated residual values, and be reviewed by management for impairment. Intangible assets at August 31, 2014 and 2013 consist of a patient list obtained in the acquisition of Webster Place.

Expected amortization of intangible assets through the end of their useful lives is as follows:

2015	\$ 33,130
2016	33,130
2017	33,130
2018	33,130
2019	33,130
Thereafter	<u>66,263</u>
	<u>\$231,913</u>

Amortization expense recognized for the patient list in 2014 and 2013 totaled \$33,130.

When there is an indication of impairment, management considers whether long-lived assets are impaired by comparing gross future undiscounted cash flows expected to be generated from utilizing the assets to their carrying amounts. If cash flows are not sufficient to recover the carrying amount of the assets, impairment has occurred and the assets are written down to their fair value. Significant estimates and assumptions are required to be made by management in order to evaluate possible impairment.

Based on current facts, estimates and assumptions, management believes that no long-lived assets were impaired at August 31, 2014 and 2013.

Bond Issuance Costs

Bond issuance costs are being amortized by the straight-line method over the repayment period of the related bonds, or the expected time until the next refinancing, whichever is shorter. Amortization expense recognized during 2014 and 2013 was \$9,638.

Revenue Recognition

Revenue generated from services provided to the public is reported at the estimated net realizable amounts from clients, third-party payors and others based upon approved rates as services are rendered. A significant portion of Easter Seals NH's revenues are derived through arrangements with third-party payors. As such, Easter Seals NH is dependent on these payors in order to carry out its operating activities. There is at least a reasonable possibility that recorded estimates could change by a material amount in the near term. Differences between amounts previously estimated and amounts subsequently determined to be recoverable or payable are included in other fees and grants in the year that such amounts become known. Easter Seals NY recognized additional revenue of approximately \$7,654 in 2014 and \$1,046,000 in 2013 due to favorable rate adjustments approved by the State of New York.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

2. Summary of Significant Accounting Policies (Continued)

A third-party payor for three Easter Seals NY programs charged a facility tax assessment on a monthly basis in 2014 and 2013. The charges are a part of Easter Seals NY's reimbursement contract with the payor. The facility tax assessment is based on approved rates. As of August 31, 2014 and 2013, the facility tax assessment due was approximately \$136,000 and \$138,000, respectively, and is recorded in deferred revenue in the accompanying statements of financial position.

Revenues are recognized as earned, or attributable to the period in which specific terms of the funding agreement are satisfied, and to the extent that expenses have been incurred for the purposes specified by the funding source. Revenue balances in excess of the foregoing amounts are accounted for as deferred revenue until any restrictions are met or allowable expenditures are incurred.

The allowance for doubtful accounts is provided based on an analysis by management of the collectibility of outstanding balances. Management considers the age of outstanding balances and past collection efforts in determining the allowance for doubtful accounts. Accounts are charged against the allowance for doubtful accounts when deemed uncollectible. The bad debt provision in 2014 and 2013 totaled \$265,007 and \$774,569, respectively.

Unconditional contributions are recognized when pledged.

Advertising

Easter Seals NH's policy is to expense advertising costs as incurred.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the accompanying consolidated statements of activities and changes in net assets. Accordingly, certain costs have been allocated among the programs and supporting services based mainly on time records and estimates made by Easter Seals NH's management.

Charity Care (Unaudited)

Easter Seals NH has a formal charity care policy under which program fees are subsidized as determined by the Board of Directors. Free and subsidized services are rendered in accordance with decisions made by the Board of Directors and, at established charges, amounted to approximately \$6,802,000 and \$7,373,000 for the years ended August 31, 2014 and 2013, respectively.

Income Taxes

Easter Seals New Hampshire, Inc., Easter Seals NY, Easter Seals ME, Easter Seals VT, Easter Seals RI, Harbor Schools, Manchester Alcoholism Rehabilitation Center and Easter Seals CT are exempt from both federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code and, for Easter Seals NY of the Not-for-Profit Corporation Law of the State of New York. Agency Realty, Inc. received a determination letter from the Internal Revenue Service stating that it qualifies for tax-exempt status under Section 501(c)(2) of the Internal Revenue Code.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

2. Summary of Significant Accounting Policies (Continued)

Tax-exempt organizations could be required to record an obligation for income taxes as the result of a tax position historically taken on various tax exposure items including unrelated business income or tax status. In accordance with accounting principles generally accepted in the United States of America, assets and liabilities are established for uncertain tax positions taken or positions expected to be taken in income tax returns when such positions are judged to not meet the "more-likely-than-not" threshold, based upon the technical merits of the position.

Management has evaluated tax positions taken by Easter Seals New Hampshire, Inc. and its subsidiaries on their respective filed tax returns and concluded that the organizations have maintained their tax-exempt status, do not have any significant unrelated business income, and have taken no uncertain tax positions that require adjustment to or disclosure in the accompanying consolidated financial statements. Easter Seals New Hampshire, Inc. and its subsidiaries are no longer subject to income tax examinations by the federal or state tax authorities for years prior to 2011.

Use of Estimates

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

Derivatives and Hedging Activities

Accounting guidance requires that Easter Seals NH record as an asset or liability the fair value of the interest rate swap agreements described in note 8. Easter Seals NH is exposed to repayment loss equal to the net amounts receivable under the swap agreements (not the notional amount) in the event of nonperformance of the other party to the swap agreements. However, Easter Seals NH does not anticipate nonperformance and does not obtain collateral from the other party.

As of August 31, 2014 and 2013, Easter Seals NH had recognized a liability of \$3,329,813 and \$2,758,346, respectively, as a result of the interest rate swap agreements discussed in note 8. As a result of changes in the fair value of these derivative financial instruments, Easter Seals NH recognized an decrease in net assets of \$571,467 (\$23,387 of which is included in deconsolidation of affiliate as an increase in net assets) for the year ending August 31, 2014, and an increase in net assets of \$2,377,632 for the year ending August 31, 2013 related to swap agreements.

Increase in Net Assets from Operations

For purposes of display, transactions deemed by management to be ongoing, major or central to the provision of services are reported as revenue and expenses that comprise the increase (decrease) in net assets from operations. The primary transactions reported as other nonoperating expenses, gains and losses include the adjustment to fair value of interest rate swaps, the increase in the fair value of beneficial interest in trusts held by others, gains and losses on sales and disposals of property, plant and equipment, and net realized and unrealized gains on investments.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

2. Summary of Significant Accounting Policies (Continued)

Reclassifications

Certain amounts in the 2013 consolidated financial statements have been reclassified to conform to the 2014 presentation.

Subsequent Events

Events occurring after the statement of financial position date are evaluated by management to determine whether such events should be recognized or disclosed in the consolidated financial statements. Management has evaluated events occurring between the end of Easter Seals NH's fiscal year end and December 5, 2014, the date these consolidated financial statements were available to be issued.

3. Classification of Net Assets

In accordance with the *Uniform Prudent Management of Institutional Funds Act* (UPMIFA), net assets are classified and reported based on the existence or absence of donor-imposed restrictions. Gifts are reported as either temporarily or permanently restricted support if they are received with donor stipulations that limit the use of donated assets. Temporarily restricted net assets are those whose use by Easter Seals NH has been limited by donors to a specific time period or purpose. When a donor restriction expires (when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified as unrestricted net assets and reported in the consolidated statements of activities and changes in net assets as net assets released from restrictions. Permanently restricted net assets have been restricted by donors to be maintained by Easter Seals NH in perpetuity, the income from which is expendable to support all activities of the organization, or as stipulated by the donor.

Donor-restricted contributions whose restrictions are met within the same year as received are reported as unrestricted contributions in the accompanying consolidated financial statements.

In accordance with UPMIFA, Easter Seals NH considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (a) the duration and preservation of the fund; (b) the purpose of the organization and the donor-restricted endowment fund; (c) general economic conditions; (d) the possible effect of inflation and deflation; (e) the expected total return from income and the appreciation of investments; (f) other resources of the organization; and (g) the investment policies of the organization.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

3. Classification of Net Assets (Continued)

Endowment Net Asset Composition by Type of Fund

The major categories of endowment funds at August 31, 2014 and 2013 are as follows:

	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
<u>2014</u>			
Camping program	\$ 3,072	\$ 364,869	\$ 367,941
Other programs	33,332	353,019	386,351
Operations	<u>—</u>	<u>3,613,207</u>	<u>3,613,207</u>
Total endowment net assets	<u>\$36,404</u>	<u>\$4,331,095</u>	<u>\$4,367,499</u>
<u>2013</u>			
Camping program	\$ 1,918	\$ 363,869	\$ 365,787
Other programs	18,913	340,203	359,116
Operations	<u>—</u>	<u>3,613,207</u>	<u>3,613,207</u>
Total endowment net assets	<u>\$20,831</u>	<u>\$4,317,279</u>	<u>\$4,338,110</u>

Changes in Endowment Net Assets

During the years ended August 31, 2014 and 2013, Easter Seals NH had the following endowment-related activities:

	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Net endowment assets, August 31, 2012	\$ 16,043	\$4,303,631	\$4,319,674
Investment return:			
Investment income, net of fees	18,777	—	18,777
Net appreciation (realized and unrealized)	563,208	—	563,208
Contributions	—	13,648	13,648
Appropriated for expenditure	<u>(577,197)</u>	<u>—</u>	<u>(577,197)</u>
Net endowment assets, August 31, 2013	20,831	4,317,279	4,338,110
Investment return:			
Investment income, net of fees	22,617	—	22,617
Net appreciation (realized and unrealized)	970,963	—	970,963
Contributions	—	13,816	13,816
Appropriated for expenditure	<u>(978,007)</u>	<u>—</u>	<u>(978,007)</u>
Net endowment assets, August 31, 2014	<u>\$ 36,404</u>	<u>\$4,331,095</u>	<u>\$4,367,499</u>

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

3. Classification of Net Assets (Continued)

In addition to endowment net assets, Easter Seals NH also maintains non-endowed funds. The major categories of non-endowment funds, at August 31, 2014 and 2013 are as follows:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted (See Note 11)</u>	<u>Total Non- Endowment Net Assets</u>
<u>2014</u>				
Seniors program	\$ —	\$ 23,866	\$ —	\$ 23,866
Veterans program	263,880	9,702	—	273,582
India initiative	104,600	668,198	—	772,798
Other programs	—	174,192	—	174,192
Operations	<u>13,820,857</u>	<u>32,500</u>	<u>693,427</u>	<u>14,546,784</u>
Total non-endowment net assets	<u>\$14,189,337</u>	<u>\$908,458</u>	<u>\$ 693,427</u>	<u>\$15,791,222</u>
<u>2013</u>				
Seniors program	\$ 88,902	\$ 11,729	\$ —	\$ 100,631
Veterans program	—	517,035	—	517,035
India initiative	—	57,881	—	57,881
Other programs	—	285,461	—	285,461
Operations	<u>14,678,806</u>	<u>32,500</u>	<u>5,837,727</u>	<u>20,549,033</u>
Total non-endowment net assets	<u>\$14,767,708</u>	<u>\$904,606</u>	<u>\$5,837,727</u>	<u>\$21,510,041</u>

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor requires Easter Seals NH to retain as a fund of permanent duration. Deficiencies of this nature are reported in unrestricted net assets. There were no deficiencies between the fair value of the investments of the endowment funds and the level required by donor stipulation at August 31, 2014 or 2013.

Investment and Spending Policies

Easter Seals NH has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that Easter Seals NH must hold in perpetuity or for a donor-specified period. Under this policy, as approved by the Board of Directors, the endowment assets are invested in a manner that is intended to produce results that exceed the price and yield results of an appropriate market index while assuming a moderate level of investment risk. Easter Seals NH expects its endowment funds to provide an average rate of return over a five year period equal to the rate of 2% over the inflation rate. Actual returns in any given year may vary from this amount.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

3. Classification of Net Assets (Continued)

To satisfy its long-term rate-of-return objectives, Easter Seals NH relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). Easter Seals NH targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its long-term return objectives within prudent risk constraints.

Easter Seals NH may appropriate for distribution some or all of the earnings and appreciation on its endowment for funding of operations. In establishing this policy, Easter Seals NH considered the objective to maintain the purchasing power of the endowment assets held in perpetuity or for a specified term as well as to, so long as it would not detract from Easter Seals NH's critical goals and initiatives, provide additional real growth through new gifts and investment return.

4. Leases

Easter Seals NH leases certain assets under various arrangements which have been classified as operating leases. Total expense under all leases (including month-to-month leases) was approximately \$2,420,000 and \$2,168,000 for the years ended August 31, 2014 and 2013, respectively. Some of these leases have terms which include renewal options, and others may be terminated at Easter Seals NH's option without substantial penalty. Future minimum payments required under the leases in effect at August 31, 2014, through the remaining contractual term of the underlying lease agreements, are as follows:

Year Ended August 31:

2015	\$2,018,870
2016	1,486,328
2017	1,044,716
2018	385,129
2019	221,698
Thereafter	31,240

Easter Seals NY leases certain facilities for school operations from unrelated parties at lease terms that are either below fair market value, or that are almost entirely rent-free. Under accounting principles generally accepted in the United States of America, lease agreements must be evaluated based upon their economic substance rather than legal form, and a lease subsidy would be recorded as both contribution and rental expense. However, Easter Seals NH has determined that such amounts would not be material to the accompanying consolidated financial statements.

Easter Seals NY subleases certain office space located at 11 West 42nd Street in New York to an unrelated party. The sublease agreement expires in February 2014. Total rental income earned under this sublease agreement for the years ended August 31, 2014 and 2013 was approximately \$65,000 and \$144,000, respectively.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

5. Fixed Assets

Fixed assets consist of the following at August 31:

	<u>2014</u>	<u>2013</u>
Buildings	\$ 27,225,674	\$ 33,015,085
Land and land improvements	2,696,051	3,494,009
Leasehold improvements	997,631	952,100
Office equipment and furniture	9,679,631	9,917,122
Vehicles	3,250,383	3,225,015
Construction in progress	<u>296,043</u>	<u>216,678</u>
	44,145,413	50,820,009
Less accumulated depreciation and amortization	<u>(19,051,030)</u>	<u>(22,753,125)</u>
	<u>\$ 25,094,383</u>	<u>\$ 28,066,884</u>

Depreciation and amortization expense related to fixed assets totaled \$1,728,935 and \$1,765,075 in 2014 and 2013, respectively. Depreciation and amortization of fixed assets included within discontinued operations in 2014 and 2013 totaled \$64,351 and \$218,670, respectively.

During 2012, Easter Seals NH received a donated building with an estimated fair value of approximately \$1,100,000. Under the terms of the donation, for a period of six years, Easter Seals NH must continue to use the building as a child care center. Should Easter Seals NH cease to operate the program, or wish to sell or donate the property, Easter Seals NH must first provide the donor with the opportunity to purchase the property for \$1. The contribution representing the fair value of the building has been recorded as deferred revenue at August 31, 2014 and 2013.

6. Investments and Assets Limited as to Use

Investments and assets limited as to use, at fair value, are as follows at August 31:

	<u>2014</u>	<u>2013</u>
Cash and cash equivalents	\$ 523,616	\$ 3,513,266
Certificates of deposit	—	554,282
Marketable equity securities	1,883,153	2,770,110
Mutual funds	11,634,793	10,992,033
Corporate and foreign bonds	711,063	903,497
Government and agency securities	<u>366,744</u>	<u>631,627</u>
	15,119,369	19,364,815
Less: assets limited as to use	<u>(1,286,323)</u>	<u>(5,100,474)</u>
Total investments, at fair value	<u>\$13,833,046</u>	<u>\$14,264,341</u>

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

6. Investments and Assets Limited as to Use (Continued)

The composition of assets limited as to use at August 31, 2014 and 2013 is set forth in the table shown below at fair value. The portion of assets limited as to use that is required for obligations classified as current liabilities is reported in current assets.

	<u>2014</u>	<u>2013</u>
Under an agreement with the State of Connecticut, which provides that the funds be utilized for certain allowable program expenditures:		
Cash and cash equivalents	\$ —	\$2,310,566
Certificates of deposit	—	554,282
Mutual funds	—	428,148
Marketable equity securities	<u>—</u>	<u>151,573</u>
	—	3,444,569
Under a deferred compensation plan (see note 7):		
Investments	986,277	1,367,127
Maintained in escrow to make required payments on certain bonds (see note 8):		
Cash and cash equivalents	<u>300,046</u>	<u>288,778</u>
Total assets limited as to use	<u>\$1,286,323</u>	<u>\$5,100,474</u>

The principal components of investment income and net realized and unrealized gains included in continuing operations and other nonoperating expenses, gains and losses are summarized below.

	<u>2014</u>	<u>2013</u>
Unrestricted investment income and unrealized and realized gains on investments:		
Dividend and interest income	\$ 742,337	\$ 681,151
Net unrealized gains	668,363	231,743
Net realized gains	<u>828,601</u>	<u>557,753</u>
	2,239,301	1,470,647
Restricted investment income and unrealized and realized gains on investments:		
Dividend and interest income	3,613	1,141
Net unrealized gains	20,109	7,631
Net realized gains	<u>17,877</u>	<u>16,542</u>
	<u>41,599</u>	<u>25,314</u>
	<u>\$2,280,900</u>	<u>\$1,495,961</u>

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

7. Retirement Plans

Easter Seals NH maintains a Section 403(b) Plan (a defined contribution retirement plan), which covers substantially all employees. Eligible employees may contribute any whole percentage of their annual salary. Employee contributions may be matched by Easter Seals NH as determined in the annual budget. The combined amount of employer and employee contributions is subject by law to annual maximum amounts. The employer match was approximately \$673,000 and \$474,000 for the years ended August 31, 2014 and 2013, respectively.

Easter Seals New Hampshire, Inc. offers, to certain management personnel, the option to participate in an Internal Revenue Code Section 457 Deferred Compensation Plan to which the organization may make a discretionary contribution. The employees' accounts are not available until termination, retirement, death or an unforeseeable emergency. Easter Seals New Hampshire, Inc. contributed approximately \$128,000 and \$130,000 to this plan during the years ended August 31, 2014 and 2013, respectively. The assets and liabilities associated with this plan were \$986,277 and \$1,367,127 at August 31, 2014 and 2013, respectively, and are included within assets limited as to use and other liabilities in the accompanying consolidated statements of financial position.

8. Borrowings

Borrowings consist of the following at August 31:

	<u>2014</u>	<u>2013</u>
Revenue Bonds, Series 2004A, tax exempt, issued through the New Hampshire Health and Education Facilities Authority (NHHEFA), with a variable rate determined through weekly remarketing (0.06% at August 31, 2014) through December 2034, annual principal payments continually increasing from \$400,000 to \$1,060,000 with a final payment of \$1,060,000 due December 2034, secured by a pledge of all gross receipts of Easter Seals NH and certain letters of credit (see below)	\$14,275,000	\$14,660,000
Revenue Bonds, Series 2010, issued through the Monroe County Industrial Development Corporation, interest only payments due through December 2011, after which monthly principal and interest payments ranging from \$10,050 to \$21,980 are required through the maturity date of December 31, 2040. Interest is payable monthly at a rate equal to 68% of the sum of the monthly LIBOR rate plus 2.65% (1.91% at August 31, 2014)	4,929,360	5,052,360
Mortgage payable to a bank with a variable rate of LIBOR plus 2.65%, principal of \$9,500 plus interest payable monthly, with a final payment of \$2,299,000 due March 2015, secured by all business assets and property of Easter Seals CT, excluding certain assets limited as to use (see deconsolidation of affiliate – note 12).	–	2,470,000

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

8. Borrowings (Continued)

	<u>2014</u>	<u>2013</u>
Non-revolving note payable to a bank with a total availability of \$3,500,000 with a variable rate of LIBOR plus 4.07% (4.23% at August 31, 2014), interest only payments through June 2014, after which monthly principal and interest payments are required through the maturity in June 2015, secured by an interest in certain property with a net book value of \$3,888,720 at August 31, 2014	\$ 3,482,580	\$ 3,500,000
Note payable to a bank with a fixed rate of 2.50%, principal and interest of \$985 payable monthly through April 2018, secured by vehicles	41,386	52,008
Note payable to a bank with a fixed rate of 2.50%, principal and interest of \$525 payable monthly through September 2018, secured by vehicles	24,449	—
Note payable to a bank with a fixed rate of 3.66%, principal and interest of \$3,177 payable monthly, due August 2015, secured by vehicles	37,353	73,357
Unsecured note payable to an individual with a fixed rate of 5.25%, principal and interest of \$10,311 payable monthly, due April 2016	197,002	307,232
Note payable to a bank with a fixed rate of 2.50%, principal and interest of \$2,923 payable monthly through September 2018, secured by vehicles	136,074	—
Note payable to a bank with a fixed rate of 2.50%, principal and interest of \$546 payable monthly through January 2019, secured by vehicles	27,394	—
Note payable to a bank with a fixed rate of 2.50%, principal and interest of \$195 payable monthly through March 2019, secured by vehicles	10,137	—
Note payable to a bank with a fixed rate of 2.24%, principal and interest of \$608 payable monthly through July 2019, secured by vehicles	33,925	—
Note payable to a bank with a fixed rate of 2.24%, principal and interest of \$166 payable monthly through August 2019, secured by vehicles	<u>9,979</u>	<u>—</u>
	23,204,639	26,114,957
Less current portion	<u>4,228,339</u>	<u>796,290</u>
	<u>\$18,976,300</u>	<u>\$25,318,667</u>

Principal payments on long-term debt for each of the following years ending August 31 are as follows:

2015	\$ 4,228,339
2016	698,294
2017	642,760
2018	669,263
2019	643,064
Thereafter	<u>16,322,919</u>
	<u>\$23,204,639</u>

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

8. **Borrowings (Continued)**

Lines of Credit and Other Financing Arrangements

Easter Seals New Hampshire, Inc. had an agreement with a bank for a \$500,000 nonrevolving equipment line of credit. The line of credit was used to fund the purchase of New Hampshire titled vehicles for use by Easter Seals NH through April 2, 2014. The interest rate charged on outstanding borrowings was at a fixed rate at the then prime rate minus 0.75% for maturities up to a five-year term. Upon maturity of this agreement, the balances outstanding under the note payable at August 31, 2014 and 2013 were converted to various term notes secured by vehicles, as described above.

Easter Seals New Hampshire, Inc. also has an agreement with a bank for a \$500,000 revolving equipment line, which can be used to fund the purchase of New Hampshire titled vehicles for use by Easter Seals NH through June 2017. Advances are converted to term notes as utilized. The interest rate charged on outstanding borrowings is at a fixed rate equal to the then Business Vehicle Rate at the time of the advance for maturities up to a five year term. Included in long-term debt are two notes payable of \$33,925 and \$9,979 at August 31, 2014 that originated under this agreement. Availability under this agreement at August 31, 2014 is approximately \$456,000.

Easter Seals New Hampshire, Inc. (the sole member of Easter Seals NY and Harbor Schools), Easter Seals NY and Harbor Schools have a revolving line of credit with a bank, with available borrowings up to \$7 million (a portion of which is secured by available letters of credit of \$59,000). Outstanding advances are due on demand. The revolving line of credit has the following sub-limits which were last amended in May 2013: Easter Seals NH \$3.725 million, Easter Seals NY \$3 million and Harbor Schools \$275,000. The interest rate charged on outstanding borrowings is at LIBOR plus 2.25% (2.41% at August 31, 2014). Under an event of default, the interest rate will increase from LIBOR plus 2.25% to LIBOR plus 5.25%. The line is secured by a first priority interest in all business assets of Easter Seals New Hampshire, Inc., Easter Seals NY and Harbor Schools. The agreement requires that collective borrowings under the line of credit be reduced to \$3,500,000 for 30 consecutive days during each calendar year. The agreement also limits each borrower's ability to incur additional indebtedness in excess of \$500,000. Amounts outstanding under this revolving line of credit agreement at August 31, 2014 and 2013 were \$262,356 and \$262,356, respectively, related to Harbor Schools, \$1,935,548 and \$1,599,505, respectively, related to Easter Seals NY and \$0 and \$1,425,875, respectively, related to Easter Seals NH.

Easter Seals CT had a demand revolving line of credit with a bank with available borrowings up to \$1 million. The interest rate charged on outstanding borrowings was at LIBOR plus 2.25%. The line was secured by all business assets and property of Easter Seals CT, except for certain assets limited as to use (\$3,444,569 carrying value as of August 31, 2013). Additionally, this line was guaranteed by Easter Seals NH. The agreement also limited Easter Seals CT's ability to incur additional indebtedness in excess of \$1,000,000 related to real estate, and was cross collateralized with all Easter Seals NH borrowings at this bank. Amounts outstanding under this revolving line of credit agreement at August 31, 2013 were \$924,658 (see deconsolidation of affiliate – note 12).

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

8. Borrowings (Continued)

NHHEFA 2004A Revenue Bonds

In connection with the NHHEFA 2004A Revenue Bonds, Easter Seals NH is required to make deposits of interest and principal of sufficient amounts to make the required interest payments and to retire the bonds when due. The 2004A Revenue Bonds require that Easter Seals NH maintain certain reserve funds with a trustee for current required principal and interest payments. Such amounts, which are included within assets limited as to use, totaled \$300,046 and \$288,778 at August 31, 2014 and 2013, respectively. This agreement also requires bank approval prior to Easter Seals NH incurring additional indebtedness. Easter Seals NH has two letters of credit securing the bonds for \$14,450,993 each (expiring and subject to renewal on March 15, 2015, and mainly to support future principal and interest repayments due under the 2004A Revenue Bonds). Easter Seals NH is required to replace or renew the two \$14,450,993 letters of credit upon their expiration or the related bonds may be subject to early redemption. Easter Seals NH pays an annual fee for the two letters of credit relating to the 2004A NHHEFA Revenue Bonds. Fees incurred on these letters of credit totaled approximately \$183,000 and \$157,000 in 2014 and 2013, respectively.

Series 2010 Revenue Bonds

On December 1, 2010, Easter Seals NY, in connection with the Monroe County Industrial Development Corporation and RBS Citizens, issued \$5,250,000 in Series 2010 tax-exempt Revenue Bonds (the Series 2010 Bonds). The Series 2010 Bonds were used to finance the acquisition of certain property located in Irondequoit, New York, provide for improvements to a school building and an existing rehabilitation facility, and construct two residential rehabilitation facilities. Additionally, proceeds were used to refinance certain Easter Seals NY outstanding debt.

The Series 2010 Bonds are secured by a mortgage on all properties and improvements financed by the bonds, and are guaranteed by Easter Seals NH. Easter Seals NY may elect to prepay some portion or all of the outstanding bonds subject to a prepayment fee, as defined. This agreement also requires bank approval prior to Easter Seals NY incurring additional indebtedness. The Series 2010 Bonds are subject to tender for mandatory purchase at the election of the bondholder beginning June 1, 2016, and thereafter every five years through June 1, 2036.

Interest Rate Swap Agreements

Easter Seals NH has an interest rate swap agreement with a bank in connection with the Series 2004A Revenue Bonds. The swap agreement has an outstanding notional amount of \$14,275,000 and \$14,660,000 at August 31, 2014 and 2013, respectively, which reduces, in conjunction with bond principal reductions, until the agreement terminates in December 2034. Easter Seals NH remits interest at the fixed rate of 3.54% and receives interest at a variable rate (0.06% at August 31, 2014).

On February 23, 2011, Easter Seals NY entered into an interest rate swap agreement with a bank in connection with the Series 2010 Revenue Bonds. The swap agreement had an outstanding notional amount of \$4,929,360 and \$5,052,360 at August 31, 2014 and 2013, respectively, which reduces, in conjunction with bond principal reductions, until the agreement terminates in January 2031. Easter Seals NY remits interest at a fixed rate of 2.99% and receives interest at a variable rate (68% of monthly LIBOR).

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

8. Borrowings (Continued)

On December 27, 2010, Easter Seals CT entered into an interest rate swap agreement in connection with an outstanding mortgage payable of \$2,470,000 at August 31, 2013. The original notional amount of \$1,800,000 reduces ratably in conjunction with repayment of the note payable. The swap agreement effectively changed the variable rate to a fixed rate of 2.72% for the notional amounts outstanding, which is approximately 65% of the related mortgage payable (see deconsolidation of affiliate – note 12).

The fair value of the above interest rate swap agreements totaled \$3,329,813 and \$2,758,346 at August 31, 2014 and 2013, respectively, \$615,570 and \$708,132 of which was current at August 31, 2014 and 2013, respectively. During the years ended August 31, 2014 and 2013 net payments required by the agreements totaled \$674,448 and \$692,269, respectively. These payments have been included in interest expense within the accompanying consolidated statements of activities and changes in net assets. See note 11 with respect to fair value determinations.

Debt Covenants

In connection with the bonds, lines of credit and various other notes payable described above, Easter Seals NH is required to comply with certain financial covenants including, but not limited to, minimum liquidity and debt service coverage ratios. At August 31, 2014, Easter Seals NH was in compliance with restrictive covenants specified under the NHHEFA bonds, Series 2010 Bonds, and other debt obligations.

9. Donated Services

A number of volunteers have donated their time in connection with Easter Seals NH's program services and fundraising campaigns. However, no amounts have been reflected in the accompanying consolidated financial statements for such donated services, as no objective basis is available to measure the value.

10. Related Party Transactions

Approximately 13% of other fees and grants revenue is derived from a pass-through grant from Easter Seals, Inc. for both years ended August 31, 2014 and 2013. Easter Seals NH is a member of Easter Seals, Inc. As of August 31, 2014 and 2013, Easter Seals NH had a receivable of \$334,352 and \$247,471, respectively, from Easter Seals, Inc. related to amounts due under this grant. Easter Seals NH also has an amount due from Easter Seals CT of \$7,301 at August 31, 2014 (see also note 12). Membership fees to Easter Seals, Inc. were \$122,586 and \$121,780 for the years ended August 31, 2014 and 2013, respectively and are reflected as support of National programs on the accompanying consolidated statements of activity and changes in net assets.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

11. Fair Value of Financial Instruments

Fair value of a financial instrument is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at their measurement date. In determining fair value, Easter Seals NH uses various methods including market, income and cost approaches, and utilizes certain assumptions that market participants would use in pricing the asset or liability, including assumptions about risk and the risks inherent in factors used in the valuation. These factors may be readily observable, market corroborated, or generally unobservable. Easter Seals NH utilizes valuation techniques that maximize the use of observable factors and minimizes the use of unobservable factors.

Certain of Easter Seals NH's financial instruments are reported at fair value, which include beneficial interest held in trusts, investments and the interest rate swaps, and are classified by levels that rank the quality and reliability of the information used to determine fair value:

Level 1 – Valuations for financial instruments traded in active exchange markets, such as the New York Stock Exchange. Valuations are obtained from readily available pricing sources for market transactions involving identical instruments.

Level 2 – Valuations for financial instruments traded in less active dealer or broker markets. Valuations are obtained from third party pricing services for identical or similar instruments.

Level 3 – Valuations for financial instruments derived from other methodologies, including option pricing models, discounted cash flow models and similar techniques, and not based on market exchange, dealer or broker traded transactions. Level 3 valuations incorporate certain assumptions and projections in determining fair value.

The following describes the valuation methodologies used to measure financial assets and liabilities at fair value. The levels relate to valuation only and do not necessarily indicate a measure of investment risk. There have been no changes in the methodologies used by Easter Seals NH at August 31, 2014 and 2013.

Investments and Assets Limited as to Use

Cash and cash equivalents are deemed to be Level 1. The fair values of marketable equity securities, money market and mutual funds and government and agency securities that are based upon quoted prices in active markets for identical assets are reflected as Level 1. Investments in certain other mutual funds and corporate and foreign bonds where securities are transparent and generally are based upon quoted prices in active markets are valued by the investment managers and reflected as Level 2. Investments in certificates of deposit are at cost plus accrued interest, which is estimated to approximate fair value and are included in Level 2.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

11. Fair Value of Financial Instruments (Continued)

Beneficial Interest in Trusts Held by Others

The beneficial interest in trusts held by others has been assigned fair value levels based on the fair value levels of the underlying investments within the trusts. The fair values of marketable equity securities, money market and mutual funds, government and agency securities and other asset funds are based upon quoted prices in active markets for identical assets and are reflected as Level 1. Investments in marketable equity securities, mutual funds and corporate and foreign bonds where securities are transparent and generally are based upon quoted prices in active markets are valued by the investment managers and reflected as Level 2. Investments in alternative and other asset funds are derived from other methodologies, including option pricing models, discounted cash flow models and similar techniques, and not based on market exchange, dealer or broker traded transactions, and are reflected as Level 3. Level 3 valuations incorporate certain assumptions and projections in determining fair value.

Interest Rate Swap Agreements

The fair value for the interest rate swap liabilities is included in Level 3 and is estimated by the counterparty using industry standard valuation models. These models project future cash flows and discount the future amounts to present value using market-based observable inputs, including interest rates.

At August 31, 2014 and 2013, Easter Seals NH's assets and liabilities measured at fair value on a recurring basis were classified as follows:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
<u>2014</u>				
Assets:				
Assets limited as to use and investments at fair value:				
Cash and cash equivalents	\$ 523,616	\$ —	\$ —	\$ 523,616
Marketable equity securities:				
Large-cap	1,238,248	—	—	1,238,248
International	644,905	—	—	644,905
Mutual funds, open-ended:				
Short-term fixed income	3,562,348	—	—	3,562,348
Intermediate-term bond fund	824,376	—	—	824,376
High yield bond fund	264,363	—	—	264,363
Foreign bond	14,168	—	—	14,168
Government securities	752,030	—	—	752,030
International equities	784,490	—	—	784,490
Domestic, large-cap	1,500,128	—	—	1,500,128
Domestic, mid-cap	147,920	—	—	147,920
Domestic, small-cap	3,480	—	—	3,480
Domestic, Multi Alt	112,233	—	—	112,233
Real estate fund	128,303	—	—	128,303

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

11. Fair Value of Financial Instruments (Continued)

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Mutual funds, closed-ended:				
Domestic, large-cap	\$ 2,510,846	\$ —	\$ —	\$ 2,510,846
Domestic, mid-cap	508,556	—	—	508,556
Domestic, small-cap	193,682	—	—	193,682
International equity	326,879	—	—	326,879
Commodity	991	—	—	991
Corporate and foreign bonds	—	711,063	—	711,063
Government and agency securities	<u>366,744</u>	<u>—</u>	<u>—</u>	<u>366,744</u>
	<u>\$14,408,306</u>	<u>\$ 711,063</u>	<u>\$ —</u>	<u>\$15,119,369</u>
Beneficial interest in trust held by others:				
Money market funds	\$ 16,172	\$ —	\$ —	\$ 16,172
Marketable equity securities:				
Large-cap	225,799	57,705	—	283,504
Small-cap	—	33,685	—	33,685
International	—	72,307	—	72,307
Emerging markets	46,695	—	—	46,695
Mutual funds:				
Domestic fixed income	—	133,076	—	133,076
International fixed income	30,821	—	—	30,821
Commodity	42,050	—	—	42,050
Real estate investment trust	<u>35,117</u>	<u>—</u>	<u>—</u>	<u>35,117</u>
	<u>\$ 396,654</u>	<u>\$ 296,773</u>	<u>\$ —</u>	<u>\$ 693,427</u>
Liabilities:				
Interest rate swap agreements	<u>\$ —</u>	<u>\$ —</u>	<u>\$3,329,813</u>	<u>\$ 3,329,813</u>

2013

Assets:

Assets limited as to use and investments
at fair value:

Cash and cash equivalents	\$ 3,513,266	\$ —	\$ —	\$ 3,513,266
Certificates of deposit	—	554,282	—	554,282
Marketable equity securities:				
Large-cap	2,550,313	—	—	2,550,313
International	219,797	—	—	219,797
Mutual funds, open-ended:				
Short-term fixed income	3,304,368	—	—	3,304,368
Intermediate-term bond fund	543,938	—	—	543,938
High yield bond fund	274,582	—	—	274,582
Foreign bond	210,342	—	—	210,342
Government securities	511,971	—	—	511,971
International equities	693,837	—	—	693,837

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

11. Fair Value of Financial Instruments (Continued)

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Domestic, large-cap	\$ 816,851	\$ —	\$ —	\$ 816,851
Domestic, mid-cap	369,532	—	—	369,532
Domestic, small-cap	237,828	—	—	237,828
Real estate fund	3,868	—	—	3,868
Mutual funds, closed-ended:				
Fixed income and bond	427,663	—	—	427,663
Domestic, large-cap	2,002,955	—	—	2,002,955
Domestic, mid-cap	493,556	—	—	493,556
Domestic, small-cap	913,054	—	—	913,054
International equity	173,305	—	—	173,305
Commodity	14,383	—	—	14,383
Corporate and foreign bonds	—	903,497	—	903,497
Government and agency securities	<u>631,627</u>	<u>—</u>	<u>—</u>	<u>631,627</u>
	<u>\$17,907,036</u>	<u>\$1,457,779</u>	<u>\$ —</u>	<u>\$19,364,815</u>
Beneficial interest in trust held by others:				
Money market funds	\$ 4,555	\$ —	\$ —	\$ 4,555
Marketable equity securities:				
Large-cap	2,544,889	148,594	—	2,693,483
Mid-cap	809,286	45,600	—	854,886
Small-cap	—	33,110	—	33,110
International	319,796	40,369	—	360,165
Emerging markets	118,842	—	—	118,842
Corporate bonds	—	709,131	—	709,131
Foreign bonds	—	6,029	—	6,029
Mutual funds:				
Domestic fixed income	—	654,361	—	654,361
International equity	34,664	—	—	34,664
International fixed income	19,931	—	—	19,931
Domestic large-cap equity	67,476	—	—	67,476
Domestic mid-cap equity	16,984	—	—	16,984
Domestic small-cap equity	20,565	—	—	20,565
Commodity	5,465	—	—	5,465
Government and agency securities	20,202	—	—	20,202
Real estate investment trust	95,123	—	—	95,123
Alternative and structured asset funds	<u>33,921</u>	<u>—</u>	<u>88,834</u>	<u>122,755</u>
	<u>\$ 4,111,699</u>	<u>\$1,637,194</u>	<u>\$ 88,834</u>	<u>\$ 5,837,727</u>
Liabilities:				
Interest rate swap agreements	<u>\$ —</u>	<u>\$ —</u>	<u>\$2,758,346</u>	<u>\$ 2,758,346</u>

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

11. Fair Value of Financial Instruments (Continued)

The table below sets forth a summary of changes in the fair value of Easter Seals NH's Level 3 assets and liabilities for the years ended August 31, 2014 and 2013:

	<u>Interest Rate Swaps</u>	<u>Alternative and Other Asset Funds</u>
Beginning balance, August 31, 2012	\$(5,135,978)	\$ 78,614
Unrealized gains, net	<u>2,377,632</u>	<u>10,220</u>
Ending balance, August 31, 2013	(2,758,346)	88,834
Unrealized loss, net	(594,854)	—
Deconsolidation of affiliate – see note 12	<u>23,387</u>	<u>(88,834)</u>
Ending balance, August 31, 2014	<u><u>\$(3,329,813)</u></u>	<u><u>\$ —</u></u>

Excluding the impact of the deconsolidation of an affiliate (see note 12), the net amounts of unrealized gains (losses) for the period attributable to the change in unrealized gains (losses) relating to the interest rate swaps still held at August 31, 2014 and 2013 were \$(594,854) and \$2,377,632, respectively. The amount of unrealized gains for the period attributable to the change in unrealized gains relating to the Level 3 investments still held at August 31, 2014 and 2013 were \$0 and \$10,220, respectively.

Easter Seals NH's other financial instruments, including cash and cash equivalents, accounts receivable from affiliates, program and other accounts receivable, contributions receivable, accounts payable, lines of credit, and long-term debt, have fair values approximating their carrying values because of the short-term nature of the financial instruments or because interest rates approximate current market rates.

12. Deconsolidation of Related Entity

On July 31, 2014, Easter Seals NH entered into an agreement with The Connecticut Institute for the Blind, Inc. d/b/a Oak Hill (Oak Hill), an unrelated entity, whereby Easter Seals NH agreed to transfer its sole member interest in Easter Seals CT to Oak Hill for no consideration. Accordingly, all of the assets, liabilities and net assets of Easter Seals CT were transferred to Oak Hill effective July 31, 2014. Easter Seals NH was concurrently released from all guarantees and other obligations related to Easter Seals CT. Easter Seals NH recognized a decrease in net assets of \$5,841,079 as a result of the deconsolidation of Easter Seals CT. The accompanying 2014 consolidated financial statements include the operating results of Easter Seals CT for the period from September 1, 2013 through July 31, 2014 and the year ended August 31, 2013.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

12. Deconsolidation of Related Entity (Continued)

Summary statements of financial position and activities of Easter Seals CT for the period ended July 31, 2014 and year ended August 31, 2013 follow:

	July 31, 2014 <u>(Unaudited)</u>	August 31, 2013 <u></u>
Assets:		
Cash and cash equivalents	\$ 21,440	\$ 270,732
Program and other accounts receivable, net	18,572	283,994
Assets limited as to use	3,548,526	3,444,569
Investments, at fair value	256,832	1,699,874
Beneficial interest in trust held by others	5,719,267	5,207,585
Fixed assets	1,879,966	1,919,988
Other assets	<u>24,828</u>	<u>108,708</u>
Total assets	11,469,431	12,935,450
Liabilities and net assets:		
Line of credit	—	(924,658)
Deferred revenue	(3,138,717)	(3,456,204)
Long-term debt	(2,365,500)	(2,470,000)
Other liabilities	<u>(124,135)</u>	<u>(731,465)</u>
Total liabilities	<u>(5,628,352)</u>	<u>(7,582,327)</u>
Total net assets	<u>\$ 5,841,079</u>	<u>\$ 5,353,123</u>

	11-Month Period Ended <u>July 31, 2014</u>	Year Ended <u>August 31, 2013</u>
Total public support and revenue	\$ 1,027,556	\$ 1,298,832
Total operating expenses	(856,861)	(1,048,542)
Other nonoperating expenses, gains and losses	<u>778,724</u>	<u>361,524</u>
Increase in net assets before discontinued operations	<u>\$ 949,419</u>	<u>\$ 611,814</u>

Losses from discontinued operations within Easter Seals CT for the eleven month period ended July 31, 2014 and year ended August 31, 2103 were \$454,230 and \$657,561, respectively.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

13. Discontinued Operations

The accompanying consolidated financial statements include various programs and entities that are reported as discontinued operations, as follows:

- On January 25, 2012, the Board of Directors of Easter Seals New Hampshire, Inc. voted to approve discontinuing the group home and special education programs in Rutland, Vermont.
- On January 25, 2012, the Board of Directors of Easter Seals NH voted to close Harbor Schools and cease all operations of this subsidiary.
- On March 22, 2013, the Board of Directors of Easter Seals NY voted to discontinue the Bronx Early Intervention program.
- On May 2, 2014 the Sayville program in NY was discontinued as a license was not able to be obtained.
- On July 1, 2013, the Center for Therapeutic Recreation program located in Portland, Maine was transferred to the City of Portland and at that same time Easter Seals ME discontinued offering those services. On October 17, 2013, the Maine Board of Directors voted to close the Maine Vocational programs.
- On September 25, 2013, the Board of Directors of Easter Seals CT voted to discontinue the camp programs and cease all operations effective November 16, 2013.
- On June 11, 2014, the Board of Directors of Easter Seals NH voted to discontinue the Pediatric Outpatient programs located in Manchester and Dover due to significant losses the programs were experiencing.

The management of Easter Seals NH has determined that the closure of each of these programs/entities met the criteria for classification as discontinued operations. The decisions to close the programs/entities were based on performance factors.

Summary statements of financial position for each of the above discontinued programs/entities as of August 31, 2014 and 2013 are as follows:

	<u>Vermont</u>		<u>Harbor Schools</u>		<u>New York</u>	
	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>
Total assets	\$ -	\$ -	\$878,144	\$ 872,744	\$ 32,929	\$51,896
Total liabilities	-	1,197	648,892	595,053	44,511	9,289
Net assets (deficit):						
Unrestricted	-	(1,197)	180,556	230,951	(11,582)	42,607
Temporarily restricted	-	-	24,870	22,914	-	-
Permanently restricted	-	-	23,826	23,826	-	-

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

13. Discontinued Operations (Continued)

	<u>Maine</u>		<u>Connecticut</u>		<u>New Hampshire</u>	
	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>
Total assets	\$ 825	\$ 1,888	\$ —	\$ 2,119,068	\$800,810	\$ —
Total liabilities	—	38	—	2,470,000	31,783	29,592
Net assets (deficit):						
Unrestricted	825	1,850	—	(350,932)	769,027	(29,592)

Summary statements of activities for each of the above discontinued programs/entities for the years ended August 31, 2014 and 2013 are as follows:

	<u>Vermont</u>		<u>Harbor Schools</u>		<u>New York</u>	
	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>
Total public support and revenue	\$ —	\$ —	\$ 22,127	\$ 12,907	\$ —	\$ 320,825
Operating expenses	—	(20,310)	(70,891)	(329,961)	(192,456)	(628,465)
Other nonoperating expense, gains or losses	—	—	830	(1,469)	—	—
Gain on sale of properties, net	—	—	—	291,788	—	—

Total decrease in net assets	\$ —	\$ (20,310)	\$ (47,934)	\$ (26,735)	\$ (192,456)	\$ (307,640)
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	<u>Maine</u>		<u>Connecticut</u>		<u>New Hampshire</u>	
	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>
Total public support and revenue	\$ 4,667	\$ 210,588	\$ 57,166	\$ 774,143	\$ 1,276,909	\$ 1,996,997
Operating expenses	(42,262)	(324,009)	(511,596)	(1,431,704)	(2,018,853)	(1,970,004)
Gain (loss) on sale of properties, net	—	325	200	—	—	(15,563)

Total increase (decrease) in net assets	\$ (37,595)	\$ (113,096)	\$ (454,230)	\$ (657,561)	\$ (741,944)	\$ 11,430
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During 2013 Easter Seals NH sold two properties related to the closure of certain programs, which resulted in net gains on the sales of properties of \$276,550.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2014 and 2013

14. Concentrations

Easter Seals NH maintains its cash and cash equivalents in bank deposit accounts which, at times, may exceed amounts guaranteed by the Federal Deposit Insurance Corporation. Financial instruments which subject Easter Seals to credit risk consist primarily of cash equivalents and investments. Easter Seals' investment portfolio consists of diversified investments, which are subject to market risk. Investments that exceeded 10% of investments include the "Lord Abbett Short Duration Income A Fund" as of August 31, 2014.

OTHER FINANCIAL INFORMATION

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATING STATEMENT OF FINANCIAL POSITION

August 31, 2014

ASSETS

	* New Hampshire	Vermont	Maine	Rhode Island	Harbor Schools, Inc.	Connecticut	New York	Elimi- nations	Total
Current assets:									
Cash and cash equivalents	\$ 1,887,115	\$ 600	\$ 10,132	\$ 500	\$ -	\$ -	\$ 858,787	\$ -	\$ 2,757,134
Accounts receivable from affiliates	6,110,436	911,119	-	-	-	-	334,353	(7,014,255)	341,653
Program and other accounts receivable, net	6,565,059	763,220	164,545	160,355	3,500	-	2,466,068	-	10,122,747
Contributions receivable, net	492,586	-	1,843	21,534	-	-	189,411	-	705,374
Current portion of assets limited as to use	300,046	-	-	-	-	-	-	-	300,046
Prepaid expenses and other current assets	352,244	1,475	36,840	7,722	-	-	280,045	-	678,326
Total current assets	15,707,486	1,676,414	213,360	190,111	3,500	-	4,128,664	(7,014,255)	14,905,280
Assets limited as to use, net of current portion	986,277	-	-	-	-	-	-	-	986,277
Fixed assets, net	19,655,095	31,222	24,514	22,222	-	-	5,361,330	-	25,094,383
Property held for sale	463,947	-	-	-	825,947	-	-	-	1,289,894
Bond issuance costs, net	62,218	-	-	-	-	-	172,895	-	235,113
Investments, at fair value	12,883,509	-	-	-	48,697	-	900,840	-	13,833,046
Beneficial interest in trusts held by others and other assets	898,413	-	-	38,768	-	-	613,738	-	1,550,919
	\$50,656,945	\$1,707,636	\$ 237,874	\$ 251,101	\$ 878,144	\$ -	\$11,177,467	\$ (7,014,255)	\$57,894,912

LIABILITIES AND NET ASSETS

	* New Hampshire	Vermont	Maine	Rhode Island	Harbor Schools, Inc.	Connecticut	New York	Elimi- nations	Total
Current liabilities:									
Lines of credit	\$ -	\$ -	\$ -	\$ -	\$ 262,356	\$ -	\$ 1,935,548	\$ -	\$ 2,197,904
Accounts payable	1,431,692	12,425	940	3,898	-	-	458,788	-	1,907,743
Accrued expenses	3,267,969	15,892	34,088	8,220	7,696	-	917,617	-	4,251,482
Accounts payable to affiliates	3,023,524	-	2,562,288	99,631	352,590	-	976,222	(7,014,255)	-
Current portion of deferred revenue	523,300	12,557	5,000	83	26,250	-	291,068	-	858,258
Current portion of interest rate swap agreements	474,355	-	-	-	-	-	141,215	-	615,570
Current portion of long-term debt	4,064,386	-	-	-	-	-	163,953	-	4,228,339
Total current liabilities	12,785,226	40,874	2,602,316	111,832	648,892	-	4,884,411	(7,014,255)	14,059,296
Deferred revenue, net of current portion	999,167	-	-	-	-	-	-	-	999,167
Other liabilities	987,185	-	-	-	-	-	-	-	987,185
Interest rate swap agreements, less current portion	2,195,025	-	-	-	-	-	519,218	-	2,714,243
Long-term debt, less current portion	14,173,540	-	-	-	-	-	4,802,760	-	18,976,300
Total liabilities	31,140,143	40,874	2,602,316	111,832	648,892	-	10,206,389	(7,014,255)	37,736,191
Net assets (deficit):									
Unrestricted	14,428,086	1,666,763	(2,422,354)	100,501	180,556	-	235,785	-	14,189,337
Temporarily restricted	690,526	(1)	57,912	-	24,870	-	171,555	-	944,862
Permanently restricted	4,398,190	-	-	38,768	23,826	-	563,738	-	5,024,522
Total net assets (deficit)	19,516,802	1,666,762	(2,364,442)	139,269	229,252	-	971,078	-	20,158,721
	\$50,656,945	\$1,707,636	\$ 237,874	\$ 251,101	\$ 878,144	\$ -	\$11,177,467	\$ (7,014,255)	\$57,894,912

* Includes Agency Realty, Inc., Webster Place, Inc. and Manchester Alcoholism Rehabilitation Center

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATING STATEMENT OF FINANCIAL POSITION

August 31, 2013

ASSETS

	* New Hampshire	Vermont	Maine	Rhode Island	Harbor Schools, Inc.	Connecticut	New York	Elimi- nations	Total
Current assets:									
Cash and cash equivalents	\$ 1,884,939	\$ 500	\$ 300	\$ 500	\$ -	\$ 270,732	\$ 885,650	\$ -	\$ 3,042,621
Accounts receivable from affiliates	8,588,060	983,077	-	-	-	-	247,471	(9,571,137)	247,471
Program and other accounts receivable, net	6,375,827	627,330	541,354	160,914	3,500	283,994	3,231,789	-	11,224,708
Contributions receivable, net	343,482	-	1,725	20,175	-	28,350	292,378	-	686,110
Current portion of assets limited as to use	288,778	-	-	-	-	253,183	-	-	541,961
Prepaid expenses and other current assets	426,695	4,950	37,302	9,276	-	80,358	225,263	-	783,844
Total current assets	17,907,781	1,615,857	580,681	190,865	3,500	916,617	4,882,551	(9,571,137)	16,526,715
Assets limited as to use, net of current portion	1,367,127	-	-	-	-	3,191,386	-	-	4,558,513
Fixed assets, net	20,574,542	1,994	29,777	20,130	-	1,919,988	5,520,453	-	28,066,884
Property held for sale	-	-	-	-	822,504	-	-	-	822,504
Bond issuance costs, net	65,290	-	-	-	-	-	179,461	-	244,751
Investments, at fair value	11,646,528	-	-	-	46,740	1,699,874	871,199	-	14,264,341
Beneficial interest in trusts held by others and other assets	969,247	-	-	35,917	-	5,207,585	618,051	-	6,830,800
	\$52,530,515	\$1,617,851	\$ 610,458	\$ 246,912	\$ 872,744	\$12,935,450	\$12,071,715	\$ (9,571,137)	\$71,314,508

LIABILITIES AND NET ASSETS

	* New Hampshire	Vermont	Maine	Rhode Island	Harbor Schools, Inc.	Connecticut	New York	Elimi- nations	Total
Current liabilities:									
Lines of credit	\$ 1,425,875	\$ -	\$ -	\$ -	\$ 262,356	\$ 924,658	\$ 1,599,505	\$ -	\$ 4,212,394
Accounts payable	1,259,499	8,467	1,492	3,458	907	65,152	473,153	-	1,812,128
Accrued expenses	3,038,850	7,722	28,013	6,617	29,988	115,836	896,428	-	4,143,454
Accounts payable to affiliates	4,654,485	-	2,790,841	58,729	296,552	493,735	1,276,795	(9,571,137)	-
Current portion of deferred revenue	342,165	12,095	55,123	-	5,250	264,818	160,116	-	839,567
Current portion of interest rate swap agreements	525,435	-	-	-	-	39,267	143,430	-	708,132
Current portion of long-term debt	523,287	-	-	-	-	114,000	159,003	-	796,290
Total current liabilities	11,789,596	28,284	2,875,469	68,804	595,053	2,017,466	4,708,430	(9,571,137)	12,511,965
Deferred revenue, net of current portion	1,026,667	-	-	-	-	3,191,386	-	-	4,218,053
Other liabilities	1,367,458	-	-	-	-	-	-	-	1,367,458
Interest rate swap agreements, less current portion	1,699,286	-	-	-	-	17,475	333,453	-	2,050,214
Long-term debt, less current portion	17,995,953	-	-	-	-	2,356,000	4,966,714	-	25,318,667
Total liabilities	33,878,960	28,284	2,875,469	68,804	595,053	7,582,327	10,008,597	(9,571,137)	45,466,357
Net assets (deficit):									
Unrestricted	13,547,926	1,589,568	(2,279,862)	140,709	230,951	145,539	1,392,877	-	14,767,708
Temporarily restricted	734,001	(1)	14,851	1,482	22,914	-	152,190	-	925,437
Permanently restricted	4,369,628	-	-	35,917	23,826	5,207,584	518,051	-	10,155,006
Total net assets (deficit)	18,651,555	1,589,567	(2,265,011)	178,108	277,691	5,353,123	2,063,118	-	25,848,151
	\$52,530,515	\$1,617,851	\$ 610,458	\$ 246,912	\$ 872,744	\$12,935,450	\$12,071,715	\$ (9,571,137)	\$71,314,508

* Includes Agency Realty, Inc., Webster Place, Inc. and Manchester Alcoholism Rehabilitation Center

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATING STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

Year Ended August 31, 2014

	* New Hampshire	Vermont	Maine	Rhode Island	Harbor Schools, Inc.	Connecticut	New York	Elimi- nations	Total
Public support and revenue:									
Public support:									
Contributions	\$ 660,025	\$ 783	\$ 188,715	\$ 35,175	\$ -	\$ 5,902	\$ 409,654	\$ -	\$ 1,300,254
Special events, net	990,162	2,390	16,735	132,955	-	12,446	661,287	-	1,815,975
Annual campaigns, net	398,950	10,731	19,340	48,824	-	24,005	-	-	501,850
Bequests	220,764	-	-	1,710	-	8,129	217,955	-	448,558
Total public support	2,269,901	13,904	224,790	218,664	-	50,482	1,288,896	-	4,066,637
Revenue:									
Fees and grants from governmental agencies	37,890,398	3,257,409	2,142,632	1,114,188	-	248,623	23,072,047	-	67,725,297
Other fees and grants	19,739,085	669,021	37,471	61,137	-	9,862	4,577,720	-	25,094,296
Sales to public	4,270,196	-	-	-	-	-	-	-	4,270,196
Dividend and interest income	339,121	-	-	1,472	-	373,818	56,794	(25,255)	745,950
Rental income	1,032	-	-	-	-	-	64,746	(574)	65,204
Intercompany revenue	2,317,520	-	-	-	-	-	66,035	(2,383,555)	-
Other	133,957	285	172	5,341	-	344,771	4,112	(29,450)	459,188
Total revenue	64,691,309	3,926,715	2,180,275	1,182,138	-	977,074	27,841,454	(2,438,834)	98,360,131
Total public support and revenue	66,961,210	3,940,619	2,405,065	1,400,802	-	1,027,556	29,130,350	(2,438,834)	102,426,768
Operating expenses:									
Program services:									
Public health education	258,038	245	74	3,551	-	386	253,698	-	515,992
Professional education	29,065	-	-	-	-	-	-	-	29,065
Direct services	56,578,002	3,518,763	2,156,028	1,164,880	-	576,844	26,023,617	(31,000)	89,987,134
Total program services	56,865,105	3,519,008	2,156,102	1,168,431	-	577,230	26,277,315	(31,000)	90,532,191

	* New Hampshire	Vermont	Maine	Rhode Island	Harbor Schools, Inc.	Connecticut	New York	Elimi- nations	Total
Supporting services:									
Management and general Fundraising	\$ 8,240,795 862,957	\$ 344,097 319	\$ 220,095 90,098	\$ 130,416 141,535	\$ — —	\$ 147,814 129,258	\$ 2,722,667 796,555	\$ (2,386,314) (13,783)	\$ 9,419,570 2,006,939
Total supporting services	<u>9,103,752</u>	<u>344,416</u>	<u>310,193</u>	<u>271,951</u>	<u>—</u>	<u>277,072</u>	<u>3,519,222</u>	<u>(2,400,097)</u>	<u>11,426,509</u>
Total functional expenses	65,968,857	3,863,424	2,466,295	1,440,382	—	854,302	29,796,537	(2,431,097)	101,958,700
Support of National programs	<u>25,797</u>	<u>—</u>	<u>606</u>	<u>2,110</u>	<u>—</u>	<u>2,559</u>	<u>91,514</u>	<u>—</u>	<u>122,586</u>
Total operating expenses	<u>65,994,654</u>	<u>3,863,424</u>	<u>2,466,901</u>	<u>1,442,492</u>	<u>—</u>	<u>856,861</u>	<u>29,888,051</u>	<u>(2,431,097)</u>	<u>102,081,286</u>
Increase (decrease) in net assets from operations	966,556	77,195	(61,836)	(41,690)	—	170,695	(757,701)	(7,737)	345,482
Other nonoperating expenses, gains and losses:									
Change in fair value of interest rate swaps	(444,658)	—	—	—	—	33,354	(183,550)	—	(594,854)
Net realized and unrealized gains (losses) on investments	1,303,266	—	—	—	—	235,704	(4,020)	—	1,534,950
Increase in fair value of beneficial interest in trusts held by others	14,750	—	—	2,851	—	511,682	45,687	—	574,970
Gain (loss) on sales and disposals of property, plant and equipment	16,368	—	—	—	—	(2,016)	—	—	14,352
Other nonoperating expenses	<u>(249,092)</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>(249,092)</u>
Deconsolidation of affiliate	640,634	—	—	2,851	—	778,724	(141,883)	—	1,280,326
	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>(5,841,079)</u>	<u>—</u>	<u>—</u>	<u>(5,841,079)</u>
Increase (decrease) in net assets before effects of discontinued operations	1,607,190	77,195	(61,836)	(38,839)	—	(4,891,660)	(899,584)	(7,737)	(4,215,271)
Loss from discontinued operations	<u>(741,943)</u>	<u>—</u>	<u>(37,595)</u>	<u>—</u>	<u>(48,439)</u>	<u>(461,463)</u>	<u>(192,456)</u>	<u>7,737</u>	<u>(1,474,159)</u>
Total increase (decrease) in net assets	865,247	77,195	(99,431)	(38,839)	(48,439)	(5,353,123)	(1,092,040)	—	(5,689,430)
Net assets (deficit) at beginning of year	18,651,555	1,589,567	(2,265,011)	178,108	277,691	5,353,123	2,063,118	—	25,848,151
Net assets (deficit) at end of year	<u>\$ 19,516,802</u>	<u>\$ 1,666,762</u>	<u>\$ (2,364,442)</u>	<u>\$ 139,269</u>	<u>\$ 229,252</u>	<u>\$ —</u>	<u>\$ 971,078</u>	<u>\$ —</u>	<u>\$ 20,158,721</u>

* Includes Agency Realty, Inc., Webster Place Inc., and Manchester Alcoholism Rehabilitation Center

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATING STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

Year Ended August 31, 2013

	* New Hampshire	Vermont	Maine	Rhode Island	Harbor Schools, Inc.	Connecticut	New York	Elimi- nations	Total
Public support and revenue:									
Public support:									
Contributions	\$ 1,982,061	\$ 569	\$ 20,216	\$ 34,016	\$ -	\$ 43,732	\$ 416,983	\$ -	\$ 2,497,577
Special events, net	323,059	176	57,225	106,647	-	35,291	466,125	-	988,523
Annual campaigns, net	379,744	15,804	12,321	32,663	-	2,702	-	-	443,234
Bequests	108,362	-	79,247	1,710	-	20,270	160,234	-	369,823
Total public support	2,793,226	16,549	169,009	175,036	-	101,995	1,043,342	-	4,299,157
Revenue:									
Fees and grants from governmental agencies	34,749,892	2,855,468	1,328,332	1,077,769	-	346,649	23,270,093	-	63,628,203
Other fees and grants	19,378,555	727,962	30,673	64,890	-	16,554	3,794,589	-	24,013,223
Sales to public	4,019,558	-	-	-	-	-	-	-	4,019,558
Dividend and interest income	353,638	-	-	1,431	-	305,749	52,749	(31,275)	682,292
Rental income	1,240	-	-	-	-	-	143,531	-	144,771
Intercompany revenue	1,966,264	-	-	-	-	-	54,004	(2,020,268)	-
Other	95,342	9,294	16	5,600	-	527,885	41,126	-	679,263
Total revenue	60,564,489	3,592,724	1,359,021	1,149,690	-	1,196,837	27,356,092	(2,051,543)	93,167,310
Total public support and revenue	63,357,715	3,609,273	1,528,030	1,324,726	-	1,298,832	28,399,434	(2,051,543)	97,466,467
Operating expenses:									
Program services:									
Public health education	257,956	885	87	3,746	-	241	346,187	-	609,102
Professional education	41,275	-	-	-	-	-	-	-	41,275
Direct services	54,105,838	3,177,319	1,235,816	1,073,809	-	810,933	24,086,980	(148,200)	84,342,495
Total program services	54,405,069	3,178,204	1,235,903	1,077,555	-	811,174	24,433,167	(148,200)	84,992,872

	* New Hampshire	Vermont	Maine	Rhode Island	Harbor Schools, Inc.	Connecticut	New York	Elimi- nations	Total
Supporting services:									
Management and general	\$ 7,892,260	\$ 329,705	\$ 154,349	\$ 121,246	\$ -	\$ 75,977	\$ 2,686,098	\$ (1,855,742)	\$ 9,403,893
Fundraising	958,211	2,124	36,353	116,201	-	156,362	533,649	(47,601)	1,755,299
Total supporting services	8,850,471	331,829	190,702	237,447	-	232,339	3,219,747	(1,903,343)	11,159,192
Total functional expenses	63,255,540	3,510,033	1,426,605	1,315,002	-	1,043,513	27,652,914	(2,051,543)	96,152,064
Support of National programs	25,325	-	595	5,435	-	5,029	85,396	-	121,780
Total operating expenses	63,280,865	3,510,033	1,427,200	1,320,437	-	1,048,542	27,738,310	(2,051,543)	96,273,844
Increase in net assets from operations	76,850	99,240	100,830	4,289	-	250,290	661,124	-	1,192,623
Other nonoperating expenses, gains and losses:									
Change in fair value of interest rate swaps	1,755,863	-	-	-	-	41,266	580,503	-	2,377,632
Net realized and unrealized gains (losses) on investments	715,103	-	-	-	-	112,222	(13,656)	-	813,669
Increase in fair value of beneficial interest in trusts held by others	5,861	-	-	1,429	-	208,036	24,110	-	239,436
Other nonoperating losses	(77,517)	-	-	-	-	-	(29,603)	-	(107,120)
Gain on sales and disposals of property, plant and equipment	7,392	-	-	-	-	-	-	-	7,392
	2,406,702	-	-	1,429	-	361,524	561,354	-	3,331,009
Increase in net assets before effects of discontinued operations	2,483,552	99,240	100,830	5,718	-	611,814	1,222,478	-	4,523,632
Income (loss) from discontinued operations	11,430	(20,310)	(113,096)	-	(26,735)	(657,561)	(307,640)	-	(1,113,912)
Total increase (decrease) in net assets	2,494,982	78,930	(12,266)	5,718	(26,735)	(45,747)	914,838	-	3,409,720
Net assets (deficit) at beginning of year	16,156,573	1,510,637	(2,252,745)	172,390	304,426	5,398,870	1,148,280	-	22,438,431
Net assets (deficit) at end of year	\$ 18,651,555	\$ 1,589,567	\$ (2,265,011)	\$ 178,108	\$ 277,691	\$ 5,353,123	\$ 2,063,118	\$ -	\$ 25,848,151

* Includes Agency Realty, Inc., Webster Place Inc., and Manchester Alcoholism Rehabilitation Center

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATING STATEMENT OF FUNCTIONAL EXPENSES

Year Ended August 31, 2014

	* New Hampshire	Vermont	Maine	Rhode Island	Harbor Schools, Inc.	Connecticut	New York	Elimi- nations	Total
Salaries and related expenses	\$ 48,494,900	\$ 2,970,136	\$ 1,999,154	\$ 1,053,169	\$ -	\$ 544,811	\$ 21,791,248	\$ -	\$ 76,853,418
Professional fees	6,982,525	533,037	188,905	228,820	-	211,335	3,776,125	(2,413,005)	9,507,742
Supplies	1,750,451	23,661	19,749	6,305	-	6,169	871,909	-	2,678,244
Telephone	684,805	15,065	6,345	9,051	-	3,934	148,073	-	867,273
Postage and shipping	70,760	1,033	3,123	2,173	-	1,280	34,635	-	113,004
Occupancy	2,097,572	85,308	168,892	84,892	-	49,802	1,593,939	-	4,080,405
Outside printing, artwork and media	67,850	3,479	9,570	4,559	-	449	41,120	-	127,027
Travel	2,231,402	118,835	6,591	39,351	-	8,863	189,950	(69)	2,594,923
Conventions and meetings	168,077	18,125	16,466	1,254	-	9,710	156,942	-	370,574
Specific assistance to individuals	968,332	70,856	22,066	-	-	12,455	171,751	-	1,245,460
Dues and subscriptions	22,081	-	2,424	125	-	870	15,339	-	40,839
Minor equipment purchases- and equipment rental	215,839	18,748	7,922	7,850	-	1,698	117,599	-	369,656
Ads, fees and miscellaneous	27,699	1,937	2,542	355	-	230	11,013	-	43,776
Interest	885,953	-	-	-	-	-	308,286	(18,023)	1,176,216
Bad debt provision	-	-	-	-	-	-	-	-	-
Facility tax assessment	-	-	-	-	-	-	182,791	-	182,791
Depreciation and amortization	1,300,611	3,204	12,546	2,478	-	2,696	385,817	-	1,707,352
	<u>\$ 65,968,857</u>	<u>\$ 3,863,424</u>	<u>\$ 2,466,295</u>	<u>\$ 1,440,382</u>	<u>\$ -</u>	<u>\$ 854,302</u>	<u>\$ 29,796,537</u>	<u>\$ (2,431,097)</u>	<u>\$ 101,958,700</u>

* Includes Agency Realty, Inc., Webster Place Inc., and Manchester Alcoholism Rehabilitation Center

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATING STATEMENT OF FUNCTIONAL EXPENSES

Year Ended August 31, 2013

	* New Hampshire	Vermont	Maine	Rhode Island	Harbor Schools, Inc.	Connecticut	New York	Elimi- nations	Total
Salaries and related expenses	\$ 46,435,814	\$ 2,582,606	\$ 1,182,486	\$ 950,569	\$ -	\$ 755,476	\$ 19,897,017	\$ -	\$ 71,803,968
Professional fees	6,607,471	573,778	49,472	197,171	-	128,550	3,683,964	(2,020,268)	9,220,138
Supplies	1,847,054	24,018	26,253	7,177	-	26,740	770,402	-	2,701,644
Telephone	676,981	15,458	3,861	7,864	-	6,589	131,845	-	842,598
Postage and shipping	76,565	1,528	2,604	2,455	-	908	30,711	-	114,771
Occupancy	2,011,739	55,018	128,009	83,516	-	52,053	1,488,120	-	3,818,455
Outside printing, artwork and media	73,284	4,336	5,082	7,299	-	10,719	29,277	-	129,997
Travel	2,241,712	114,616	2,695	42,513	-	10,516	191,172	-	2,603,224
Conventions and meetings	214,794	27,374	2,162	1,668	-	11,465	134,065	-	391,528
Specific assistance to individuals	712,548	87,860	2,648	-	-	595	153,140	-	956,791
Dues and subscriptions	24,498	538	4,902	1,246	-	1,280	16,753	-	49,217
Minor equipment purchases- and equipment rental	292,938	19,148	9,519	11,565	-	7,157	85,912	-	426,239
Ads, fees and miscellaneous	47,695	2,962	3,044	225	-	1,594	44,104	-	99,624
Interest	779,392	-	-	-	-	26,201	319,338	(31,275)	1,093,656
Facility tax assessment	-	-	-	-	-	-	311,041	-	311,041
Depreciation and amortization	1,213,055	793	3,868	1,734	-	3,670	366,053	-	1,589,173
	<u>\$ 63,255,540</u>	<u>\$ 3,510,033</u>	<u>\$ 1,426,605</u>	<u>\$ 1,315,002</u>	<u>\$ -</u>	<u>\$ 1,043,513</u>	<u>\$ 27,652,914</u>	<u>\$ (2,051,543)</u>	<u>\$ 96,152,064</u>

* Includes Agency Realty, Inc., Webster Place Inc., and Manchester Alcoholism Rehabilitation Center

Easter Seals New Hampshire, 555 Auburn Street, Manchester, NH 03103
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Richard Lauricella

Chairman - RI

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OUTLINE OF SKILLS AND QUALIFICATIONS:

- Program and Staff Management – Oversee staff, programs, and planning for Military & Veterans Services department, including multi-agency/multi-system collaboration
- Project Design, Implementation, and Management – Leadership role in several successful new program and systems change initiatives, including Deployment Cycle Support Care Coordination Program; Autism Network; and “Getting There”
- Proposal/Grant Writing, Presentation Writing, Curriculum Development, other Technical Reporting and Writing skills
- Vocational Assessment—over 20 years performing comprehensive evaluations including administering and interpreting results of Aptitude, Achievement, Interest and Personality testing
- Rehabilitation Counseling—over 20 years providing guidance related to Vocational, Medical and Psycho-Social aspects of Disability
- Career Counseling—over 20 years working effectively with adults and adolescents of varied backgrounds, ages, circumstances, to assist in career planning and decision-making
- Marketing and Customer Service
- Program Evaluation, Compliance, Quality Control
- Expert testimony in area of Vocational Evaluation/Rehabilitation

PROFESSIONAL EXPERIENCE:

Director Of Military & Veterans Services, Easter Seals NH, Manchester, NH – 2007 – present

Oversee staff and programs for Easter Seals department committed to providing high quality, responsive services to service members, veterans, and families. Oversee training and systems coordination initiatives. Developed one-of-a-kind Pilot Program providing comprehensive Care Coordination to service members and their families in conjunction with the deployment cycle. Directed an inter-agency network of Care Coordination providers and oversee an internal “core team”.

Responsible for building effective collaborations between civilian, DoD, and VA systems. Work closely with NHNG, VA, and the NH DHHS Division of Community Based Military Programs. Coordinate with Veterans Count to effectively facilitate access to emergency funds for needy clients. Oversee dynamic staff including employees and independent contractors. Responsible for program design/tool and curriculum development, quality control, reporting. Was awarded Distinguished Service Medal by NH National Guard in 2011.

Vocational Evaluation Supervisor/Project Director
Easter Seals NH, Manchester, NH - 1992-2007

This is a "working manager" position, responsible for the development, provision, and day-to-day management of Vocational Evaluation Services programming and various new initiatives at a large, rehabilitation/social service agency. Duties/responsibilities include:

Provide vocational assessment, counseling, and planning services, using various techniques including interviewing, testing, exploration of training/educational background and options, study of labor market and occupational trends, and career counseling to assist individuals in establishing realistic, rewarding career goals and plans. Serve individuals with wide range of circumstances, experiences, educational levels, ages, interests, health/disability needs, referred through state agencies, Veterans Administration, school districts, private rehabilitation companies, insurance companies, and attorneys.

Develop, market, expand and manage Vocational Evaluation program, providing valuable career counseling and assessment services to adults and adolescents with disabilities, injuries, and other special needs and circumstances throughout NH and VT. Develop protocol/format for providing one-to-two-day vocational assessments which are both useful and cost-effective. Purchase and maintain extensive inventory of vocational assessment tools (tests, interest inventories, work samples, etc.) and career/occupational information resources. Market services to broad range of funding sources and individuals throughout two-state region.

Write comprehensive Vocational Evaluation Reports based on counseling/assessment activities and outlining clear-cut, realistic recommendations for career planning. Other writing-related duties in this position including preparing detailed proposals for federal contracts and developing written marketing materials.

Provide administrative and clinical supervision to program staff of one additional Counselor and one Administrative Assistant, and evaluate staff performance. Very effective in maintaining long-term, reliable staff. Oversee day-to-day operations of program including preparing all billing and purchasing. Collect various program data as indicated to meet agency data collection needs and standards. Assist in development of program budget of \$125K to \$135K, and monitor budget.

Direct the design, implementation and management of new initiatives and programs. Develop NH Veterans Services project, a pilot program in partnership with the NH Joint Force Headquarters and NH-DHHS. Includes all aspects of project implementation and management. Additionally, co-chair of Easter Seals Service First customer service program, and winner of Easter Seals NH's 2004 Service First Award.

Vocational Evaluator

Morgan Memorial Goodwill Industries, Inc., Boston, MA – 1989-1992

Planned and administered one-week vocational assessments for a multi-disability population, and wrote comprehensive Vocational Evaluation Reports. Also served as member of Case Management Team, Group Counselor for a nutrition/fitness-related group, and Human Rights Officer for the Agency.

EDUCATION:

Master of Science in Rehabilitation Counseling
Boston University, 1992
Graduated "with Distinction" designation

Bachelor of Music
SUNY Potsdam, 1986
Additionally: All Coursework completed for Master of Music in
Composition at Northern Illinois University 1986-1988

CERTIFICATIONS:

Certified Vocational Evaluation Specialist (CVE) #03156
Certified Rehabilitation Counselor (CRC) #28492

Previous Work Experiences:

- Sold Telecommunications equipment/services
- Recruiting for a junior college
- Taught Music Theory and related courses at the College-level as part of Graduate Assistantship in Music Composition
- Various retail/customer service jobs
- Performer (music and stand-up comedy)

References Available Upon Request

REBECCA MALANDRINO

SUMMARY

- Extensive experience in data analysis, data manipulation, and database programming
- Outstanding database and statistical proficiency with excellent communication and interpersonal skills.
- Handle multiple tasks and precedence; take initiative; self motivated and team oriented
- Proficient in MS Word, Excel, Power Pivot, Access, Outlook, Power Point, Frontpage and Publisher. I am also skilled with Adobe Photoshop, Image Ready, Page Maker, DreamWeaver, and Quark Express.

EXPERIENCE

2013-Present Easter Seals, NH Manchester, NH

Program Coordinator Military and Veteran Services

As Program Coordinator for Easter Seals Military and Veteran Services I am responsible for carrying out various data analytical tasks, data manipulation, verifying data for calculation errors and data irregularity. Additionally I am responsible for ensuring that all data collection, management and reporting are completed in a timely and accurate manner. I liaise with internal and external stakeholders on data and outcome reporting. I ensure compliance with external contracts as well as department and agency policies and procedures and understand agency and grant budget systems to assist in developing and monitoring budgets. I communicate effectively and encourage open-communication ensuring updated agency, departmental and contractual information is distributed appropriately.

I have assisted in oversight of Military & Veterans Services programs, including Deployment Cycle Care Coordination Program, Access To Recovery, Supportive Services for Veteran Families, and other new developing programs.

In addition to my data responsibilities I serve on the Cross Organizational Leadership Team, which strives to meet the goals of the agency's strategic plan and to 'connect the dots' internally as an agency in order to better serve clients. I am also on the Data Analyst Team whose primary goal is to create a dynamic and interactive database which will serve all of the agency's programs.

2008-2013 Easter Seals, NH Manchester, NH

Office Manager Military and Veteran Services

As Office Manager I was responsible for the creation and management of the data collection system for the Deployment Cycle Care Coordination Program (DCS-CCP), a partnership between the State of NH, NH National Guard and Easter Seals New Hampshire. I assisted in finding and implementing best practices for the setup of DCS-CCP, and well as being the primary internal contact for the team of Care Coordinators across the state. I was also the manager of the Veterans Count Financial Assistance, which provided immediate financial assistance for clients who were in need, this management included liaising with the Veterans Count Board and Easter Seals Business office to ensure prompt reporting and auditable records. I created and generated the monthly data outcomes report along with creating compatible end user forms, some of which have been adopted by other agencies, in order to collect and manage data and outcomes. I was also responsible for all general clerical management of the office.

2003-2008 Easter Seals, NH Salem, NH

Office Manager Early Intervention

As Office Manager I was the internal contact for a team of 12 therapists providing services for children

with special needs. I was a trained case manager for children and am responsible for coordinating their therapies and family resources. Additionally, I was responsible for all medical records, insurance verification, data entry and creation and implementation of all internal paperwork. I served on the Safety Committee and oversaw all Safety requirements in our office. I also served on the Service First Committee which promotes excellent customer service and handles customer service trainings and concerns.

2000-2003 Buderus Hydronic Systems Londonderry, NH

Advertising Coordinator

As Advertising Coordinator I was the primary contact for an outside sales force of 10 people. I also created and published all of the printed advertising, the website, as well as creating marketing programs for regional markets. I served as the primary hostess for visiting customers which entailed entertaining after work hours. I created and facilitated nationwide sales campaigns annually. I was the primary back up for the office switchboard and helped in various other areas of the office, such as inputting data into the POS system, and supervising the inventory of and distributing all promotional materials.

1996-2000 Prudential Verani Realty Derry, NH

Office Assistant

I was the assistant to Real Estate Broker, Patricia A. Dowling. As such, I was responsible for assisting her with her sales transactions, the creation of her marketing material, and overseeing Home Inspections and walk throughs. I was also delegated many various clerical functions.

EDUCATION

1993-1997 Pinkerton Academy Derry, NH

- High School Diploma

1997-1999 Lake Forest College Lake Forest, IL

- Major in Computer Science and German

Kelley True, MA, LCMHC

Masters Level Clinician

WORK EXPERIENCE

Care Coordinator

Easter Seals NH-Military and Veteran Services - Manchester, NH - March 2014 to Present

Responsibilities

Assessment, care planning, service coordination, counseling and crisis response for Veterans, Service Members and families. Function as a part of a state-wide network of resources for military members, and work in collaboration with civilian social service system, law enforcement/legal systems, government and military agencies, while actively working toward minimizing stigma. Engagement with community stakeholders including implementation of educational programming to raise awareness of the challenges faced by military families.

Accomplishments:

Serves as subject matter expert in the area of Military Sexual Assault, Domestic Violence, and Women Veterans

Serves as Military and Veteran Services Liaison on multiple community networking boards across New Hampshire

Provides specialized training as part of a statewide initiative to educate community stakeholders in military culture. Provides consultation and educational curriculum for Military Sexual Trauma training.

Served as acting Military Liaison to the N.H. National Guard, its Psychological Health and Service Member-Family Support Programs.

Readjustment Counselor-Military Sexual Trauma Therapist

DEPARTMENT OF VETERANS AFFAIRS-VET CENTER - Hooksett, NH - 2009 to 2013

Individual, group and family counseling, case management, and advocacy for service members and Veterans. Counseling for Acute and Post-traumatic Stress Disorder, Depression, Anxiety. Range of clinical services for men and women who struggle with adjusting to life after traumatic experiences (specifically Military Sexual Trauma), and its effects on family relationships, employment and higher education. Formed working partnerships with collateral agencies. Extensive outreach and community education experience. Administrative and clinical supervision.

Accomplishments:

V.A. Step Qualified as a Military Sexual Trauma Therapist
June 2009

NH Seacoast Veterans Conference
March 2013
Planning Committee Member

Making Connections: Supporting Women Who Have Served in the Military
May 2010

Massachusetts Department of Labor Conference, Boston, MA.

Panel Member: Military Sexual Trauma Subject Matter Expert

School Clinician

YOUTH OPPORTUNITIES UPHELD - Baldwinville, MA - 2008 to 2009

Residential treatment and educational program for adolescent girls aged 12-22. Individual, group, family therapy, crisis intervention and diversion, academic support, court liaison services, program planning and development. Clinical supervision of counseling staff. Development and implementation of staff training in Trauma-Informed Care model of treatment.

Readjustment Counseling- Clinical Intern

Vet Center Readjustment Counseling Service - Hooksett, NH - 2007 to 2008

Individual, group and family mental health treatment and case management services to combat Veterans with a broad range of mental health issues including Post traumatic Stress Disorder, anxiety and mood disorders. Case management, community referral, outreach and education.

Clinical Intern

MCLEAN HOSPITAL - Belmont, MA - 2006 to 2007

Partial hospitalization program for women with histories of sexual trauma. Provided treatment for PTSD, mood and dissociative disorders, eating disorders. Individual and group DBT skills training, crisis intervention, case management, discharge planning, and utilization review.

Community Residence Counselor

Mclean Hospital - 2005 to 2006

Individual and group milieu counseling. DBT skills coaching, crisis intervention, safety assessment. Administrative duties and coordination of daily operational tasks.

EDUCATION

Master of Arts in Counseling Psychology

Antioch University-New England - Keene, NH
2008

Bachelor of Arts in Clinical Psychology

Keene State College - Keene, NH
2005

SKILLS

Certification-Cognitive Processing Therapy May 2013

ADDITIONAL INFORMATION

Skilled and dedicated Licensed Clinical Mental Health Clinician with extensive experience in providing comprehensive services to culturally and socio-economically diverse clientele, including adolescents, adults, and elders with a broad range of mental health challenges. Expertise in military culture, sexual assault

and women's issues. Accustomed to a multidisciplinary team approach, with demonstrated ability to work independently and remotely. Supervisory, administrative and program development experience.

Core Strengths:

- Outreach, and community education and development of educational programming
- Time management and organizational skills
- Leadership, training and team building

Peter K Collins LICSW

Education

- Boston College Graduate School of Social Work, M.S.W. May 1986
- Catholic University of America, B.A. June 1977

Professional Experience

- * Easter Seals NH Clinical Director Military and Veterans Services
September 2007 to present

*Harbor Schools and Family Services Newbury MA

CEO 7/1/04 to – 9/1/07

Acting CEO 3/04 to 7/04

Chief Operating Officer 8/1/03 to 3/04

Deputy Executive Director of Professional Services 2/03 to 8/03

Deputy Director of Program Services 9/00 to 2/03

Deputy Executive Director 1/00 to 9/00

Director of Program Operations and Clinical Services 7/95 to 1/00

Director of Clinical Services 3/92 to 7/95

Clinical Trainer – 7/88 to 3/92

Program Social Worker 5/86 to 7/88

Program Supervisor 6/82 to 8/84

- Cambridge Guidance Center, Cambridge MA- SW Intern 9/85-5/86
- Brockton Family and Community Resources, Brockton MA-SW Intern 9/84-5/85

*Residential Youth Services, Alexandria VA

Samaritan House Program Coordinator 12/81 to 9/82

Interim House Resident Counselor 11/80 to 9/81

*Christ Church Child Center, Bethesda MD Crisis Resource Teacher 9/79 to 6/80

*Euclid Street Emergency Shelter Washington DC Counselor 11/78 to 6/79

Other: Clinical Training, Clinical Consultation

LICSW since 1988 Licensed MA and NH

References available upon request

Chrystn R. Fisher, Ed.S.

Education

Bachelor of Science in Psychology, Plymouth State College of the University System of New Hampshire, May 2001
· Developmental Specialization

Educational Specialist Degree in Counselor Education, University of South Carolina, May 2006
· Specialization in Marriage & Family Therapy/Counseling

Work Experience

Intake Coordinator (Military & Veterans Services), Easter Seals NH, Manchester, NH, September 2007-present
Manage all intakes and referrals for a very busy Military & Veterans Services department providing services to approximately 300 cases per month. Perform initial assessment and triage emergency cases. Assign to care coordinators. Responsible for "front door" role for all inquiries and for maintaining high degree of responsiveness and excellent customer service. Evaluate Veterans Count requests and provide oversight to Financial Assistance Specialist in providing direct services to clients.

MFT Intern, The Women's Shelter, Columbia, SC, November 2005-Experience May 2006

- *Ran individual therapy sessions for the women residing at the shelter (most are recovering alcoholics/ addicts)
- *Had weekly meeting with the social worker and director of the shelter to keep everyone updated on the women's progress
- *Continuously researched appropriate issues women were dealing with (recovery, childhood abuse, depression, bipolar, family issues, etc.)

MFT Intern, The Family Resource Center, Camden, SC, September 2005- April 2006

- *Ran individual therapy sessions as well as working in conjunction with the LMFT and LMSW
- *Observed my supervisor (LMFT) in therapy sessions
- *Participated in staff meetings, regarding client caseloads

MFT Student Counselor, Epworth Children's Home, Columbia, SC
Fall semester 2004, spring semester 2005 and fall semester 2005

- *Participated in a group and ran sessions, co-counseled and observed sessions
- *Provided progress notes on family's growth throughout the semester

Intern, Anna Philbrook Center & APS, Concord, NH, Fall 2000

- * Acted as a teacher's aid to children with mental disorders
- * Helped students in the classroom

- * Observed children and compared with records

Family Support Professional, Lakes Region Community Services
Council, Laconia, NH, September 2000- May 2002

*Provide in-home support and instruction to a child with
Autism

* Work together as a team with the family and other support
staff on the progress of the child

* Assist mother with chores and errands

Extracurricular

*24.5 Hour Sexual Assault Advocate Training

*12 Hour Attachment Workshop (Based on the works of Dan Hughes)

Special Skills

Microsoft Word, Excel, PowerPoint, PeopleSoft

References Available Upon Request

Victoria Bagshaw

EDUCATION

Wheelock College, M.S.W. & Certificate in Organizational Leadership, Boston, MA September 2011 – May 2013

Hampshire College, B.A., Concentration in Feminist and Legal Theory, Amherst, MA August 2002 – May 2006

WORK EXPERIENCE

Care Coordinator, Easter Seals New Hampshire, Military & Veteran Services, Manchester, NH July 2014- Present

- Maintain active case load of between 40 and 50 clients. Provide assessment, planning, counseling, intensive case management and service-coordination to Veterans, Service Members, and their Families.
- Provide additional crisis intervention and case management services through a collaborative partnership with collateral Harbor Homes by enrolling eligible clients in (SSVF), a housing first program that provides financial assistance to prevent homelessness and rapidly rehouse homeless Veterans.
- Assists the Service Member and Veteran population in accessing services provided by military, civilian social service system, VA, Veterans Count, and other community resources.
- Collaborates with other service providers and community stakeholders to maximize use of existing resources, facilitate prompt and comprehensive services, and minimize red tape and stigma for service members and their families.
- Participates in daily and monthly data collection and analysis activities to ensure documentation of measurable outcomes and overall efficacy of program evaluation.

Senior Counselor, Victory Programs, New Victories, Dorchester, MA May 2013 – June 2014

- Assisted the Program Director with the management of a 25 bed residential treatment facility for men with substance abuse disorders, many of whom are living with mental health concerns, chronic illnesses, and experience homelessness.
- Oversaw the management, supervision, and evaluation of program staff.
- Provided weekly clinical supervision for at least 3 substance use disorder counselors and 1 intern, and milieu supervision for 2 overnight house managers.
- Created and implemented tools to improve consistency and accountability with staff.
- Supported counselors to meet individual needs with tools, trainings and community resources to best support both counselor and client.
- Collected data and submitted monthly and annual reports as needed.
- Performed weekly and monthly chart reviews and monitored effective documentation as per funder mandate.
- Facilitated trainings and presentations for staff and other programs within Victory Programs.
- Maintained own case load of up to 15 clients – conducting intakes, bio-psycho-social assessments, monthly therapeutic and case management treatment plans, and weekly progress notes.
- Acted as the Program HIV/AIDS/Hepatitis Coordinator (PAC), responsible for agency compliance with Massachusetts Bureau of Substance Abuse Services (BSAS) HIV/AIDS related requirements.

Volunteer Program Coordinator, Catalyst Domestic Violence Services, Chico, CA July 2008-December 2010

- Responsible for the recruitment, training, supervision, and evaluation of volunteer staff.
- Planned and facilitated the three annual state compliant forty-hour Domestic Violence Crisis Intervention Counselor training sessions for new staff and volunteers.

- Developed new curricula for trainings on pertinent topics such as bystander intervention, risk assessment, strangulation, and gender and handgun violence.
- Managed the twenty-four hour crisis/referral line. Acted as primary contact for answering service and coordinated and maintained the scheduling of office and on-call shifts for staff and volunteers.
- Provided direct client services, including but not limited to: crisis intervention (phone/drop-in), safety planning, appropriate resources and referrals, emergency transportation and shelter screenings and intakes.
- Coordinated, developed, and facilitated monthly in-services for staff and volunteers which covered topics that included but were not limited to: internal agency policy and procedures, mental health, substance abuse, cultural competency, and community resources.
- Compiled, reviewed, and submitted related program statistics and reports for funders.

Domestic Violence Response Team Advocate, Catalyst Domestic Violence Services, Chico, CA September 2007 – July 2008

- Responded to law enforcement requests to provide emergency on-call advocacy, and supportive services (shelter, restraining orders) to victims of domestic violence. Then provided follow up case management to help facilitate communication between the client, law enforcement, and the district attorney's office.
- Fostered relationship with law enforcement to increase utilization of program by officers through speaking at police trainings, visiting the departments, and serving on the Law Enforcement Victim Advocacy Subcommittee.

Healthworker and Advocate, Women's Health Specialist, Chico, CA July 2006 – March 2008

- Quickly trained in various aspects of the clinic. Collaborated with other clinic staff to ensure that the flow of the fast paced office was maintained. Communicated information needed for clients to make informed decisions about their reproductive health.

FIELD EXPERIENCE

Counselor, MSW Intern, Women of Color AIDS Council, Dorchester, MA September 2012 – April 2013

- Utilized the Harm Reduction Philosophy to provide risk reduction services to drop-in center members, many of whom identified as sex workers and intravenous drug users.
- Provided individual clinical counseling sessions to assist members in identifying areas for risk reduction and increase safety around sexual practices and substance use.
- Facilitated psycho-educational groups utilizing Seeking Safety and Comprehensive Risk Reduction curriculum.
- Provided Rapid HIV testing and counseling.
- Assisted the Executive Director with grant writing and program development.
- Developed presence in social media and created a new website for the organization.
- Collaborated with community partners on Participatory Action Research project that conducted focus groups with center members and stakeholders, and compiled a report with recommendations for improving client services.

Government Relations and Political Action MSW Intern, National Association of Social Workers Massachusetts Chapter, Boston, MA September 2011 – April 2012

- Planned the annual fundraiser for the chapter's Political Action Committee, ensuring compliance with State and Federal regulations.
- Performed legislative advocacy including meeting with legislators to discuss bills and giving testimony at the state house.
- Developed and maintained the Social Work Reinvestment Initiative (SWRI) by presenting city wide to high school students on the possibilities of social work as a profession.

- Wrote articles published in the monthly newspaper disseminated to the 8,500 NASWMA members.

Court Appointed Special Advocate, Northern Valley Catholic Social Services, Chico, CA April 2007 – April 2008

- Legal Advocate and Mentor to child who entered foster care due to abuse or neglect.
- Independently investigated referring case, collaborated with Children's Services case worker and represented the child's best interests at team meetings.
- Provided recommendations to the court regarding the Children's Services Division plan for reunification services.

Legal Advocate, Justice Now, Oakland, CA Summer 2005 – Spring 2006

- Conducted legal visits to investigate concerns about health requirements, sexual misconduct, legal defense, child custody and a wide range of other concerns at the two largest women's prisons in the world.
- Worked closely with the co-director on a campaign to remove an abusive doctor from the prisons and evaluate grounds for a class action lawsuit against the doctor, the department of corrections, and the state.
- Interviewed women prisoners and documented human rights abuses for inclusion in human rights memos.

PROFESSIONAL DEVELOPMENT AND TRAININGS

- | | |
|--|---|
| • Certified in Rapid HIV Testing and Counseling | • Trauma -Informed Batterers Intervention Programs |
| • Certified Narcan Responder | • Understanding Helping Men Recover |
| • Comprehensive Risk Reduction Counseling | • Understanding HIV Lab Tests |
| • Crisis Prevention and Intervention Training (CPI) | • Patterns of HIV Infection & HIV Treatment Cascade |
| • Harm Reduction Techniques with Substance Use and Sexual Practices | • Substance Use and HIV |
| • Fundamentals of HIV/AIDS, Hepatitis, & STIS | • Understanding Opioid Overdose Prevention |
| • 40 Hour Qualified Domestic Violence Crisis Intervention Counselor Training | • Workplace Violence Prevention |
| • Trauma- Informed Supervision | • Supervisory Training |
| • Trauma- Informed Treatment for Direct Care Providers | • Mandated Reporter Training |
| | • Child Welfare System |
| | • Certified CPR & First AID |

CARE COORDINATOR / CASE MANAGER

**Case Management ♦ Strategic Planning ♦ Conflict Mediation ♦ Family Advocacy
Family Counseling ♦ Team Building ♦ Program Development & Implementation
Network Development ♦ Individual Counseling ♦ Financial Planning**

5+ years developing, implementing and maintaining a comprehensive program for the military / civilian support of military service members and their families. Established a verifiable track record for building positive rapport between civilian and military collaterals, administration, staff, and veterans / families. Recognized for broad knowledge and expertise in the counseling field, superlative problem solving skills and liaison acumen.

CAREER TRACK

Easter Seals of New Hampshire

Manchester, NH

DEPLOYMENT CYCLE SUPPORT PROGRAM

2012 - Present

CARE COORDINATOR

Overseeing direct care services as well as case management (referral) services to military service members (all branches) and their families.

- Coordinating multiple levels of community based / VA related care for post 9/11 service members / veterans and their families in & out of deployment cycles, regardless of the needs.
- Recently developed a Care Coordination Program with Easter Seals ME and currently providing mentoring relationship with 2 care coordinators in order to build their care coordination skills and strengthen their overall abilities working with military population.
- Developing a comprehensive model of care for all pre 9/11 veterans and their families – connecting them to appropriate military / civilian / community based resources (including the VA system) aimed at meeting their changing needs.

Child & Family Services

Concord, NH

DEPLOYMENT CYCLE SUPPORT PROGRAM

2011 – 2012

CARE COORDINATOR

Provide direct care services as well as case management (referral) services to military service members (all branches) and their families.

- Coordinated various modes of care for post 9/11 service members / veterans and their families throughout pre / deployment / post-deployment cycles no matter what the need.
- Delivered various forms of counseling within the context of daily military / civilian life.
- Engaged in legal / court related cases involving service members / veterans.

Ellis School

FAMILY RESOURCE COORDINATOR

Fremont, NH

2004 – 2008

Coordinated and administered the Family Resource/Outreach Program for at-risk students and families; facilitated parent/family workshops focusing on relevant topics; maintained support team approach with collateral state agencies such as Easter Seals, Families First.

- Initiated and implemented resource program that resulted in an approximate savings of \$250,000 for the school district.
- Provided home-based, solution focused support to at-risk families, as well as advocacy in school systems and area courts, resulting in productive student matriculation and graduation.
- Supervised school wide programming such as Drug / Alcohol Awareness workshops, Peer Mediation, Job Shadow Day, Career Counseling, PBIS, Adventure Based Learning and Grief Counseling.
- Consistently participated in educational / community wrap around meetings.

Familystrength

FAMILY COUNSELOR

Dover, NH

2003 – 2008

2009 – 2011

Used a family systems approach to provide home-based, solution focused counseling; formulated and implemented treatment goals and objectives for each family.

- Advocated for client families in area school systems and area family courts, resulting in successful student matriculation.
- Promoted, implemented and maintained a productive team approach with collateral community agencies, resulting in more positive, appropriate case planning and successful treatment.
- Provided adult education guidance to young adults and parents when applicable.

LEARNING CREDENTIALS

MDIV ♦ 3.5 GPA

MTS – Counseling ♦ 3.5.GPA

Gordon-Conwell Theological Seminary, S. Hamilton, MA

Bachelor of Science – Experimental Psychology ♦ 4.0 GPA

Northeastern University, Boston, MA

CERTIFICATIONS

NH Guidance Counselor Certification

REFERENCES / FURTHER INFORMATION PROVIDED UPON ESTABLISHMENT OF MUTUAL INTEREST

KEY ADMINISTRATIVE PERSONNEL

NH Department of Health and Human Services

Contractor Name: Easter Seals New Hampshire, Inc

Name of Program: Military Veteran Services - BIP extension - Amendment #4

BUDGET PERIOD: SFY 16				
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Wojewoda, Daisy	Director Military Veteran Svcs	\$97,342	18.75%	\$18,251.33
Malandrino, Becki	Data Coordinator	\$52,020	18.75%	\$9,753.75
Collins, Peter	Clinical Supervisor	\$84,897	5.63%	\$4,778.96
Fisher, Chrystn	Intake Coordinator	\$50,533	7.50%	\$3,789.98
True, Kelley	Carepath Liaison	\$52,860	18.75%	\$9,912.25
Collins, P, Bagshaw, V., True, K, Kazan, G,	Care Coordinators	\$286,535	24.99%	\$71,633.33
		\$0	0.00%	\$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)				\$128,078.54

BUDGET PERIOD: SFY 17				
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Wojewoda, Daisy	Director Military Veteran Svcs	\$97,342	6.25%	\$6,083.89
Malandrino, Becki	Data Coordinator	\$52,020	6.25%	\$3,251.25
Collins, Peter	Clinical Supervisor	\$84,897	1.88%	\$4,537.82
Fisher, Chrystn	Intake Coordinator	\$50,533	2.50%	\$2,526.83
True, Kelley	Carepath Liaison	\$52,860	6.25%	\$3,333.75
Collins, P, Bagshaw, V., True, K, Kazan, G,	Care Coordinators	\$286,535	9.23%	\$26,458.75
		\$0	0.00%	\$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)				\$42,951.74



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF COMMUNITY BASED CARE SERVICES

BUREAU OF ELDERLY & ADULT SERVICES

Nicholas A. Toumpas
Commissioner

Diane Langley
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9203 1-800-351-1888
Fax: 603-271-4643 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

G&C Approved

April 10, 2015 Date

5-6-15

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

Item #

23

Retroactive

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Elderly and Adult Services to **retroactively** amend existing agreements, with the vendors listed below, for the continuation of Medicare Improvements for Patients and Providers Act programs, statewide, and to exercise a renewal option with the same vendors for the continuation of the ServiceLink Resource Center programs, by increasing the price limitation by \$4,226,874 from \$5,276,180 to an amount not to exceed \$9,503,054, and extending the completion date from June 30, 2015 to September 30, 2016, effective upon Governor and Executive Council approval. 61% Federal funds and 39% General funds.

Summary of contracted amounts by vendor:

Vendor Name	Vendor Number	Location	Current Budget	Increase/ (Decrease)	Revised Budget Amount
Behavioral Health and Developmental Services of Strafford County, Inc. dba Community Partners of Strafford County	177278	Rochester, NH	\$ 374,315	\$450,610	\$824,925
Community Action Program Belknap and Merrimack Counties, Inc.	177203	Concord, NH	\$516,527	\$425,230	\$941,757
Crotched Mountain Community Care, Inc.	177293	Portsmouth and Atkinson, NH	\$824,191	\$739,407	\$1,563,598
Easter Seals New Hampshire, Inc.	177204	Manchester and Nashua, NH	\$1,197,547	\$568,253	\$1,765,800
Grafton County Senior Citizens Council, Inc.	177675	Lebanon and Littleton, NH	\$486,063	\$408,409	\$894,472
Lakes Region Partnership for Public Health, Inc.	165635	Laconia and Tamworth, NH	\$701,558	\$601,900	\$1,303,458
Monadnock Collaborative	159303	Keene and Claremont, NH	\$ 882,829	\$775,142	\$1,657,971
Tri-County Community Action Program, Inc.	177195	Berlin, NH	\$293,150	\$257,923	\$551,073
		Grand Total	\$5,276,180	\$4,226,874	\$9,503,054

Funds are available in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Years 2016 and 2017 in the following accounts, upon availability and continued appropriation of funds in the future operating budget, with authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified, without approval from Governor and Executive Council.

Please see attachment for fiscal details.

EXPLANATION

This request consists of two distinct elements that effect all the attached contracts. The first is a **retroactive** amendment to the contracts so that vendors can be paid for services they rendered at risk because a federal grant expired. The second request exercises existing renewal language within the contracts to extend the completion dates of the contracts.

The ServiceLink Contractors have continued providing, at their risk, services associated with the Medicare Improvements for Patients and Providers Act since September 30, 2014, the scheduled end date for the federal grant that funded the services. The Department has been awarded a new grant from the United States Department of Health and Human Services, Administration for Community Living to continue the same scope of work. The new grant allows for payments to providers retroactive to the expiration of the previous grant period.

The Medicare Improvements for Patients and Providers Act program supplements the Counseling for Medicare Beneficiaries program also provided by the ServiceLink Contractors. Services provided by the Contractors through the Medicare Improvements for Patients and Providers Act program assist consumers with navigating Medicare options that promote wellness and enrollment in Medicare prescription coverage Part D by helping them reduce their cost share portion of healthcare premiums and enroll in cost savings Medicare programs.

The second purpose of this amendment is to exercise a fifteen (15) month renewal option for the continuation of ServiceLink program, statewide. Governor and Executive Council approved these original Agreements on December 20, 2013 (Item #62), and Amendments on February 28, 2014 (Item #35) for six contracts, June 4, 2014 (Item #59) for four contracts, and October 1, 2014 (Item #14) for only one contract, with Easter Seals of New Hampshire, Inc.

The ServiceLink Contractors serve as highly visible and trusted places where people of all incomes and ages can access information on the full range of long-term support options and also serve as a single point of entry to Medicaid long-term support programs and benefits. The ServiceLink Program includes the following:

- Information, Referral and Assistance,
- Options Counseling and Person Centered Transition Support
- Family Caregiver Supports and Services
- Counseling for Medicare Beneficiaries
- Senior Medicare Patrol
- Medicare Improvements for Patients and Providers Act program
- Veterans Directed and Community Based Program
- Medicare Comparison
- Medicare Training.

The aforementioned services are collectively provided by ServiceLink Contractors that utilize the No Wrong Door and Option Counseling models. ServiceLink Contractors operate as full service access points for individuals in New Hampshire so they can experience a streamlined process for eligibility determination, options counseling and program enrollment. The Contractors follow standardized processes established by the Department for providing information, referrals and eligibility determinations so that individuals accessing the system at different locations experience a similar process.

The Contractors were selected through a competitive bid process.

Should Governor and Executive Council decide not to authorize this request, the Department would have to design and implement an alternative method of complying with RSA 151-E:5, which mandates that it establish a system of community based information and referral services for elderly and chronically ill adults. The Department would be vulnerable to losing federal discretionary funds through the Balancing Incentive Program which relies on the ServiceLink program as the platform for implementing the No Wrong Door model and Options Counseling Model. It is likely that admissions to nursing homes and hospitals would increase because there would be no statewide mechanism in the community to advise people of home and community based options and assist them to access these options. The unintended consequences would increase the State's Medicaid expenditures.

Area Served: Statewide.

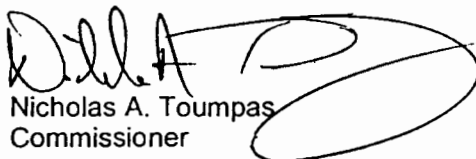
Source of Funds: 39% General Funds and 61% Federal Funds from United States Department of Health and Human Services, Centers for Medicare and Medicaid, Administration for Children and Families, and Administration for Community Living.

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

Respectfully submitted,


Diane Langley
Director

Approved by:


Nicholas A. Toumpas
Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICELINK (100% General Funds)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500734	Contracts for Program Services	2014	\$38,925.69	\$0.00	\$38,925.69
102-500734	Contracts for Program Services	2015	\$80,520.55	\$0.00	\$80,520.55
102-500734	Contracts for Program Services	2016	\$0.00	\$74,417.28	\$74,417.28
102-500734	Contracts for Program Services	2017	\$0.00	\$18,604.32	\$18,604.32
		Subtotal	\$119,446.24	\$93,021.60	\$212,467.84

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500734	Contracts for Program Services	2014	\$26,543.55	\$0.00	\$26,543.55
102-500734	Contracts for Program Services	2015	\$50,596.11	\$0.00	\$50,596.11
102-500734	Contracts for Program Services	2016	\$0.00	\$50,960.00	\$50,960.00
102-500734	Contracts for Program Services	2017	\$0.00	\$12,740.00	\$12,740.00
		Subtotal	\$77,139.66	\$63,700.00	\$140,839.66

Crotched Mountain Community Care, Inc. (Vendor # 177293)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500734	Contracts for Program Services	2014	\$39,614.45	\$0.00	\$39,614.45
102-500734	Contracts for Program Services	2015	\$122,033.80	\$0.00	\$122,033.80
102-500734	Contracts for Program Services	2016	\$0.00	\$114,693.32	\$114,693.32
102-500734	Contracts for Program Services	2017	\$0.00	\$28,673.33	\$28,673.33
		Subtotal	\$161,648.25	\$143,366.65	\$305,014.90

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500734	Contracts for Program Services	2014	\$43,102.83	\$0.00	\$43,102.83
102-500734	Contracts for Program Services	2015	\$85,983.20	\$0.00	\$85,983.20
102-500734	Contracts for Program Services	2016	\$0.00	\$85,848.49	\$85,848.49
102-500734	Contracts for Program Services	2017	\$0.00	\$21,462.00	\$21,462.00
		Subtotal	\$129,086.03	\$107,310.49	\$236,396.52

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500734	Contracts for Program Services	2014	\$4,444.42	\$0.00	\$4,444.42
102-500734	Contracts for Program Services	2015	\$8,469.93	\$0.00	\$8,469.93
102-500734	Contracts for Program Services	2016	\$0.00	\$8,513.75	\$8,513.75
102-500734	Contracts for Program Services	2017	\$0.00	\$2,128.56	\$2,128.56
		Subtotal	\$12,914.35	\$10,642.31	\$23,556.66

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500734	Contracts for Program Services	2014	\$29,361.06	\$0.00	\$29,361.06
102-500734	Contracts for Program Services	2015	\$68,281.36	\$0.00	\$68,281.36
102-500734	Contracts for Program Services	2016	\$0.00	\$68,720.05	\$68,720.05
102-500734	Contracts for Program Services	2017	\$0.00	\$17,179.89	\$17,179.89
		Subtotal	\$97,642.42	\$85,899.94	\$183,542.36

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500734	Contracts for Program Services	2014	\$26,176.33	\$0.00	\$26,176.33
102-500734	Contracts for Program Services	2015	\$87,661.19	\$0.00	\$87,661.19
102-500734	Contracts for Program Services	2016	\$0.00	\$77,579.25	\$77,579.25
102-500734	Contracts for Program Services	2017	\$0.00	\$19,394.69	\$19,394.69
		Subtotal	\$113,837.52	\$96,973.94	\$210,811.46

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500734	Contracts for Program Services	2014	\$16,289.82	\$0.00	\$16,289.82
102-500734	Contracts for Program Services	2015	\$30,994.85	\$0.00	\$30,994.85
102-500734	Contracts for Program Services	2016	\$0.00	\$28,907.06	\$28,907.06
102-500734	Contracts for Program Services	2017	\$0.00	\$7,227.01	\$7,227.01
		Subtotal	\$47,284.67	\$36,134.07	\$83,418.74

Total 9565	\$758,999.14	\$637,049.00	\$1,396,048.14
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05-95-48-481510-6180 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT SERVICES, MEDICAL SERVICES, LTC ASSESSMENT AND COUNSELING (50% Federal Funds; 50% General Funds)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
550-500398	Assessment & Counseling	2014	\$45,861.03	\$0.00	\$45,861.03
550-500398	Assessment & Counseling	2015	\$108,598.27	\$0.00	\$108,598.27
550-500398	Assessment & Counseling	2016	\$0.00	\$101,883.12	\$101,883.12
550-500398	Assessment & Counseling	2017	\$0.00	\$25,470.56	\$25,470.56
		Subtotal	\$154,459.30	\$127,353.68	\$281,812.98

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
550-500398	Assessment & Counseling	2014	\$43,781.78	\$0.00	\$43,781.78
550-500398	Assessment & Counseling	2015	\$96,117.28	\$0.00	\$96,117.28
550-500398	Assessment & Counseling	2016	\$0.00	\$95,680.00	\$95,680.00
550-500398	Assessment & Counseling	2017	\$0.00	\$23,920.00	\$23,920.00
		Subtotal	\$139,899.06	\$119,600.00	\$259,499.06

Crotched Mountain Community Care, Inc. (Vendor # 177293)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
550-500398	Assessment & Counseling	2014	\$85,971.81	\$0.00	\$85,971.81
550-500398	Assessment & Counseling	2015	\$311,435.93	\$0.00	\$311,435.93
550-500398	Assessment & Counseling	2016	\$0.00	\$292,585.00	\$292,585.00
550-500398	Assessment & Counseling	2017	\$0.00	\$73,146.25	\$73,146.25
		Subtotal	\$397,407.74	\$365,731.25	\$763,138.99

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
550-500398	Assessment & Counseling	2014	\$93,542.32	\$0.00	\$93,542.32
550-500398	Assessment & Counseling	2015	\$221,448.24	\$0.00	\$221,448.24
550-500398	Assessment & Counseling	2016	\$0.00	\$219,001.25	\$219,001.25
550-500398	Assessment & Counseling	2017	\$0.00	\$54,750.00	\$54,750.00
		Subtotal	\$314,990.56	\$273,751.25	\$588,741.81

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
550-500398	Assessment & Counseling	2014	\$60,644.47	\$0.00	\$60,644.47
550-500398	Assessment & Counseling	2015	\$197,198.35	\$0.00	\$197,198.35
550-500398	Assessment & Counseling	2016	\$0.00	\$186,331.55	\$186,331.55
550-500398	Assessment & Counseling	2017	\$0.00	\$46,583.20	\$46,583.20
		Subtotal	\$257,842.82	\$232,914.75	\$490,757.57

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
550-500398	Assessment & Counseling	2014	\$72,396.82	\$0.00	\$72,396.82
550-500398	Assessment & Counseling	2015	\$117,724.75	\$0.00	\$117,724.75
550-500398	Assessment & Counseling	2016	\$0.00	\$117,188.41	\$117,188.41
550-500398	Assessment & Counseling	2017	\$0.00	\$29,297.45	\$29,297.45
		Subtotal	\$190,121.57	\$146,485.86	\$336,607.43

Munadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
550-500398	Assessment & Counseling	2014	\$68,909.31	\$0.00	\$68,909.31
550-500398	Assessment & Counseling	2015	\$169,573.55	\$0.00	\$169,573.55
550-500398	Assessment & Counseling	2016	\$0.00	\$158,731.29	\$158,731.29
550-500398	Assessment & Counseling	2017	\$0.00	\$39,682.73	\$39,682.73
	Subtotal		\$238,482.86	\$198,414.02	\$436,896.88

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
550-500398	Assessment & Counseling	2014	\$33,889.30	\$0.00	\$33,889.30
550-500398	Assessment & Counseling	2015	\$92,020.55	\$0.00	\$92,020.55
550-500398	Assessment & Counseling	2016	\$0.00	\$86,271.94	\$86,271.94
550-500398	Assessment & Counseling	2017	\$0.00	\$21,568.17	\$21,568.17
	Subtotal		\$125,909.85	\$107,840.11	\$233,749.96

Total 6180	\$1,819,113.76	\$1,572,090.92	\$3,391,204.68
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05-95-48-481010-9255 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SOCIAL SERVICE BLOCK GRANT (46% Federal Funds; 54% General Funds)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
545-500387	I & R Contracts	2014	\$12,423.10	\$0.00	\$12,423.10
545-500387	I & R Contracts	2015	\$23,709.31	\$0.00	\$23,709.31
545-500387	I & R Contracts	2016	\$0.00	\$21,262.08	\$21,262.08
545-500387	I & R Contracts	2017	\$0.00	\$5,315.52	\$5,315.52
	Subtotal		\$36,132.41	\$26,577.60	\$62,710.01

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
545-500387	I & R Contracts	2014	\$8,506.63	\$0.00	\$8,506.63
545-500387	I & R Contracts	2015	\$14,744.37	\$0.00	\$14,744.37
545-500387	I & R Contracts	2016	\$0.00	\$14,560.00	\$14,560.00
545-500387	I & R Contracts	2017	\$0.00	\$3,640.00	\$3,640.00
	Subtotal		\$23,251.00	\$18,200.00	\$41,451.00

Crotched Mountain Community Care, Inc. (Vendor # 177293)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
545-500387	I & R Contracts	2014	\$12,643.23	\$0.00	\$12,643.23
545-500387	I & R Contracts	2015	\$35,851.74	\$0.00	\$35,851.74
545-500387	I & R Contracts	2016	\$0.00	\$32,769.52	\$32,769.52
545-500387	I & R Contracts	2017	\$0.00	\$8,192.38	\$8,192.38
	Subtotal		\$48,494.97	\$40,961.90	\$89,456.87

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
545-500387	I & R Contracts	2014	\$13,756.24	\$0.00	\$13,756.24
545-500387	I & R Contracts	2015	\$25,135.65	\$0.00	\$25,135.65
545-500387	I & R Contracts	2016	\$0.00	\$24,528.14	\$24,528.14
545-500387	I & R Contracts	2017	\$0.00	\$6,132.00	\$6,132.00
		Subtotal	\$38,891.89	\$30,660.14	\$69,552.03

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
545-500387	I & R Contracts	2014	\$1,419.48	\$0.00	\$1,419.48
545-500387	I & R Contracts	2015	\$2,473.60	\$0.00	\$2,473.60
545-500387	I & R Contracts	2016	\$0.00	\$2,432.50	\$2,432.50
545-500387	I & R Contracts	2017	\$0.00	\$608.16	\$608.16
		Subtotal	\$3,893.08	\$3,040.66	\$6,933.74

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
545-500387	I & R Contracts	2014	\$9,373.32	\$0.00	\$9,373.32
545-500387	I & R Contracts	2015	\$19,935.85	\$0.00	\$19,935.85
545-500387	I & R Contracts	2016	\$0.00	\$19,634.30	\$19,634.30
545-500387	I & R Contracts	2017	\$0.00	\$4,908.54	\$4,908.54
		Subtotal	\$29,309.17	\$24,542.84	\$53,852.01

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
545-500387	I & R Contracts	2014	\$8,364.02	\$0.00	\$8,364.02
545-500387	I & R Contracts	2015	\$25,879.67	\$0.00	\$25,879.67
545-500387	I & R Contracts	2016	\$0.00	\$22,165.50	\$22,165.50
545-500387	I & R Contracts	2017	\$0.00	\$5,541.34	\$5,541.34
		Subtotal	\$34,243.69	\$27,706.84	\$61,950.53

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
545-500387	I & R Contracts	2014	\$5,202.97	\$0.00	\$5,202.97
545-500387	I & R Contracts	2015	\$9,116.55	\$0.00	\$9,116.55
545-500387	I & R Contracts	2016	\$0.00	\$8,259.16	\$8,259.16
545-500387	I & R Contracts	2017	\$0.00	\$2,064.86	\$2,064.86
		Subtotal	\$14,319.52	\$10,324.02	\$24,643.54

Total 9255	\$228,535.73	\$182,014.00	\$410,549.73
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05-95-48-481010-7872 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT SERVICES,
GRANTS TO LOCALS, ADM ON AGING GRANTS (86% Federal Funds; 14% General Funds)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
072-500575	Grants - Federal	2014	\$8,093.93	\$0.00	\$8,093.93
570-500928	Family Caregiver	2014	\$20,713.86	\$0.00	\$20,713.86
072-500575	Grants - Federal	2015	\$21,604.32	\$3,000.00	\$24,604.32
570-500928	Family Caregiver	2015	\$43,156.00	\$0.00	\$43,156.00
072-500575	Grants - Federal	2016	\$0.00	\$6,230.52	\$6,230.52
570-500928	Family Caregiver	2016	\$0.00	\$41,218.00	\$41,218.00
072-500575	Grants - Federal	2017	\$0.00	\$1,557.60	\$1,557.60
570-500928	Family Caregiver	2017	\$0.00	\$10,305.00	\$10,305.00
		Subtotal	\$93,568.11	\$62,311.12	\$155,879.23

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
072-500575	Grants - Federal	2014	\$12,668.04	\$0.00	\$12,668.04
570-500928	Family Caregiver	2014	\$8,750.00	\$0.00	\$8,750.00
072-500575	Grants - Federal	2015	\$22,542.24	\$3,000.00	\$25,542.24
570-500928	Family Caregiver	2015	\$16,500.00	\$0.00	\$16,500.00
072-500575	Grants - Federal	2016	\$0.00	\$7,800.00	\$7,800.00
570-500928	Family Caregiver	2016	\$0.00	\$24,000.00	\$24,000.00
072-500575	Grants - Federal	2017	\$0.00	\$1,950.00	\$1,950.00
570-500928	Family Caregiver	2017	\$0.00	\$6,000.00	\$6,000.00
		Subtotal	\$60,460.28	\$42,750.00	\$103,210.28

Crotched Mountain Community Care, Inc. (Vendor # 177293)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
072-500575	Grants - Federal	2014	\$30,342.98	\$0.00	\$30,342.98
570-500928	Family Caregiver	2014	\$11,090.25	\$0.00	\$11,090.25
072-500575	Grants - Federal	2015	\$55,887.12	\$6,000.00	\$61,887.12
570-500928	Family Caregiver	2015	\$43,252.00	\$0.00	\$43,252.00
072-500575	Grants - Federal	2016	\$0.00	\$28,088.16	\$28,088.16
570-500928	Family Caregiver	2016	\$0.00	\$40,962.00	\$40,962.00
072-500575	Grants - Federal	2017	\$0.00	\$7,022.04	\$7,022.04
570-500928	Family Caregiver	2017	\$0.00	\$10,241.00	\$10,241.00
		Subtotal	\$140,572.35	\$92,313.20	\$232,885.55

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
072-500575	Grants - Federal	2014	\$33,014.92	\$0.00	\$33,014.92
570-500928	Family Caregiver	2014	\$19,587.04	\$0.00	\$19,587.04
072-500575	Grants - Federal	2015	\$41,098.16	\$6,000.00	\$47,098.16
570-500928	Family Caregiver	2015	\$38,621.06	\$0.00	\$38,621.06
072-500575	Grants - Federal	2016	\$0.00	\$21,024.12	\$21,024.12
570-500928	Family Caregiver	2016	\$0.00	\$38,621.00	\$38,621.00
072-500575	Grants - Federal	2017	\$0.00	\$5,256.00	\$5,256.00
570-500928	Family Caregiver	2017	\$0.00	\$9,655.00	\$9,655.00
		Subtotal	\$132,321.18	\$80,556.12	\$212,877.30

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
072-500575	Grants - Federal	2014	\$44,260.81	\$0.00	\$44,260.81
570-500928	Family Caregiver	2014	\$20,240.52	\$0.00	\$20,240.52
072-500575	Grants - Federal	2015	\$32,347.54	\$6,000.00	\$38,347.54
570-500928	Family Caregiver	2015	\$49,739.82	\$0.00	\$49,739.82
072-500575	Grants - Federal	2016	\$0.00	\$24,532.20	\$24,532.20
570-500928	Family Caregiver	2016	\$0.00	\$47,533.00	\$47,533.00
072-500575	Grants - Federal	2017	\$0.00	\$6,133.08	\$6,133.08
570-500928	Family Caregiver	2017	\$0.00	\$11,883.00	\$11,883.00
		Subtotal	\$146,588.69	\$96,081.28	\$242,669.97

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
072-500575	Grants - Federal	2014	\$46,413.11	\$0.00	\$46,413.11
570-500928	Family Caregiver	2014	\$38,665.23	\$0.00	\$38,665.23
072-500575	Grants - Federal	2015	\$81,971.73	\$6,000.00	\$87,971.73
570-500928	Family Caregiver	2015	\$78,682.77	\$0.00	\$78,682.77
072-500575	Grants - Federal	2016	\$0.00	\$74,231.24	\$74,231.24
570-500928	Family Caregiver	2016	\$0.00	\$78,360.00	\$78,360.00
072-500575	Grants - Federal	2017	\$0.00	\$18,558.12	\$18,558.12
570-500928	Family Caregiver	2017	\$0.00	\$19,590.00	\$19,590.00
		Subtotal	\$245,732.84	\$196,739.36	\$442,472.20

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
072-500575	Grants - Federal	2014	\$32,108.91	\$0.00	\$32,108.91
570-500928	Family Caregiver	2014	\$18,718.17	\$0.00	\$18,718.17
072-500575	Grants - Federal	2015	\$160,971.43	\$6,000.00	\$166,971.43
570-500928	Family Caregiver	2015	\$86,074.26	\$0.00	\$86,074.26
072-500575	Grants - Federal	2016	\$0.00	\$127,880.96	\$127,880.96
570-500928	Family Caregiver	2016	\$0.00	\$70,339.00	\$70,339.00
072-500575	Grants - Federal	2017	\$0.00	\$31,970.24	\$31,970.24
570-500928	Family Caregiver	2017	\$0.00	\$17,585.00	\$17,585.00
		Subtotal	\$297,872.77	\$253,775.20	\$551,647.97

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
072-500575	Grants - Federal	2014	\$14,554.35	\$0.00	\$14,554.35
570-500928	Family Caregiver	2014	\$10,738.11	\$0.00	\$10,738.11
072-500575	Grants - Federal	2015	\$10,786.34	\$3,000.00	\$13,786.34
570-500928	Family Caregiver	2015	\$24,573.89	\$0.00	\$24,573.89
072-500575	Grants - Federal	2016	\$0.00	\$8,787.84	\$8,787.84
570-500928	Family Caregiver	2016	\$0.00	\$23,410.00	\$23,410.00
072-500575	Grants - Federal	2017	\$0.00	\$2,196.96	\$2,196.96
570-500928	Family Caregiver	2017	\$0.00	\$5,853.00	\$5,853.00
		Subtotal	\$60,652.69	\$43,247.80	\$103,900.49

Total 7872	\$1,177,768.91	\$867,774.08	\$2,045,542.99
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05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAL SERVICE GRANTS (100% Federal Funds)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$13,938.26	\$0.00	\$13,938.26
102-500731	Contracts for Program Services	2015	\$26,739.68	\$0.00	\$26,739.68
102-500731	Contracts for Program Services	2016	\$0.00	\$26,288.00	\$26,288.00
102-500731	Contracts for Program Services	2017	\$0.00	\$6,572.00	\$6,572.00
	Subtotal		\$40,677.94	\$32,860.00	\$73,537.94

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$10,913.00	\$0.00	\$10,913.00
102-500731	Contracts for Program Services	2015	\$17,986.00	\$0.00	\$17,986.00
102-500731	Contracts for Program Services	2016	\$0.00	\$17,986.00	\$17,986.00
102-500731	Contracts for Program Services	2017	\$0.00	\$4,497.00	\$4,497.00
	Subtotal		\$28,899.00	\$22,483.00	\$51,382.00

Crotched Mountain Community Care, Inc. (Vendor # 177293)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$6,850.23	\$0.00	\$6,850.23
102-500731	Contracts for Program Services	2015	\$21,281.52	\$0.00	\$21,281.52
102-500731	Contracts for Program Services	2016	\$0.00	\$19,861.00	\$19,861.00
102-500731	Contracts for Program Services	2017	\$0.00	\$4,965.00	\$4,965.00
	Subtotal		\$28,131.75	\$24,826.00	\$52,957.75

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$14,911.91	\$0.00	\$14,911.91
102-500731	Contracts for Program Services	2015	\$25,948.65	\$0.00	\$25,948.65
102-500731	Contracts for Program Services	2016	\$0.00	\$25,949.00	\$25,949.00
102-500731	Contracts for Program Services	2017	\$0.00	\$6,487.00	\$6,487.00
	Subtotal		\$40,860.56	\$32,436.00	\$73,296.56

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$10,552.67	\$0.00	\$10,552.67
102-500731	Contracts for Program Services	2015	\$22,019.85	\$0.00	\$22,019.85
102-500731	Contracts for Program Services	2016	\$0.00	\$21,520.00	\$21,520.00
102-500731	Contracts for Program Services	2017	\$0.00	\$5,380.00	\$5,380.00
	Subtotal		\$32,572.52	\$26,900.00	\$59,472.52

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$20,941.44	\$0.00	\$20,941.44
102-500731	Contracts for Program Services	2015	\$47,198.56	\$0.00	\$47,198.56
102-500731	Contracts for Program Services	2016	\$0.00	\$46,976.00	\$46,976.00
102-500731	Contracts for Program Services	2017	\$0.00	\$11,744.00	\$11,744.00
		Subtotal	\$68,140.00	\$58,720.00	\$126,860.00

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$39,327.38	\$0.00	\$39,327.38
102-500731	Contracts for Program Services	2015	\$81,805.78	\$0.00	\$81,805.78
102-500731	Contracts for Program Services	2016	\$0.00	\$79,020.00	\$79,020.00
102-500731	Contracts for Program Services	2017	\$0.00	\$19,755.00	\$19,755.00
		Subtotal	\$121,133.16	\$98,775.00	\$219,908.16

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$4,196.87	\$0.00	\$4,196.87
102-500731	Contracts for Program Services	2015	\$13,261.48	\$0.00	\$13,261.48
102-500731	Contracts for Program Services	2016	\$0.00	\$11,087.00	\$11,087.00
102-500731	Contracts for Program Services	2017	\$0.00	\$2,772.00	\$2,772.00
		Subtotal	\$17,458.35	\$13,859.00	\$31,317.35

Total 8925	\$377,873.28	\$310,859.00	\$688,732.28
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05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT - SMPP (75% Federal Funds; 25% General Funds)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$16,546.00	\$0.00	\$16,546.00
102-500731	Contracts for Program Services	2015	\$40,697.00	\$0.00	\$40,697.00
102-500731	Contracts for Program Services	2016	\$0.00	\$39,297.00	\$39,297.00
102-500731	Contracts for Program Services	2017	\$0.00	\$9,824.00	\$9,824.00
		Subtotal	\$57,243.00	\$49,121.00	\$106,364.00

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$10,813.00	\$0.00	\$10,813.00
102-500731	Contracts for Program Services	2015	\$22,310.00	\$0.00	\$22,310.00
102-500731	Contracts for Program Services	2016	\$0.00	\$22,310.00	\$22,310.00
102-500731	Contracts for Program Services	2017	\$0.00	\$5,578.00	\$5,578.00
		Subtotal	\$33,123.00	\$27,888.00	\$61,011.00

Crotched Mountain Community Care, Inc. (Vendor # 177293)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$9,653.49	\$0.00	\$9,653.49
102-500731	Contracts for Program Services	2015	\$30,301.45	\$0.00	\$30,301.45
102-500731	Contracts for Program Services	2016	\$0.00	\$28,381.00	\$28,381.00
102-500731	Contracts for Program Services	2017	\$0.00	\$7,095.00	\$7,095.00
		Subtotal	\$39,954.94	\$35,476.00	\$75,430.94

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$8,499.81	\$0.00	\$8,499.81
102-500731	Contracts for Program Services	2015	\$10,396.97	\$0.00	\$10,396.97
102-500731	Contracts for Program Services	2016	\$0.00	\$10,397.00	\$10,397.00
102-500731	Contracts for Program Services	2017	\$0.00	\$2,599.00	\$2,599.00
		Subtotal	\$18,896.78	\$12,996.00	\$31,892.78

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$8,903.82	\$0.00	\$8,903.82
102-500731	Contracts for Program Services	2015	\$12,729.72	\$0.00	\$12,729.72
102-500731	Contracts for Program Services	2016	\$0.00	\$12,174.00	\$12,174.00
102-500731	Contracts for Program Services	2017	\$0.00	\$3,044.00	\$3,044.00
		Subtotal	\$21,633.54	\$15,218.00	\$36,851.54

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$16,734.90	\$0.00	\$16,734.90
102-500731	Contracts for Program Services	2015	\$42,358.10	\$0.00	\$42,358.10
102-500731	Contracts for Program Services	2016	\$0.00	\$42,224.00	\$42,224.00
102-500731	Contracts for Program Services	2017	\$0.00	\$10,556.00	\$10,556.00
		Subtotal	\$59,093.00	\$52,780.00	\$111,873.00

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$15,182.21	\$0.00	\$15,182.21
102-500731	Contracts for Program Services	2015	\$50,533.79	\$0.00	\$50,533.79
102-500731	Contracts for Program Services	2016	\$0.00	\$43,916.00	\$43,916.00
102-500731	Contracts for Program Services	2017	\$0.00	\$10,979.00	\$10,979.00
		Subtotal	\$65,716.00	\$54,895.00	\$120,611.00

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$7,354.41	\$0.00	\$7,354.41
102-500731	Contracts for Program Services	2015	\$14,360.51	\$0.00	\$14,360.51
102-500731	Contracts for Program Services	2016	\$0.00	\$12,026.00	\$12,026.00
102-500731	Contracts for Program Services	2017	\$0.00	\$3,007.00	\$3,007.00
		Subtotal	\$21,714.92	\$15,033.00	\$36,747.92

Total 3317	\$317,375.18	\$263,407.00	\$580,782.18
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05-95-48-481010-8888 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT SERVICES,
GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT - MIPPA (100% Federal Funds)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2015	\$15,000.00	\$19,042.00	\$34,042.00
102-500731	Contracts for Program Services	2016	\$0.00	\$11,954.00	\$11,954.00
102-500731	Contracts for Program Services	2017	\$0.00	\$2,989.00	\$2,989.00
		Subtotal	\$15,000.00	\$33,985.00	\$48,985.00

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$7,226.00	\$0.00	\$7,226.00
102-500731	Contracts for Program Services	2015	\$4,317.00	\$0.00	\$4,317.00
102-500731	Contracts for Program Services	2016	\$0.00	\$7,969.00	\$7,969.00
102-500731	Contracts for Program Services	2017	\$0.00	\$1,992.00	\$1,992.00
		Subtotal	\$11,543.00	\$9,961.00	\$21,504.00

Crofted Mountain Community Care, Inc. (Vendor # 177293)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$3,151.48	\$0.00	\$3,151.48
102-500731	Contracts for Program Services	2015	\$4,829.52	\$19,299.00	\$24,128.52
102-500731	Contracts for Program Services	2016	\$0.00	\$13,946.00	\$13,946.00
102-500731	Contracts for Program Services	2017	\$0.00	\$3,487.00	\$3,487.00
		Subtotal	\$7,981.00	\$36,732.00	\$44,713.00

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$6,232.12	\$0.00	\$6,232.12
102-500731	Contracts for Program Services	2015	\$16,267.88	\$13,110.00	\$29,377.88
102-500731	Contracts for Program Services	2016	\$0.00	\$13,946.00	\$13,946.00
102-500731	Contracts for Program Services	2017	\$0.00	\$3,487.00	\$3,487.00
		Subtotal	\$22,500.00	\$30,543.00	\$53,043.00

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$7,851.64	\$0.00	\$7,851.64
102-500731	Contracts for Program Services	2015	\$2,766.36	\$12,406.00	\$15,172.36
102-500731	Contracts for Program Services	2016	\$0.00	\$8,965.00	\$8,965.00
102-500731	Contracts for Program Services	2017	\$0.00	\$2,241.00	\$2,241.00
		Subtotal	\$10,618.00	\$23,612.00	\$34,230.00

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$6,565.93	\$0.00	\$6,565.93
102-500731	Contracts for Program Services	2015	\$4,953.07	\$19,299.00	\$24,252.07
102-500731	Contracts for Program Services	2016	\$0.00	\$13,946.00	\$13,946.00
102-500731	Contracts for Program Services	2017	\$0.00	\$3,487.00	\$3,487.00
		Subtotal	\$11,519.00	\$36,732.00	\$48,251.00

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2015	\$11,543.00	\$23,434.00	\$34,977.00
102-500731	Contracts for Program Services	2016	\$0.00	\$16,934.00	\$16,934.00
102-500731	Contracts for Program Services	2017	\$0.00	\$4,234.00	\$4,234.00
		Subtotal	\$11,543.00	\$44,602.00	\$56,145.00

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$2,818.31	\$0.00	\$2,818.31
102-500731	Contracts for Program Services	2015	\$2,991.69	\$16,542.00	\$19,533.69
102-500731	Contracts for Program Services	2016	\$0.00	\$11,954.00	\$11,954.00
102-500731	Contracts for Program Services	2017	\$0.00	\$2,989.00	\$2,989.00
		Subtotal	\$5,810.00	\$31,485.00	\$37,295.00

Total 8888	\$96,514.00	\$247,652.00	\$344,166.00
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05-95-49-490510-29850000-102-500731 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIV OF COMM BASED SVS, COMMUNITY BASED CARE SERVICES, BALANCE INCENTIVE PROGRAM BIP, (100% FEDERAL FUNDS)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2015	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2016	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2017	\$0.00	\$0.00	\$0.00
		Subtotal	\$0.00	\$0.00	\$0.00

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2015	\$0.00	\$71,028.00	\$71,028.00
102-500731	Contracts for Program Services	2016	\$0.00	\$75,000.00	\$75,000.00
102-500731	Contracts for Program Services	2017	\$0.00	\$0.00	\$0.00
		Subtotal	\$0.00	\$146,028.00	\$146,028.00

Crotched Mountain Community Care, Inc. (Vendor # 177293)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2015	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2016	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2017	\$0.00	\$0.00	\$0.00
		Subtotal	\$0.00	\$0.00	\$0.00

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2015	\$500,000.00	\$0.00	\$500,000.00
102-500731	Contracts for Program Services	2016	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2017	\$0.00	\$0.00	\$0.00
		Subtotal	\$500,000.00	\$0.00	\$500,000.00

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2015	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2016	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2017	\$0.00	\$0.00	\$0.00
		Subtotal	\$0.00	\$0.00	\$0.00

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2015	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2016	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2017	\$0.00	\$0.00	\$0.00
		Subtotal	\$0.00	\$0.00	\$0.00

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2015	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2016	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2017	\$0.00	\$0.00	\$0.00
		Subtotal	\$0.00	\$0.00	\$0.00

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
102-500731	Contracts for Program Services	2014	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2015	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2016	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2017	\$0.00	\$0.00	\$0.00
		Subtotal	\$0.00	\$0.00	\$0.00

Total 2985	\$500,000.00	\$146,028.00	\$646,028.00
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Summary by Vendor by Year
Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

		State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
		2014	\$156,501.87	\$0.00	\$156,501.87
		2015	\$360,025.13	\$22,042.00	\$382,067.13
		2016	\$0.00	\$322,550.00	\$322,550.00
		2017	\$0.00	\$80,638.00	\$80,638.00
		Subtotal	\$516,527.00	\$425,230.00	\$941,757.00

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

		State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
		2014	\$129,202.00	\$0.00	\$129,202.00
		2015	\$245,113.00	\$74,028.00	\$319,141.00
		2016	\$0.00	\$316,265.00	\$316,265.00
		2017	\$0.00	\$60,317.00	\$60,317.00
		Subtotal	\$374,315.00	\$450,610.00	\$824,925.00

Crotched Mountain Community Care, Inc. (Vendor # 177293)

		State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
		2014	\$199,317.92	\$0.00	\$199,317.92
		2015	\$624,873.08	\$25,299.00	\$650,172.08
		2016	\$0.00	\$571,286.00	\$571,286.00
		2017	\$0.00	\$142,822.00	\$142,822.00
		Subtotal	\$824,191.00	\$739,407.00	\$1,563,598.00

Easter Seals New Hampshire, Inc. (Vendor # 177204)

		State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
		2014	\$232,647.19	\$0.00	\$232,647.19
		2015	\$964,899.81	\$19,110.00	\$984,009.81
		2016	\$0.00	\$439,315.00	\$439,315.00
		2017	\$0.00	\$109,828.00	\$109,828.00
		Subtotal	\$1,197,547.00	\$568,253.00	\$1,765,800.00

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

		State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
		2014	\$158,317.83	\$0.00	\$158,317.83
		2015	\$327,745.17	\$18,406.00	\$346,151.17
		2016	\$0.00	\$312,002.00	\$312,002.00
		2017	\$0.00	\$78,001.00	\$78,001.00
		Subtotal	\$486,063.00	\$408,409.00	\$894,472.00

Lakes Region Partnership for Public Health (Vendor # 165635)

		State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
		2014	\$240,451.81	\$0.00	\$240,451.81
		2015	\$461,106.19	\$25,299.00	\$486,405.19
		2016	\$0.00	\$461,280.00	\$461,280.00
		2017	\$0.00	\$115,321.00	\$115,321.00
		Subtotal	\$701,558.00	\$601,900.00	\$1,303,458.00

Monadnock Collaborative (Vendor # 159303)

		State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
		2014	\$208,786.33	\$0.00	\$208,786.33
		2015	\$674,042.67	\$29,434.00	\$703,476.67
		2016	\$0.00	\$596,566.00	\$596,566.00
		2017	\$0.00	\$149,142.00	\$149,142.00
		Subtotal	\$882,829.00	\$775,142.00	\$1,657,971.00

Tri County Community Action Program, Inc. (Vendor # 177195)

		State Fiscal Year	Current Modified Budget	Increased (Decreased) Budget	Revised Modified Budget
		2014	\$95,044.14	\$0.00	\$95,044.14
		2015	\$198,105.86	\$19,542.00	\$217,647.86
		2016	\$0.00	\$190,703.00	\$190,703.00
		2017	\$0.00	\$47,678.00	\$47,678.00
		Subtotal	\$293,150.00	\$257,923.00	\$551,073.00

Grand Total SFY14	2014	\$1,420,269.09	\$0.00	\$1,420,269.09
Grand Total SFY15	2015	\$3,855,910.91	\$233,160.00	\$4,089,070.91
Grand Total SFY16	2016	\$0.00	\$3,209,967.00	\$3,209,967.00
Grand Total SFY17	2017	\$0.00	\$783,747.00	\$783,747.00
Total Contract		\$5,276,180.00	\$4,226,874.00	\$9,503,054.00



**State of New Hampshire
Department of Health and Human Services
Amendment #3 to the New Hampshire ServiceLink Resource Centers Program Contract**

This third Amendment to the New Hampshire ServiceLink Resource Centers Program contract (hereinafter referred to as "Amendment #3") dated this day of March 30, 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 Easter Seals New Hampshire, Inc. (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 55 Auburn Street, Manchester, NH, 03103.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on December 20, 2013 (Item #62), amended by an agreement (Amendment #1 to the Contract) approved on June 4, 2014 (Item #59) and amended by an agreement (Amendment #2 to the Contract) approved on October 1, 2014 (Item #14), 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 and Exhibit C-1 Paragraph 3, this Agreement has an option for two (2) one year extensions to be exercised by mutual agreement by the parties, upon availability of funding, acceptable performance of the Statement of Work, and subsequent approval by the Governor and Executive Council, by written agreement of the parties; and

WHEREAS, the Department and the Contractor agree to extend the completion date by an additional fifteen (15) months and increase the price limitation; 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: September 30, 2016.
2. Form P-37, General Provisions, Item 1.8, Price Limitation, to read: \$1,765,800.
3. Form P-37, General Provisions, Item 1.9, Contracting Officer for State Agency, to read: Eric Borrin, Director Contracts and Procurement.
4. Form P-37, General Provisions, Item 1.10, to read: (603) 271-9558.
5. Delete Exhibit A Scope of Services and replace with Exhibit A Amendment #1 Scope of Services.
6. Delete Amendment #2 - Exhibit A-1 Scope of Services.
7. Delete Amendment #2 - Exhibit B, Method and Conditions Precedent to Payment and replace with Exhibit B Amendment #3, Method and Conditions Precedent to Payment.
8. Delete Exhibit B-7 and replace with Exhibit B-7 Amendment #1.
9. Add Exhibit B-15, Exhibit B-16, and Exhibit B-17.
10. Delete Standard Exhibit C, Special Provisions and replace with Exhibit C, Special Provisions.
11. Delete Standard Exhibit C-1, Additional Special Provisions and replace with Exhibit C-1, Revisions To General Provisions.



**New Hampshire Department of Health and Human Services
New Hampshire ServiceLink Resource Centers Program**

12. Standard Exhibit D, Certification Regarding Drug-Free Workplace Requirements, Section B, Period Covered by this Certification, to read: 1/1/14 to 9/30/16.
13. Standard Exhibit E, Certification Regarding Lobbying, Contract Period, to read: 1/1/14 to 9/30/16.
14. 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.
15. Delete Standard Exhibit I, Health Insurance Portability and Accountability Act Business Associate Agreement, and replace with Exhibit I, Health Insurance Portability Act Business Associate Agreement.

New Hampshire Department of Health and Human Services
New Hampshire ServiceLink Resource Centers Program

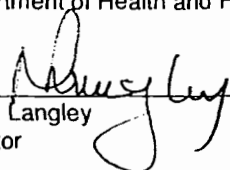


This amendment shall be effective upon the date of Governor and Executive Council approval.

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

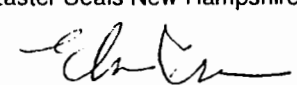
State of New Hampshire
Department of Health and Human Services

4/10/15
Date


Diane Langley
Director

Easter Seals New Hampshire, Inc.

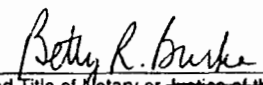
3/31/2015
Date


NAME Elin Treanor
TITLE CFO

Acknowledgement:

State of New Hampshire, County of Hillsborough on March 31, 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
New Hampshire ServiceLink Resource Centers Program**

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

[Signature]
Name: Megan A. York
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:



Exhibit A Amendment #1

Scope of Services

1. Purpose

The purpose of this Agreement is to set forth the terms and conditions for the New Hampshire ServiceLink Contractors.

The Contractors shall serve as highly visible and trusted places where people of all incomes and ages can access information on the full range of long-term support options and function as a full service point of access to Medicaid long-term support programs and benefits.

The Contractor shall serve as an agency under the No Wrong Door model by operating as a full service access point for individuals to inquire about community long term supports and services. The Contractor will ensure that individuals accessing the system experience the same process and receive the same information about Medicaid-funded community LTSS options wherever they enter the system.

1.1. Definitions

Alliance of Information and Referral Standards: A consortium of National Information and Referral agencies developed standards to provide information and referral to individuals

Local Contact Agency: State designated agency whose role it is to contact individuals referred to them by nursing facilities throughout the MDS Section Q process, provide timely information about choices of services and supports in the community, and collaborate with nursing facility.

Long Term Services and Supports (LTSS): These are home and community based services provided to individuals to support their level of independence in the home and community.

New Heights: New Hampshire Medicaid's eligibility management system.

NH EASY: New Hampshire's Electronic Application System, which enables users to apply or reapply for assistance, check eligibility, report changes, and track their application status online.

Person Centered: Person-centered describes an approach that respects and responds to individual needs, goals, and values. Within a person-centered approach, individuals and providers work in full partnership to guarantee that each person's values, experiences, and knowledge drive the creation of an individualized plan as well as the delivery of services.

Person centered transition support Major Pathways: The pathways that people travel while transitioning from one service setting to another or from one public program payer to another. These pathways can include transitions from the community to hospital or nursing home, hospital discharge, preadmission screening for nursing home services, and transitions from skill nursing facility to other settings. The pathways also represent critical junctures where decisions are made- usually in a time of crisis – that often determines whether a person is permanently institutionalized or transitioned back to their home.

Quarter: A quarter is defined as: July 1 to September 30, October 1 to December 31, January 1 to March 31, and April 1 to June 30.

Refer7: The State of New Hampshire (DHHS) leases Refer7 software from a separate Contractor who provides ServiceLink contractors software support during business hours. The Refer7 contractor also provides database back-ups for all of the data that the ServiceLink contractors input into the Refer7 system. ServiceLink contractors use Refer7 as the centralized resource database in order to assist users with information about service resources Statewide and to assist ServiceLink contractor staff with documentation of calls/contacts. The Refer7 system allows users to track client records and also to generate reporting data on those contacts.

The Balancing Incentive Program (BIP) is a discretionary grant awarded to DHHS by the Centers for Medicare & Medicaid Services (CMS). It is intended to assist the State to rebalance the disparity between the amount of Medicaid funding for institutional long term services and supports and home and community based ones by encouraging the development of home and community based infrastructure changes such as the No Wrong Door access model, conflict-free case management, and standardized assessments.

ET
3/31/2006



Exhibit A Amendment #1

The State Innovations Model (SIM), a discretionary grant also funded by CMS, is providing resources to assist DHHS in the development of a managed care model for long term services and supports and the implementation planning for that model.

2. Covered Populations and Services

2.1. The Contractor shall provide services defined in this Agreement to the following populations:

- Persons age 60 and over;
- Adults over the age of 18, who are chronically, physically ill or disabled and who may need long term care supports;
- Family members, caregivers, advocates and providers;
- Anyone seeking information about LTSS; and
- Individuals with intellectual, physical, and/or developmental disabilities;
- Veterans;
- People of all ages, income levels and disabilities, including people with dementia and people of different cultures and ethnicities.

3. Geographic Area Served: The Contractor shall provide services as described in this Agreement in the geographic area of Hillsborough County (excluding the cities and towns of Antrim, Bennington, Francestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor). Geographic area is defined as the area focused on client location (City or Town).

4. ServiceLink Services

4.1. Information, Referral and Awareness

4.1.1. Outreach and Marketing

Contractor shall submit to the Department, for review and approval, an outreach and marketing plan focused on establishing its organization as a highly visible and trusted place where people can turn for objective and unbiased information on the full range of long-term support options. The Contractor shall also promote awareness of the long-term supports and services and various options that are available in the community. The outreach and marketing plan shall include:

- 4.1.1.1. Consideration of all populations served including different age groups, different income levels, different types of disabilities, cultural diversities, and those underserved, and individuals at risk of nursing home placement, family caregivers, advocates, and professionals who serve these populations. Populations shall include all individuals who may or may not meet public assistance requirements, in addition to those that are hard to reach, those who are private payers and want to plan ahead for their long-term needs;
- 4.1.1.2. A strategy to assess the effectiveness of the outreach and marketing activities; and
- 4.1.1.3. A feedback loop to modify activities as needed.
- 4.1.1.4. The Contractor shall partner with the other ServiceLink contractors to learn from their outreach and marketing best practices

4.1.2. Information and Referral shall be considered the point of entry for service access.

- 4.1.2.1. Contractor shall develop and maintain an Information and Referral/Assistance (I&R/A) plan, which at minimum describes systematic processes to provide I&R/A.
- 4.1.2.2. Contractor shall link individuals with needed services and supports – both public and private - through appropriate referrals to other agencies and organizations.
- 4.1.2.3. Contractor shall conduct follow-up with individuals receiving I&R/A to determine whether more assistance is needed.
- 4.1.2.4. Contractor shall use the Alliance of Information and Referral Standards and use the Refer7 database to provide information about the range of Long Term Services and Supports (LTSS) and resources in the service area. The Contractor is responsible for:
 - 4.1.2.4.1. Updating and ensuring the accuracy of the information provided; and



Exhibit A Amendment #1

- 4.1.2.4.2. Resources in the database conform to established inclusion/exclusion policies; these policies specifically address inclusion of resources and providers for private paying individuals and families; and the database is accessible to the public via a comprehensive website and is user- friendly, searchable and accessible to persons with disabilities.
- 4.1.2.5. Contractor's staff shall attend trainings as directed by the Department.
- 4.2. Options Counseling
- 4.2.1. The Contractor shall help individuals understand and assess their situation, assist them in making informed decisions about LTSS choices in the context of their preferences, strengths, and values and use their own personal and financial resources more efficiently and more effectively.
- 4.2.2. The Contractor shall provide person-centered one-on-one assistance and decision support to individuals and others whom they may wish to include in the process, such as family members and/or caregivers/support persons.
- 4.2.3. The Contractor shall have standards and protocols, subject to DHHS review and approval, in place that defines what Options Counseling entails and who will be offered Options Counseling based on the Administration for Community Living's (ACL) national draft Options Counseling standards. At a minimum, this will include any individual who requests it and individuals who go through a comprehensive assessment. At present the federal government is working at finalizing the National Standards and the Contractor will be required to use those new standards, when they have been released.
- 4.2.4. The Contractor shall work with individuals to develop action plans and, if requested, arrange for the delivery of services and supports, including hiring and supervising their own direct service workers. At a minimum, the Contractor shall provide:
- 4.2.4.1. A personal interview to discover strengths, values, and preferences of the individual and the utilization of screenings for public programs;
- 4.2.4.2. Special attention to those clients most at risk of institutionalization;
- 4.2.4.3. A facilitated decision support process which explores resources and service options and supports the individual in assessing all the pros and cons;
- 4.2.4.4. Development of action steps toward a goal or a long-term support plan, with assistance in applying and accessing support options when requested;
- 4.2.4.5. Counseling in a location that fits the needs of the individual being served, such as a private home and office, and to be accessible to the client by phone, email, etc.;
- 4.2.4.6. Counseling that ensures that clients understand their options by using the Option Counseling Standards.
- 4.2.5. The Contractor shall provide confidential, objective, accurate and comprehensive Options Counseling to individuals of all income levels and with all types of disabilities.
- 4.2.6. The Contractor shall serve as full service access entry points for individuals and use standard intake and screening instruments defined by the Department.
- 4.2.7. The Contractor shall consistently conduct follow-up with individuals receiving Options Counseling to determine the outcome and whether more assistance is needed.
- 4.2.8. The Contractor shall develop a person-centered access plans for clients who will be receiving public supports and those not using public supports.
- 4.2.9. The Contractor shall be in regular communication with Adult Protection Service offices and will report abuse and neglect of clients immediately to the Adult Protection program.
- 4.2.10. The Contractor shall include a plan to schedule future contacts and follow-ups according to the needs of the client.
- 4.3. Streamlined Eligibility Determination for Public Programs
- The Contractor will serve as a full service access point/no wrong door to all publicly funded long-term supports, including those funded by Medicaid, the Older Americans Act (OAA), the Rehabilitation



Exhibit A Amendment #1

Services Act, and other state and federal programs and services. The Contractor shall follow the protocols and procedure for providing the following:

4.3.1. Intake and Screening

The Contractor shall use a standardized process for helping individuals access all publicly-funded LTSS programs available in the state. The Contractor shall support, implement and follow the processes to streamline access to LTSS, which will be defined by DHHS as part of BIP and SIM projects. The Contractor shall offer to assist the client when making external referrals.

4.3.2. Financial and Functional Eligibility Processes

Eligibility for financial and medical assistance programs is the responsibility of the State, where accountability for compliance with federal requirements is placed.

4.3.2.1.1. The Contractor uses uniform criteria to assess risk of institutional placement in order to target support to individuals at high-risk. Through BIP, level of care assessments will be further developed.

4.3.2.2. Contractor shall assist individuals as needed with initial steps in completing the application that include:

4.3.2.2.1. taking applications, assisting applicants in completing the application, providing information and referrals, obtaining required documentation to complete the application, assuring that the information contained on the application form is complete, and conducting any necessary interviews.

4.3.3. Tracking Eligibility Status

4.3.3.1. The Contractor shall track individuals' eligibility status throughout the process of eligibility determination and redetermination using the Department's Intake/eligibility determination systems, such as New Heights Financial Eligibility System, NH Easy, and other program specific systems. Designated staff will be trained and have access to these systems.

4.3.3.2. The Contractor may be informed of individuals who are determined ineligible for public LTSS and the ServiceLink Contractor conducts follow-up with those individuals to provide further Options Counseling. Contractor shall reach out to clients and schedule a counseling meeting with them to explore other options.

4.4. Person-Centered Transitions Support

The Contractor shall assist individuals from being placed unnecessarily in a nursing home or other institution by:

4.4.1. Creating formal linkages between and among the major pathways that people travel while transitioning from one setting of care to another or from one public program payer to another. These pathways include preadmission screening programs for nursing home services and hospital discharge planning programs, and they represent critical junctures where decisions are made.

4.4.2. The Contractor shall play a pivotal role in these transitions to ensure that people understand their options and receive LTSS in the setting that best meet their individual needs and preferences, which is often in their own homes.

4.4.3. Contractor staff will be present at these critical points to provide individuals and their families with the information they need to make informed decisions about their service and support options, and to help them quickly arrange for the supports and services they choose.

4.4.4. The Contractor shall:

4.4.4.1. establish a process for identifying individuals and their caregivers who may need transition support services;

4.4.4.2. follow Protocols for referring individuals to the ServiceLink contractor for transition support and other services; and



Exhibit A Amendment #1

- 4.4.4.3. Provide regular training for facility administrators and discharge planners about the ServiceLink Resource Centers Programs and any protocols and formal processes that are in place between the ServiceLink contractors and their respective organizations.
 - 4.4.4.4. Serve as Local Contact Agencies (LCAs) to provide transition services for institutionalized individuals who indicate they wish to return to the community via the MDS 3.0 Section Q assessment.
- 4.5. Consumer Populations and Partnerships
- 4.5.1. Consumer Populations
 - Contractor shall involve consumers on a /local advisory boards or governing committee and in planning, implementation and evaluation activities. At a minimum it shall include nine (9) members with the following representation:
 - 4.5.1.1. People over age 60
 - 4.5.1.2. Adults over age 18 living with chronic illnesses or disabilities
 - 4.5.1.3. Family members, caregivers, and family caregivers of the target populations
 - 4.5.1.4. Local community providers
 - 4.5.1.5. Representation from cultural and ethnic minorities residing within the community.
 - 4.5.1.6. At least twenty-five (25) percent of the membership must be from the target population.
 - Note: Consumers, caregivers, or family board member who works for a human service agency organization may not be counted in meeting this standard.
 - 4.5.2. Medicaid
 - Contractor shall comply with the Department policies and procedures related to its role as a partner in the Medicaid eligibility determination process.
 - 4.5.3. Aging and Disability Partners
 - 4.5.3.1. Contractor shall comply with formal service standards, protocols for information sharing and cross-training across all ServiceLink contractors and community partners.
 - 4.5.3.2. Contractor shall provide for collaboration, including formal agreements, at the state and local levels between the Contractor and all other critical aging and disability agencies and service organizations serving the same area that are not ServiceLink contractors.
 - 4.5.3.3. The Contractor shall have or will develop partnerships with State or regional Brain Injury Associations, community mental health centers and related groups, Centers for Independent Living, and other community-based organizations instrumental to ServiceLink contractors' activities, such as Departments of Veterans Affairs, Adult Protective Services, Information and Referral/2-1-1 programs, Benefit Outreach and Enrollment Centers, One Stop Employment Centers, Vocational Rehabilitation, Developmental Disabilities Councils, Long-Term Care Ombudsman programs, Alzheimer's disease programs, housing agencies, and transportation authorities.
 - 4.5.4. Other Partners and Stakeholders
 - Contractor will establish solid working partnerships with other agencies and stakeholders serving the target population, both at the State level as well as the community. These include hospitals, senior centers, physician practices, home health agencies, community mental health centers, Adult Protective Services, municipal health and welfare, and other public assistance programs. Contractors are required to maintain existing partnerships as well as to develop new ones as the needs of the target population and the community change over time.
- 4.6. New Hampshire Family Caregiver Program
- The Contractor shall provide a multifaceted system of support services for family caregivers who provide full time care and meet the eligibility of the Caregiver programs by providing the following:



Exhibit A Amendment #1

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- 4.6.1. Assign the minimum of one staff person (RSA 161-F:79) to the program who specializes in working with the issues faced by family caregivers and can provide Options Counseling to:
 - 4.6.2. Family caregivers of frail older adults;
 - 4.6.3. Caregivers of individuals with Alzheimer's disease or dementia;
 - 4.6.4. Older caregivers of individuals with disabilities; and
 - 4.6.5. Older grandparents and relatives who are raising a child, or children.
 - 4.6.6. Determine eligibility for the caregiver programs.
 - 4.6.7. Ensure staff is knowledgeable about community resources that family caregivers can benefit from and can provide appropriate referrals and access assistance to private and public resources.
 - 4.6.8. Provide information, assistance, and options counseling to caregivers
 - 4.6.9. Provide caregiver training to assist the caregivers in making decisions and solving problems relating to their caregiving roles;
 - 4.6.10. Under authorization by DHHS, approve service plans and budgets for respite care and supplemental services to eligible individuals on a limited basis to complement the care provided by caregivers. The Contractor will work with the Department's Financial Management Services contractor to provide bill paying and employer of record services for participants who may choose a family member or respite or supplemental services provider who isn't affiliated with an agency.
 - 4.6.11. Offer staff availability for home or community visits with family caregivers for the purposes of assessment (this does not exclude office visits when other options are not practical).
 - 4.6.12. Ensure a minimum of one staff member is trained as a class leader in the evidence based curriculum Powerful Tools for Caregivers (PTC) or, at the minimum, ensure that at least two individuals in the geographic area served by the Contractor be trained in the Powerful Tools for Caregivers curriculum. The Contractor shall:
 - 4.6.12.1. Provide a minimum of one (six (6) week session) Powerful Tools for Caregiver Training to a minimum of ten (10) caregivers completing the workshop series.
 - 4.6.13. Develop and facilitate a caregiver support group in the absence of an existing support group in the service area; collaborate with existing caregiver support in the area.
- 4.7. New Hampshire State Health Insurance Assistance Program
- The Contractor will provide information, counseling and assistance relating to the procurement of adequate and appropriate health insurance coverage including such topics as Medicare coverage, Medicare Prescription Drug Benefit, Medicare Supplement Plans, and long term care insurance to Medicare eligible persons, their families and caregivers, by providing the following:
- 4.7.1. Personalized counseling to an increasing and diverse number of individual beneficiaries unable to access other channels of information or needing and preferring locally based individual counseling services.
 - 4.7.2. Targeted community outreach to beneficiaries in public forums either under their sponsorship or with community-based partners or coalitions to increase understanding of Medicare program benefits and raise awareness of the opportunities for assistance with benefit and plan selection.
 - 4.7.3. Demonstrate an increase and enhance beneficiary access to a counselor workforce that is trained and fully equipped and proficient in providing the full range of services, including enrollment assistance in appropriate benefit plans and continued enrollment assistance in prescription drug coverage.
 - 4.7.4. Operate SHIP in accordance to SHIP Standard Operating Guidance developed and approved by CMS.
 - 4.7.5. Recruit, train, and maintain a network of volunteers to help with providing these services at the ServiceLink contractor sites.



Exhibit A Amendment #1

4.8. Senior Medicare Patrol Program

The Contractor will increase community awareness of and prevention of health care fraud and abuse through education, counseling, assistance and outreach to people with Medicare by providing the following:

- 4.8.1. Foster national and statewide coverage by SMP by offering services that will be provided locally, regionally, and statewide, and that will involve collaboration with organizations representative of or knowledgeable about the target population through formal and informal partnering, the use of toll free lines, web-based strategies, and local and statewide media and educational outreach planning;
- 4.8.2. Provide beneficiary education and inquiry resolution for major areas of health care fraud by working with local and statewide resources to support expanded SMP coverage;
- 4.8.3. Foster program visibility and consistency to enhance the capability to identify and refer instances of potential health care fraud by (a) collaborating in a seamless and consistent way with community-based providers, (b) conducting timely reporting to the SMART FACTS database that meets requirements of the Office of the Inspector General (OIG) that monitors the program's inquiries, outreach and education, volunteer management and resolution of complex issues, and (c) using the national SMP Resource Center's resources;
- 4.8.4. Demonstrate improved efficiency of SMP while increasing results for both operational and quality measures by meeting AoA's objectives that utilize SMART FACTS to support the OIG Performance Measures;
- 4.8.5. Target volunteer, community, and partnership training and education to isolated and hard to reach populations, as required by the Older Americans Act (OAA), by providing SMP services, partnership relationships, and maintenance of a volunteer network that will serve the most vulnerable populations in the state that are traditionally underserved due to barriers in accessing services and information, such as isolation, poverty, and low-literacy; and
- 4.8.6. Implement the SMP Resource Center's Volunteer Risk Management Program as developed by the Administration for Community Living.
- 4.8.7. Comply with the standards in the SHIP Program Guidance.
- 4.8.8. Recruit, train, and maintain volunteers to assist health care consumers to be more informed about how to protect their personal health information, detect payment errors, and how to report questionable Medicare billing situations.

4.9. Veterans Directed Home and Community Based Program

The Contractor shall provide Veterans the opportunity to receive home and community based services in a consumer directed fashion that enables them to avoid nursing home placement and to continue to live in their homes and communities. The Contractor shall:

- 4.9.1. Develop and implement a Veterans Directed Home and Community Based (VDHCB) program to provide the services described in Section 4.9.2, in the following ways:
 - 4.9.1.1. Enter into a provider agreement with the White River Junction Veteran's Administration Medical Center (WRJ VAMC), Vermont and/or the Manchester Veteran's Administration Medical Center (Manchester VAMC). The provider agreement is to be based on the Memorandum of Agreement between the Department and the WRJ and/or Manchester VAMC. Under the provider Agreement, the Contractor shall work with the WRJ VAMC and/or the Manchester VAMC and shall be responsible for the service coordination as defined in Section 4.9.2 below.
 - 4.9.1.2. Establish an advisory group to oversee the development, implementation of the program and provide ongoing feedback for continuous improvement of the program and services. Membership is to include representation from key community resources, local Veterans' organizations, Veterans and families of Veterans utilizing the program, and the public.
 - 4.9.1.3. Establish and maintain a budget for the costs to develop and implement the program as follows:



Exhibit A Amendment #1

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- 4.9.1.3.1. Ongoing Staff development and training such as but not limited to, costs of trainings for staff, recruiting and hiring new staff, costs of salaries for newly hired staff during development and implementation of the program.
 - 4.9.1.3.2. Ongoing Travel costs associated with ongoing program development and implementation such as, but not limited to: Staff mileage to and from training sites, staff mileage related to providing education and outreach to the public about the program, assisting the Veteran in getting services and in identifying service providers and services, Establishing and maintaining a of business processes related to the VD-HCBS Program, such as computer equipment, telephone expenses, and office furniture for new staff.
 - 4.9.1.3.3. Once the program has been established, the VAMC will, under their provider agreement with the Contractor, reimburse the Contractor for the administration of the program and the Veteran's services, in Section 4.9.2.
 - 4.9.1.4. Provide or contract with an agency to provide financial management services to the Veterans. The Contractor cannot implement the VDHCB program until financial management services are reviewed and approved by the VDHCB national Readiness Review Process, and reviewed by WRJ and Manchester VAMC and DHHS.
 - 4.9.1.5. Provide a minimum of a .5 FTE Veterans Options counselor to provide counseling, assessment, service coordination, and assistance to Veterans participating in the program in developing and managing an individual service budget.
 - 4.9.1.5.1. The Contractor shall increase the FTE when the Veterans caseload exceeds 19 Veterans. The contractor shall increase the FTE to provide 4.5 hours per month per veteran.
 - 4.9.1.6. Ensure that key staffs such as the SLRC Program Director, site supervisors, caregiver specialists, and options counselors are trained in the program practices and procedures prior to service delivery defined in Section 4.9.2.
 - 4.9.1.7. Establish Financial Management Readiness and pass formal readiness review prior to implementation of the program. New FMS agreements must pass formal readiness review.
- 4.9.2. Provide options counseling and assist Veterans in arranging consumer directed services as follows:
- 4.9.2.1. Maintain the provider agreement in Section 4.9.1.1 and the contractor shall be responsible for service coordination for the Veteran as follows:
 - 4.9.2.1.1. Accept referrals of eligible Veterans and their authorized budgets to buy long term supports and services, from at least one of the VAMC in Section 4.9.1.1.
 - 4.9.2.1.2. Provide options counseling to Veterans and their families as they determine how to use their flexible home and community based services budget to meet their long term supports and service needs, goals, and preferences. At a minimum, options counseling shall include an assessment, plan of care and identify type of services to meet the needs to the Veteran to remain in the home and community. The Contractor shall submit the Veteran's plan of care with types of services to the VAMC for approval. The Contractor must obtain budget approval of plan of care from the VAMC before the Veteran receives VD-HCBS supports and services. The Contractor shall comply with the VAMC and the Department's program and policies guide for linking Veterans with needed Long term services and supports and making mutual referrals.



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- 4.9.2.2. Provide or maintain the contract with an agency to provide financial management services. Seek reimbursements for service coordination through the VAMC defined in Section 4.9.1. Once the program has been established, the VAMC will, under their provider agreement with the Contractor, reimburse the Contractor for the administration of the program and the Veteran's services.
 - 4.9.3. Ensure the following:
 - 4.9.3.1. All Veterans referred to the program from the VAMCs are contacted within 3 business days of the referral to ServiceLink contractor to set up a date for assessment.
 - 4.9.3.2. 100% of services provided are based on the needs and preferences of the participating Veteran.
 - 4.9.3.3. Veterans enrolled in the program decide what mix of goods and services will best meet their needs for long term care support.
 - 4.9.3.4. Of the Veterans served, there will be a 90 % or better, consumer satisfaction rate.
 - 4.9.4. Comply with procedures for reporting requirements defined by DHHS for monthly "Ticker" reporting requirements defined and required by National VDHCS program administration.
 - 4.9.5. Enter contact data into the Refer 7 data base to increase the amount of resources available by geographic area serve Veterans.
 - 4.9.6. Ensure that documentation required by both the Department and the VAMC is kept current and submitted according to the program requirements.
 - 4.9.7. Participate in continuous process improvement activities with the Department and/or the VAMC to evaluate and improve the quality of the program and its policies and processes by attending meetings, trainings, to include monthly VDHCS Faculty Calls, and related conference calls.
 - 4.9.8. Participate in trainings that aim to improve knowledge of military culture and other related trainings to enhance competencies required to serve our military family and service member population.
- 4.10. Medicare Improvements for Patients and Providers Act (MIPPA).
The Contractor shall provide Medicare Improvements for Patients and Providers Act (MIPPA), services through as follows:
- 4.10.1. Provide MIPPA services to assist Medicare beneficiaries to:
 - 4.10.1.1. Reduce Medicare cost share expenses for people with limited income by enrolling beneficiaries into the low-income subsidy (LIS) and Medicare Savings Programs (MSP); and enrolling beneficiaries in Medicare Part D prescription coverage.
 - 4.10.1.2. Increase wellness and prevent illnesses among all Medicare beneficiaries by increasing and promoting awareness of Medicare's preventive and screening services.
 - 4.10.1.3. Promote the Medicare programs described in Section 4.10.1.1 by conducting outreach and education to increase the number of people enrolled into these programs. To assist the Department in determining the outreach and education strategies to implement in the specific geographic area, the contractor shall complete assessments and analysis to determine the effectiveness of informing Medicare beneficiaries and having them enroll in the programs. Specifically the contractor shall:
 - 4.10.2. Complete an assessment of past outreach activities that targeted low income Medicare beneficiaries and those people who may not have physical access to ServiceLink contractor offices, internet access, or access to a telephone. The Department will provide the data to the contractor for the specific geographic area list above. Data will include existing and past outreach and education materials and strategies used in the specific geographic area. The contractor shall report the findings to the Department.
 - 4.10.3. Complete an analysis using available statistics such as Social Security and Centers for Medicaid and Medicare Services statistics to identify target areas for outreach. The



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Department will provide the data to the contractor for the specific geographic area listed above. The contractor shall report the findings to the Department.

- 4.10.4. Assess current and past partnerships with other agencies and community services.
- 4.10.5. Conduct outreach, education and assistance to the target population and geographic area as approved by the Department, based on the Contractor's results of the assessment and analysis described in Section 4.10.2, 4.10.3 and 4.10.4, and to meet the goals in Section 4.10.10. Outreach and education consists of the following, but not limited to:
 - 4.10.5.1. Promote the availability of Medicare preventive services such as wellness screenings and flu shots to Medicare beneficiaries through the distribution of promotional materials developed by CMS and BEAS;
 - 4.10.5.2. Set and implement calendar for outreach campaigns (2 per month for each ADRC): (1) Mail introductory letters to town offices, housing sites, home health agencies, Parish Nurses, public libraries, hospital public affair managers, pharmacies, and medical practices; (2) Do follow-up contacts and (3) Arrange face to face meetings.
 - 4.10.5.3. Develop contact list of all fitness centers, health clubs, senior-based websites, AARP local Chapters, churches, senior and community centers, meal sites, and public libraries. The contractor shall request to partner with these contacts to communicate awareness of Medicare Programs listed in Section 4.10.1.
- 4.10.6. Work in consultation with NH SHIP Director and the other ServiceLink contractors to set up MIPPA Email list serve for State/agency leads – Client Services, Medicaid Eligibility, Fuel Assistance, hospital charitable offices, Minority Services, Sight and Hearing Impaired groups –to disseminate LIS/MSP objectives. The developed email List Serve will be used to communicate awareness of Medicare Programs listed in Section 4.10.1.
- 4.10.7. Develop a media list for the geographic area to be covered – radio stations, newspapers, agency/hospital web-based newsletters and other community websites to share LIS/MSP and Preventive benefits. The media list will be used to implement advertising activities to communicate awareness of Medicare Programs listed in Section 4.10.1.
 - 4.10.7.1. Write scripts for Radio, newspapers, and public service announcements. The Department shall approve them prior to publication.
 - 4.10.7.2. The contractor will be responsible for purchasing the media in their local area.
- 4.10.8. Ensure staffing capacity to insure a demonstrated increase and enhanced beneficiary access to a counselor workforce that is trained and fully equipped and proficient in providing the full range of services, including enrollment assistance in appropriate benefit plans and continued enrollment assistance in prescription drug coverage as described in section 4.7.3 of the ServiceLink Contract.
- 4.10.9. Complying with procedures for reporting requirements defined by DHHS.
- 4.10.10. Performance Measures: The Contractor will be required to meet or exceed the performance measures described below:



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Performance Measure	How it will be measured
Performance Measure 1: Increasing the number of individuals enrolled in: LIS, MSP, and Medicare Part D by eight (8) percent of the total number enrolled in these programs as of September 29, 2014	Work plan and MIPPA monthly Outreach Activities and Enrollment reports sent to DHHS by 15th of each month.
Performance Measure 2: Implementation of Promotional activities for Medicare's Wellness and Preventive Screening Services	Work plan and MIPPA monthly Outreach Activities and Enrollment and SHIP reports, (client contacts/public and media activities).
Performance Measure 3: Effectively advertise, promote, and conduct an educational outreach and/or enrollment event activities at least 1-2 times per month.	Work plan and MIPPA monthly report and SHIP reports to DHHS.
Performance Measure 4: Demonstrate partnership and evaluate effectiveness and lessons learned	Work plan, MIPPA monthly, SHIP reports, and Partnership listing included in SHIP Mid-Term and annual Performance Grant application to DHHS

- 4.11. The Contractor shall develop and implement a sustainable safety net of services for Service Members/Veterans/Families (SMVF) cases to ensure all NH SMVF can receive culturally competent assistance and comprehensive service coordination in order to gain long-term services and supports (LTSS), regardless of eligibility for other government-funded care coordination programs, by June 30, 2015. All activities, programs, training materials and care coordination work are subject to Department review and approval. The Contractor shall:
- 4.11.1. Collaborate with the Department to ensure coordination and integration of Balanced Incentive Program (BIP) and the No Wrong Door system to:
- 4.11.1.1. Reduce unnecessary institutional care.
- 4.11.1.2. Help ensure those in need of Medicaid long-term services have access to alternatives that are less restrictive at a lower-cost.
- 4.11.2. Provide and/or coordinate statewide training that increases military cultural and clinical competence.
- 4.11.3. Collaborate with ServiceLink providers to streamline the application, assessment and eligibility process for LTSS to SMVF case members. Collaboration shall include, but not be limited to:
- 4.11.3.1. Functioning as a No Wrong Door partner to ServiceLink providers.
- 4.11.3.2. Providing technical assistance to ServiceLink providers statewide, as needed.
- 4.11.3.3. Assisting ServiceLink providers with care coordination and providing direct support for cases with intense clinical needs.
- 4.11.3.4. Providing military culture and core competency training to ServiceLink providers to ensure a clear understanding of SMVF pre, during and post deployment needs, as well as the needs of older veterans.
- 4.11.4. Conduct ServiceLink provider meetings, statewide. The Contractor shall:
- 4.11.4.1. Coordinate and facilitate a statewide project kickoff meeting.
- 4.11.4.2. Conduct integrated meetings with each ServiceLink site to address:
- 4.11.4.2.1. Current SMVF outreach/engagement activities.



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- 4.11.4.2.2. Military cultural awareness.
- 4.11.4.2.3. Other issues relevant to the local SMVF and provider communities.
- 4.11.5. Conduct meetings regarding No Wrong Door partnerships and training needs with organizations that include, but are not limited to:
 - 4.11.5.1. VA, Vet Center and Veteran Service Organizations.
 - 4.11.5.2. National Guard and Reserves.
 - 4.11.5.3. State Office of Veterans Services.
 - 4.11.5.4. Community Mental Health Centers, hospitals, and private practitioners.
- 4.11.6. Attend cross training activities presented by ServiceLink in order to:
 - 4.11.6.1. Provide preliminary screening for LTSS and person-centered counseling.
 - 4.11.6.2. Train other SMVF providers, including the ProForce team carrying out the NH National Guard Care Coordination Program, in the LTSS system and how to effectively partner with other providers and ServiceLink.
- 4.11.7. Provide sufficient Care Coordinator staff to provide:
 - 4.11.7.1. Care coordination and collaborative casework with ServiceLink providers.
 - 4.11.7.2. Referrals for SMVF to community-based services with a seamless transition.
 - 4.11.7.3. Emergency assistance to SMVF.
 - 4.11.7.4. Safety net care coordination and crisis intervention for SMVF no longer eligible for services through the National Guard's Care Coordination Program (ProForce).
 - 4.11.7.5. A liaison who shall work to ensure seamless case transition to ProForce.
 - 4.11.7.6. Mentors to ProForce Care Coordinators to ensure training and supports are available, as needed, during the transition period.
- 4.11.8. Coordinate resources to meet immediate SMVF needs through Veterans Count to:
 - 4.11.8.1. Ensure emergency financial needs are met, including but not limited to, food, housing, transportation, utilities, and other critical needs defined in Veterans Count policies.
 - 4.11.8.2. Support SMVF of all eras to engage in effective planning and service coordination for LTSS.
- 4.11.9. Create outreach materials and resource guides in partnership with ServiceLink for Department approval, which shall include, but not be limited to:
 - 4.11.9.1. Flyers, posters and handouts to engage SMVF and SMVF providers in the No Wrong Door system.
 - 4.11.9.2. Web-based and social media outreach.
- 4.11.10. Develop and coordinate statewide delivery of training curriculum related to military culture and military competency training. The Contractor shall:
 - 4.11.10.1. Use web-based training, as approved by the Department.
 - 4.11.10.2. Coordinate in-person training sessions with the Department, ServiceLink, and ProForce as well as the provider community, which includes but is not limited to Community Mental Health Centers, hospitals, and private practitioners.



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- 4.11.10.3. Coordinate training reimbursement payments with Community Mental Health Centers, hospitals and private practitioners who send staff to attend military culture and military competency training.
- 4.11.10.4. Market the No Wrong Door system, and related training, at all appropriate military-veteran events, forums and drills.
- 4.11.11. Collaborate with the Department and ServiceLink to develop SMVF-specific business rules and protocols for the No Wrong Door system. The Contractor shall:
 - 4.11.11.1. Draft initial policies and protocols for stakeholder review.
 - 4.11.11.2. Coordinate and conduct ServiceLink policy review meetings.
 - 4.11.11.3. Provide drafts of policies to the Department for final approval.
- 4.11.12. Identify providers in SMVF service systems that may be eligible to apply for Medicaid reimbursement in order to assist those providers with securing future funding.
- 4.11.13. Provide a monthly narrative summary report to the Department no later than the 15th of each month that specifies:
 - 4.11.13.1. Project accomplishments and deliverables.
 - 4.11.13.2. Client services provided
- 4.11.14. Conduct a survey of SMVF and civilian providers to assess levels of understanding, satisfaction of services provided and integration with the No Wrong Door system.
- 4.11.15. Provide a final report to the Department no later than thirty (30) days from the contract end date, that includes, but is not limited to:
 - 4.11.15.1. Clients served.
 - 4.11.15.2. ServiceLink cross-referrals.
 - 4.11.15.3. Trainings held.
 - 4.11.15.4. Summary of best practices established and recommendations for implementing sustainable infrastructure changes.

5. Operational Functions

The contractor must adhere to the following operational requirements, standards of practice, approaches, and methods of service delivery. The contractor will:

- 5.1. Operate the ServiceLink Resource Centers Program as an independent program separate and distinct from the fiscal sponsor. In advertising, marketing, and all written and oral descriptive literature that it develops and/or disseminates, the Contractor shall characterize the ServiceLink Resource Centers Program as an independent program.
- 5.2. Occupy office space that is distinct from any other service provider or program operated by the contractor.
- 5.3. Local phone numbers for each ServiceLink Contractor
- 5.4. The ServiceLink Contractor will be responsible for having three to four phone numbers/lines and fax line for clients to access services for the geographic area they serve. The Contractor shall work with DHHS to ensure consistent phone numbers are available to the public, and where necessary shall assume responsibility for existing phone numbers.
- 5.5. It is expected of the contractor to have the first phone number/line to route from the ServiceLink programs national toll free number. It is expected that the contractor's phone service and equipment be compatible with the State's VOIP system.
- 5.6. The contractor is responsible for all costs associated with establishing and operating the phone and fax lines, including necessary equipment.



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- 5.7. Phone systems must allow for individual voicemail for each staff person. One main phone line (Line #1) must also be configured to route from the ServiceLink contractor's national toll free ServiceLink Resource Centers Program number. Please address how the toll free number will work since it was not included in the RFP
 - 5.8. Operate the ServiceLink Resource Centers Program within its fiscal sponsor's agency, personnel and human resource policies and procedures. Contractors are required to review their policies and procedures to assure the ServiceLink Resource Centers Program operational and program requirements are met.
 - 5.9. Provide sufficient office space and supplies to all staff and volunteers at each ServiceLink contractor's site. Sufficient is defined as: Enough space to conduct private and confidential interviews and meetings with at least three (3) individuals in the room in order to meet their job duties while at a ServiceLink contractor's office.
 - 5.10. Provide sufficient (as defined in 5.9 above) space and supplies to outside team members including but not limited to the Division of Client Services (DCS) staff and the Office of Veterans Services at a minimum of two to three business days per week for financial screenings, interviews, and consultations at local ServiceLink contractors sites.
 - 5.11. Adhere to the following operational and facilities management requirements:
 - 5.12. Staff hours shall be arranged to provide a minimum of 40 hours of operation per week, which includes availability by appointment on the weekend and evening coverage. Publish schedule of hours throughout the geographic area;
 - 5.13. Provide satellite offices or other forms of consumer accessibility. The location of the ServiceLink contractor's main office and any satellite offices that exist shall be in an easy and accessible location so that it is centrally located to the clients in the geographic area that you will serve. Accessibility may be demonstrated in a variety of ways such as proximity to main roads, population centers, businesses, shopping areas, health care sites, and the availability of public transportation;
 - 5.14. Operate primary sites and other forms of access for consumers in buildings and facilities that are barrier free;
 - 5.15. Meet all state and local rules and ordinances related to health, fire and life safety codes;
 - 5.16. Maintain a written response plan to include, but not be limited to, response to fire, violence, inclement weather, and medical and other emergencies and disasters; and
 - 5.17. Agree to have a ServiceLink Resource Centers Program sign visible outside the building in which the ServiceLink contractor's site(s) are located.
- 6. Quality Assurance and Continuous Quality Improvement**
- 6.1. Contractor shall have a Quality Assurance and Continuous Improvement plan to ensure services are available, are of high quality, meet the needs of individuals, and are sustained throughout the geographic area covered. The plan shall assure that services adhere to the highest standards, as well as assure that the public and private resources produce measurable results.
 - 6.2. Contractors shall track their customers, services, performance and costs, and to continuously evaluate and improve on the results of the services that are provided to individuals and their families, as well as to other organizations in the community. This may include linkages with other data systems, such as Medicaid information systems and electronic health records.
 - 6.3. The Quality Assurance and Continuous Improvement plan shall also utilize formal processes for getting input and feedback from individuals and their families on the Contractor's operations, services used, and on-going development.
 - 6.4. The Quality Assurance and Continuous Improvement plan shall include measurable performance goals and indicators related to the Contractor's visibility, trust, ease of access, responsiveness, efficiency and effectiveness. The Contractor shall routinely track and monitor consumer demographics and individual-level outcomes such as diversions, transitions, and



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impact of Options Counseling as well as systems-level outcomes such as service utilization by setting and cost-savings.

6.5. Information Technology and Management Information Systems

6.5.1. Contractor will use the Refer 7 database to support all business functions related to the provision of programs provided by ServiceLink contractors. Contractor shall comply with new IT initiatives that DHHS may roll out as part of BIP or SIM initiatives.

6.5.2. Contractor shall operate computer equipment and software that meets or is compatible with the State of New Hampshire's minimum Information Technology standard for software and hardware that is equivalent or exceeds the specifications listed below:

- Microsoft Windows 7 64 bit;
- Microsoft Internet Explorer version 8.0;
- Documents, spreadsheets and presentation that are compatible with Microsoft Office 2000 and above through 2010;
- Network Associates - McAfee Virus Scan version 8.8; and
- Broadband or DSL internet access

6.5.3. The Department's current hardware standards are as follows:

- Standard Desktop - Multi Tasking, Standard Apps: I3 Intel Processor, 4GB RAM, 500 GB SATA
- High End Desktop- Multi Tasking, Heavy Graphics (i.e. CAD): I5 Intel Processor, 8GB RAM, 500 GB SATA
- The State standard is Windows 7, Office 2010 and Internet Explorer 9

6.5.4. Contractor shall comply with the ServiceLink Resource Centers Program Computer Use Agreement.

6.6. Continuous Improvement

6.6.1. Contractor shall have a plan in place to monitor program quality and a process to ensure continuous program improvement through the use of the data gathered such as consumer satisfaction evaluations and surveys. The Contractor shall submit their plan for review by the Department.

6.6.2. Contractor shall inform consumers of complaint and grievance policies and shall have the ability to track and address complaints and grievances. The Contractor shall develop, implement and maintain a system for tracking, resolving, and reporting client complaints regarding its services, processes, procedures, and staff. The Contractor shall also have a grievance system in place that includes a grievance process, and any grievances filed are to be available to DHHS upon request.

7. Performance Tracking and Reporting

7.1. Contractor shall track and report to Department on the people they serve in the different age groups, with different types of disabilities and that the Options Counseling provided enables people to make informed, cost-effective decisions about LTSS. For each ServiceLink Service, the contractor shall report on:

1. Number of individuals served
2. Number of repeat visits by individuals
3. Type of information/referral given to individuals
4. Type of follow up performed
5. Frequency of follow ups
6. Were individuals able to utilize the information provided by the Contractor, including but not limited to, applying for benefits, finding and obtaining referred services, and other forms of assistance



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7. The number of individuals diverted from nursing home/institutional settings;
8. The number of individuals successfully transitioning from institutional settings (i.e. number of people assisted through formal coordinated or evidence-based transitions programs).

7.2. Minimum Reporting Requirements:

The Table below defines the program reporting data requirements and their source. There will be custom reporting capabilities through Refer7.

Program Reporting Data Requirement	Data Source
Program Requirements	
Adherence to all minimum program and operational requirements	Contract review assessment tool, site visits
Information, Referral, and Assistance and Awareness	
Number of customer satisfaction surveys sent annually	Customized Report
Number of staff who have received training related to cultural competency	Customized Report
Number of community outreach and educational events staff participated in annually	Customized Report
Number of AIRS certified staff	Customized Report
Number of contacts annually	Refer7
Staff follows policies and procedures for the Refer7 system, and other DHHS supported systems such as but no limited to New Heights.	Refer 7 reports, Contract review, New Heights reports
Number of home visits annually	Refer7
Number of follow ups performed annually	Refer7
Number of contact and client types by type and % as defined by BEAS	Refer7
Number of referrals made for services not provided annually	Refer7
Number of 'unmet need' provisions documented annually	Refer7
Options Counseling (OC) and Person Centered Transition Support:	
ServiceLink contractors adhere to the Quality Assurance process based on the National Evaluation Framework to define, track, report, and fine-tune progress in achieving national outcomes and performance standards.	Quantifiable individual-level feedback documenting their personal experience, documentation of the number and percent of all individuals with service plans who were offered the option to self-direct and choose to do so, and consumer satisfaction surveys, customized reports, and Refer7.
All staff who provide Options Counseling are Nationally Certified	
% Of people report they are able to make informed decisions about their LTSS as a result of the information and if necessary the one-on-one counseling they and or their family caregiver receive.	
% Of individuals who report they have effectively and seamlessly navigated through the LTSS system and successfully accessed the options they have identified	
% Of persons to have had the opportunity to self-direct their services and supports	

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Program Reporting Data Requirement	Data Source
% Of individuals who report they have made optimal use of their own private resources and their informal support system	
Number of Options Counseling sessions conducted in hospitals, rehabilitation facilities, nursing homes, or at home.	Refer 7
Number of Options Counseling assessments conducted annually	Refer 7
Number of developed action plans annually	Refer 7
A minimum of 4 formal agreements with major pathways has been established by the completion Date in box 1.7 of the General Provisions, Form P-37.	Copies of agreements
Number of individuals receiving eligibility coordination annually	Refer 7
Number of screenings for public programs performed	Refer 7
Number of Medicaid appointments scheduled by the ServiceLink contractor	New Heights
NH Family Caregiver Support Program:	
Number of staff trained in Powerful Tools for Caregivers curriculum	Customized Report
Number of Powerful Tools for Caregivers trainings conducted annually (six-week session = 1)	Customized Report
	Customized Report
Number of other caregiver specific training sessions conducted annually	
Number of community outreach/information sessions conducted annually	Customized Report
Number of individuals who received Title III-E respite services annually	Customized Report, Refer 7
Number of caregiver support group meetings held in the community by the ServiceLink contractor staff annually	Customized Report
Average number of attendees at support group meetings	Customized Report
Number of family caregivers who receive I&R (access assistance) annually	Refer 7
Number of one-on-one counseling sessions	Refer 7
Number of in-person Options Counseling assessments of the family caregiver needs completed annually	Refer 7
State Health Insurance Assistance Program (SHIP):	
Specific performance measures: SHIP Grant sets forth performance levels to measure SHIP effectiveness to determine future grant funding based on the following elements:	
Number of total client contacts (in person office, in person home, telephone (all durations, and contacts by email, postal, or fax) per 1,000 Medicare beneficiaries in the ServiceLink Contractors geographic area.	Customized Report/Refer 7
Number of persons reached through presentations, plus reached through booths/exhibits at health fairs, as well as enrolled at enrollment events per 100,000 Medicare beneficiaries in ServiceLink contractors geographic area	Customized Report/Refer 7
Number of substantial personal, direct client contacts (telephone calls of duration 10 minutes or more, in person office, in person home per 1,000 Medicare beneficiaries in ServiceLink contractors geographic area	Customized Report/Refer 7

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Program Reporting Data Requirement	Data Source
Number of contacts with Medicare beneficiaries coded as in the CMS defined Disabled program (under 65) per 1,000 Medicare beneficiaries in the ServiceLink contractor's geographic area.	Refer 7
Number of unduplicated Medicare beneficiary contacts that discussed low-income (below 150% FPL, regardless of Asset coding) per 1,000 low-income Medicare beneficiaries in the ServiceLink contractors geographic region.	Refer 7
Number of unduplicated enrollment contacts (contacts with one or more qualifying enrollment topics) discussed per 1,000 Medicare beneficiaries in the ServiceLink geographic Region.	Refer 7
Number of unduplicated Part D enrollment contacts (contacts with one or more qualifying Part D enrollment topics) discussed per 1,000 Medicare beneficiaries in the ServiceLink contractors geographic Region.	Refer 7
Senior Medicare Patrol Program and Capacity Building programs	
Timely Administration for Community Living Progress Reports) for both SMP and the Capacity Building Program (see attachment).	Customized Report based on federal template
Report strategies and describe partnerships that are consistent with BEAS' work plan submitted to ACL, the SMART FACTS reporting system, OIG monitoring elements, and ACL's performances.	Workplan
Timely reporting of all SMP activities based on the Office of Investigation's (OIG) reporting elements that are entered into the SMART FACTS database.	SMART FACTS

8. Staffing

8.1. Standards

Contractor shall be required staff to follow the National Social Work standards as follows:

- 8.1.1. Possess the knowledge, skills, and experience necessary to competently perform the activities related to their role or function within the SLRC
- 8.1.2. Ensure the client's right to privacy and ensure appropriate confidentiality when information about the client is released to others.
- 8.1.3. Ensure knowledge about resource availability, service costs, and budgetary parameters and be fiscally responsible in carrying out activities related to their role or function within the SLRC.
- 8.1.4. Treat colleagues with courtesy and respect and strive to enhance interprofessional, intraprofessional, and interagency cooperation on behalf of the client.
- 8.1.5. Provide sufficient staff to perform all tasks specified in this agreement. The Contractor shall maintain a level of staffing necessary to perform and carry out all of the functions, requirements, roles, and duties in a timely fashion for the number of clients and geographic area as identified in this agreement.
- 8.1.6. Ensure that all staff have appropriate training, education, experience, and orientation to fulfill the requirements of the positions they hold and shall verify and document that it has met this requirement. This includes keeping up-to-date records and documentation of all individuals requiring licenses and/or certifications and such records shall be available for DHHS inspection.
- 8.1.7. Develop a Staffing Contingency Plan, including but not limited to:
 - 8.1.7.1. The process for replacement of personnel in the event of loss of key personnel or other personnel before or after signing of the Agreement;
 - 8.1.7.2. Allocation of additional resources to the Agreement in the event of inability to meet any performance standard;
 - 8.1.7.3. Discussion of time frames necessary for obtaining replacements;



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- 8.1.7.4. Capabilities to provide, in a timely manner, replacements/additions with comparable experience; and
 - 8.1.7.5. Method of bringing replacements/additions up-to-date regarding this Agreement.
 - 8.1.8. Provide staffing models that will be used by the subcontractors, if applicable.
 - 8.1.9. Provide resumes for any changes in key administrative staff to include: CEO, CFO, COO, Executive Director, Financial Manager and managers that supervise staff and volunteers for the programs and services included in this agreement.
 - 8.1.10. Contractor's staff members or volunteers who will be interacting with or providing hands-on care to individuals receiving services are required to complete a DHHS State Registry check before the staff member begins providing services. In addition, all agency staff must undergo a NH Criminal Records Background check.
 - 8.1.11. Vacant positions will not be funded. Funds paid for vacant positions shall be recovered during the agreement period.
 - 8.1.12. Contractor shall maintain written job/service descriptions for paid and volunteer staffs for the aforementioned staffing model that reflect the scope and duties of their respective roles.
 - 8.1.13. Contractor shall conduct a written job competency/service performance review for all paid and volunteer staff annually. Performance reviews must include all competencies and requirements. If agencies use standardized performance review forms an addendum to this process must be established in order to be in compliance with program requirements.
- 8.2. The Contractor shall commit staff for the following positions:
- 8.2.1. Program Management

Contractor shall be responsible for overall site operations and team process management, including performance measurements, training and/or coordination of training for all staff and volunteers, management of subcontracts, public education, public awareness, community and provider relations, program review and quality oversight. The Contractor is accountable to its Board of Directors or Advisory Board and the designated agent of the fiscal agent as well as the DHHS ServiceLink Resource Center Program Manager.

 - 8.2.1.1. Required Certification:
 - Alliance of Information Referral Specialist (AIRS) certification within one year of hire
 - Obtain training and certification in Options Counseling within 6 months of hire
 - SHIP/SMP certification
 - 8.2.2. Information, Referral, & Assistance and Awareness

The position links individuals who need assistance with appropriate service providers and/or supplies descriptive information about the agencies or organizations, which offer services.

 - 8.2.2.1. Required Certification:
 - Alliance of Information Referral Specialist (AIRS) certification within one year of hire
 - Obtain certification as a State Health Insurance Assistance Program (SHIP)
 - Senior Medicare Patrol (SMP) Counselor within year of hire. Training for this Certification must begin within 6 months of hire.
 - 8.2.3. Options Counseling and Person Centered Transition Support

This position provides person centered needs assessments, counseling and referrals, preliminary care planning and short-term tracking based on consumer needs, preferences and situational context for persons in need of long-term supports and services.

 - 8.2.3.1. Required Certification:
 - Acquire the Alliance of Information Referral Specialist (AIRS) certification within one year of hire.
 - Obtain training and certification in Options Counseling within 6 months of hire.



Exhibit A Amendment #1

- Obtain certification as a State Health Insurance Assistance Program (SHIP) Counselor

8.2.4. Options Counseling: Caregiver Specialist

Provide person centered needs assessments, options counseling and referrals, one on one support and consumer-directed services based on the needs, preferences of the caregiver. This position also provides:

- Provide one on one counseling with caregivers to help them problem-solve their unique situation.
- Offer education, support, advocacy and follow-up.
- Facilitate training related to assisting family caregivers. This includes detailed knowledge about issues impacting caregivers, national and local resources, programs, funding, and eligibility requirements.
- Data collection, reporting.

8.2.4.1. Required Certification:

- Alliance of Information Referral Specialist (AIRS) certification within one year of hire
- Obtain training and certification in Options Counseling within 6 months of hire.
- Trained/Licensed in Powerful Tools for Caregivers curriculum
- Obtain certification as a State Health Insurance Assistance Program (SHIP) Counselor

8.2.5. State Health Insurance Assistance Program (SHIP)

Contractor shall provide free, unbiased counseling and assistance via telephone and face-to-face interactive sessions, public education presentations, printed materials, and media activities that deal with Medicare coverage and the importance of preventing health care fraud and abuse. Under the direction of the Program Management, oversee the development and implementation of the State Health Insurance Assistance Program's goals and performance measures for their County/Region

8.2.5.1. Required Certification:

- Alliance of Information Referral Specialist (AIRS) certification within one year of hire.
- Within 6 months of hire:
- Obtain certification as a SHIP and SMP Counselor
- Obtain training and certification in Options Counseling

8.2.6. Senior Medicare Patrol Program (SMP)

Contractor shall provide free, unbiased counseling and assistance via telephone and face-to-face interactive sessions, public education presentations, printed materials, and media activities that deal with Medicare coverage and the importance of preventing health care fraud and abuse. Under the direction of the Program Management, oversee the development and implementation of the Senior Medicare Patrol Program's deliverables, goals and performance measures for the State/ County/Region.

8.2.6.1. Required Certification

- Alliance of Information Referral Specialist (AIRS) certification within one year of hire.
- Obtain certification as a SHIP and SMP Counselor, within 6 months of hire

9. Work Plan



Exhibit A Amendment #1

Within thirty (30) days of the effective date of the contract, Contractor shall develop and submit to DHHS a detailed work plan that identifies deliverables and includes reasonable timelines for completion of the. DHHS will monitor this contract via this work plan and performance measures defined in the contract.

During the course of this contract period it may be necessary to revise or modify the deliverables and the work plan referred to above to meet the primary objectives defined by the federal grantor. DHHS staff will work with the contractor to develop a solution that takes into consideration resources and timelines for completion. The above-mentioned work plan to be developed will be adjusted accordingly, but in no case will timelines extend beyond the grant award period and or contract period.

9.1. Updated Workplan: Within thirty (30) days of the effective date of any amendment to the agreement, the contractor shall submit a revised workplan to DHHS.

10. Cultural Considerations:

The Contractor will submit a detailed description of the language assistance services they will provide to persons with Limited English Proficiency to ensure meaningful access to their programs and/or services, within ten (10) days of the effective date of Amendment #3 to the Agreement.

11. Privacy and Security of Client Information

DHHS is the designated owner of all data related to the programs provided under this contract and shall approve all access to that data. Contractor shall not have ownership of State data at any time. Contractor shall be in compliance with privacy policies established by governmental agencies or by state or federal law. Privacy policy statements may be developed and amended from time to time by the State and will be appropriately displayed on the State portal. Contractor shall provide sufficient security to protect the State and DHHS data in network, transit, storage and cache.

12. E-Studio

Contractors shall be required to use DHHS' E-Studio electronic information system. E-Studio is DHHS' primary vehicle for uploading important information concerning time-sensitive announcements, policy releases, administrative rule adoptions, and other critical information. Use consistent spelling. Contractor is strongly encouraged to identify all of the key agency personnel who need to have E-Studio accounts to ensure that information from DHHS can be shared with the necessary agency staff. There is no cost to the organization for DHHS to create an E-Studio account and no limit on the number of staff an agency identifies to have access to E-Studio.

13. Contract Monitoring

13.1. The Contractor shall:

13.2. Ensure the Department has access sufficient for monitoring of contract compliance requirements as identified in OMB Circular A-133.

13.3. Ensure the Department is provided with access that includes but is not limited to:

13.3.1. Data

13.3.2. Financial records

13.3.3. Scheduled access to Contractor work sites/locations/work spaces and associated facilities.

13.3.4. Unannounced access to Contractor work sites/locations/work spaces and associated facilities.

13.3.5. Scheduled phone access to Contractor principals and staff



Exhibit B - Amendment #3

Method and Conditions Precedent to Payment

1. The State shall pay the Contractor an amount not to exceed the Price Limitation, block 1.8, of the General Provisions of this Agreement, Form P-37, in accordance with the budgets defined in Section 5 below, for the services provided by the Contractor pursuant to Exhibit A, Amendment #1 Scope of Services.
2. Services are funded with New Hampshire General Funds and with federal funds made available by the United States Department of Health and Human Services under:

CFDA #	Federal Agency	Grant Description
93.778		Medicaid Grants
93.667	Administration for Children & Families	Social Services Block Grant
93.052	Administration for Community Living	Family Caregiver Support Title III E
93.517	Administration for Community Living	Aging and Disability Resource Center Options Counseling Enhancement Program
93.324	Administration for Community Living	State Health Insurance Assistance Program
93.048	Administration for Community Living	Senior Medicare Patrol Project
93.071	Administration for Community Living	CMS LIS/MSP Outreach to Low Income Medicare Beneficiaries (MIPPA)
93.778	Centers for Medicare & Medicaid Services	Balancing Incentive Program

- 2.1. The Contractor agrees to provide the services in Exhibit A, Amendment #1, Scope of Services in compliance with funding requirements.

3. Account Numbers in Block 1.6 of the General Provisions of this Agreement, Form P-37 as follows:

Grant	State Account Number
NH State General Funds	05-95-48-481010-95650000-102-500731
Social Services Block Grant	05-95-48-481010-92550000-545-500387
Medicaid	05-95-48-481510-61800000-550-500398
Aging and Disability Resource Center Options Counseling Enhancement Program	05-95-48-481010-78720000-072-500575
Family Caregiver Support Title III E	05-95-48-481010-78720000-570-500928
Senior Medicare Patrol Project	05-95-48-481010-33170000-102-500731
State Health Insurance Assistance Program	05-95-48-481010-89250000-102-500731
CMS LIS/MSP Outreach to Low Income Medicare Beneficiaries (MIPPA)	05-95-48-481010-88880000-102-500731
Balancing Incentive Program	05-95-49-490510-29850000-102-500731



Exhibit B - Amendment #3

4. Payment for said services shall be made as follows:

The Contractor will submit an invoice by the tenth working day of each month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice for Contractor services provided pursuant to this Agreement.

The invoice must be submitted to:

Financial Manager
Division of Community Based Care Services
Department of Health and Human Services
129 Pleasant Street, Brown Building
Concord, NH 03301

5. Payment for contracted services will be made cost reimbursement basis only, for allowable expenses based on budgets identified as Exhibits B-1 through Exhibits B-14, Amendment #2 Exhibit B-14A, and Exhibit B-15. Each budget is specific to a time period as identified in the budget period at the top of the respective budget form.
- 5.1. Payment for contracted services shall be made on cost reimbursement basis only, for allowable expenses based on the budgets identified as Exhibit B-16 and Exhibit B-17 and in accordance with the Department approved individual program budgets.
- 5.2. The Contractor will provide invoices on Department supplied forms.
- 5.3. Allowable costs and expenses shall be determined by the Department in accordance with applicable state and federal laws and regulations.
6. The Contractor shall submit to the Department the subcontractor's budget for review and approval. The Contractor shall submit to the Department copies of their invoices and the subcontractor's invoices for actual expenses that support the requests for reimbursement.
7. The Information, Referral, and Awareness Program Budgets Exhibit B-1 and B-6 Contract Share is funded by various sources as a percentage of the total as follows:
- 7.1. NH State General Funds SFY14: 47% SFY15: 49%
- 7.2. Social Services Block Grant SFY14: 15% SFY15: 14%
- 7.3. Medicaid SFY14: 38% SFY15: 37%
8. The Options Counseling and Person Centered Transition Support Programs Budgets Exhibit B-2 and B-7 Contract Share is funded by various sources as a percentage of the total as follows:
- 8.1. Medicaid SFY14: 64% SFY15: 88%
- 8.2. ADRC Grant SFY14: 36% SFY15: 12%
9. Contractor will have forty-five (45) days from the end of the contract period to submit to the Department final invoices for payment. Any adjustments made to a prior invoice will need to be accompanied by supporting documentation.
10. Notwithstanding paragraph 18 of the General Provisions of this Agreement P-37, an amendment limited to Exhibits B-1 through Exhibits B-14, Amendment #2 Exhibit B-14A, Exhibit B-15, Exhibit B-16 and Exhibit B-17 Budgets, to adjust amounts within the budgets and between State Fiscal Years, within the price limitation, can be made by written agreement of both parties and may be made without obtaining approval of Governor and Executive Council.
11. Community Support Requirement: When the Contractor elects to provide additional funding toward the cost of the programs, then the Contractor is obligated to fund the difference between the total costs of the programs less the state's share. Contractors shall report on a monthly basis the total cost



Exhibit B - Amendment #3

of the program for the month, the amount requested to be paid by the state and the source of funds and amount for the contractor's share.

12. The Contractor shall complete Time Sheets for staff as instructed and on forms provided by THE DEPARTMENT.
13. Financial Reporting Requirements: The Contractor shall submit Monthly Financial Reports to THE DEPARTMENT upon request.
14. Review of the State Disallowance of Costs: At any time during the performance of the Services, and upon receipt of the Monthly Reports, Termination Report or Audited Financial Report, the State may review all Project Costs incurred by the Contractor and all payments made to date. Upon such review the State shall disallow any items of expenses that are not determined to be allowable or are determined to be in excess of actual expenditures, and shall, by written notice specifying the disallowed expenditures, inform the Contractor of any such disallowance. If the State disallows costs for which payment has not yet been made, it shall refuse to pay such costs.
15. Veterans Directed Home and Community Based Program: The funding is from July 1, 2014 to June 30, 2015 for the purposes of developing and implementing the program as defined in Section 4.9.1 of Exhibit A Amendment #1. Once the program is operational, the contractor shall continue providing the scope of work as defined in Sections 4.9.2 through 4.9.8 of Exhibit A Amendment #1, without funding from the Department.
16. The funding for the scope of work for Veterans safety net of services, Exhibit A Amendment #1, Section 4.11 is from the effective date of Amendment #2 to the Agreement through June 30, 2015.

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

Bidder/Program Name: Easter Seals New Hampshire, Inc. / Hillsborough County - exd Western Region

Budget Request for: Options Counseling and Person Centered Transitions Support Program
(Name of Program)

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

Line Item	Total Program Cost			Contractor Share / Match			Requested Budget to be Funded by DHRIS Contract Share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	105,841.36	10,584.13	116,425.49	-	-	-	105,841.36	10,584.13	116,425.49
2. Employee Benefits	27,807.52	2,780.75	30,588.27	-	-	-	27,807.52	2,780.75	30,588.27
3. Consultants	72.21	7.22	79.43	-	-	-	72.21	7.22	79.43
4. Equipment	-	-	-	-	-	-	-	-	-
5. Rental	-	-	-	-	-	-	-	-	-
6. Repair and Maintenance	-	-	-	-	-	-	-	-	-
7. Purchase/Depreciation	1,022.02	102.20	1,124.22	-	-	-	1,022.02	102.20	1,124.22
8. Supplies	-	-	-	-	-	-	-	-	-
9. Educational	1,041.53	104.15	1,145.68	-	-	-	1,041.53	104.15	1,145.68
10. Lab	-	-	-	-	-	-	-	-	-
11. Pharmacy	-	-	-	-	-	-	-	-	-
12. Medical	-	-	-	-	-	-	-	-	-
13. Office	2,319.45	231.95	2,551.40	-	-	-	2,319.45	231.95	2,551.40
14. Travel	1,010.56	101.06	1,111.62	-	-	-	1,010.56	101.06	1,111.62
15. Occasional	10,462.16	1,046.22	11,508.38	-	-	-	10,462.16	1,046.22	11,508.38
16. Contract Expenses	-	-	-	-	-	-	-	-	-
17. Highspeed	2,142.83	214.28	2,357.11	-	-	-	2,142.83	214.28	2,357.11
18. Postage	1,744.71	174.47	1,919.18	-	-	-	1,744.71	174.47	1,919.18
19. Subscriptions	-	-	-	-	-	-	-	-	-
20. Audit and Legal	-	-	-	-	-	-	-	-	-
21. Insurance	-	-	-	-	-	-	-	-	-
22. Board Expenses	-	-	-	-	-	-	-	-	-
23. Scholarships	-	-	-	-	-	-	-	-	-
24. Marketing/Communications	5,425.07	542.51	5,967.58	-	-	-	5,425.07	542.51	5,967.58
25. Self Education and Training	5,267.98	526.80	5,794.78	-	-	-	5,267.98	526.80	5,794.78
26. Subcontract/Agreements	-	-	-	-	-	-	-	-	-
27. Other (Specify details mandatory):	-	-	-	-	-	-	-	-	-
28. Printing	400.80	40.08	440.88	-	-	-	400.80	40.08	440.88
29. Volunteer/Community Education/Recognition	169.53	16.95	186.48	-	-	-	169.53	16.95	186.48
TOTAL	164,727.73	16,472.77	181,200.50	-	-	-	164,727.73	16,472.77	181,200.50
Indirect As A Percent of Direct								10.0%	

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

Bidder/Program Name: **Easter Seals New Hampshire, Inc.**

Budget Request for: **Medicare Improvements for Patients and Providers Act (MIPAA)**
(Name of Program)

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

Line Item	Total Program Cost			Contractor Share / Match			Requested Budget to be Funded by DHHS Contract Share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 8,155.70	\$ 815.57	\$ 8,971.27	\$ -	\$ -	\$ -	\$ 8,155.70	\$ 815.57	\$ 8,971.27
2. Employee Benefits	\$ 2,324.38	\$ 232.43	\$ 2,556.81	\$ -	\$ -	\$ -	\$ 2,324.38	\$ 232.43	\$ 2,556.81
3. Consultants	\$ 21.66	\$ 2.17	\$ 23.83	\$ -	\$ -	\$ -	\$ 21.66	\$ 2.17	\$ 23.83
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 72.23	\$ 7.22	\$ 79.45	\$ -	\$ -	\$ -	\$ 72.23	\$ 7.22	\$ 79.45
7. Occupancy	\$ 98.24	\$ 9.82	\$ 108.06	\$ -	\$ -	\$ -	\$ 98.24	\$ 9.82	\$ 108.06
8. Current Expenses	\$ 919.67	\$ 91.97	\$ 1,011.64	\$ -	\$ -	\$ -	\$ 919.67	\$ 91.97	\$ 1,011.64
9. Telephone	\$ 138.51	\$ 13.85	\$ 152.36	\$ -	\$ -	\$ -	\$ 138.51	\$ 13.85	\$ 152.36
10. Postage	\$ 86.67	\$ 8.67	\$ 95.34	\$ -	\$ -	\$ -	\$ 86.67	\$ 8.67	\$ 95.34
11. Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14. Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18. Subcontract/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19. Other (specify details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20. Volunteer Appreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21. Printing	\$ 43.34	\$ 4.33	\$ 47.67	\$ -	\$ -	\$ -	\$ 43.34	\$ 4.33	\$ 47.67
22. Outreach Meetings	\$ 57.79	\$ 5.78	\$ 63.57	\$ -	\$ -	\$ -	\$ 57.79	\$ 5.78	\$ 63.57
TOTAL	\$ 11,918.19	\$ 1,191.81	\$ 13,110.00	\$ -	\$ -	\$ -	\$ 11,918.19	\$ 1,191.81	\$ 13,110.00
Indirect As A Percent of Direct			10.0%			10.0%			10.0%

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

Contractor Name: Easter Seals New Hampshire, Inc.
Program Name: ServiceLink Resource Center

Budget Period: 7/1/13 - 6/30/16

Line Item	Total Program Cost		Total		Contractor Share / Match		Total		Requested Budget to be Funded by DHHS Contract Share		Total
	Direct	Indirect	Direct	Indirect	Direct	Indirect	Direct	Indirect	Direct	Indirect	
1. Total Salary/Wages	\$ 279,521	\$ 27,854	\$ 307,375	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 279,521	\$ 27,854	\$ 307,375
2. Employee Benefits	\$ 79,664	\$ 7,866	\$ 87,530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79,664	\$ 7,866	\$ 87,530
3. Consultants	\$ 75	\$ -	\$ 75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75	\$ -	\$ 75
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Repaired Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Purchased Materials	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Professional Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Supplies	\$ 398	\$ 39	\$ 438	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 398	\$ 39	\$ 438
10. Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14. Office	\$ 1,002	\$ 100	\$ 1,102	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,002	\$ 100	\$ 1,102
15. Travel	\$ 3,600	\$ 359	\$ 3,959	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,600	\$ 359	\$ 3,959
16. Occupancy	\$ 26,166	\$ 2,617	\$ 28,783	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,166	\$ 2,617	\$ 28,783
17. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18. Telephone	\$ 3,805	\$ 381	\$ 4,186	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,805	\$ 381	\$ 4,186
19. Postage	\$ 3,000	\$ 300	\$ 3,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 300	\$ 3,300
20. Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21. Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22. Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23. Bond Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25. Information/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26. Staff Education and Training	\$ 498	\$ 50	\$ 548	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 498	\$ 50	\$ 548
27. Staff Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28. Other (specify details mandatory)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29. Printing	\$ 1,249	\$ 125	\$ 1,374	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,249	\$ 125	\$ 1,374
30. Volunteer Appreciation	\$ 399	\$ 39	\$ 438	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 399	\$ 39	\$ 438
0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 398,378	\$ 39,837	\$ 438,215	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 398,378	\$ 39,837	\$ 438,215
Indirect As A Percent of Direct			10.0%							10.0%	

New Hampshire Department of Health and Human Services COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD											
Contractor Name: Easter Seals New Hampshire, Inc. Program Name: ServiceLink Resource Center Budget Period: 7/1/18 - 6/30/19											
Line Item	Direct Incremental	Indirect	Total Program Cost	Total	Direct Incremental	Indirect	Contractor Share / Match	Total	Direct Incremental	Indirect	Requested Budget to be Awarded by DHHS Contract Share
1. Total Salary/Wages	\$ 69,881	\$ 1,991	\$ 71,872	\$ 71,872	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,872
2. Employee Benefits	\$ 19,916	\$ 1,991	\$ 21,907	\$ 21,907	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,907
3. Consultants	\$ 20	\$ 2	\$ 22	\$ 22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies	\$ 100	\$ 10	\$ 110	\$ 110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Office	\$ 250	\$ 25	\$ 275	\$ 275	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275
7. Travel	\$ 899	\$ 90	\$ 989	\$ 989	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 989
8. Occupancy	\$ 6,542	\$ 654	\$ 7,196	\$ 7,196	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,196
9. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 951	\$ 94	\$ 1,045	\$ 1,045	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,045
Postage	\$ 749	\$ 75	\$ 824	\$ 824	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 824
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audio and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Scholarships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 125	\$ 12	\$ 137	\$ 137	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 137
12. Staff Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (Specify below the category):	\$ 311	\$ 33	\$ 344	\$ 344	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 344
Printing	\$ 89	\$ 10	\$ 99	\$ 99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99
Volunteer Appreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 99,843	\$ 9,885	\$ 109,728	\$ 109,728	\$ -	\$ -	\$ (DIV0)	\$ -	\$ -	\$ -	\$ 109,728
Indirect As A Percent of Direct			10.0%								10.0%



SPECIAL PROVISIONS

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

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

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

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

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

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New Hampshire Department of Health and Human Services
Exhibit C



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

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



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

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

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

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

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

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

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

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

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

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

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3/31/2015

New Hampshire Department of Health and Human Services
Exhibit C



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

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

DEFINITIONS

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

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

DEPARTMENT: NH Department of Health and Human Services.

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

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

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

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

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

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

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3/31/2015



REVISIONS TO GENERAL PROVISIONS

1. Subparagraph 4 of the General Provisions of this contract, Conditional Nature of Agreement, is replaced as follows:
 4. **CONDITIONAL NATURE OF AGREEMENT.**
Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including without limitation, the continuance of payments, in whole or in part, under this Agreement are contingent upon continued appropriation or availability of funds, including any subsequent changes to the appropriation or availability of funds affected by any state or federal legislative or executive action that reduces, eliminates, or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope of Services provided in Exhibit A, Scope of Services, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of appropriated or available funds. In the event of a reduction, termination or modification of appropriated or available funds, the State shall have the right to withhold payment until such funds become available, if ever. The State shall have the right to reduce, terminate or modify services under this Agreement immediately upon giving the Contractor notice of such reduction, termination or modification. The State shall not be required to transfer funds from any other source or account into the Account(s) identified in block 1.6 of the General Provisions, Account Number, or any other account, in the event funds are reduced or unavailable.
2. Subparagraph 10 of the General Provisions of this contract, Termination, is amended by adding the following language;
 - 10.1 The State may terminate the Agreement at any time for any reason, at the sole discretion of the State, 30 days after giving the Contractor written notice that the State is exercising its option to terminate the Agreement.
 - 10.2 In the event of early termination, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement, including but not limited to, identifying the present and future needs of clients receiving services under the Agreement and establishes a process to meet those needs.
 - 10.3 The Contractor shall fully cooperate with the State and shall promptly provide detailed information to support the Transition Plan including, but not limited to, any information or data requested by the State related to the termination of the Agreement and Transition Plan and shall provide ongoing communication and revisions of the Transition Plan to the State as requested.
 - 10.4 In the event that services under the Agreement, including but not limited to clients receiving services under the Agreement are transitioned to having services delivered by another entity including contracted providers or the State, the Contractor shall provide a process for uninterrupted delivery of services in the Transition Plan.
 - 10.5 The Contractor shall establish a method of notifying clients and other affected individuals about the transition. The Contractor shall include the proposed communications in its Transition Plan submitted to the State as described above.
3. The Department reserves the right to extend the completion date of the contract for up to fifteen months to be exercised by mutual agreements by the parties, upon availability of funding, acceptable performance of the Statement of Work, and subsequent approval by the Governor and Executive Council.
4. 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 umbrella liability insurance coverage of not less than \$15,000,000;

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4/9/2015



**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

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

3/31/2015

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: Easter Seals NH, Inc

3/31/2011
Date

Elin Treanor
Name: Elin Treanor
Title: CEO

Exhibit G

Contractor Initials

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

Date 3/31/2011



Exhibit I

HEALTH INSURANCE PORTABILITY ACT
BUSINESS ASSOCIATE AGREEMENT

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

(1) **Definitions.**

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

3/2014

Contractor Initials

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Date

3/31/2015



Exhibit I

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

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

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

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3/31/2015



Exhibit I

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

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

(3) Obligations and Activities of Business Associate.

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

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

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

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3/31/2014



Exhibit I

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

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

3/2014

Contractor Initials

ET

Date

3/31/2015



Exhibit I

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

(4) **Obligations of Covered Entity**

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

(5) **Termination for Cause**

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

(6) **Miscellaneous**

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

ET
3/31/2015



Exhibit I

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

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

Department of Health & Human Services
The State

[Signature]
Signature of Authorized Representative

D. Langley
Name of Authorized Representative

Director
Title of Authorized Representative

4/16/15
Date

Easter Seals NH, Inc
Name of the Contractor

[Signature]
Signature of Authorized Representative

Elin Treanor
Name of Authorized Representative

CFD
Title of Authorized Representative

3/31/2015
Date



Nicholas A. Toumpas
Commissioner

Diane Langley
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF COMMUNITY BASED CARE SERVICES

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9520 1-800-852-3345 Ext. 9520
Fax: 603-271-4643 TDD Access: 1-800-735-2964

September 12, 2014

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

10-1-12/
Item 14

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Community Based Care Services to enter into a **sole source** amendment to an existing agreement with Easter Seals New Hampshire, Inc. (Vendor # 177204), 555 Auburn Street, Manchester, NH 03103, for the provision of a Military Veteran Access to No Wrong Door program that includes a provision for providing and coordinating cross training to other ServiceLink Resource Centers, Civilian Providers, and Military-Veteran Providers statewide in order to ensure continuation of community-based services to veterans, service members and their families, by increasing the price limitation by \$500,000 from \$697,547 to \$1,197,547 effective upon Governor and Executive Council approval, with no change to the end date of June 30, 2015.

The original contract was approved by the Governor and Executive Council on December 20, 2013 (Item #62) and subsequently amended on June 4, 2014 (Item #59).

Funds are available in the following accounts for State Fiscal Year 2015.
(See attachment for Fiscal Details.)

EXPLANATION

This request is **sole source** because it increases the original contract amount by more than ten percent (10%). This sole source amendment increases funding for services that provide and/or coordinate military culture training; core competence training; and technical assistance to ServiceLink Resource Centers. Additionally, the Contractor will coordinate statewide training to civilian service providers and work to develop a partnership with the federal contractor, ProForce, that is responsible for the new National Guard Care Coordination Program.

ProForce is a Service-Disabled Veteran-Owned Small Business that has a strong background in case management, as well as a history in partnering with the Veterans' Administration and with the National Guard Bureau's Child & Youth Programs nationwide. The

Contractor will partner with ProForce in order to create a safety net for individuals who are found ineligible for care coordination through ProForce. Additionally, the Contractor will work with ProForce by providing information, training, and access to long-term support services for military personnel and their families pre, during and post deployment who are eligible for case management services through ProForce.

The Contractor is one (1) of eight (8) ServiceLink Resource Center contractors. In addition to providing services through the ServiceLink Resource Center, the Contractor has developed, piloted and implemented the statewide Deployment Cycle Support Care Coordination Program since 2008. The Deployment Cycle Support Care Coordination Program builds a community-based support system, which integrates current veteran services with existing service delivery systems while allowing local access for a full-spectrum of care. The Deployment Cycle Support Care Coordination Program supports families and military members pre, during and post deployment. Crisis prevention for families and military members is addressed through early development of care plans by professional care coordinators. The care plan is a risk assessment tool used to organize support services early, thereby reducing the overall number of emergency situations for service members and families involved in the war effort. Care coordinators proactively address care plan needs and refer individuals to community-based care services or provide further treatment. The Deployment Cycle Support Care Coordination Program, in partnership with the New Hampshire National Guard and the Department, will be replaced with a federally contracted care coordination program administered by ProForce, effective October 1, 2014.

In order to ensure a smooth transition as well as a strong and integrated safety net, the Contractor will partner with the New Hampshire National Guard, ServiceLink and ProForce to ensure that all programs have a full spectrum of understanding of military culture, as well as the services available to military personnel, veterans and their families. The Contractor will also coordinate statewide core competency training sessions for civilian providers, which include Community Mental Health Centers, hospitals, and private practitioners.

The Contractor will provide services through the Department's No Wrong Door single entry process system that educates, informs and guides consumers and stakeholders regarding available Medicaid community long-term services and supports, some of which are listed below.

- Evidenced Based Care Transitions

This service increases the options counseling and person centered transitions support services by directly working with individuals who are in hospitals, assisting them in transitioning from the hospital setting back into the community.

- Medicare Improvements for Patients and Providers Act

This service enhances counseling to Medicare Beneficiaries by directly working with low income individuals to help them reduce their cost share portion of healthcare premiums and to assist them in enrolling in these cost savings Medicare programs.

- Veterans Directed Home and Community Based Program

This service expands the service coordination offered to veterans and their families, by finding respite and supplemental services to help them stay in the community.

The long-term support services listed above can be cumbersome to navigate. The Contractor will assist in establishing an integrated referral process to seamlessly transition military personnel and their families from the Deployment Cycle Support Care Coordination Program to the newly established National Guard' care coordination program, administered by ProForce, or to ServiceLink. The Contractor will assist with coordination of services for veterans of all eras through the No Wrong Door system to ensure service members, veterans and their families have access to long term support services, and critical ancillary services related to employment, housing, counseling, suicide prevention and other critical needs.

This Contractor has established services that assist military personnel and families affected by deployment, such as financial assistance through the Veterans Count program. The Contractor's collaborative partnerships, experience and military cultural competence is unique due to its development and implementation of the Deployment Cycle Support Care Coordination Program. The Contractor's experience gained through the Deployment Cycle Support Care Coordination Program uniquely positions this Contractor to be able to provide cross training to ServiceLink Resource Centers and ProForce, as well as to be able to coordinate statewide training for civilian providers.

The Contractor will work with existing and new programs to help ensure a sustainable framework for access to long term support services by New Hampshire service members, veterans and their families by educating ProForce care coordinators in long term support services available in New Hampshire through community-based and other services unique to this State. Likewise, because the Contractor is a ServiceLink Resource Center provider, this Contractor will be equipped to educate other ServiceLink Resource Center providers on the military culture unique to service members, veterans and their families. The Contractor will also coordinate statewide training and training supports to civilian providers to further ensure integrated access to long term support services for this population.

The Contractor will create outreach materials and resource guides in partnership with ServiceLink to ensure public awareness and access of Long Term Support Services available in New Hampshire. Ensuring access to the resources available in different arenas will assist in educating the public on services available to military personnel and their families.

Should the Governor and Executive Council determine to not approve this request, over one hundred (100) Deployment Cycle Support Care Coordination Program cases no longer eligible for services under the new federal program could stop receiving care coordination for long term support services, which would negatively impact the citizens of New Hampshire, especially military personnel, veterans and their families. Further, future service members, veterans and their families would be unable to have access to these critical services available through a comprehensive safety net. Moreover, without providing and coordinating statewide training, providers would lack the full spectrum of knowledge regarding military/veteran issues; New Hampshire-specific community-based services; and New Hampshire-specific long term support services available through the No Wrong Door single entry process system. The indirect impact of loss of supports could be devastating to military and civilian citizens statewide.

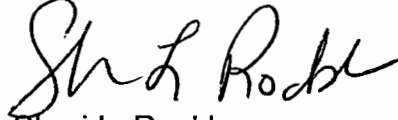
Area served: Statewide

Source of funds: 72.98% Federal Funds

27.02% General Funds

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

Respectfully submitted,



Sheri L. Rockburn
Chief Financial Officer

Approved by:



Nicholas A. Toumpas
Commissioner

Fiscal Details for Easter Seals New Hampshire Inc. (Vendor #177204)

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICELINK (100% General Funds)

Fiscal Year	Class/Object	Class Title	Activity Code	Current Modified Amount	Increase/ Decrease Amount	Revised Modified Amount
2014	102-500734	Contracts for Program Svcs		\$43,850.80	\$0	\$43,850.80
2015	102-500734	Contracts for Program Svcs		\$85,235.23	\$0	\$85,235.23
		Subtotal		\$129,086.03	\$0	\$129,086.03

05-95-48-481510-6180 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: ELDERLY AND ADULT SERVICES, MEDICAL SERVICES, LTC ASSESSMENT AND COUNSELING (50% Federal Funds –CFDA# 93.778 Grant # , 50% General Funds)

Fiscal Year	Class/Object	Class Title	Activity Code	Current Modified Amount	Increase/ Decrease Amount	Revised Modified Amount
2014	550-500398	Assessment & Counseling	48130280	\$ 94,992.73	\$0	\$ 94,992.73
2015	550-500398	Assessment & Counseling	48130280	\$219,997.83	\$0	\$219,997.83
		Subtotal		\$314,990.56	\$0	\$314,990.56

05-95-48-481510-9255 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SOCIAL SERVICE BLOCK GRANT (44.31% Federal Funds – CFDA# 93.667 – G-1301NHSOSR, 55.69% General Funds)

Fiscal Year	Class/Object	Class Title	Activity Code	Current Modified Amount	Increase/ Decrease Amount	Revised Modified Amount
2014	545-500387	I & R Contracts	48130205	\$14,053.23	\$0	\$14,053.23
2015	545-500387	I & R Contracts	48130205	\$24,838.66	\$0	\$24,838.66
		Subtotal		\$38,891.89	\$0	\$38,891.89

**05-95-48-481510-7872 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF,
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADM ON AGING GRANTS (92%
Federal Funds –CFDA# 93.052, Grant # 14AANHT3FC, 8% General Funds)**

Fiscal Year	Class/Object	Class Title	Activity Code	Current Modified Amount	Increase/ Decrease Amount	Revised Modified Amount
2014	072-500575	Grants - Federal	48130293	\$33,783.79	\$0	\$33,783.79
2014	570-500928	Family Caregiver	48130316	\$19,587.04	\$0	\$19,587.04
2015	072-500575	Grants - Federal	48130293	\$40,329.29	\$0	\$40,329.29
2015	570-500928	Family Caregiver	48130316	\$38,621.06	\$0	\$38,621.06
		Subtotal		\$132,321.18	\$0	\$132,321.18

**05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF,
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAL SERVICE GRANTS
(100% Federal Funds – CFDA# 93.779, Grant # 1N0CMS020220)**

Fiscal Year	Class/Object	Class Title	Activity Code	Current Modified Amount	Increase/ Decrease Amount	Revised Modified Amount
2014	102-500731	Contracts for Program Services	48130461	\$14,911.91	\$0	\$14,911.91
2015	102-500731	Contracts for Program Services	48130461	\$25,948.65	\$0	\$25,948.65
		Subtotal		\$40,860.56	\$0	\$40,860.56

**05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF,
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT-
SMPP (75% Federal Funds – CFDA# 93.048 Grant# 90MP0176, 25% General Funds)**

Fiscal Year	Class/Object	Class Title	Activity Code	Current Modified Amount	Increase/ Decrease Amount	Revised Modified Amount
2014	102-500731	Contracts for Program Services	48130207	\$8,499.81	\$0	\$8,499.81
2015	102-500731	Contracts for Program Services	48130207	\$10,396.97	\$0	\$10,396.97
		Subtotal		\$18,896.78	\$0	\$18,896.78

05-95-48-481010-8888 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT-MIPPA (100% Federal Funds – CFDA # 93.071, Grant# 13AANHMAAA, 13AANHMAADR, IX0CMS331283)

Fiscal Year	Class/Object	Class Title	Activity Code	Current Modified Amount	Increase/ Decrease Amount	Revised Modified Amount
2014	102-500731	Contracts for Program Services	48461012 48461002 48461003	\$13,500	\$0	\$13,000
2015	102-500731	Contracts for Program Services	48461012 48461002 48461003	\$ 9,000	\$0	\$ 9,000
		Subtotal		\$22,500	\$0	\$22,500

05-95-49-490510-29850000-102-500731 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV OF COMM BASED SVC, COMMUNITY BASED CARE SERVICES, BALANCE INCENTIVE PROGRAM BIP, (100% Federal Funds- CFDA# 93.778, FAIN# 05-1405NHBIPP)

Fiscal Year	Class/Object	Class Title	Activity Code	Current Modified Amount	Increase/ Decrease Amount	Revised Modified Amount
2015	102-500731	Contracts for Program Services	49053316	\$0	\$500,000	\$500,000
		Subtotal		\$0	\$0	\$500,000
		Total		\$697,547	\$500,000	\$1,197,547



State of New Hampshire
Department of Health and Human Services
Amendment #2 to the ServiceLink Program Contract

This 2st Amendment to the ServiceLink Program contract (hereinafter referred to as "Amendment #2") dated this 1st day of October 2014, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Easter Seals New Hampshire, Inc. (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 555 Auburn Street, Manchester, NH 03103.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on December 20, 2013, and amended by an agreement (Amendment #1 to the Contract) approved on June 4, 2014 (Item #59), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

WHEREAS, pursuant to the General Provisions, Paragraph 18, the State may amend the agreement by written instrument of the parties upon approval of the Governor and Executive Council; and

WHEREAS the parties agree to revise the scope of services to be performed and increase the price limitation; 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, Block 1.8, to read:
\$1,197,547
- 2) Delete Exhibit A-1, Scope of Services and replace with Amendment #2 – Exhibit A-1, Scope of Services.
- 3) Delete Exhibit B Amendment #1, Method and Conditions Precedent to Payment and replace with Amendment #2 – Exhibit B, Method and Conditions Precedent to Payment.
- 4) Add Amendment #2 - Exhibit B-14A, Budget for Military Veteran Access to No Wrong Door.

ET

9/11/2014

New Hampshire Department of Health and Human Services
New Hampshire ServiceLink Program



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,

9/17/14
Date

State of New Hampshire
Department of Health and Human Services
Sheri L. Rockburn
Sheri L. Rockburn
Chief Financial Officer

9/11/2014
Date

Easter Seals of New Hampshire, Inc.

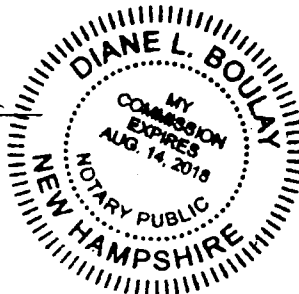
Elin Medina
NAME Elin Medina
TITLE CTO

Acknowledgement:

State of New Hampshire County of Hillsborough on 9/11/14, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace

Diane L. Boulay
Name and Title of Notary or Justice of the Peace



New Hampshire Department of Health and Humans Services
New Hampshire ServiceLink Program



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

OFFICE OF THE ATTORNEY GENERAL

9/19/14
Date

Name: Megan A. Staple
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:



Scope of Services

1. The Contractor shall provide Veterans the opportunity to receive home and community based services in a consumer directed fashion that enables them to avoid nursing home placement and to continue to live in their homes and communities.
 - 1.1. Develop and implement a VDHCB program to provide the services described in paragraph 1.2, in the following ways:
 - 1.1.1. Enter into a provider agreement with the White River Junction Veteran's Administration Medical Center (WRJ VAMC), Vermont and/or the Manchester Veteran's Administration Medical Center (Manchester VAMC). The agreement is to be based on the Memorandum of Agreement between the Department and the WRJ and/or Manchester VAMC. Under the Agreement, the contractor shall be responsible for service coordination in paragraph 1.2.
 - 1.1.2. Establish an advisory group to oversee the development, implementation of the program and provide ongoing feedback for continuous improvement of the program and services. Membership is to include representation from key community resources, local Veterans' organizations, Veterans and families of Veterans utilizing the program, and the public.
 - 1.1.3. Establish a budget for the costs to develop and implement the program. The Department provides funding for the development and implementation limited to the following:
 - 1.1.3.1. Staff development and training: This includes costs of trainings for staff, recruiting and hiring new staff, costs of salaries for newly hired staff during development and implementation of the program.
 - 1.1.3.2. Travel costs associated with capacity building: Staff mileage to training sites, staff mileage related to providing education and outreach to the public about the program, assisting the Veteran in getting services and in identifying service providers and services, and development and implementation of the advisory committee.
 - 1.1.3.3. Development and implementation of business processes related to the VD-HCBS Program: computer equipment, telephone expenses, and office furniture for new staff.
 - 1.1.3.4. Once the program has been established, the VAMC will, under their agreement with the Contractor, reimburse the Contractor for the administration of the program and the Veteran's services, in paragraph 1.2.
 - 1.1.4. Provide or contract with an agency to provide financial management services in accordance with the roles and responsibilities of an agency with choice model.
 - 1.1.5. Provide a minimum of a .5 FTE Veterans Options counselor to provide counseling, assessment, service coordination, and assistance to Veterans participating in the program in developing and managing an individual service budget.

ET

9/11/2014



- 1.1.6. Ensure that key staffs such as the SLRC Program Director, site supervisors, caregiver specialists, and options counselors have been trained to provide initial start-up and collaborative support for the program.
- 1.1.7. Within ninety (90) days from the effective date of the contract, the contractor will complete a Program orientation and participate in a readiness review by the Department, in accordance with the Program/Policy Guide.
- 1.1.8. Reviews will be conducted by monthly face to face meetings, conference calls and webinars.
- 1.2. Have the program infrastructure in place within ninety (90) days from the effective date of the contract and is actively providing options counseling and assisting Veterans in arranging consumer directed services by:
 - 1.2.1. Maintain the provider agreement in paragraph 1.1 and the contractor shall be responsible for service coordination for the Veteran by:
 - 1.2.1.1. Accept referrals of eligible Veterans from at least one of the VAMC in paragraph 1.1. The Veterans Administration is responsible for determining the eligibility of Veterans for the program and for authorizing a budget to buy long term supports and services for the Veteran. The Veterans Administration will refer eligible Veterans with an authorized flexible service budget to the contractor.
 - 1.2.1.2. Provide options counseling to Veterans and their families as they determine how to use their flexible home and community based services budget to meet their long term supports and service needs, goals, and preferences. At a minimum, options counseling shall include an assessment, plan of care and identify type of services to meet the needs to the Veteran to remain in the home and community. The Contractor shall submit the Veteran's plans of care with types of services to the VAMC for approval before the Veteran receives services. The Contractor shall comply with the VAMC and the Department's program and policies guide for linking Veterans with needed Long term services and supports and making mutual referrals.
 - 1.2.1.3. Provide or maintain the contract with an agency to provide financial management services in accordance with the roles and responsibilities of an agency with choice model.
 - 1.2.1.4. Seek reimbursements for service coordination through the VAMC. Once the program has been established, the VAMC will, under their agreement with the Contractor, reimburse the Contractor for the administration of the program and the Veteran's services.
 - 1.2.2. Assure the following:
 - 1.2.2.1. All Veterans referred to the program from the VAMCs are contacted within 3 business days of the referral to ServiceLink contractor to set up a date for assessment.
 - 1.2.2.2. 100% of services provided are based on the needs and preferences of the participating Veteran.



- 1.2.2.3. Veterans enrolled in the program decide what mix of goods and services will best meet their needs for long term care support.
 - 1.2.2.4. Of the Veterans served, there will be a 90 % or better, consumer satisfaction rate.
 - 1.2.3. Comply with procedures for reporting requirements defined by DHHS.
 - 1.2.4. Provide this service to individuals located in the cities and towns in the geographic area of Hillsborough (excluding the towns of Western Hillsborough defined as: Antrim, Bennington, Francesstown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor).
 - 1.2.5. Enter contact data into the Refer 7 data base to increase the amount of resources available within a geographic area in Section 1.2.4 to serve Veterans.
 - 1.2.6. Assure that documentation required by both the Department and the VAMC is kept current and submitted according to the program and policy guide.
- 1.3. Participate in continuous process improvement activities with the Department and/or the VAMC to evaluate and improve the quality of the program and its policies and processes by attending monthly meetings, trainings, and conference calls.
2. The Contractor shall provide Medicare Improvements for Patients and Providers Act (MIPPA) services as follows:
 - 2.1. Provide MIPPA services to assist Medicare beneficiaries to:
 - 2.1.1. Reduce Medicare cost share expenses for people with limited income by enrolling beneficiaries into the low-income subsidy (LIS) and Medicare Savings Programs (MSP); and enrolling beneficiaries in Medicare Part D prescription coverage.
 - 2.1.2. Increase wellness and prevent illnesses among all Medicare beneficiaries by increasing and promoting awareness of Medicare's preventive and screening services.
 - 2.2. Promote the Medicare programs described in Section 2.1 by conducting outreach and education to increase the number of people enrolled into these programs. To assist the Department in determining the outreach and education strategies to implement in the specific geographic area, the contractor shall complete assessments and analysis to determine the effectiveness of informing Medicare beneficiaries and having them enroll in the programs. Specifically the contractor shall:
 - 2.2.1. Complete an assessment of past outreach activities that targeted low income Medicare beneficiaries and those people who may not have physical access to ServiceLink contractor offices, internet access, or access to a telephone. The Department will provide the data to the contractor for the specific geographic area list above. Data will include existing and past outreach and education materials and strategies used in the specific geographic area. The contractor shall report the findings to the Department.
 - 2.2.2. Complete an analysis of Social Security and Centers for Medicaid and Medicare Services statistics to identify target areas for outreach. The Department will provide the data to the contractor for the specific geographic area listed above. The contractor shall report the findings to the Department.



Amendment #2 - Exhibit A-1

- 2.2.3. Assess current and past partnerships with other agencies and community services.
- 2.3. The Department will review the contractor's results of the assessment and analysis described in Section 2.2 and will determine the best outreach approaches, target population and geographic area for the contractor to conduct outreach, education and assistance to meet the goals in Section 2.7 Performance Measures. Outreach and education consists of the following, but not limited to:
- 2.3.1. Promote the availability of Medicare preventive services such as wellness screenings and flu shots to Medicare beneficiaries through the distribution of promotional materials developed by CMS and BEAS;
- 2.3.2. Set and implement calendar for outreach campaigns (2 per month for each ADRC): (1) Mail introductory letters to town offices, housing sites, home health agencies, Parish Nurses, public libraries, hospital public affair managers, pharmacies, and medical practices; (2) Do follow-up contacts and (3) Arrange face to face meetings.
- 2.3.3. Develop contact list of all fitness centers, health clubs, senior-based websites, AARP local Chapters, churches, senior and community centers, meal sites, and public libraries. The contractor shall request to partner with these contacts to communicate awareness of Medicare Programs listed in Section 2.1
- 2.3.4. Work in consultation with NH SHIP Director and the other ServiceLink contractors to set up MIPPA Email list Serve for State/agency leads – Client Services, Medicaid Eligibility, Fuel Assistance, hospital charitable offices, Minority Services, Sight and Hearing Impaired groups –to disseminate LIS/MSP objectives. The developed email List Serve will be used to communicate awareness of Medicare Programs listed in Section 2.1.
- 2.3.5. Develop a media list for the geographic area to be covered – radio stations, newspapers, agency/hospital web-based newsletters and other community websites to share LIS/MSP and Preventive benefits. The media list will be used to implement advertising activities to communicate awareness of Medicare Programs listed in Section 2.1.
- 2.3.6. Write scripts for Radio, newspapers, and public service announcements. The Department shall approve them prior to publication.
- 2.3.7. The contractor will be responsible for purchasing the media in their local area.
- 2.4. Insure staffing capacity to insure a demonstrated increase and enhanced beneficiary access to a counselor workforce that is trained and fully equipped and proficient in providing the full range of services, including enrollment assistance in appropriate benefit plans and continued enrollment assistance in prescription drug coverage as described in section 4.7.3 of the ServiceLink Contract.
- 2.5. Complying with procedures for reporting requirements defined by DHHS.
- 2.6. Provide service to individuals located in the cities and towns in the geographic area of Hillsborough (excluding the towns of Western Hillsborough defined as: Antrim, Bennington, Frankestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor).

2.7. Performance Measures :

Easter Seals New Hampshire, Inc.

Contractor Initials

ET

Date

9/11/2014



Amendment #2 - Exhibit A-1

The Contractor will be required to meet or exceed the performance measures described below:

Performance Measure	How it will be measured
Performance Measure 1: Increasing the number of individuals enrolled in: LIS, MSP, and Medicare Part D: Hillsborough County: 159	Work plan and MIPPA monthly Outreach Activities and Enrollment reports sent to DHHS by 10th of each month.
Performance Measure 2: Implementation of Medicare Preventive Services Promotion activities.	Work plan and MIPPA monthly Outreach Activities and Enrollment and SHIP reports, (client contacts/public and media activities).
Performance Measure 3: Effectively advertise, promote, and conduct an educational outreach and/or enrollment event activity at least 1-2 times per month.	Work plan and MIPPA monthly report and SHIP reports to DHHS.
Performance Measure 4: Demonstrate partnership and incentive programs and evaluate effectiveness and lessons learned	Work plan, MIPPA monthly, SHIP reports, and Partnership listing included in CMS SHIP Mid-Term and annual Performance Grant application to DHHS

3. The Contractor shall develop and implement a sustainable safety net of services for Service Members/Veterans/Families (SMVF) cases to ensure all NH SMVF can receive culturally competent assistance and comprehensive service coordination in order to gain long-term services and supports (LTSS), regardless of eligibility for other government-funded care coordination programs. All activities, programs, training materials and care coordination work are subject to Department review and approval. The Contractor shall:

3.1. Collaborate with the Department to ensure coordination and integration of Balanced Incentive Program (BIP) and the No Wrong Door system to:

3.1.1. Reduce unnecessary institutional care.

3.1.2. Help ensure those in need of Medicaid long-term services have access to alternatives that are less restrictive at a lower-cost.

3.2. Provide and/or coordinate statewide training that increases military cultural and clinical competence.

3.3. Collaborate with ServiceLink providers to streamline the application, assessment and eligibility process for LTSS to SMVF case members. Collaboration shall include, but not be limited to:

3.3.1. Functioning as a No Wrong Door partner to ServiceLink providers.

3.3.2. Providing technical assistance to ServiceLink providers statewide, as needed.

3.3.3. Assisting ServiceLink providers with care coordination and providing direct support for cases with intense clinical needs.

3.3.4. Providing military culture and core competency training to ServiceLink providers to ensure a clear understanding of SMVF pre, during and post deployment needs, as well as the needs of older veterans.

3.4. Conduct ServiceLink provider meetings, statewide. The Contractor shall:

3.4.1. Coordinate and facilitate a statewide project kickoff meeting.

Easter Seals New Hampshire, Inc.

Contractor Initials ES



- 3.4.2. Conduct integrated meetings with each ServiceLink site to address:
 - 3.4.2.1. Current SMVF outreach/engagement activities.
 - 3.4.2.2. Military cultural awareness.
 - 3.4.2.3. Other issues relevant to the local SMVF and provider communities.
- 3.5. Conduct meetings regarding No Wrong Door partnerships and training needs with organizations that include, but are not limited to:
 - 3.5.1. VA, Vet Center and Veteran Service Organizations.
 - 3.5.2. National Guard and Reserves.
 - 3.5.3. State Office of Veterans Services.
 - 3.5.4. Community Mental Health Centers, hospitals, and private practitioners.
- 3.6. Attend cross training activities presented by ServiceLink in order to:
 - 3.6.1. Provide preliminary screening for LTSS and person-centered counseling.
 - 3.6.2. Train other SMVF providers, including the ProForce team carrying out the NH National Guard Care Coordination Program, in the LTSS system and how to effectively partner with other providers and ServiceLink.
- 3.7. Provide sufficient Care Coordinator staff to provide:
 - 3.7.1. Care coordination and collaborative casework with ServiceLink providers.
 - 3.7.2. Referrals for SMVF to community-based services with a seamless transition.
 - 3.7.3. Emergency assistance to SMVF.
 - 3.7.4. Safety net care coordination and crisis intervention for SMVF no longer eligible for services through the National Guard's Care Coordination Program (ProForce).
 - 3.7.5. A liaison who shall work to ensure seamless case transition to ProForce.
 - 3.7.6. Mentors to ProForce Care Coordinators to ensure training and supports are available, as needed, during the transition period.
- 3.8. Coordinate resources to meet immediate SMVF needs through Veterans Count to:
 - 3.8.1. Ensure emergency financial needs are met, including but not limited to, food, housing, transportation, utilities, and other critical needs defined in Veterans Count policies.
 - 3.8.2. Support SMVF of all eras to engage in effective planning and service coordination for LTSS.
- 3.9. Create outreach materials and resource guides in partnership with ServiceLink for Department approval, which shall include, but not be limited to:
 - 3.9.1. Flyers, posters and handouts to engage SMVF and SMVF providers in the No Wrong Door system.
 - 3.9.2. Web-based and social media outreach.
- 3.10. Develop and coordinate statewide delivery of training curriculum related to military culture and military competency training. The Contractor shall:



Amendment #2 - Exhibit A-1

- 3.10.1. Use web-based training, as approved by the Department.
- 3.10.2. Coordinate in-person training sessions with the Department, ServiceLink, and ProForce as well as the provider community, which includes but is not limited to Community Mental Health Centers, hospitals, and private practitioners.
- 3.10.3. Coordinate training reimbursement payments with Community Mental Health Centers, hospitals and private practitioners who send staff to attend military culture and military competency training.
- 3.10.4. Market the No Wrong Door system, and related training, at all appropriate military-veteran events, forums and drills.
- 3.11. Collaborate with the Department and ServiceLink to develop SMVF-specific business rules and protocols for the No Wrong Door system. The Contractor shall:
 - 3.11.1. Draft initial policies and protocols for stakeholder review.
 - 3.11.2. Coordinate and conduct ServiceLink policy review meetings.
 - 3.11.3. Provide drafts of policies to the Department for final approval.
- 3.12. Identify providers in SMVF service systems that may be eligible to apply for Medicaid reimbursement in order to assist those providers with securing future funding.
- 3.13. Provide a monthly narrative summary report to the Department no later than the 15th of each month that specifies:
 - 3.13.1. Project accomplishments and deliverables.
 - 3.13.2. Client services provided
- 3.14. Conduct a survey of SMVF and civilian providers to assess levels of understanding, satisfaction of services provided and integration with the No Wrong Door system.
- 3.15. Provide a final report to the Department no later than thirty (30) days from the contract end date, that includes, but is not limited to:
 - 3.15.1. Clients served.
 - 3.15.2. ServiceLink cross-referrals.
 - 3.15.3. Trainings held.
 - 3.15.4. Summary of best practices established and recommendations for implementing sustainable infrastructure changes.

ET

9/11/2014



Amendment #2 - Exhibit B

Method and Conditions Precedent to Payment

1. The State shall pay the Contractor an amount not to exceed the Price Limitation, block 1.8, of the General Provisions of this Agreement for the services provided by the Contractor pursuant to Exhibit A and Exhibit A-1 Scope of Services.
2. Services are funded with funds from the New Hampshire General Funds and with federal funds made available under:

Grant #	CFDA #	Federal Agency	Grant Description
	93.778		Medicaid Grants
G-1301NHSOSR	93.667	Admin for Children & Families	Social Services Block Grant
14AANHT3FC	93.052	Admin for Community Living	NH Family Caregiver Support Title III E
90RO0028	93.517	Admin for Community Living	NH ADRC Options Counseling Enhancement Program
1N0CMS020220	93.779	Centers for Medicare & Medicaid Services	State Health Ins Assistance Program
90MP0176	93.048	Admin for Community Living	Senior Medicare Patrol Project
13AANHMAAA, 13AANHMAADR, IXOCMS331283	93.071	Admin for Community Living & Centers for Medicare & Medicaid Services	CMS LIS/MSP Outreach to Low Income Medicare Beneficiaries (MIPPA)
140SNHBIPP	93.778	Centers for Medicare & Medicaid Services	Balancing Incentive Program

3. Account Numbers in P-37 Box 1.6

Grant	State Account Number
NH State General Funds	05-95-48-481010-95650000-102-500731
Social Services Block Grant	05-95-48-481010-92550000-545-500387
Medicaid	05-95-48-481510-61800000-550-500398
NH ADRC Options Counseling Enhancement Program	05-95-48-481010-78720000-072-500575
NH Family Caregiver Support Title III E	05-95-48-481010-78720000-570-500928
Senior Medicare Patrol Project	05-95-48-481010-33170000-102-500731
State Health Insurance Assistance Program	05-95-48-481010-89250000-102-500731
CMS LIS/MSP Outreach to Low Income Medicare Beneficiaries (MIPPA)	05-95-48-481010-88880000-102-500731
Balancing Incentive Program	05-95-49-490510-29850000-102-500731



Amendment #2 - Exhibit B

4. Payment for said services shall be made as follows:

The Contractor will submit an invoice by the tenth working day of each month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The Department will supply the invoice template to the contractor; format of the invoice template will be similar to that of the contractor's approved budget (s). The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice for Contractor services provided pursuant to this Agreement.

The invoice must be submitted to:

Financial Manager
Division of Community Based Care Services
Department of Health and Human Services
129 Pleasant Street, Brown Building
Concord, NH 03301

5. Payment for contracted services will be made on a line item actual cost reimbursement for allowable expenses based on budgets identified as Exhibit B-1 – B14. Each budget is specific to a time period as identified in the budget period at the top of the respective budget form. Allowable costs and expenses shall be determined by DHHS in accordance with applicable state and federal laws and regulations.
6. The Contractor shall submit to the Department the subcontractor's budget for review and approval. The Contractor shall submit to the Department copies of their invoices and the subcontractor's invoices for actual expenses that support the requests for reimbursement.
7. The Information, Referral, and Awareness Program Budgets Exhibit B-1 and B-6 Contract Share is funded by various sources as a percentage of the total as follows:
- 7.1. NH State General Funds SFY14: 47% SFY15: 49%
 - 7.2. Social Services Block Grant SFY14: 15% SFY15: 14%
 - 7.3. Medicaid SFY14: 38% SFY15: 37%
8. The Options Counseling and Person Centered Transition Support Programs Budgets Exhibit B-2 and B-7 Contract Share is funded by various sources as a percentage of the total as follows:
- 8.1. Medicaid SFY14: 64% SFY15: 88%
 - 8.2. ADRC Grant SFY14: 36% SFY15: 12%
9. Contractor will have forty-five (45) days from the end of the contract period to submit to the Department final invoices for payment. Any adjustments made to a prior invoice will need to be accompanied by supporting documentation.
10. Notwithstanding paragraph 18 of the General Provisions of this Agreement P-37, an amendment limited to Exhibit B-1 through B-14 Budgets, to adjust amounts within the budgets and within the price limitation, can be made by written agreement of both parties and may be made without obtaining approval of Governor and Executive Council.
11. Community Support Requirement: When the Contractor elects to provide additional funding toward the cost of the programs, then the Contractor is obligated to fund the difference between the total costs of the programs less the state's share. Contractors shall report on a monthly basis the total cost of the program for the month, the amount requested to be paid by the state and the source of funds and amount for the contractor's share.
12. The Contractor shall complete Time Sheets for staff as instructed and on forms provided by DHHS.



Amendment #2 - Exhibit B

13. Financial Reporting Requirements: The Contractor shall submit Monthly Financial Reports to DHHS upon request.
14. Review of the State Disallowance of Costs: At any time during the performance of the Services, and upon receipt of the Monthly Reports, Termination Report or Audited Financial Report, the State may review all Project Costs incurred by the Contractor and all payments made to date. Upon such review the State shall disallow any items of expenses that are not determined to be allowable or are determined to be in excess of actual expenditures, and shall, by written notice specifying the disallowed expenditures, inform the Contractor of any such disallowance. If the State disallows costs for which payment has not yet been made, it shall refuse to pay such costs.
15. The Medicare Improvements for Patients and Providers Act (MIPPA): The funding is from the effective date of Amendment #1 to September 29, 2014.
16. Veterans Directed Home and Community Based Program: The funding is from July 1, 2014 to June 30, 2015 for the purposes of developing and implementing the program as defined in Section 1.1 and 1.3 of Exhibit A-1. Once the program is operational, the contractor shall continue providing the scope of work as defined in Section 1.2 of Exhibit A-1, without funding from the Department.

Amendment #2 Exhibit B-14A

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

Bidder/Program Name: Easter Seals New Hampshire, Inc

Budget Request for: Military Veteran Access "No Wrong Door"

Budget Period: 10/1/14-9/30/15

Line Item	Fiscal Year 2014			Fiscal Year 2015			Fiscal Year 2016			Fiscal Year 2017			Fiscal Year 2018			Fiscal Year 2019			Fiscal Year 2020		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 247,525.77	\$ 24,752.58	\$ 272,278.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2. Employee Benefits	\$ 70,544.84	\$ 7,054.48	\$ 77,599.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specify details mandatory)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing	\$ 500.00	\$ 50.00	\$ 550.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training Reimbursement Payments	\$ 100,000.00	\$ 10,000.00	\$ 110,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 454,544.45	\$ 45,454.45	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Indirect As A Percent of Direct

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ES
9/11/2014



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF COMMUNITY BASED CARE SERVICES

BUREAU OF ELDERLY & ADULT SERVICES

Nicholas A. Toumpas
Commissioner

Diane Langley, Director
Sheri Rockburn, Director

129 PLEASANT STREET, CONCORD, NH 03301-3857

603-271-9203 1-800-351-1888

Fax: 603-271-4643 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

May 6, 2014

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Elderly and Adult Services to enter into Amendments with four ServiceLink Resource Center vendors to provide information and access to long-term supports and services to all citizens in New Hampshire by increasing the price limitation by \$110,586, from \$4,665,594 to \$4,776,180 in the aggregate, effective upon approval of Governor and Executive Council through June 30, 2015.

Summary of contracted amounts by vendor:

Vendor	Current Budget	Increase/Decrease Amount	Revised Modified Budget
Behavioral Health and Developmental Services of Strafford County, Inc. dba Community Partners of Strafford County	\$ 347,772	\$ 26,543	\$ 374,315
Community Action Program Belknap and Merrimack Counties, Inc.	\$ 486,527	\$ 30,000	\$ 516,527
Crotched Mountain Community Care, Inc.	\$ 824,191	\$ 0	\$ 824,191
Easter Seals of New Hampshire, Inc.	\$ 655,047	\$ 42,500	\$ 697,547
Grafton County Senior Citizens Council, Inc.	\$ 486,063	\$ 0	\$ 486,063
Lakes Region Partnership for Public Health, Inc.	\$ 701,558	\$ 0	\$ 701,558
Monadnock Collaborative	\$ 871,286	\$ 11,543	\$ 882,829
Tri County Community Action Program, Inc.	\$ 293,150	\$ 0	\$ 293,150
Total	\$4,665,594	\$110,586	\$4,776,180

Funds to support this request are available in the following accounts in State Fiscal Years 2014 and 2015, with authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council.

Please see attachment for fiscal details

EXPLANATION

This requested action seeks approval of four (4) amendments that represent the \$110,586 total anticipated to be spent in specific geographic locations of the state, by adding the Medicare Improvements for Patients and Providers Act and/or the Veterans Directed Home and Community Based Program scope of work. These amendments will expand the services to geographic areas of the state that are currently not available to citizens of New Hampshire, and subsequently allow these two services to be offered statewide.

The original agreements were approved by Governor and Executive Council on December 20, 2013, item #62, as a result of a procurement process. On February 28, 2014, item #35, amendments were completed for six of the eight of the ServiceLink contractors to expand services to specific geographic regions of the state by offering Evidenced Based Care Transitions, State Health Insurance Program Trainer, Medicare Improvements for Patients and Providers Act and/or the Veterans Directed Home and Community Based Program.

Medicare Improvements for Patients and Providers Act

This service enhances counseling to Medicare Beneficiaries by directly working with low income individuals to help them reduce their cost share portion of healthcare premiums and to assist them in enrolling in these cost savings Medicare programs. This service will be offered to citizens located in the geographic regions of Merrimack, Strafford, and Hillsborough, Sullivan, and Cheshire Counties. Four contractors were selected (see Summary of Applicants) that represent \$60,586.

Veterans Directed Home and Community Based Program

This service expands the service coordination offered to Veterans and their families to find respite and supplemental services to help them stay in the community. The ServiceLink Contracts will develop and implement this program for Veterans residing in Merrimack, Strafford, and Hillsborough Counties. This service is currently slated to start in Rockingham County in SFY 15 and is operational in Belknap, Carroll, Coos, Grafton, Sullivan Counties and the Monadnock Region. Three contractors were selected (see Summary of Applicants) that represent \$50,000.

Performance Measures

The additional services described above expand upon the existing scope of services included in the current ServiceLink contracts. Performance will be measured by the following:

- Contractor shall track and report to Department on the number of people they serve in the different age groups, with different types of disabilities and to show that the Options Counseling provided enables people to make informed, cost-effective decisions about LTSS.
- Were individuals able to utilize the information provided by the Contractor, including but not limited to, applying for benefits, finding and obtaining referred services, and other forms of assistance;
- The number of individuals diverted from nursing home/institutional settings;
- The number of individuals successfully transitioning from institutional settings (i.e. number of people assisted through formal coordinated or evidence-based transitions programs).

Should Governor and Executive Council decide not to authorize this request, New Hampshire citizens who utilize services at ServiceLink Resource Centers may not be able to access these specialized services that support them remaining in the community and assist them in reducing their healthcare costs under Medicare. Additionally, it is likely that readmissions to hospitals may increase and could consequently increase financial costs to hospitals for preventable readmissions. This decision would also increase County budgets to provide for those low income individuals who will depend on Medicaid for their nursing home care.

These contractors were selected through a Request for Application. The Department issued a Request for Applications on April 8, and April 17, 2014, for the Veterans Directed Home and Community Based Services and Medicare Improvements for Patients and Providers Act, respectively, to seek ServiceLink Resource Center contractors to provide these services in the geographic regions not currently receiving these services. (See Summary of Applicants)

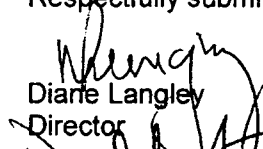
The contracts include an option for two (2) one year extensions to be exercised by mutual agreement by the parties, upon availability of funding, acceptable performance of the Statement of Work, and subsequent approval by the Governor and Executive Council.

Area Served: See attached Bid Summary.

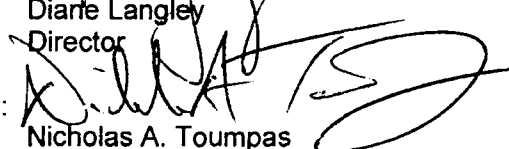
Source of Funds: 100% Federal funds.

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

Respectfully submitted,


Diane Langley
Director

Approved by:


Nicholas A. Toumpas
Commissioner



State of New Hampshire
Department of Health and Human Services
Amendment #1 to the Easter Seals of New Hampshire Inc. Contract

This 1st Amendment to the ServiceLink Program contract (hereinafter referred to as "Amendment #1") dated this 1st day of May 2014, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Easter Seals of New Hampshire, Inc. (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 55 Auburn Street, Manchester, NH 03103.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on December 20, 2013, the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

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

WHEREAS the Department is adding scope of services to be performed;

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:

- 1) Amendment and modification of P-37 "Agreement":
 - a. Change Price Limitation in Block 1.8 of the P-37 to read \$697,547.
- 2) Amendment and modification of Exhibit A:
 - a. Add Section 4.6.12 under Section 4 of the New Hampshire Family Caregiver Program
4.6.12 The ServiceLink Contract shall coordinate at least one Powerful Tools for Caregivers Workshop series per State Fiscal Year, with a minimum of ten (10) caregivers completing the workshop series.
- 3) Adding Exhibit A-1.
- 4) Amendment and modification of Exhibit B:
 - a. Deleting Exhibit B and replacing with Exhibit B Amendment #1.
- 5) Adding Exhibits B-11 through B-13.

New Hampshire Department of Health and Humans Services
New Hampshire ServiceLink Program



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,

8/7/14
Date

State of New Hampshire
Department of Health and Human Services

NAME
TITLE

[Signature]

5/6/2014
Date

Easter Seals of New Hampshire, Inc.

NAME Elin Treano
TITLE CEO

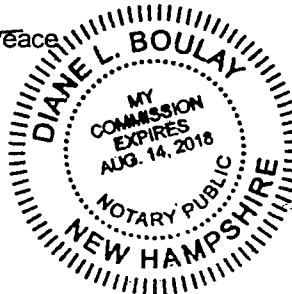
Acknowledgement:

State of New Hampshire, County of Hillsborough on 5/6/2014, 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

Diane L Boulay

Name and Title of Notary or Justice of the Peace



Contractor Initials: ET
Date: 5/6/2014

New Hampshire Department of Health and Humans Services
New Hampshire ServiceLink Program



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

OFFICE OF THE ATTORNEY GENERAL

5-14-14
Date

Rosemary Wiant
Name: Rosemary Wiant
Title: Assistant Attorney General

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Contractor Initials: EF
Date: 5/16/14



Scope of Services

1. The Contractor shall provide Veterans the opportunity to receive home and community based services in a consumer directed fashion that enables them to avoid nursing home placement and to continue to live in their homes and communities.
 - 1.1. Develop and implement a VDHCB program to provide the services described in paragraph 1.2, in the following ways:
 - 1.1.1. Enter into a provider agreement with the White River Junction Veteran's Administration Medical Center (WRJ VAMC), Vermont and/or the Manchester Veteran's Administration Medical Center (Manchester VAMC). The agreement is to be based on the Memorandum of Agreement between the Department and the WRJ and/or Manchester VAMC. Under the Agreement, the contractor shall be responsible for service coordination in paragraph 1.2.
 - 1.1.2. Establish an advisory group to oversee the development, implementation of the program and provide ongoing feedback for continuous improvement of the program and services. Membership is to include representation from key community resources, local Veterans' organizations, Veterans and families of Veterans utilizing the program, and the public.
 - 1.1.3. Establish a budget for the costs to develop and implement the program. The Department provides funding for the development and implementation limited to the following:
 - 1.1.3.1. Staff development and training: This includes costs of trainings for staff, recruiting and hiring new staff, costs of salaries for newly hired staff during development and implementation of the program.
 - 1.1.3.2. Travel costs associated with capacity building: Staff mileage to training sites, staff mileage related to providing education and outreach to the public about the program, assisting the Veteran in getting services and in identifying service providers and services, and development and implementation of the advisory committee.
 - 1.1.3.3. Development and implementation of business processes related to the VD-HCBS Program: computer equipment, telephone expenses, and office furniture for new staff.
 - 1.1.3.4. Once the program has been established, the VAMC will, under their agreement with the Contractor, reimburse the Contractor for the administration of the program and the Veteran's services, in paragraph 1.2.
 - 1.1.4. Provide or contract with an agency to provide financial management services in accordance with the roles and responsibilities of an agency with choice model.
 - 1.1.5. Provide a minimum of a .5 FTE Veterans Options counselor to provide counseling, assessment, service coordination, and assistance to Veterans participating in the program in developing and managing an individual service budget.
 - 1.1.6. Ensure that key staffs such as the SLRC Program Director, site supervisors, caregiver specialists, and options counselors have been trained to provide initial start-up and collaborative support for the program.
 - 1.1.7. Within ninety (90) days from the effective date of the contract, the contractor will complete a Program orientation and participate in a readiness review by the Department, in accordance with the Program/Policy Guide.
 - 1.1.8. Reviews will be conducted by monthly face to face meetings, conference calls and webinars.

ET
5/14/2014



Exhibit A-1

- 1.2. Have the program infrastructure in place within ninety (90) days from the effective date of the contract and is actively providing options counseling and assisting Veterans in arranging consumer directed services by:
 - 1.2.1. Maintain the provider agreement in paragraph 1.1 and the contractor shall be responsible for service coordination for the Veteran by:
 - 1.2.1.1. Accept referrals of eligible Veterans from at least one of the VAMC in paragraph 1.1. The Veterans Administration is responsible for determining the eligibility of Veterans for the program and for authorizing a budget to buy long term supports and services for the Veteran. The Veterans Administration will refer eligible Veterans with an authorized flexible service budget to the contractor.
 - 1.2.1.2. Provide options counseling to Veterans and their families as they determine how to use their flexible home and community based services budget to meet their long term supports and service needs, goals, and preferences. At a minimum, options counseling shall include an assessment, plan of care and identify type of services to meet the needs to the Veteran to remain in the home and community. The Contractor shall submit the Veteran's plans of care with types of services to the VAMC for approval before the Veteran receives services. The Contractor shall comply with the VAMC and the Department's program and policies guide for linking Veterans with needed Long term services and supports and making mutual referrals.
 - 1.2.1.3. Provide or maintain the contract with an agency to provide financial management services in accordance with the roles and responsibilities of an agency with choice model.
 - 1.2.1.4. Seek reimbursements for service coordination through the VAMC. Once the program has been established, the VAMC will, under their agreement with the Contractor, reimburse the Contractor for the administration of the program and the Veteran's services.
 - 1.2.2. Assure the following:
 - 1.2.2.1. All Veterans referred to the program from the VAMCs are contacted within 3 business days of the referral to ServiceLink contractor to set up a date for assessment.
 - 1.2.2.2. 100% of services provided are based on the needs and preferences of the participating Veteran.
 - 1.2.2.3. Veterans enrolled in the program decide what mix of goods and services will best meet their needs for long term care support.
 - 1.2.2.4. Of the Veterans served, there will be a 90 % or better, consumer satisfaction rate.
 - 1.2.3. Comply with procedures for reporting requirements defined by DHHS.
 - 1.2.4. Provide this service to individuals located in the cities and towns in the geographic area of Hillsborough (excluding the towns of Western Hillsborough defined as: Antrim, Bennington, Francestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor).
 - 1.2.5. Enter contact data into the Refer 7 data base to increase the amount of resources available within a geographic area in Section 1.2.4 to serve Veterans.
 - 1.2.6. Assure that documentation required by both the Department and the VAMC is kept current and submitted according to the program and policy guide.
- 1.3. Participate in continuous process improvement activities with the Department and/or the VAMC to evaluate and improve the quality of the program and its policies and processes by attending monthly meetings, trainings, and conference calls.

ET
5/16/2014



Exhibit A-1

2. The Contractor shall provide Medicare Improvements for Patients and Providers Act (MIPPA) services as follows:
 - 2.1. Provide MIPPA services to assist Medicare beneficiaries to:
 - 2.1.1. Reduce Medicare cost share expenses for people with limited income by enrolling beneficiaries into the low-income subsidy (LIS) and Medicare Savings Programs (MSP); and enrolling beneficiaries in Medicare Part D prescription coverage.
 - 2.1.2. Increase wellness and prevent illnesses among all Medicare beneficiaries by increasing and promoting awareness of Medicare's preventive and screening services.
 - 2.2. Promote the Medicare programs described in Section 2.1 by conducting outreach and education to increase the number of people enrolled into these programs. To assist the Department in determining the outreach and education strategies to implement in the specific geographic area, the contractor shall complete assessments and analysis to determine the effectiveness of informing Medicare beneficiaries and having them enroll in the programs. Specifically the contractor shall:
 - 2.2.1. Complete an assessment of past outreach activities that targeted low income Medicare beneficiaries and those people who may not have physical access to ServiceLink contractor offices, internet access, or access to a telephone. The Department will provide the data to the contractor for the specific geographic area list above. Data will include existing and past outreach and education materials and strategies used in the specific geographic area. The contractor shall report the findings to the Department.
 - 2.2.2. Complete an analysis of Social Security and Centers for Medicaid and Medicare Services statistics to identify target areas for outreach. The Department will provide the data to the contractor for the specific geographic area listed above. The contractor shall report the findings to the Department.
 - 2.2.3. Assess current and past partnerships with other agencies and community services.
 - 2.3. The Department will review the contractor's results of the assessment and analysis described in Section 2.2 and will determine the best outreach approaches, target population and geographic area for the contractor to conduct outreach, education and assistance to meet the goals in Section 2.7 Performance Measures. Outreach and education consists of the following, but not limited to:
 - 2.3.1. Promote the availability of Medicare preventive services such as wellness screenings and flu shots to Medicare beneficiaries through the distribution of promotional materials developed by CMS and BEAS;
 - 2.3.2. Set and implement calendar for outreach campaigns (2 per month for each ADRC): (1) Mail introductory letters to town offices, housing sites, home health agencies, Parish Nurses, public libraries, hospital public affair managers, pharmacies, and medical practices; (2) Do follow-up contacts and (3) Arrange face to face meetings.
 - 2.3.3. Develop contact list of all fitness centers, health clubs, senior-based websites, AARP local Chapters, churches, senior and community centers, meal sites, and public libraries. The contractor shall request to partner with these contacts to communicate awareness of Medicare Programs listed in Section 2.1
 - 2.3.4. Work in consultation with NH SHIP Director and the other ServiceLink contractors to set up MIPPA Email list Serve for State/agency leads – Client Services, Medicaid Eligibility, Fuel Assistance, hospital charitable offices, Minority

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5/6/2014



Exhibit A-1

- Services, Sight and Hearing Impaired groups –to disseminate LIS/MSP objectives. The developed email List Serve will be used to communicate awareness of Medicare Programs listed in Section 2.1.
- 2.3.5. Develop a media list for the geographic area to be covered – radio stations, newspapers, agency/hospital web-based newsletters and other community websites to share LIS/MSP and Preventive benefits. The media list will be used to implement advertising activities to communicate awareness of Medicare Programs listed in Section 2.1.
- 2.3.6. Write scripts for Radio, newspapers, and public service announcements. The Department shall approve them prior to publication.
- 2.3.7. The contractor will be responsible for purchasing the media in their local area.
- 2.4. Insure staffing capacity to insure a demonstrated increase and enhanced beneficiary access to a counselor workforce that is trained and fully equipped and proficient in providing the full range of services, including enrollment assistance in appropriate benefit plans and continued enrollment assistance in prescription drug coverage as described in section 4.7.3 of the ServiceLink Contract.
- 2.5. Complying with procedures for reporting requirements defined by DHHS.
- 2.6. Provide service to individuals located in the cities and towns in the geographic area of Hillsborough (excluding the towns of Western Hillsborough defined as: Antrim, Bennington, Frankestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor).
- 2.7. Performance Measures :
- The Contractor will be required to meet or exceed the performance measures described below:

Performance Measure	How it will be measured
Performance Measure 1: Increasing the number of individuals enrolled in: LIS, MSP, and Medicare Part D: Hillsborough County: 159	Work plan and MIPPA monthly Outreach Activities and Enrollment reports sent to DHHS by 10th of each month.
Performance Measure 2: Implementation of Medicare Preventive Services Promotion activities.	Work plan and MIPPA monthly Outreach Activities and Enrollment and SHIP reports, (client contacts/public and media activities).
Performance Measure 3: Effectively advertise, promote, and conduct an educational outreach and/or enrollment event activity at least 1-2 times per month.	Work plan and MIPPA monthly report and SHIP reports to DHHS.
Performance Measure 4: Demonstrate partnership and incentive programs and evaluate effectiveness and lessons learned	Work plan, MIPPA monthly, SHIP reports, and Partnership listing included in CMS SHIP Mid-Term and annual Performance Grant application to DHHS

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5/6/2014



Exhibit B Amendment #1

Method and Conditions Precedent to Payment

1. The State shall pay the Contractor an amount not to exceed the Price Limitation, block 1.8, of the General Provisions of this Agreement for the services provided by the Contractor pursuant to Exhibit A and Exhibit A-1 Scope of Services.
2. Services are funded with funds from the New Hampshire General Funds and with federal funds made available under:

Grant #	CFDA #	Federal Agency	Grant Description
	93.778		Medicaid Grants
G-1301NHSOSR	93.667	Admin for Children & Families	Social Services Block Grant
14AANHT3FC	93.052	Admin for Community Living	NH Family Caregiver Support Title III E
90RO0028	93.517	Admin for Community Living	NH ADRC Options Counseling Enhancement Program
1N0CMS020220	93.779	Centers for Medicare & Medicaid Services	State Health Ins Assistance Program
90MP0176	93.048	Admin for Community Living	Senior Medicare Patrol Project
13AANHMAAA, 13AANHMAADR, IX0CMS331283	93.071	Admin for Community Living & Centers for Medicare & Medicaid Services	CMS LIS/MSP Outreach to Low Income Medicare Beneficiaries (MIPPA)

3. Account Numbers in P-37 Box 1.6

Grant	State Account Number
NH State General Funds	05-95-48-481010-95650000-102-500731
Social Services Block Grant	05-95-48-481010-92550000-545-500387
Medicaid	05-95-48-481510-61800000-550-500398
NH ADRC Options Counseling Enhancement Program	05-95-48-481010-78720000-072-500575
NH Family Caregiver Support Title III E	05-95-48-481010-78720000-570-500928
Senior Medicare Patrol Project	05-95-48-481010-33170000-102-500731
State Health Insurance Assistance Program	05-95-48-481010-89250000-102-500731
CMS LIS/MSP Outreach to Low Income Medicare Beneficiaries (MIPPA)	05-95-48-481010-88880000-102-500731

4. Payment for said services shall be made as follows:
The Contractor will submit an invoice by the tenth working day of each month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The Department will supply the invoice template to the contractor; format of the invoice template will be similar to that of the contractor's approved budget (s). The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice for Contractor services provided pursuant to this Agreement.
The invoice must be submitted to:
Financial Manager
Bureau of Elderly and Adult Services
Department of Health and Human Services
129 Pleasant Street, Brown Building
Concord, NH 03301
5. Payment for contracted services will be made on a line item actual cost reimbursement for allowable expenses based on budgets identified as Exhibit B-1 – B13. Each budget is specific to a time period



Exhibit B Amendment #1

as identified in the budget period at the top of the respective budget form. Allowable costs and expenses shall be determined by DHHS in accordance with applicable state and federal laws and regulations.

6. The Contractor shall submit to the Department the subcontractor's budget for review and approval. The Contractor shall submit to the Department copies of their invoices and the subcontractor's invoices for actual expenses that support the requests for reimbursement.
7. The Information, Referral, and Awareness Program Budgets Exhibit B-1 and B-6 Contract Share is funded by various sources as a percentage of the total as follows:
 - 7.1. NH State General Funds SFY14: 47% SFY15: 49%
 - 7.2. Social Services Block Grant SFY14: 15% SFY15: 14%
 - 7.3. Medicaid SFY14: 38% SFY15: 37%
8. The Options Counseling and Person Centered Transition Support Programs Budgets Exhibit B-2 and B-7 Contract Share is funded by various sources as a percentage of the total as follows:
 - 8.1. Medicaid SFY14: 64% SFY15: 88%
 - 8.2. ADRC Grant SFY14: 36% SFY15: 12%
9. Contractor will have forty-five (45) days from the end of the contract period to submit to the Department final invoices for payment. Any adjustments made to a prior invoice will need to be accompanied by supporting documentation.
10. Notwithstanding paragraph 18 of the General Provisions of this Agreement P-37, an amendment limited to Exhibit B-1 through B-13 Budgets, to adjust amounts within the budgets and within the price limitation, can be made by written agreement of both parties and may be made without obtaining approval of Governor and Executive Council.
11. Community Support Requirement: When the Contractor elects to provide additional funding toward the cost of the programs, then the Contractor is obligated to fund the difference between the total costs of the programs less the state's share. Contractors shall report on a monthly basis the total cost of the program for the month, the amount requested to be paid by the state and the source of funds and amount for the contractor's share.
12. The Contractor shall complete Time Sheets for staff as instructed and on forms provided by DHHS.
13. Financial Reporting Requirements: The Contractor shall submit Monthly Financial Reports to DHHS upon request.
14. Review of the State Disallowance of Costs: At any time during the performance of the Services, and upon receipt of the Monthly Reports, Termination Report or Audited Financial Report, the State may review all Project Costs incurred by the Contractor and all payments made to date. Upon such review the State shall disallow any items of expenses that are not determined to be allowable or are determined to be in excess of actual expenditures, and shall, by written notice specifying the disallowed expenditures, inform the Contractor of any such disallowance. If the State disallows costs for which payment has not yet been made, it shall refuse to pay such costs.
15. The Medicare Improvements for Patients and Providers Act (MIPPA): The funding is from the effective date of Amendment #1 to September 29, 2014.
16. Veterans Directed Home and Community Based Program: The funding is from July 1, 2014 to June 30, 2015 for the purposes of developing and implementing the program as defined in Section 1.1 and 1.3 of Exhibit A-1. Once the program is operational, the contractor shall continue providing the scope of work as defined in Section 1.2 of Exhibit A-1, without funding from the Department.

**Exhibit B-11
Amendment #1**

BUDGET FORM

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

Bidder Name: Easter Seals New Hampshire, Inc.

Budget Request for: Veterans Directed Home and Community Based Services
(Name of RFP)

Budget Period: 7/1/14 through June 30, 2015

Line Item	Direct (Incremental)	Indirect (Fixed)	Total	Allocation Method (or Indirect/Fixed Cost)
1. Total Salary/Wages	\$ 10,296.50	\$ 1,029.65	\$ 11,326.15	
2. Employee Benefits	\$ 2,924.20	\$ 292.42	\$ 3,216.62	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ 1,336.77	\$ 133.68	\$ 1,470.45	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ 50.00	\$ 5.00	\$ 55.00	
6. Travel	\$ 1,060.80	\$ 106.08	\$ 1,166.88	
7. Occupancy		\$ -	\$ -	
8. Current Expenses		\$ -	\$ -	
Telephone	\$ 413.06	\$ 41.30	\$ 454.36	
Postage	\$ 187.50	\$ 18.75	\$ 206.25	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ 1,000.00	\$ 100.00	\$ 1,100.00	
11. Staff Education and Training	\$ 337.50	\$ 33.75	\$ 371.25	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
Printing	\$ 575.49	\$ 57.55	\$ 633.04	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ 18,181.82	\$ 1,818.18	\$ 20,000.00	

Indirect As A Percent of Direct

10.0%

**Exhibit B-12
Amendment #1**

BUDGET FORM

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

Applicant Name: Easter Seals New Hampshire, Inc.

Medicare Improvements for Patients and Providers Act
Budget Request for: (MIPPA) Services
(Name of RFA)

Budget Period: Effective date of contract through June 30, 2014

Line Item	Direct Indirect	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 1,585.83	\$ 158.58	\$ 1,744.41	
2. Employee Benefits	\$ 450.38	\$ 45.04	\$ 495.42	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ 2,000.00	\$ 200.00	\$ 2,200.00	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ 1,035.00	\$ 103.50	\$ 1,138.50	
6. Travel	\$ 104.00	\$ 10.40	\$ 114.40	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ 147.52	\$ 14.75	\$ 162.27	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ 5,250.00	\$ 525.00	\$ 5,775.00	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
Outreach meetings	\$ 1,200.00	\$ 120.00	\$ 1,320.00	
Printing	\$ 500.00	\$ 50.00	\$ 550.00	
	\$ -	\$ -	\$ -	
TOTAL	\$ 12,272.73	\$ 1,227.27	\$ 13,500.00	

Indirect As A Percent of Direct

10.0%

**Exhibit B-13
Amendment #1**

BUDGET FORM

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

Bidder Name: Easter Seals New Hampshire, Inc.

Medicare Improvements for Patients and Providers Act
Budget Request for: (MIPPA) Services
(Name of RFA)

Budget Period: 7/1/14 through September 29, 2014

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method to Indirect/Fixed Cost
1. Total Salary/Wages	\$ 4,833.00	\$ 483.30	\$ 5,316.30	
2. Employee Benefits	\$ 1,372.57	\$ 137.26	\$ 1,509.83	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ 70.25	\$ 7.02	\$ 77.27	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ 450.00	\$ 45.00	\$ 495.00	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ 1,006.00	\$ 100.60	\$ 1,106.60	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
Outreach meetings	\$ 450.00	\$ 45.00	\$ 495.00	
Printing	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ 8,181.82	\$ 818.18	\$ 9,000.00	

Indirect As A Percent of Direct

10.0%



Nicholas A. Toumpas
Commissioner

Nancy L. Rollins
Associate
Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF COMMUNITY BASED CARE SERVICES

BUREAU OF ELDERLY & ADULT SERVICES

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9203 1-800-351-1888
Fax: 603-271-4643 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

December 5, 2013

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Elderly and Adult Services to enter into Agreements with vendors to have ServiceLink Resource Centers in designated communities serving as highly visible and trusted places where people of all incomes and ages can access information on the full range of long-term support options and ServiceLink Resource Centers also function as a single point of entry for access to Medicaid long-term support programs and benefits, with a price limitation of \$4,334,595 to be effective January 1, 2014 or upon the date of Governor and Executive Council approval, whichever is later through June 30, 2015.

Summary of contracted amounts by vendor:

Vendor	Amount
Behavioral Health and Developmental Services of Strafford County, Inc. dba Community Partners	\$347,772
Community Action Program Belknap and Merrimack Counties, Inc.	\$478,594
Crotched Mountain Community Care, Inc.	\$791,127
Easter Seals New Hampshire, Inc.	\$655,047
Grafton County Senior Citizens Council, Inc.	\$460,601
Lakes Region Partnership for Public Health, Inc.	\$597,849
Monadnock Collaborative	\$719,365
Tri-County Community Action Program, Inc.	\$284,240
Total	\$4,334,595

Funds to support this request are anticipated to be available in the following accounts in State Fiscal Year 2014 and 2015 and are subject to the availability of the federal funding to the Department, with authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council.

Please see attachment for fiscal details.

EXPLANATION

The Department is requesting that the Governor and Executive Council approve eight (8) Agreements that represent \$4,334,595 total anticipated to be spent statewide to provide the ServiceLink Resource Center Program in New Hampshire. As a group, these Contractors will provide statewide coverage to people in New Hampshire and to their out-of-state friend and family members by providing the following services as part of the ServiceLink Program: Information, Referral and Assistance, Options Counseling and Person Centered Transition Support, Family Caregiver Supports and Services, Counseling for Medicare Beneficiaries, and Senior Medicare Patrol.

Populations Served:

The populations served under these contracts are:

- Persons age 60 and over;
- Adults over the age of 18 who are chronically physically ill or disabled and who may need long term care supports;
- Family members, caregivers, advocates and providers;
- Anyone seeking information about Long Term Services and Supports;
- Individuals with intellectual, physical, and developmental disabilities;
- Veterans; and
- People of all ages, income levels and disabilities.

The ServiceLink Resource Center Contractors will:

- Serve as a highly visible and trusted place for people of all ages to turn to for objective and unbiased information on the full range of long term care supports and services
- Promote awareness of the various options available to people in their community
- Link individuals with needed services
- Provide person-centered one-on-one assistance and decision support to individuals
- Serve as a full service access point to all long-term supports and services
- Create formal relationships between and among the major pathways people travel while transitioning from one setting of care to another
- Ensure services adhere to the highest standards and produce measureable results

No Wrong Door for Citizens of New Hampshire

The ServiceLink Resource Center contractors will operate as a full service single access point for individuals to inquire about community long term supports and services. Individuals shall experience a streamlined eligibility determination, options counseling and enrollment process through standardized processes specified by the State of NH DHHS. The Aging and Disability Resource Centers will follow standardized processes established by NH DHHS for providing information, referrals and eligibility determinations so that individuals accessing the system at different locations experience a similar process and are provided a consistent core set of information about community Long Term Services and Supports options in the state. The Aging and Disability Resource Centers will assist and support an individual's applications for financial and functional assessments for public programs. The goal is that individuals accessing the system experience the same process and receive the same information about Medicaid-funded community LTSS options wherever they enter the system.

Contractors shall support the No Wrong Door by the following criteria:

- Coordinate with existing community long term support and service (LTSS) counseling entities and initiatives;

- Have access points where individuals can inquire about community LTSS and receive comprehensive information, eligibility determinations, community LTSS program options counseling, and enrollment assistance;
- Ensure that a consistent experience and core set of information is provided to all individuals;
- Coordinate both the financial and functional assessment and eligibility determination process from start to finish, utilizing a single contact for the individual;

Performance Measures

- Contractor shall track and report to Department on the people they serve in the different age groups, with different types of disabilities and that the Options Counseling provided enables people to make informed, cost-effective decisions about LTSS.
- Were individuals able to utilize the information provided by the Contractor, including but not limited to, applying for benefits, finding and obtaining referred services, and other forms of assistance;
- The number of individuals diverted from nursing home/institutional settings;
- The number of individuals successfully transitioning from institutional settings (i.e. number of people assisted through formal coordinated or evidence-based transitions programs).

Should Governor and Executive Council decide not to authorize this request, the Department would have to design and implement an alternative method of complying with RSA 151-E:5, which mandates that it establish a system of community based information and referral services for elderly and chronically ill adults. This has the potential of incurring additional State funds for additional positions to take on the roles, responsibilities, and activities described above. The Department would be vulnerable to losing federal discretionary funds through the Balancing Incentive Program and the State Innovation Model Program, which both rely on the ServiceLink network as the platform for implementing the No Wrong Door model and Options Counseling Model. It is likely that admissions to nursing homes and hospitals would increase because there would be no statewide mechanism in the community to advise people of home and community based options and assist them to access these options. The unintended consequences would increase the State's Medicaid expenditures.

These contractors were selected through a competitive bid process. The Department issued a Request for Proposal published on the Department's website October 18, 2013, and notified potential bidders. The Department received eight (8) proposals. The evaluation committee recommended awarding agreements to all eight (8) Contractors. (See Bid Summary).

The proposal was evaluated and scored using a consensus model. Four Department staff evaluated the proposals on its technical merits consistent with the criteria for evaluation of Technical Proposal as specified in the Request for Proposals. These staffs' experiences included quality management, operational management and strategic planning over client services, and social work. Two Department staff, with over twenty years' experience as certificated accountants, evaluated the proposal's cost. (See Bid Summary)

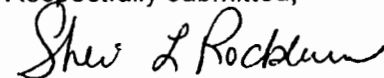
The proposal and subsequently the contracts include an option for two (2) one year extensions to be exercised by mutual agreement by the parties, upon availability of funding, acceptable performance of the Statement of work, and subsequent approval by the Governor and Executive Council.

Area Served: Statewide.

Source of Funds: 54% Federal funds and 46% General funds.

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

Respectfully submitted,



Sheri L. Rockburn
Acting Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner

**New Hampshire DHHS Contract Unit
New Hampshire ServiceLink Program
RFP 14-DHHS-DCBCS-BEAS-03
Bid Summary**

	Core Services	Maximum Possible Score	Technical Score	Cost Score	Total Score	Geographic Area to be Served
	Bidder		1250	104.35	1354.35	
1	Community Action Program Belknap and Merrimack Counties, Inc.		940	78	1018	Merrimack County
2	Behavioral Health and Developmental Services of Strafford County, Inc. dba Community Partners		1158	80	1238	Strafford County
3	Crotched Mountain Community Care, Inc.		1090	82.5	1172.5	Rockingham County
4	Easter Seals New Hampshire, Inc.		955	76	1031	Hillsborough County (excluding: 12 Cities and Towns in Western part of the County: Antrim, Bennington, Francestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor)
5	Grafton County Senior Citizens Council, Inc.		1125	78.5	1203.5	Grafton County, and two towns in Sullivan County (Granham and Plainfield)
6	Lakes Region Partnership for Public Health, Inc.		1005	77.5	1082.5	Belknap and Carroll County
7	Monadnock Collaborative		1088	90	1178	Cheshire County, 12 Cities and towns in Western Hillsborough County (Antrim, Bennington, Francestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor) and all of Sullivan County (excluding two towns: Grantham and Plainfield)
8	Tri-County Community Action Program, Inc.		940	74	1014	Coos County

Technical Proposal Evaluation Team:

Carol Sideris, Director of Client Services

Michael Kelly, Division of Community Based Care, Program Specialist – Quality Management Review

Denise Pliska, Bureau of Elderly and Adult Services, District Office Supervisor of Adult Protection Services

Patricia Jackson, Bureau of Homeless and Housing, Program Planning and Review Specialist

Cost Proposal Team:

Ann Driscoll, Bureau of Elderly and Adult Services, Administrator and Certified Public Accountant

Donna Ferland, New Hampshire Hospital, Financial Manager and Certified Public Accountant

FINANCIAL DETAIL ATTACHMENT SHEET

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
IHHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICELINK (100% General
Funds)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Amounts
102-500734	Contracts for Program Services	2014	\$45,560.23
102-500734	Contracts for Program Services	2015	\$73,886.01
		Subtotal	\$119,446.24

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Amounts
102-500734	Contracts for Program Services	2014	\$26,543.55
102-500734	Contracts for Program Services	2015	\$50,596.11
		Subtotal	\$77,139.66

Crotched Mountain Community Care, Inc. (Vendor # 177293)

Class/Account	Class Title	State Fiscal Year	Amounts
102-500734	Contracts for Program Services	2014	\$47,773.71
102-500734	Contracts for Program Services	2015	\$113,874.54
		Subtotal	\$161,648.25

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Amounts
102-500734	Contracts for Program Services	2014	\$43,850.80
102-500734	Contracts for Program Services	2015	\$85,235.23
		Subtotal	\$129,086.03

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Amounts
102-500734	Contracts for Program Services	2014	\$4,461.39
102-500734	Contracts for Program Services	2015	\$8,452.96
		Subtotal	\$12,914.35

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Amounts
102-500734	Contracts for Program Services	2014	\$29,413.08
102-500734	Contracts for Program Services	2015	\$68,229.34
		Subtotal	\$97,642.42

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Amounts
102-500734	Contracts for Program Services	2014	\$36,812.08
102-500734	Contracts for Program Services	2015	\$77,025.44
		Subtotal	\$113,837.52

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Amounts
102-500734	Contracts for Program Services	2014	\$18,583.97
102-500734	Contracts for Program Services	2015	\$28,700.70
		Subtotal	\$47,284.67

Total 9565	\$758,999.14
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05-95-48-481510-6180 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: ELDERLY AND ADULT SERVICES, MEDICAL SERVICES, LTC ASSESSMENT AND
COUNSELING (50% Federal Funds; 50% General Funds)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Amounts
550-500398	Assessment & Counseling	2014	\$52,108.03
550-500398	Assessment & Counseling	2015	\$102,351.27
		Subtotal	\$154,459.30

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Amounts
550-500398	Assessment & Counseling	2014	\$43,781.78
550-500398	Assessment & Counseling	2015	\$96,117.28
		Subtotal	\$139,899.06

Crotched Mountain Community Care, Inc. (Vendor # 177293)

Class/Account	Class Title	State Fiscal Year	Amounts
550-500398	Assessment & Counseling	2014	\$103,489.90
550-500398	Assessment & Counseling	2015	\$293,917.84
		Subtotal	\$397,407.74

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Amounts
550-500398	Assessment & Counseling	2014	\$94,992.73
550-500398	Assessment & Counseling	2015	\$219,997.83
		Subtotal	\$314,990.56

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Amounts
550-500398	Assessment & Counseling	2014	\$70,670.65
550-500398	Assessment & Counseling	2015	\$187,172.17
		Subtotal	\$257,842.82

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Amounts
550-500398	Assessment & Counseling	2014	\$72,396.82
550-500398	Assessment & Counseling	2015	\$117,724.75
		Subtotal	\$190,121.57

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Amounts
550-500398	Assessment & Counseling	2014	\$79,026.42
550-500398	Assessment & Counseling	2015	\$159,456.44
		Subtotal	\$238,482.86

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Amounts
550-500398	Assessment & Counseling	2014	\$39,245.63
550-500398	Assessment & Counseling	2015	\$86,664.22
		Subtotal	\$125,909.85

Total 6180	\$1,819,113.76
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05-95-48-481010-9255 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SOCIAL SERVICE BLOCK GRANT (44.31% Federal Funds; 55.69% General Funds)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Amounts
545-500387	I & R Contracts	2013	\$14,601.06
545-500387	I & R Contracts	2014	\$21,531.35
		Subtotal	\$36,132.41

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Amounts
545-500387	I & R Contracts	2013	\$8,506.63
545-500387	I & R Contracts	2014	\$14,744.37
		Subtotal	\$23,251.00

Crotched Mountain Community Care, Inc. (Vendor # 177293)

Class/Account		Class Title	State Fiscal Year	Amounts
545-500387		I & R Contracts	2013	\$15,310.44
545-500387		I & R Contracts	2014	\$33,184.53
			Subtotal	\$48,494.97

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account		Class Title	State Fiscal Year	Amounts
545-500387		I & R Contracts	2013	\$14,053.23
545-500387		I & R Contracts	2014	\$24,838.66
			Subtotal	\$38,891.89

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account		Class Title	State Fiscal Year	Amounts
545-500387		I & R Contracts	2013	\$1,429.78
545-500387		I & R Contracts	2014	\$2,463.30
			Subtotal	\$3,893.08

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account		Class Title	State Fiscal Year	Amounts
545-500387		I & R Contracts	2013	\$9,426.25
545-500387		I & R Contracts	2014	\$19,882.92
			Subtotal	\$29,309.17

Monadnock Collaborative (Vendor # 159303)

Class/Account		Class Title	State Fiscal Year	Amounts
545-500387		I & R Contracts	2013	\$11,797.47
545-500387		I & R Contracts	2014	\$22,446.22
			Subtotal	\$34,243.69

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Amounts
545-500387	I & R Contracts	2013	\$5,955.76
545-500387	I & R Contracts	2014	\$8,363.76
		Subtotal	\$14,319.52

Total 9255	\$228,535.73
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05-95-48-481010-7872 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADM ON AGING GRANTS
(84% Federal Funds; 16% General Funds)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Amounts
072-500575	Grants - Federal	2014	\$8,673.63
570-500928	Family Caregiver	2014	\$22,651.86
072-500575	Grants - Federal	2015	\$6,024.62
570-500928	Family Caregiver	2015	\$41,218.00
		Subtotal	\$78,568.11

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Amounts
072-500575	Grants - Federal	2014	\$12,668.04
570-500928	Family Caregiver	2014	\$8,750.00
072-500575	Grants - Federal	2015	\$7,542.24
570-500928	Family Caregiver	2015	\$16,500.00
		Subtotal	\$45,460.28

Crotched Mountain Community Care, Inc. (Vendor # 177293)

Class/Account	Class Title	State Fiscal Year	Amounts
072-500575	Grants - Federal	2014	\$36,806.11
570-500928	Family Caregiver	2014	\$13,380.27
072-500575	Grants - Federal	2015	\$27,159.99
570-500928	Family Caregiver	2015	\$40,961.98
		Subtotal	\$118,308.35

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account		Class Title	State Fiscal Year	Amounts
072-500575		Grants - Federal	2014	\$33,783.79
570-500928		Family Caregiver	2014	\$19,587.04
072-500575		Grants - Federal	2015	\$20,329.29
570-500928		Family Caregiver	2015	\$38,621.06
			Subtotal	\$112,321.18

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account		Class Title	State Fiscal Year	Amounts
072-500575		Grants - Federal	2014	\$38,042.87
570-500928		Family Caregiver	2014	\$22,447.49
072-500575		Grants - Federal	2015	\$23,721.48
570-500928		Family Caregiver	2015	\$47,532.85
			Subtotal	\$131,744.69

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account		Class Title	State Fiscal Year	Amounts
072-500575		Grants - Federal	2014	\$27,584.85
570-500928		Family Caregiver	2014	\$38,988.00
072-500575		Grants - Federal	2015	\$8,609.99
570-500928		Family Caregiver	2015	\$78,360.00
			Subtotal	\$153,542.84

Monadnock Collaborative (Vendor # 159303)

Class/Account		Class Title	State Fiscal Year	Amounts
072-500575		Grants - Federal	2014	\$27,953.64
570-500928		Family Caregiver	2014	\$34,453.80
072-500575		Grants - Federal	2015	\$13,205.70
570-500928		Family Caregiver	2015	\$70,338.63
			Subtotal	\$145,951.77

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Amounts
072-500575	Grants - Federal	2014	\$13,743.26
570-500928	Family Caregiver	2014	\$11,902.00
072-500575	Grants - Federal	2015	\$8,497.43
570-500928	Family Caregiver	2015	\$23,410.00
		Subtotal	\$57,552.69

Total 7872	\$843,449.91
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05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAL SERVICE GRANTS (100% Federal Funds)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Amounts
102-500731	Contracts for Program Services	2014	\$11,445.94
102-500731	Contracts for Program Services	2015	\$21,299.00
		Subtotal	\$32,744.94

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Amounts
102-500731	Contracts for Program Services	2014	\$10,913.00
102-500731	Contracts for Program Services	2015	\$17,986.00
		Subtotal	\$28,899.00

Crotched Mountain Community Care, Inc. (Vendor # 177293)

Class/Account	Class Title	State Fiscal Year	Amounts
102-500731	Contracts for Program Services	2014	\$7,008.59
102-500731	Contracts for Program Services	2015	\$18,304.16
		Subtotal	\$25,312.75

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Amounts
102-500731	Contracts for Program Services	2014	\$14,911.91
102-500731	Contracts for Program Services	2015	\$25,948.65
		Subtotal	\$40,860.56

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Amounts
102-500731	Contracts for Program Services	2014	\$11,052.67
102-500731	Contracts for Program Services	2015	\$21,519.85
		Subtotal	\$32,572.52

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Amounts
102-500731	Contracts for Program Services	2014	\$21,164.00
102-500731	Contracts for Program Services	2015	\$46,976.00
		Subtotal	\$68,140.00

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Amounts
102-500731	Contracts for Program Services	2014	\$42,112.84
102-500731	Contracts for Program Services	2015	\$79,020.32
		Subtotal	\$121,133.16

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Amounts
102-500731	Contracts for Program Services	2014	\$6,371.15
102-500731	Contracts for Program Services	2015	\$11,087.20
		Subtotal	\$17,458.35

Total 8925	\$367,121.28
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05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS
GRANT - SMPP (75% Federal Funds; 25% General Funds)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Amounts
102-500731	Contracts for Program Services	2014	\$17,946.00
102-500731	Contracts for Program Services	2015	\$39,297.00
		Subtotal	\$57,243.00

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Amounts
102-500731	Contracts for Program Services	2014	\$10,813.00
102-500731	Contracts for Program Services	2015	\$22,310.00
		Subtotal	\$33,123.00

Crotched Mountain Community Care, Inc. (Vendor # 177293)

Class/Account	Class Title	State Fiscal Year	Amounts
102-500731	Contracts for Program Services	2014	\$11,573.94
102-500731	Contracts for Program Services	2015	\$28,381.00
		Subtotal	\$39,954.94

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Amounts
102-500731	Contracts for Program Services	2014	\$8,499.81
102-500731	Contracts for Program Services	2015	\$10,396.97
		Subtotal	\$18,896.78

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Amounts
102-500731	Contracts for Program Services	2014	\$9,460.04
102-500731	Contracts for Program Services	2015	\$12,173.50
		Subtotal	\$21,633.54

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Amounts
102-500731	Contracts for Program Services	2014	\$16,869.00
102-500731	Contracts for Program Services	2015	\$42,224.00
		Subtotal	\$59,093.00

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Amounts
102-500731	Contracts for Program Services	2014	\$21,800.22
102-500731	Contracts for Program Services	2015	\$43,915.78
		Subtotal	\$65,716.00

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Amounts
102-500731	Contracts for Program Services	2014	\$9,688.86
102-500731	Contracts for Program Services	2015	\$12,026.06
		Subtotal	\$21,714.92

Total 3317	\$317,375.18
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GRAND TOTAL	\$4,334,595.00
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Subject: New Hampshire ServiceLink Resource Centers Program**AGREEMENT**

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

GENERAL PROVISIONS**1. IDENTIFICATION.**

1.1 State Agency Name Department of Health and Humans Services		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301	
1.3 Contractor Name Easter Seals New Hampshire, Inc.		1.4 Contractor Address 55 Auburn Street Manchester, NH 03103-4800	
1.5 Contractor Phone Number (603) 623-8863	1.6 Account Number See Exhibit B	1.7 Completion Date 6/30/2015	1.8 Price Limitation \$655,047.
1.9 Contracting Officer for State Agency <i>Mary Maggioncalda</i>		1.10 State Agency Telephone Number 271-9096	
1.11 Contractor Signature <i>Elin Treanor</i>		1.12 Name and Title of Contractor Signatory <i>Elin Treanor, CFD</i>	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Hillsborough</u> On <u>2/5/13</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.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] <i>Wendy M. Boelee</i>			
1.13.2 Name and Title of Notary or Justice of the Peace WENDY M. BOELEE, Notary Public My Commission Expires: Oct. 21, 2014			
1.14 State Agency Signature <i>Sh L Rock</i>		1.15 Name and Title of State Agency Signatory <i>Sheri L. Rockburn Acting Associate Commissioner</i>	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By: <i>Rosemary H. H. H.</i> On: <i>12-4-13 PW</i>			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

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

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

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

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

7. PERSONNEL.

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

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12/3/2015

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

1. Purpose

The purpose of this Agreement is to set forth the terms and conditions for the New Hampshire ServiceLink Contractors.

The Contractors shall serve as highly visible and trusted places where people of all incomes and ages can access information on the full range of long-term support options and function as a single point of entry for access to Medicaid long-term support programs and benefits.

The Contractor shall serve as an agency under the No Wrong Door model by operating as a full service single access point for individuals to inquire about community long term supports and services. The Contractor will ensure that individuals accessing the system experience the same process and receive the same information about Medicaid-funded community LTSS options wherever they enter the system.

1.1. Definitions

Alliance of Information and Referral Standards: A consortium of National Information and Referral agencies developed standards to provide information and referral to individuals

Local Contact Agency: State designated agency whose role it is to contact individuals referred to them by nursing facilities throughout the MDS Section Q process, provide timely information about choices of services and supports in the community, and collaborate with nursing facility.

Long Term Services and Supports (LTSS): These are home and community-based services provided to individuals to support their level of independence in the home and community.

New Heights: New Hampshire's eligibility management system.

NH EASY: New Hampshire's Electronic Application System, which enables users to apply or reapply for assistance, check eligibility, report changes, and track their application status online.

Person Centered: Person-centered describes an approach that respects and responds to individual needs, goals, and values. Within a person-centered approach, individuals and providers work in full partnership to guarantee that each person's values, experiences, and knowledge drive the creation of an individualized plan as well as the delivery of services.

Person centered transition support Major Pathways: The pathways that people travel while transitioning from one service setting to another or from one public program payer to another. These pathways can include transitions from the community to hospital or nursing home, hospital discharge, preadmission screening for nursing home services, and transitions from skill nursing facility to other settings. The pathways also represent critical junctures where decisions

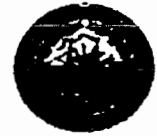


Exhibit A

are made- usually in a time of crisis – that often determines whether a person is permanently institutionalized or transitioned back to their home.

Refer7: The State of New Hampshire (DHHS) leases Refer7 software from a separate Contractor who provides ServiceLink contractors software support during business hours. The Refer 7 contractor also provides database back-ups for all of the data that the ServiceLink contractors input into the Refer7 system. ServiceLink contractors use Refer7 as the centralized resource database in order to assist users with information about service resources Statewide and to assist ServiceLink contractor staff with documentation of calls/contacts. The Refer7 system allows users to track client records and also to generate reporting data on those contacts.

The Balancing Incentive Program (BIP) is a discretionary grant awarded to DHHS by the Centers for Medicare and Medicaid Services (CMS). It is intended to assist the State to rebalance the disparity between the amount of Medicaid funding for institutional long term services and supports and home and community based ones by encouraging the development of home and community based infrastructure changes such as the No Wrong Door access model, conflict-free case management, and standardized assessments.

The State Innovations Model (SIM), a discretionary grant also funded by CMS, is providing resources to assist DHHS in the development of a managed care model for long term services and supports and the implementation planning for that model.

2. Covered Populations and Services

2.1. The Contractor shall reach the following covered populations:

- Persons age 60 and over;
- Adults over the age of 18 who are chronically physically ill or disabled and who may need long term care supports;
- Family members, caregivers, advocates and providers;
- Anyone seeking information about LTSS; and
- Individuals with intellectual, physical, and developmental disabilities
- Veterans
- Contractor shall provide support to include people of all ages, income levels and disabilities; including people with dementia and people of different cultures and ethnicities

3. Geographic Area Served: Geographic area is defined as the area focused on client location that the Contractor will provide services. The Contractor will provide services as described in this Exhibit A in the geographic area of Hillsborough County (excluding the cities and towns of Antrim, Bennington, Frankestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor).



Exhibit A

4. ServiceLink Services

4.1. Information, Referral and Awareness

4.1.1. Outreach and Marketing

Contractor shall submit to the Department, for review and approval, an outreach and marketing plan focused on establishing its organization as a highly visible and trusted place where people can turn for objective and unbiased information on the full range of long-term support options. The Contractor shall also promote awareness of the long term supports and services and various options that are available in the community. The outreach and marketing plan shall include:

- 4.1.1.1. Consideration of all populations served including different age groups, people with different income levels, and different types of disabilities, culturally diverse groups, underserved populations, and individuals at risk of nursing home placement, family caregivers and professionals. Populations shall include individuals who do not meet public assistance requirements in addition to those that require public assistance, hard to reach and private paying populations, as well as options individuals can use to plan ahead for their long-term needs
- 4.1.1.2. A strategy to assess the effectiveness of the outreach and marketing activities; and
- 4.1.1.3. A feedback loop to modify activities as needed.
- 4.1.1.4. The Contractor shall partner with the other ServiceLink contractors to learn from their outreach and marketing best practices

4.1.2. Information and Referral shall be considered the point of entry for service access.

- 4.1.2.1. Contractor shall develop and maintain an Information and Referral/Assistance (I&R/A) plan, which at minimum describes systematic processes to provide I&R/A.
- 4.1.2.2. The Contractor shall link individuals with needed services and supports – both public and private - through appropriate referrals to other agencies and organizations.
- 4.1.2.3. Contractor shall conduct follow-up with individuals receiving I&R/A to determine whether more assistance is needed.
- 4.1.2.4. Contractors shall use the Alliance of Information and Referral Standards and use the Refer 7 database to provide information about the range of Long Term Services and Supports (LTSS) and resources in the service area. The contractor is responsible for:
 - 4.1.2.4.1. Updating and ensuring the accuracy of the information provided; and
 - 4.1.2.4.2. Resources in the database conform to established inclusion/exclusion policies; these policies specifically address inclusion of resources and providers for private paying individuals and families; and the database is accessible to the public via a comprehensive website and is user friendly, searchable and accessible to persons with disabilities.



Exhibit A

- 4.2. Options Counseling
 - 4.2.1. The Contractor shall help individuals understand and assess their situation, assist them in making informed decisions about LTSS choices in the context of their preferences, strengths, and values and use their own personal and financial resources more efficiently and more effectively.
 - 4.2.2. The Contractor shall provide person-centered one-on-one assistance and decision support to individuals and others they may wish to include in the process, such as family members and/or caregivers/support persons.
 - 4.2.3. Contractor shall have standards and protocols, subject to DHHS review and approval, in place that defines what Options Counseling entails and who will be offered Options Counseling based on the Administration on Community Living's (ACL) national draft Options Counseling standards. At a minimum, this will include any individual who requests it and individuals who go through a comprehensive assessment. At present the Federal government is working at finalizing the National Standards and the Contractor will be required to use those new standards when they have been released.
 - 4.2.4. The Contractor shall work with individuals to develop action plans and, if requested, arranging for the delivery of services and supports, including hiring and supervising their own direct service workers. At a minimum the Contractor shall provide:
 - 4.2.4.1. A personal interview to discover strengths, values, and preferences of the individual and the utilization of screenings for public programs;
 - 4.2.4.2. The Contractor will place special attention to those clients most at risk of institutionalization.
 - 4.2.4.3. A facilitated decision support process which explores resources and service options and supports the individual in weighing pros and cons,
 - 4.2.4.4. Developing action steps toward a goal or a long term support plan and assisting in applying for and accessing support options when requested.
 - 4.2.4.5. The Contractor will provide counseling in a location that fits the needs to the individual being served, such as homes, and office and be accessible to the client by phone, email, etc.
 - 4.2.4.6. The Contractor will provide counseling that ensures that clients understand their options by using the Option Counseling Standards.
 - 4.2.5. Contractor shall provide objective, accurate and comprehensive Options Counseling to individuals of all income levels and with all types of disabilities.
 - 4.2.6. Contractor shall serve as service access entry points for individuals and use standard intake and screening instruments defined by the Department.
 - 4.2.7. The contractor shall consistently conduct follow-up with individuals receiving Options Counseling to determine the outcome and whether more assistance is needed.
 - 4.2.8. The contractor shall develop a person-centered access plans for clients who will be receiving public supports and those not using public supports.



Exhibit A

- 4.2.9. The Contractor shall be in regular communication with Adult Protection Service Offices and will report abuse and neglect of clients immediately to the Adult Protection program.
- 4.2.10. The Contractor will follow up with a person to ensure supports and decisions are effective and appropriate and determine the outcome and whether more assistance is needed.
- 4.2.11. The plan shall include a schedule for future contact and follow up accordingly with the client.
- 4.3. Streamlined Eligibility Determination for Public Programs
The Contractor will serve as a single point of entry/no wrong door to all publicly funded long-term supports, including those funded by Medicaid, the Older Americans Act (OAA), the Rehabilitation Services Act, and other state and federal programs and services. The Contractor shall follow the protocols and procedure for providing the following:
 - 4.3.1. Intake and Screening
 - 4.3.1.1. The Contractor shall use a standardized process for helping individuals access all publicly-funded LTSS programs available in the state. The Contractor shall support, implement and follow the processes to streamline access to LTSS, which will be defined by DHHS as part of BIP and SIM projects. The Contractor shall offer to assist the client when making external referrals.
 - 4.3.2. Financial and Functional Eligibility Processes
Eligibility for financial and medical assistance programs is the responsibility of the State, where accountability for compliance with federal requirements is placed.
 - 4.3.2.1. The Contractor uses uniform criteria to assess risk of institutional placement in order to target support to individuals at high-risk. Through BIP, level of care assessments will be further developed.
 - 4.3.2.2. Contractor shall assist individuals as needed with initial steps in completing the application that include:
 - 4.3.2.2.1. taking applications, assisting applicants in completing the application, providing information and referrals, obtaining required documentation to complete the application, assuring that the information contained on the application form is complete, and conducting any necessary interviews.
 - 4.3.3. Tracking Eligibility Status
 - 4.3.3.1. Contractor shall track individuals' eligibility status throughout the process of eligibility determination and redetermination using the Department's Intake/eligibility determination systems such as New Heights Financial



Exhibit A

Eligibility System, NH Easy, and other program specific systems.
Designated staff will be trained and have access to these systems.

- 4.3.3.2. Contractor may be informed of individuals who are determined ineligible for public LTC programs or services and the ServiceLink contractor conducts follow-up with those individuals to provide further Options Counseling. Contractor shall reach out to clients and schedule a counseling meeting with them to explore other options.

4.4. Person-Centered Transitions Support

The contractor shall assist individuals from being placed unnecessarily in a nursing home or other institution by:

- 4.4.1. Creating formal linkages between and among the major pathways that people travel while transitioning from one setting of care to another or from one public program payer to another. These pathways include preadmission screening programs for nursing home services and hospital discharge planning programs, and they represent critical junctures where decisions are made.
- 4.4.2. The contractor shall play a pivotal role in these transitions to ensure that people understand their options and receive LTSS in the setting that best meet their individual needs and preferences, which is often in their own homes.
- 4.4.3. Contractor staff will be present at these critical points to provide individuals and their families with the information they need to make informed decisions about their service and support options, and to help them quickly arrange for the supports and services they choose.
- 4.4.4. The Contract shall:
- 4.4.4.1. establish a process for identifying individuals and their caregivers who may need transition support services;
 - 4.4.4.2. follow Protocols for referring individuals to the ServiceLink contractor for transition support and other services; and
 - 4.4.4.3. provide regular training for facility administrators and discharge planners about the ServiceLink Resource Centers Programs and any protocols and formal processes that are in place between the ServiceLink contractors and their respective organizations.
 - 4.4.4.4. serve as Local Contact Agencies (LCAs) to provide transition services for institutionalized individuals who indicate they wish to return to the community via the MDS 3.0 Section Q assessment.

4.5. Consumer Populations and Partnerships

4.5.1. Consumer Populations

Contractor shall involve consumers on a /local advisory boards or governing committee and in planning, implementation and evaluation activities. At a minimum it shall include nine (9) members with the following representation:

- People over age 60
- Adults over age 18 living with chronic illnesses or disabilities



Exhibit A

- Family members, caregivers, and family caregivers of the target populations
- Local community providers
- Representation from cultural and ethnic minorities residing within the community.
- At least twenty-five (25) percent of the membership must be from the target population. Note: Consumers, caregivers, or family board member who works for a human service agency organization may not be counted in meeting this standard.

4.5.2. Medicaid

Contractor shall comply with the Department policies and procedures related to its role as a partner in the Medicaid eligibility determination process.

4.5.3. Aging and Disability Partners

4.5.3.1. Contractor shall comply with formal service standards, protocols for information sharing and cross-training across all ServiceLink contractors and community partners.

4.5.3.2. Contractor shall provide for collaboration, including formal agreements, at the state and local levels between the Contractor and all other critical aging and disability agencies and service organizations serving the same area that are not ServiceLink contractors.

4.5.3.3. The Contractor shall have or will develop partnerships with State or regional Brain Injury Associations, community mental health centers and related groups, Centers for Independent Living, and other community-based organizations instrumental to ServiceLink contractors' activities, such as Departments of Veterans Affairs, Adult Protective Services, Information and Referral/2-1-1 programs, Benefit Outreach and Enrollment Centers, One Stop Employment Centers, Vocational Rehabilitation, Developmental Disabilities Councils, Long-Term Care Ombudsman programs, Alzheimer's disease programs, housing agencies, and transportation authorities.

4.5.4. Other Partners and Stakeholders

Contractor will establish solid working partnerships with other agencies and stakeholders serving the target population, both at the State level as well as the community. These include hospitals, senior centers, physician practices, home health agencies, community mental health centers, Adult Protective Services, municipal health and welfare, and other public assistance programs. Contractors are required to maintain existing partnerships as well as to develop new ones as the needs of the target population and the community change over time.

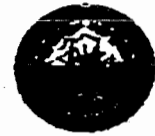


Exhibit A

4.6. New Hampshire Family Caregiver Program

The Contractor shall provide a multifaceted system of support services for family caregivers who provide full time care and meet the eligibility of the Caregiver programs by providing the following:

- 4.6.1. Assign the minimum of one staff person (RSA 161-F:79) to the program who specializes in working with the issues faced by family caregivers and can provide Options Counseling to:
- 4.6.2. Family caregivers of frail older adults;
- 4.6.3. Caregivers of individuals with Alzheimer's disease or dementia;
- 4.6.4. Older caregivers of individuals with disabilities; and
- 4.6.5. Older grandparents and relatives who are raising a child, or children.
- 4.6.6. Determine eligibility for the caregiver programs.
- 4.6.7. Ensure staff is knowledgeable about community resources that family caregivers can benefit from and can provide appropriate referrals and access assistance to private and public resources.
- 4.6.8. Provide information, assistance, and options counseling to caregivers
- 4.6.9. Provide caregiver training to assist the caregivers in making decisions and solving problems relating to their caregiving roles;
- 4.6.10. Under authorization by DHHS, approve service plans and budgets for respite care and supplemental services to eligible individuals on a limited basis to complement the care provided by caregivers. The Contractor will work with the Department's Financial Management Services contractor to provide bill paying and employer of record services for participants who may choose a family member or respite or supplemental services provider who isn't affiliated with an agency.
- 4.6.11. Offer staff availability for home or community visits with family caregivers for the purposes of assessment (this does not exclude office visits when other options are not practical).
- 4.6.12. Ensure a minimum of one staff member is trained as a class leader in the evidence based curriculum Powerful Tools for Caregivers (PTC) or, at the minimum, ensure that at least two individuals in the geographic area served by the Contractor be trained in the Powerful Tools for Caregivers curriculum.
- 4.6.13. Develop and facilitate a caregiver support group in the absence of an existing support group in the service area; collaborate with existing caregiver support in the area.

4.7. New Hampshire State Health Insurance Assistance Program

The Contractor will provide information, counseling and assistance relating to the procurement of adequate and appropriate health insurance coverage including such topics as Medicare coverage, Medicare Prescription Drug Benefit, Medicare



Exhibit A

Supplement Plans, and long term care insurance to Medicare eligible persons, their families and caregivers, by providing the following:

- 4.7.1. Personalized counseling to an increasing and diverse number of individual beneficiaries unable to access other channels of information or needing and preferring locally based individual counseling services.
- 4.7.2. Targeted community outreach to beneficiaries in public forums either under their sponsorship or with community-based partners or coalitions to increase understanding of Medicare program benefits and raise awareness of the opportunities for assistance with benefit and plan selection.
- 4.7.3. Demonstrate an increase and enhance beneficiary access to a counselor workforce that is trained and fully equipped and proficient in providing the full range of services, including enrollment assistance in appropriate benefit plans and continued enrollment assistance in prescription drug coverage.
- 4.7.4. Operate SHIP in accordance to SHIP Standard Operating Guidance developed and approved by CMS.
- 4.7.5. The Contractor will recruit, train, and maintain a network of volunteers to help with providing these services at the ServiceLink contractor sites.

4.8. Senior Medicare Patrol Program

The Contractor will increase community awareness of and prevention of health care fraud and abuse through education, counseling, assistance and outreach to people with Medicare by providing the following:

- 4.8.1. Foster national and statewide coverage by SMP by offering services that will be provided locally, regionally, and statewide, and that will involve collaboration with organizations representative of or knowledgeable about the target population through formal and informal partnering, the use of toll free lines, web-based strategies, and local and statewide media and educational outreach planning;
- 4.8.2. Provide beneficiary education and inquiry resolution for major areas of health care fraud by working with local and statewide resources to support expanded SMP coverage;
- 4.8.3. Foster program visibility and consistency to enhance the capability to identify and refer instances of potential health care fraud by (a) collaborating in a seamless and consistent way with community-based providers, (b) conducting timely reporting to the SMART FACTS database that meets requirements of the Office of the Inspector General (OIG) that monitors the program's inquiries, outreach and education,



Exhibit A

- volunteer management and resolution of complex issues, and (c) using the national SMP Resource Center's resources;
- 4.8.4. Demonstrate improved efficiency of SMP while increasing results for both operational and quality measures by meeting AoA's objectives that utilize SMART FACTS to support the OIG Performance Measures;
 - 4.8.5. Target volunteer, community, and partnership training and education to isolated and hard to reach populations, as required by the Older Americans Act (OAA), by providing SMP services, partnership relationships, and maintenance of a volunteer network that will serve the most vulnerable populations in the state that are traditionally underserved due to barriers in accessing services and information, such as isolation, poverty, and low-literacy; and
 - 4.8.6. Implement the SMP Resource Center's Volunteer Risk Management Program as developed by the Administration for Community Living.
 - 4.8.7. The contractor shall comply with the standards in the SHIP Program Guidance.
 - 4.8.8. The Contractor will recruit, train, and maintain volunteers to assist health care consumers to be more informed about how to protect their personal health information, detect payment errors, and how to report questionable Medicare billing situations.

5. Operational Functions

The contractor must adhere to the following operational requirements, standards of practice, approaches, and methods of service delivery. The contractor will:

- 5.1. Operate the ServiceLink Resource Centers Program as an independent program separate and distinct from the fiscal sponsor. In advertising, marketing, and all written and oral descriptive literature that it develops and/or disseminates, the Contractor shall characterize the ServiceLink Resource Centers Program as an independent program.
- 5.2. Occupy office space that is distinct from any other service provider or program operated by the contractor.
- 5.3. Local phone numbers for each ServiceLink Contractor
- 5.4. The ServiceLink Contractor will be responsible for having three to four phones numbers/lines and fax line for clients to access services for the geographic area they serve. The Contractor shall work with DHHS to ensure consistent phone numbers are available to the public, and where necessary shall assume responsibility for existing phone numbers.
- 5.5. It is expected of the contractor to have the first phone number/line to route to the ServiceLink programs national toll free number. It is expected that the contractor's phone service and equipment be compatible with the State's VOIP system.
- 5.6. The contractor is responsible for all costs associated with establishing and operating the phone and fax lines, including necessary equipment.



Exhibit A

- 5.7. Phone systems must allow for individual voicemail for each staff person. One main phone line (Line #1) must also be configured to route from the ServiceLink contractor's national toll free ServiceLink Resource Centers Program number. Please address how the toll free number will work since it was not included in the RFP
- 5.8. Operate the ServiceLink Resource Centers Program within its fiscal sponsor's agency, personnel and human resource policies and procedures. Contractors are required to review their policies and procedures to assure the ServiceLink Resource Centers Program operational and program requirements are met.
- 5.9. Provide sufficient office space and supplies to all staff and volunteers at each ServiceLink contractor's site. Sufficient is defined as: Enough space to conduct private and confidential interviews and meetings with at least three (3) individuals in the room in order to meet their job duties while at a ServiceLink contractor's office.
- 5.10. Provide sufficient (as defined in 3.1.6 above) space and supplies to outside team members including but not limited to the Division of Client Services (DCS) staff and the Office of Veterans Services at a minimum of two to three business days per week for financial screenings, interviews, and consultations at local ServiceLink contractors sites.
- 5.11. Adhere to the following operational and facilities management requirements:
- 5.12. Staff hours shall be arranged to provide a minimum of 40 hours of operation per week, which includes availability by appointment on the weekend and evening coverage. Publish schedule of hours throughout the geographic area;
- 5.13. Provide satellite offices or other forms of consumer accessibility. The location of the ServiceLink contractor's main office and any satellite offices that exist shall be in an easy and accessible location so that it is centrally located to the clients in the geographic area that you will serve. Accessibility may be demonstrated in a variety of ways such as proximity to main roads, population centers, businesses, shopping areas, health care sites, and the availability of public transportation;
- 5.14. Operate primary sites and other forms of access for consumers in buildings and facilities that are barrier free;
- 5.15. Meet all state and local rules and ordinances related to health, fire and life safety codes;
- 5.16. Maintain a written response plan to include, but not be limited to, response to fire, violence, inclement weather, and medical and other emergencies and disasters; and
- 5.17. Agree to have a ServiceLink Resource Centers Program sign visible outside the building in which the ServiceLink contractor's site(s) are located.



Exhibit A

6. Quality Assurance and Continuous Quality Improvement
- 6.1. Contractor shall have a Quality Assurance and Continuous Improvement plan to ensure services are available, are of high quality, meet the needs of individuals, and are sustained throughout the geographic area covered. The plan shall assure that services adhere to the highest standards, as well as assure that the public and private resources produce measurable results.
- 6.2. Contractors shall track their customers, services, performance and costs, and to continuously evaluate and improve on the results of the services that are provided to individuals and their families, as well as to other organizations in the community. This may include linkages with other data systems, such as Medicaid information systems and electronic health records.
- 6.3. The Quality Assurance and Continuous Improvement plan shall also utilize formal processes for getting input and feedback from individuals and their families on the Contractor's operations, services used, and on-going development.
- 6.4. The Quality Assurance and Continuous Improvement plan shall include measurable performance goals and indicators related to the Contractor's visibility, trust, ease of access, responsiveness, efficiency and effectiveness. The Contractor shall routinely track and monitor consumer demographics and individual-level outcomes such as diversions, transitions, and impact of Options Counseling as well as systems-level outcomes such as service utilization by setting and cost-savings.
- 6.5. Information Technology and Management Information Systems
- 6.5.1. Contractor will use the Refer 7 database to support all business functions related to the provision of programs provided by ServiceLink contractors.
Contractor shall comply with new IT initiatives that DHHS may roll out as part of BIP or SIM initiatives.
- 6.5.2. Contractor shall operate computer equipment and software that meets or is compatible with the State of New Hampshire's minimum Information Technology standard for software and hardware that is equivalent or exceeds the specifications listed below:
- Microsoft Windows 7 64 bit;
 - Microsoft Internet Explorer version 8.0;
 - Documents, spreadsheets and presentation that are compatible with Microsoft Office 2000 and above through 2010;
 - Network Associates - McAfee Virus Scan version 8.8; and
 - Broadband or DSL internet access
- 6.5.3. The Department's current hardware standards are as follows:
- Base Desktop - (low use, limited mainly to using MS Office Apps and minimal multi-tasking): I3 Intel Processor, 2GB RAM



Exhibit A

- Standard Desktop - Multi Tasking, Standard Apps: I3 Intel Processor, 4GB RAM
- High End Desktop- Multi Tasking, Heavy Graphics (i.e. CAD): I5 Intel Processor, 8GB RAM
- The Department does not currently use or support Windows 8.

6.5.4. Contractor shall comply with the ServiceLink Resource Centers Program Computer Use Agreement.

6.6. Continuous Improvement

6.6.1. Contractor shall have a plan in place to monitor program quality and a process to ensure continuous program improvement through the use of the data gathered such as consumer satisfaction evaluations and surveys. The Contractor shall submit their plan for review by the Department.

6.6.2. Contractor shall inform consumers of complaint and grievance policies and shall have the ability to track and address complaints and grievances. The Contractor shall develop, implement and maintain a system for tracking, resolving, and reporting client complaints regarding its services, processes, procedures, and staff. The Contractor shall also have a grievance system in place that includes a grievance process, and any grievances filed are to be available to DHHS upon request.

7. Performance Tracking and Reporting

7.1. Contractor shall track and report to Department on the people they serve in the different age groups, with different types of disabilities and that the Options Counseling provided enables people to make informed, cost-effective decisions about LTSS. For each ServiceLink Service, the contractor shall report on:

1. Number of individuals served
2. Number of repeat visits by individuals
3. Type of information/referral given to individuals
4. Type of follow up performed
5. Frequency of follow ups
6. Were individuals able to utilize the information provided by the Contractor, including but not limited to, applying for benefits, finding and obtaining referred services, and other forms of assistance
7. The number of individuals diverted from nursing home/institutional settings;
8. The number of individuals successfully transitioning from institutional settings (i.e. number of people assisted through formal coordinated or evidence-based transitions programs).

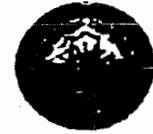


Exhibit A

7.2. Minimum Reporting Requirements:

The Table below defines the program reporting data requirements and their source.
There will be custom reporting capabilities through Refer7.

Program Reporting Data Requirement	Data Source
Program Requirements	
Adherence to all minimum program and operational requirements	Contract review assessment tool, site visits
Information, Referral, and Assistance and Awareness	
Number of customer satisfaction surveys sent annually	Customized Report
Number of staff who have received training related to cultural competency	Customized Report
Number of community outreach and educational events staff participated in annually	Customized Report
Number of AIRS certified staff	Customized Report
Number of contacts annually	Refer7
Staff follows policies and procedures for the Refer7 system, and other DHHS supported systems such as but no limited to New Heights.	Refer 7 reports, Contract review, New Heights reports
Number of home visits annually	Refer7
Number of follow ups performed annually	Refer7
Number of contact and client types by type and % as defined by BEAS	Refer7
Number of referrals made for services not provided annually	Refer7
Number of 'unmet need' provisions documented annually	Refer7
Options Counseling (OC) and Person Centered Transition Support:	
ServiceLink contractors adhere to the Quality Assurance process based on the National Evaluation Framework to define, track, report, and fine-tune progress in achieving national outcomes and performance standards.	Quantifiable individual-level feedback documenting their personal experience, documentation of the number and percent of all individuals with service plans who were offered the option to self-direct and choose to do so, and
All staff who provide Options Counseling are Nationally Certified	
% Of people report they are able to make informed decisions about their LTSS as a result of the information and if necessary the one-on-one counseling they and or their family caregiver receive.	



Exhibit A

Program Reporting Data Requirement	Data Source
% Of individuals who report they have effectively and seamlessly navigated through the LTSS system and successfully accessed the options they have identified	consumer satisfaction surveys, customized reports, and Refer7.
% Of persons to have had the opportunity to self-direct their services and supports	
% Of individuals who report they have made optimal use of their own private resources and their informal support system	
Number of Options Counseling sessions conducted in hospitals, rehabilitation facilities, nursing homes, or at home.	Refer 7
Number of Options Counseling assessments conducted annually	Refer 7
Number of developed action plans annually	Refer 7
A minimum of 2 formal agreements with major pathways has been established by June 30, 2014	Copies of agreements
Number of individuals receiving eligibility coordination annually	Refer 7
Number of screenings for public programs performed	Refer7
Number of Medicaid appointments scheduled by the ServiceLink contractor	New Heights
NH Family Caregiver Support Program:	
Number of staff trained in Powerful Tools for Caregivers curriculum	Customized Report
Number of Powerful Tools for Caregivers trainings conducted annually (six-week session = 1)	Customized Report
Number of other caregiver specific training sessions conducted annually	Customized Report
Number of community outreach/information sessions conducted annually	Customized Report
Number of individuals who received Title III-E respite services annually	Customized Report, Refer7
Number of caregiver support group meetings held in the community by the ServiceLink contractor staff annually	Customized Report
Average number of attendees at support group meetings	Customized Report
Number of family caregivers who receive I&R (access assistance) annually	Refer7
Number of one-on-one counseling sessions	Refer7
Number of in-person Options Counseling assessments of the family caregiver needs completed annually	Refer7



Exhibit A

Program Reporting Data Requirement	Data Source
State Health Insurance Assistance Program (SHIP): Specific performance measures: SHIP Grant sets forth performance levels to measure SHIP effectiveness to determine future grant funding based on the following elements:	
Number of total client contacts (in person office, in person home, telephone (all durations, and contacts by email, postal, or fax) per 1,000 Medicare beneficiaries in the ServiceLink Contractors geographic area.	Customized Report/Refer 7
Number of persons reached through presentations, plus reached through booths/exhibits at health fairs, as well as enrolled at enrollment events per 100,000 Medicare beneficiaries in ServiceLink contractors geographic area	Customized Report/Refer 7
Number of substantial personal, direct client contacts (telephone calls of duration 10 minutes or more, in person office, in person home per 1,000 Medicare beneficiaries in ServiceLink contractors geographic area	Customized Report/Refer 7
Number of contacts with Medicare beneficiaries coded as in the CMS defined Disabled program (under 65) per 1,000 Medicare beneficiaries in the ServiceLink contractor's geographic area.	Refer 7
Number of unduplicated Medicare beneficiary contacts that discussed low-income (below 150% FPL, regardless of Asset coding) per 1,000 low-income Medicare beneficiaries in the ServiceLink contractors geographic region.	Refer 7
Number of unduplicated enrollment contacts (contacts with one or more qualifying enrollment topics) discussed per 1,000 Medicare beneficiaries in the ServiceLink geographic Region.	Refer 7
Number of unduplicated Part D enrollment contacts (contacts with one or more qualifying Part D enrollment topics) discussed per 1,000 Medicare beneficiaries in the ServiceLink contractors geographic Region.	Refer 7
Senior Medicare Patrol Program and Capacity Building programs	
Timely Administration for Community Living Progress Reports) for both SMP and the Capacity Building Program (see attachment).	Customized Report based on federal template
Report strategies and describe partnerships that are consistent with BEAS' work plan submitted to ACL, the SMART FACTS reporting system, OIG monitoring elements, and ACL's performances.	Workplan
Timely reporting of all SMP activities based on the Office of Investigation's (OIG) reporting elements that are entered into the SMART FACTS database.	SMART FACTS



Exhibit A

8. Staffing

8.1. Standards

Contractor shall be required staff to follow the National Social Work standards that include:

- possessing the knowledge, skills, and experience necessary to competently perform the activities related to their role or function within the SLRC
- ensuring the client's right to privacy and ensure appropriate confidentiality when information about the client is released to others.
- knowledgeable about resource availability, service costs, and budgetary parameters and be fiscally responsible in carrying out activities related to their role or function within the SLRC.
- treating colleagues with courtesy and respect and strive to enhance interprofessional, intraprofessional, and interagency cooperation on behalf of the client.

- 8.1.1. Provide sufficient staff to perform all tasks specified in this agreement. The Contractor shall maintain a level of staffing necessary to perform and carry out all of the functions, requirements, roles, and duties in a timely fashion for the number of clients and geographic area as identified in this agreement.
- 8.1.2. Ensure that all staff have appropriate training, education, experience, and orientation to fulfill the requirements of the positions they hold and shall verify and document that it has met this requirement. This includes keeping up-to-date records and documentation of all individuals requiring licenses and/or certifications and such records shall be available for DHHS inspection.
- 8.1.3. Develop a Staffing Contingency Plan, including but not limited to:
- 8.1.3.1. The process for replacement of personnel in the event of loss of key personnel or other personnel before or after signing of the Agreement;
 - 8.1.3.2. Allocation of additional resources to the Agreement in the event of inability to meet any performance standard;
 - 8.1.3.3. Discussion of time frames necessary for obtaining replacements;
 - 8.1.3.4. Capabilities to provide, in a timely manner, replacements/additions with comparable experience; and
 - 8.1.3.5. Method of bringing replacements/additions up-to-date regarding this Agreement.
- 8.1.4. Provide staffing models that will be used by the subcontractors, if applicable.
- 8.1.5. Resumes are required for any changes in key administrative staff to include: CEO, CFO, COO, Executive Director, Financial Manager and managers that supervise staff and volunteers for the programs and services included in this agreement.
- 8.1.6. Contractor's staff members or volunteers who will be interacting with or providing hands-on care to individuals receiving services are required to complete a DHHS State Registry check before the staff member begins



Exhibit A

- providing services. In addition, all agency staff must undergo a NH Criminal Records Background check.
- 8.1.7. Vacant positions will not be funded. Funds paid for vacant positions shall be recovered during the agreement period.
- 8.1.8. Contractor shall maintain written job/service descriptions for paid and volunteer staffs for the aforementioned staffing model that reflect the scope and duties of their respective roles.
- 8.1.9. Contractor shall conduct a written job competency/service performance review for all paid and volunteer staff annually. Performance reviews must include all competencies and requirements. If agencies use standardized performance review forms an addendum to this process must be established in order to be in compliance with program requirements.
- 8.2. The Contractor shall commit staff for the following positions:
- 8.2.1. Program Management
Contractor shall be responsible for overall site operations and team process management, including performance measurements, training and/or coordination of training for all staff and volunteers, management of subcontracts, public education, public awareness, community and provider relations, program review and quality oversight. The Contractor is accountable to its Board of Directors or Advisory Board and the designated agent of the fiscal agent as well as the DHHS ServiceLink Resource Center Program Manager.
- 8.2.1.1. Required Certification:
- Alliance of Information Referral Specialist (AIRS) certification within one year of hire
 - Obtain training and certification in Options Counseling within 6 months of hire
 - SHIP/SMP certification
- 8.2.2. Information, Referral, & Assistance and Awareness
The position links individuals who need assistance with appropriate service providers and/or supplies descriptive information about the agencies or organizations, which offer services.
- 8.2.2.1. Required Certification;
- Alliance of Information Referral Specialist (AIRS) certification within one year of hire
 - Obtain certification as a State Health Insurance Assistance Program (SHIP)
 - Senior Medicare Patrol (SMP) Counselor within year of hire. Training for this Certification must begin within 6 months of hire.
- 8.2.3. Options Counseling and Person Centered Transition Support



Exhibit A

This position provides person centered needs assessments, counseling and referrals, preliminary care planning and short-term tracking based on consumer needs, preferences and situational context for persons in need of long-term supports and services.

8.2.3.1. Required Certification:

- Acquire the Alliance of Information Referral Specialist (AIRS) certification within one year of hire.
- Obtain training and certification in Options Counseling within 6 months of hire.
- Obtain certification as a State Health Insurance Assistance Program (SHIP) Counselor

8.2.4. Options Counseling: Caregiver Specialist

Provide person centered needs assessments, options counseling and referrals, one on one support and consumer-directed services based on the needs, preferences of the caregiver. This position also provides:

- Provide one on one counseling with caregivers to help them problem-solve their unique situation.
- Offer education, support, advocacy and follow-up.
- Facilitate training related to assisting family caregivers. This includes detailed knowledge about issues impacting caregivers, national and local resources, programs, funding, and eligibility requirements.
- Data collection, reporting.

8.2.4.1. Required Certification:

- Alliance of Information Referral Specialist (AIRS) certification within one year of hire
- Obtain training and certification in Options Counseling within 6 months of hire.
- Trained/Licensed in Powerful Tools for Caregivers curriculum
- Obtain certification as a State Health Insurance Assistance Program (SHIP) Counselor

8.2.5. State Health Insurance Assistance Program (SHIP)

Contractor shall provide free, unbiased counseling and assistance via telephone and face-to-face interactive sessions, public education presentations, printed materials, and media activities that deal with Medicare coverage and the importance of preventing health care fraud and abuse. Under the direction of the Program Management, oversee the development and implementation of the



Exhibit A

State Health Insurance Assistance Program's goals and performance measures for their County/Region

8.2.5.1. Required Certification:

- Alliance of Information Referral Specialist (AIRS) certification within one year of hire.
- Within 6 months of hire:
- Obtain certification as a SHIP and SMP Counselor
- Obtain training and certification in Options Counseling

8.2.6. Senior Medicare Patrol Program (SMP)

Contractor shall provide free, unbiased counseling and assistance via telephone and face-to-face interactive sessions, public education presentations, printed materials, and media activities that deal with Medicare coverage and the importance of preventing health care fraud and abuse. Under the direction of the Program Management, oversee the development and implementation of the Senior Medicare Patrol Program's deliverables, goals and performance measures for the State/ County/Region.

8.2.6.1. Required Certification

- Alliance of Information Referral Specialist (AIRS) certification within one year of hire.
- Obtain certification as a SHIP and SMP Counselor, within 6 months of hire

9. Work Plan

Within thirty (30) days of the effective date of the contract, Contractor shall develop and submit to DHHS a detailed work plan that identifies deliverables and includes reasonable timelines for completion of the. DHHS will monitor this contract via this work plan and performance measures defined in the contract.

During the course of this contract period it may be necessary to revise or modify the deliverables and the work plan referred to above to meet the primary objectives defined by the federal grantor. DHHS staff will work with the contractor to develop a solution that takes into consideration resources and timelines for completion. The above-mentioned work plan to be developed will be adjusted accordingly, but in no case will timelines extend beyond the grant award period and or contract period.

10. Cultural Considerations:

DHHS recognizes that culture and language have considerable impact on how consumers access and respond to public health services. Culturally and linguistically diverse populations experience barriers in efforts to access health services. To ensure equal access to quality health services, DHHS expects the



Exhibit A

Contractor shall provide culturally and linguistically appropriate services according to the following guidelines:

Assess the ethnic/cultural needs, resources and assets of their community.
Promote the knowledge and skills necessary for staff to work effectively with consumers with respect to their culturally and linguistically diverse environment.
When feasible and appropriate, provide clients of minimal English skills with interpretation services.

Offer consumers a forum through which clients have the opportunity to provide feedback to the Contractor regarding cultural and linguistic issues that may deserve response.

When feasible and appropriate, identify communication access needs for clients who may be deaf and hard of hearing, or have vision or speech impairment and develop an individual communication plan for recipients to receive services identified in Section 3 Statement of Work.

11. Privacy and Security of Client Information

DHHS is the designated owner of all data related to the programs provided under this contract and shall approve all access to that data. Contractor shall not have ownership of State data at any time. Contractor shall be in compliance with privacy policies established by governmental agencies or by state or federal law. Privacy policy statements may be developed and amended from time to time by the State and will be appropriately displayed on the State portal. Contractor shall provide sufficient security to protect the State and DHHS data in network, transit, storage and cache.

12. E-Studio

Contractors shall be required to use DHHS' E-Studio electronic information system. E-Studio is DHHS' primary vehicle for uploading important information concerning time-sensitive announcements, policy releases, administrative rule adoptions, and other critical information. Use consistent spelling. Contractor is strongly encouraged to identify all of the key agency personnel who need to have E-Studio accounts to ensure that information from DHHS can be shared with the necessary agency staff. There is no cost to the organization for DHHS to create an E-Studio account and no limit on the number of staff an agency identifies to have access to E-Studio.



Exhibit B

Method and Conditions Precedent to Payment

1. The State shall pay the Contractor an amount not to exceed the Price Limitation, block 1.8, of the General Provisions of this Agreement for the services provided by the Contractor pursuant to Exhibit A, Scope of Services.
2. Services are funded with funds from the New Hampshire General Funds and with federal funds made available under:

Grant #	CFDA #	Federal Agency	Grant Description
	93.778		Medicaid Grants
G-1301NHSOSR	93.667	Admin for Children & Families	Social Services Block Grant
14AANHT3FC	93.052	Admin for Community Living	NH Family Caregiver Support Title III E
90RO0028	93.517	Admin for Community Living	NH ADRC Options Counseling Enhancement Program
1NOCMS020220	93.779	Centers for Medicare & Medicaid Services	State Health Ins Assistance Program
90MP0176	93.048	Admin for Community Living	Senior Medicare Patrol Project

3. Account Numbers in P-37 Box 1.6

Grant	State Account Number
NH State General Funds	05-95-48-481010-95650000-102-500731
Social Services Block Grant	05-95-48-481010-92550000-545-500387
Medicaid	05-95-48-481510-61800000-550-500398
NH ADRC Options Counseling Enhancement Program	05-95-48-481010-78720000-072-500575
NH Family Caregiver Support Title III E	05-95-48-481010-78720000-570-500928
Senior Medicare Patrol Project	05-95-48-481010-33170000-102-500731
State Health Insurance Assistance Program	05-95-48-481010-89250000-102-500731

4. Payment for said services shall be made as follows:
The Contractor will submit an invoice by the tenth working day of each month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The Department will supply the invoice template to the contractor; format of the invoice template will be similar to that of the contractor's approved budget (s). The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice for Contractor services provided pursuant to this Agreement.

The invoice must be submitted to:
Financial Manager
Bureau of Elderly and Adult Services
Department of Health and Human Services

Contractor Initials: *ET*

Date: *12/31/2013*



Exhibit B

129 Pleasant Street, Brown Building
Concord, NH 03301

5. Payment for contracted services will be made on a line item actual cost reimbursement for allowable expenses based on budgets identified as Exhibit B-1 – B10. Each budget is specific to a time period as identified in the budget period at the top of the respective budget form. Allowable costs and expenses shall be determined by DHHS in accordance with applicable state and federal laws and regulations.
6. The Contractor shall submit to the Department the subcontractor's budget for review and approval. The Contractor shall submit to the Department copies of their invoices and the subcontractor's invoices for actual expenses that support the requests for reimbursement.
7. The Information, Referral, and Awareness Program Budgets Exhibit B-1 and B-6 Contract Share is funded by various sources as a percentage of the total as follows:
 - 7.1. NH State General Funds SFY14: 47% SFY15: 49%
 - 7.2. Social Services Block Grant SFY14: 15% SFY15: 14%
 - 7.3. Medicaid SFY14: 38% SFY15: 37%
8. The Options Counseling and Person Centered Transition Support Programs Budgets Exhibit B-2 and B-7 Contract Share is funded by various sources as a percentage of the total as follows:
 - 8.1. Medicaid SFY14: 64% SFY15: 88%
 - 8.2. ADRC Grant SFY14: 36% SFY15: 12%
9. Contractor will have forty-five (45) days from the end of the contract period to submit to the Department final invoices for payment. Any adjustments made to a prior invoice will need to be accompanied by supporting documentation.
10. Notwithstanding paragraph 18 of the General Provisions of this Agreement P-37, an amendment limited to Exhibit B-1 through B-10 Budgets, to adjust amounts within the budgets and within the price limitation, can be made by written agreement of both parties and may be made without obtaining approval of Governor and Executive Council.
11. Community Support Requirement: When the Contractor elects to provide additional funding toward the cost of the programs, then the Contractor is obligated to fund the difference between the total costs of the programs less the state's share. Contractors shall report on a monthly basis the total cost of the program for the month, the amount requested to be paid by the state and the source of funds and amount for the contractor's share.
12. The Contractor shall complete Time Sheets for staff as instructed and on forms provided by DHHS.
13. Financial Reporting Requirements: The Contractor shall submit Monthly Financial Reports to DHHS upon request.
14. Review of the State Disallowance of Costs: At any time during the performance of the Services, and upon receipt of the Monthly Reports, Termination Report or Audited Financial Report, the State may review all Project Costs incurred by the Contractor and all payments made to date. Upon such review the State shall disallow any items of expenses that are not determined to be allowable or are determined to be in excess of actual expenditures, and shall, by written notice specifying the disallowed expenditures, inform the Contractor of any such disallowance. If the State disallows costs for which payment has not yet been made, it shall refuse to pay such costs.

Contractor Initials: _____
Date: _____

Bidder/Program Name: Eastern Seals New Hampshire, Inc / Hillsborough County - excl Western Region

Budget Request for: Information, Referral and Awareness
(Name of Program)

Budget Period: 1/1/14-6/30/14

[illegible]

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

Bidder/Program Name: **Easton State New Hampshire, Inc. / Hillsborough County - exel Western Region**

Budget Request for: **Options Counseling and Person Centered Transitions Support Program**
(Name of Program)

Budget Period: **1/1/14-12/31/14**

Line Item	1/1/14	2/1/14	3/1/14	4/1/14	5/1/14	6/1/14	7/1/14	8/1/14	9/1/14	10/1/14	11/1/14	12/1/14	Total	Percent of Direct
1. Total Salary/Wages	\$ 57,356.84	\$ 57,356.84	\$ 57,356.84	\$ 57,356.84	\$ 57,356.84	\$ 57,356.84	\$ 57,356.84	\$ 57,356.84	\$ 57,356.84	\$ 57,356.84	\$ 57,356.84	\$ 57,356.84	\$ 687,082.08	10.0%
2. Employee Benefits	\$ 15,528.84	\$ 15,528.84	\$ 15,528.84	\$ 15,528.84	\$ 15,528.84	\$ 15,528.84	\$ 15,528.84	\$ 15,528.84	\$ 15,528.84	\$ 15,528.84	\$ 15,528.84	\$ 15,528.84	\$ 186,346.08	2.7%
3. Consultants	\$ 353.42	\$ 353.42	\$ 353.42	\$ 353.42	\$ 353.42	\$ 353.42	\$ 353.42	\$ 353.42	\$ 353.42	\$ 353.42	\$ 353.42	\$ 353.42	\$ 4,241.04	0.1%
4. Equipment														
5. Rental														
6. Repair and Maintenance														
7. Purchase/Depreciation	\$ 798.35	\$ 798.35	\$ 798.35	\$ 798.35	\$ 798.35	\$ 798.35	\$ 798.35	\$ 798.35	\$ 798.35	\$ 798.35	\$ 798.35	\$ 798.35	\$ 9,580.20	0.1%
8. Supplies	\$ 964.97	\$ 964.97	\$ 964.97	\$ 964.97	\$ 964.97	\$ 964.97	\$ 964.97	\$ 964.97	\$ 964.97	\$ 964.97	\$ 964.97	\$ 964.97	\$ 11,579.64	0.2%
9. Educational														
10. Lab														
11. Pharmacy														
12. Medical														
13. Office	\$ 342.88	\$ 342.88	\$ 342.88	\$ 342.88	\$ 342.88	\$ 342.88	\$ 342.88	\$ 342.88	\$ 342.88	\$ 342.88	\$ 342.88	\$ 342.88	\$ 4,114.56	0.1%
14. Travel	\$ 609.97	\$ 609.97	\$ 609.97	\$ 609.97	\$ 609.97	\$ 609.97	\$ 609.97	\$ 609.97	\$ 609.97	\$ 609.97	\$ 609.97	\$ 609.97	\$ 7,319.64	0.1%
15. Current Expenses	\$ 4,282.86	\$ 4,282.86	\$ 4,282.86	\$ 4,282.86	\$ 4,282.86	\$ 4,282.86	\$ 4,282.86	\$ 4,282.86	\$ 4,282.86	\$ 4,282.86	\$ 4,282.86	\$ 4,282.86	\$ 51,394.32	0.8%
16. Telephone	\$ 398.88	\$ 398.88	\$ 398.88	\$ 398.88	\$ 398.88	\$ 398.88	\$ 398.88	\$ 398.88	\$ 398.88	\$ 398.88	\$ 398.88	\$ 398.88	\$ 4,786.56	0.1%
17. Postage	\$ 723.73	\$ 723.73	\$ 723.73	\$ 723.73	\$ 723.73	\$ 723.73	\$ 723.73	\$ 723.73	\$ 723.73	\$ 723.73	\$ 723.73	\$ 723.73	\$ 8,684.76	0.1%
18. Subscriptions														
19. Audit and Legal														
20. Insurance														
21. Board Expenses														
22. Software														
23. Marketing/Communications														
24. Staff Education and Training	\$ 1,568.07	\$ 1,568.07	\$ 1,568.07	\$ 1,568.07	\$ 1,568.07	\$ 1,568.07	\$ 1,568.07	\$ 1,568.07	\$ 1,568.07	\$ 1,568.07	\$ 1,568.07	\$ 1,568.07	\$ 18,816.84	0.3%
25. Subcontracts/Agreements														
26. Other (specify details mandatory):														
27. Printing	\$ 1,628.79	\$ 1,628.79	\$ 1,628.79	\$ 1,628.79	\$ 1,628.79	\$ 1,628.79	\$ 1,628.79	\$ 1,628.79	\$ 1,628.79	\$ 1,628.79	\$ 1,628.79	\$ 1,628.79	\$ 19,545.48	0.3%
28. Volunteer/Community Education/Recognition	\$ 298.27	\$ 298.27	\$ 298.27	\$ 298.27	\$ 298.27	\$ 298.27	\$ 298.27	\$ 298.27	\$ 298.27	\$ 298.27	\$ 298.27	\$ 298.27	\$ 3,579.24	0.1%
29. Office setup & moving														
TOTAL	\$ 84,854.38	\$ 84,854.38	\$ 84,854.38	\$ 84,854.38	\$ 84,854.38	\$ 84,854.38	\$ 84,854.38	\$ 84,854.38	\$ 84,854.38	\$ 84,854.38	\$ 84,854.38	\$ 84,854.38	\$ 1,018,240.00	10.0%

Indirect As A Percent of Direct

Handwritten signature and date 10/24/13

Contractor Initials: _____ Date: _____

Contractor Initials: _____ Date: _____

Contractor Initials: _____ Date: _____

Contractor Initials: _____ Date: _____

Contractor Initials: _____ Date: _____

Contractor Initials: _____ Date: _____

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

Bidder/Program Name: Easter Seals New Hampshire, Inc / Hillsborough County - excl Western Region

Budget Request for: State Health Insurance Assistance Program

(Name of Program)

Budget Period: 1/1/14-6/30/14

Line Item	Direct	Indirect	Total Program Cost	Contractor Share / Fee	State Share / Fee	State Requested Budget to be funded by DHS Contract Share	Total
1. Total Salary/Wages	\$ 8,893.65	\$ 889.37	\$ 9,783.02	\$ -	\$ -	\$ 9,783.02	\$ 9,783.02
2. Employee Benefits	\$ 2,554.20	\$ 255.42	\$ 2,809.62	\$ -	\$ -	\$ 2,809.62	\$ 2,809.62
3. Consultants	\$ 62.16	\$ 6.22	\$ 68.38	\$ -	\$ -	\$ 68.38	\$ 68.38
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies	\$ 134.98	\$ 13.50	\$ 148.48	\$ -	\$ -	\$ 148.48	\$ 148.48
6. Repairs and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Purchases/Depreciation	\$ 161.30	\$ 16.13	\$ 177.43	\$ -	\$ -	\$ 177.43	\$ 177.43
8. Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Office	\$ 60.49	\$ 6.05	\$ 66.54	\$ -	\$ -	\$ 66.54	\$ 66.54
13. Travel	\$ 102.24	\$ 10.22	\$ 112.46	\$ -	\$ -	\$ 112.46	\$ 112.46
14. Occupancy	\$ 714.38	\$ 71.44	\$ 785.82	\$ -	\$ -	\$ 785.82	\$ 785.82
15. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16. Telephone	\$ 67.18	\$ 6.72	\$ 73.90	\$ -	\$ -	\$ 73.90	\$ 73.90
17. Postage	\$ 120.98	\$ 12.10	\$ 133.08	\$ -	\$ -	\$ 133.08	\$ 133.08
18. Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19. Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20. Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21. Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24. Staff Education and Training	\$ 262.12	\$ 26.21	\$ 288.33	\$ -	\$ -	\$ 288.33	\$ 288.33
25. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26. Other (specific dollar mandatory)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27. Printing	\$ 272.60	\$ 27.26	\$ 299.86	\$ -	\$ -	\$ 299.86	\$ 299.86
28. Volunteer/Community Education/Recognition	\$ 49.99	\$ 5.00	\$ 54.99	\$ -	\$ -	\$ 54.99	\$ 54.99
29. Office setup & moving	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 13,556.27	\$ 1,355.64	\$ 14,911.91	\$ -	\$ -	\$ 14,911.91	\$ 14,911.91
Indirect As A Percent of Direct		10.0%					10.0%

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

Bidder/Program Name: Easter Seals New Hampshire, Inc / Hillsborough County - excl Western Region

Budget Request for: Senior Medicare Patrol Program
(Name of Program)

Budget Period: 1/1/14-3/31/14

Line Item	Description	Total Program Cost			Contractor Salary / Match			Request Budget to be Funded by DHS Contract Share		
		Indirect	Fixed	Variable	Indirect	Fixed	Variable	Indirect	Fixed	Total
1	Total Salary/Wages	\$ 8,745.59	\$ 974.56	\$ 10,720.15	\$ 4,826.00	\$ 462.60	\$ 5,119.59	\$ 511.96	\$ 5,631.55	\$ 5,631.55
2	Employee Benefits	\$ 2,767.98	\$ 276.80	\$ 3,044.78	\$ 1,314.00	\$ 131.40	\$ 1,453.98	\$ 145.40	\$ 1,599.38	\$ 1,599.38
3	Consultants	\$ 45.63	\$ 4.56	\$ 50.19	\$ -	\$ -	\$ 45.63	\$ 4.56	\$ 50.19	\$ 50.19
4	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Purchase/Depreciation	\$ 76.84	\$ 7.68	\$ 84.52	\$ -	\$ -	\$ 76.84	\$ 7.68	\$ 84.52	\$ 84.52
7	Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Utilities	\$ 91.82	\$ 9.17	\$ 100.99	\$ -	\$ -	\$ 91.82	\$ 9.17	\$ 100.99	\$ 100.99
9	Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	Office	\$ 34.44	\$ 3.44	\$ 37.88	\$ -	\$ -	\$ 34.44	\$ 3.44	\$ 37.88	\$ 37.88
11	Travel	\$ 58.20	\$ 5.82	\$ 64.02	\$ -	\$ -	\$ 58.20	\$ 5.82	\$ 64.02	\$ 64.02
12	Occupancy	\$ 5,633.67	\$ 406.67	\$ 6,040.34	\$ 5,227.00	\$ 406.67	\$ 5,633.67	\$ 406.67	\$ 6,040.34	\$ 6,040.34
13	Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Telephone	\$ 38.24	\$ 3.82	\$ 42.06	\$ -	\$ -	\$ 38.24	\$ 3.82	\$ 42.06	\$ 42.06
15	Postage	\$ 68.87	\$ 6.89	\$ 75.76	\$ -	\$ -	\$ 68.87	\$ 6.89	\$ 75.76	\$ 75.76
16	Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ 642.00	\$ 64.20	\$ 706.20	\$ 642.00	\$ 64.20	\$ 706.20	\$ 64.20	\$ 770.40	\$ 770.40
19	Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Staff Education and Training	\$ 149.21	\$ 14.92	\$ 164.13	\$ -	\$ -	\$ 149.21	\$ 14.92	\$ 164.13	\$ 164.13
23	Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Other (specify details mandatory)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Printing	\$ 155.18	\$ 15.52	\$ 170.70	\$ -	\$ -	\$ 155.18	\$ 15.52	\$ 170.70	\$ 170.70
26	Volunteer/Community Education/Recognition	\$ 478.46	\$ 47.85	\$ 526.31	\$ 448.00	\$ 44.80	\$ 492.80	\$ 48.80	\$ 541.60	\$ 541.60
27	Office setup & moving	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	TOTAL	\$ 18,984.11	\$ 1,368.70	\$ 20,352.81	\$ 12,287.00	\$ 894.00	\$ 13,181.00	\$ 7,727.11	\$ 20,908.11	\$ 20,908.11
Indirect As A Percent of Direct		6.8%		4.8%		10.0%				

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

Bidder/Program Name: **Easter Seals New Hampshire, Inc / Hillsborough County - excl Western Region**

Budget Request for: **Information, Referral and Awareness**
(Name of Program)

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

		7/1/14		6/30/15		Total		Percent of Total	
1.	Total Salary/Wages	\$ 112,155.47	\$ 11,215.55	\$ 123,371.02	\$ -	\$ 112,155.47	\$ 11,215.55	\$ 123,371.02	
2.	Employee Benefits	\$ 30,385.06	\$ 3,038.51	\$ 33,423.57	\$ -	\$ 30,385.06	\$ 3,038.51	\$ 33,423.57	
3.	Consultants	\$ 347.61	\$ 34.76	\$ 382.37	\$ -	\$ 347.61	\$ 34.76	\$ 382.37	
4.	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5.	Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
6.	Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
7.	Purchase/Depreciation	\$ 359.98	\$ 36.00	\$ 395.98	\$ -	\$ 359.98	\$ 36.00	\$ 395.98	
8.	Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9.	Educational	\$ 593.20	\$ 59.32	\$ 652.52	\$ -	\$ 593.20	\$ 59.32	\$ 652.52	
10.	Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
11.	Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
12.	Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
13.	Office	\$ 571.27	\$ 57.13	\$ 628.40	\$ -	\$ 571.27	\$ 57.13	\$ 628.40	
14.	Travel	\$ 1,030.40	\$ 103.04	\$ 1,133.44	\$ -	\$ 1,030.40	\$ 103.04	\$ 1,133.44	
15.	Occupancy	\$ 8,541.82	\$ 854.18	\$ 9,396.00	\$ -	\$ 8,541.82	\$ 854.18	\$ 9,396.00	
16.	Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
17.	Telephone	\$ 1,060.09	\$ 106.01	\$ 1,166.10	\$ -	\$ 1,060.09	\$ 106.01	\$ 1,166.10	
18.	Postage	\$ 1,186.39	\$ 118.64	\$ 1,305.03	\$ -	\$ 1,186.39	\$ 118.64	\$ 1,305.03	
19.	Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
20.	Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
21.	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22.	Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
23.	Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
24.	Marketing/Communications	\$ 740.24	\$ 74.02	\$ 814.26	\$ -	\$ 740.24	\$ 74.02	\$ 814.26	
25.	Staff Education and Training	\$ 877.93	\$ 87.79	\$ 965.72	\$ -	\$ 877.93	\$ 87.79	\$ 965.72	
26.	Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
27.	Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
28.	Printing	\$ 1,122.28	\$ 112.23	\$ 1,234.51	\$ -	\$ 1,122.28	\$ 112.23	\$ 1,234.51	
29.	Volunteer/Community Education/Recognition	\$ 301.46	\$ 30.15	\$ 331.61	\$ -	\$ 301.46	\$ 30.15	\$ 331.61	
30.	TOTAL	\$ 169,273.18	\$ 16,927.33	\$ 186,200.51	\$ -	\$ 169,273.18	\$ 16,927.33	\$ 186,200.51	
Indirect As A Percent of Direct		10.0%		10.0%		10.0%		10.0%	

Σ 7/3/64/3

Bidder/Program Name: Easter Seals New Hampshire, Inc. / Hillsborough County - excl Western Region

[illegible]

Contractor Initials: ET Date: 4/15/2013

Contractor Initials:

Notes:

Notes:

Notes:

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

Bidder/Program Name: Easter Seals New Hampshire, Inc / Hillsborough County - excl Western Region

Budget Request for: State Health Insurance Assistance Program
(Name of Program)

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

Line Item	Category	Total Program Costs	Indirect	Contractor Share	Ministry	Indirect	Contractor Share	Ministry	Indirect	Contractor Share	Ministry	Total
1	Total Salary/Wages	18,333.48	1,833.35	17,500.13	-	-	-	-	-	-	-	17,500.13
2	Employee Benefits	4,638.71	463.87	5,102.58	-	-	-	-	-	-	-	5,102.58
3	Contractors	55.05	5.51	59.56	-	-	-	-	-	-	-	59.56
4	Equipment	-	-	-	-	-	-	-	-	-	-	-
5	Repairs and Maintenance	-	-	-	-	-	-	-	-	-	-	-
6	Purchase/Depreciation	55.01	5.50	60.51	-	-	-	-	-	-	-	60.51
7	Supplies	91.54	9.15	100.69	-	-	-	-	-	-	-	100.69
8	Educational	-	-	-	-	-	-	-	-	-	-	-
9	Pharmacy	-	-	-	-	-	-	-	-	-	-	-
10	Medical	-	-	-	-	-	-	-	-	-	-	-
11	Office	87.88	8.79	96.67	-	-	-	-	-	-	-	96.67
12	Travel	159.23	15.92	175.15	-	-	-	-	-	-	-	175.15
13	Occupancy	1,319.00	131.90	1,450.90	-	-	-	-	-	-	-	1,450.90
14	Current Expenses	-	-	-	-	-	-	-	-	-	-	-
15	Telephone	164.32	16.43	180.75	-	-	-	-	-	-	-	180.75
16	Postage	183.10	18.31	201.41	-	-	-	-	-	-	-	201.41
17	Subscriptions	-	-	-	-	-	-	-	-	-	-	-
18	Audit and Legal	-	-	-	-	-	-	-	-	-	-	-
19	Insurance	-	-	-	-	-	-	-	-	-	-	-
20	Board Expenses	-	-	-	-	-	-	-	-	-	-	-
21	Software	-	-	-	-	-	-	-	-	-	-	-
22	Marketing/Communications	146.47	14.65	161.12	-	-	-	-	-	-	-	161.12
23	Staff Education and Training	135.48	13.55	149.03	-	-	-	-	-	-	-	149.03
24	Subcontract/Agreements	-	-	-	-	-	-	-	-	-	-	-
25	Other (specify include mandatory)	-	-	-	-	-	-	-	-	-	-	-
26	Printing	173.42	17.34	190.76	-	-	-	-	-	-	-	190.76
27	Volunteer/Community Education/Recognition	46.59	4.66	51.25	-	-	-	-	-	-	-	51.25
	TOTAL	23,589.48	2,358.97	25,948.45	-	-	-	-	-	-	-	25,948.45
	Indirect As A Percent of Direct		10.0%									

Contractor Initials
Date: 7/3/14

New Hampshire Department of Health and Human Services COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD									
Bidder/Program Name: Easter Seals New Hampshire, Inc / Hillsborough County - excl Western Region									
Budget Request for: Senior Medicare Patrol Program (Name of Program)									
Budget Period: 7/1/14 - 6/30/15									
Line Item	Total Program Cost			Contractor Share / Month			Requested Budget to be Funded by DHHS Contract Share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 15,981.40	\$ 1,598.44	\$ 17,579.84	\$ 9,437.00	\$ 944.00	\$ 10,381.00	\$ 6,544.40	\$ 654.44	\$ 7,198.84
2. Employee Benefits	\$ 4,518.61	\$ 451.86	\$ 4,970.47	\$ 2,680.00	\$ 268.00	\$ 2,948.00	\$ 1,952.61	\$ 195.26	\$ 2,147.87
3. Consultants	\$ 21.50	\$ 2.15	\$ 23.65	\$ -	\$ -	\$ -	\$ 21.50	\$ 2.15	\$ 23.65
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Purchase/Depreciation	\$ 22.40	\$ 2.24	\$ 24.64	\$ -	\$ -	\$ -	\$ 22.40	\$ 2.24	\$ 24.64
7. Supplies	\$ 36.69	\$ 3.67	\$ 40.36	\$ -	\$ -	\$ -	\$ 36.69	\$ 3.67	\$ 40.36
8. Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Office	\$ 35.21	\$ 3.52	\$ 38.73	\$ -	\$ -	\$ -	\$ 35.21	\$ 3.52	\$ 38.73
13. Travel	\$ 63.81	\$ 6.38	\$ 70.19	\$ -	\$ -	\$ -	\$ 63.81	\$ 6.38	\$ 70.19
14. Occupancy	\$ 3,142.84	\$ 314.28	\$ 3,457.12	\$ 2,814.00	\$ 281.40	\$ 3,095.40	\$ 2,814.00	\$ 281.40	\$ 3,095.40
15. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16. Telephone	\$ 65.83	\$ 6.58	\$ 72.41	\$ -	\$ -	\$ -	\$ 65.83	\$ 6.58	\$ 72.41
17. Postage	\$ 73.36	\$ 7.34	\$ 80.70	\$ -	\$ -	\$ -	\$ 73.36	\$ 7.34	\$ 80.70
18. Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19. Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20. Insurance	\$ 642.00	\$ 64.20	\$ 706.20	\$ 642.00	\$ 64.20	\$ 706.20	\$ 642.00	\$ 64.20	\$ 706.20
21. Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23. Marketing/Communications	\$ 58.69	\$ 5.87	\$ 64.56	\$ -	\$ -	\$ -	\$ 58.69	\$ 5.87	\$ 64.56
24. Staff Education and Training	\$ 54.28	\$ 5.43	\$ 59.71	\$ -	\$ -	\$ -	\$ 54.28	\$ 5.43	\$ 59.71
25. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26. Other (specific details mandatory)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27. Printing	\$ 69.50	\$ 6.95	\$ 76.45	\$ -	\$ -	\$ -	\$ 69.50	\$ 6.95	\$ 76.45
28. Volunteer/Community Education/Recognition	\$ 2,240.66	\$ 1.87	\$ 2,242.53	\$ 2,222.00	\$ 222.20	\$ 2,444.20	\$ 2,222.00	\$ 222.20	\$ 2,444.20
TOTAL	\$ 37,046.79	\$ 2,157.18	\$ 39,203.97	\$ 17,698.00	\$ 1,769.80	\$ 19,467.80	\$ 14,617.99	\$ 1,461.79	\$ 16,079.78
Indirect As A Percent of Direct									
8.0%									
6.9%									
10.0%									

Contractor Initials
Date 7/1/14

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

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

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

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

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

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

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

3. **Contract Extension:** This Agreement has an option for two (2) one year extension to be exercised by mutual agreements by the parties, upon availability of funding, acceptable performance of the Statement of Work, and subsequent approval 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 GRANTEEES OTHER THAN INDIVIDUALS

US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS

US DEPARTMENT OF EDUCATION - CONTRACTORS

US DEPARTMENT OF AGRICULTURE - CONTRACTORS

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

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

- (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;

Contractor Initials: ET

Date: 12/3/2013

- (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)

555 Auburn St Manchester, NH 03103

70 Temple St Nashua, NH 03060

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

Easter Seals NH, Inc From: effective date of contract To: 6/30/15
 (Contractor Name) (Period Covered by this Certification)

Ellen Trempac, CFO
 (Name & Title of Authorized Contractor Representative)

Ellen Trempac 12/3/2013
 (Contractor Representative Signature) (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:

effective date of contract
 through *6/30/15*

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

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

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

[Signature]
 (Contractor Representative Signature)

Elin Toranzo, CFO
 (Authorized Contractor Representative Name & Title)

Easton Seals N.H. Inc
 (Contractor Name)

6/3/13
 (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.

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

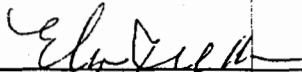
- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (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.

 _____ (Contractor Representative Signature)	<u>Elin Treanor, CFO</u> _____ (Authorized Contractor Representative Name & Title)
<u>Easter Seals NH, Inc</u> _____ (Contractor Name)	<u>12/3/2013</u> _____ (Date)

Contractor Initials: ET
Date: 12/3/2013

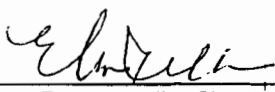
NH Department of Health and Human Services

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.


(Contractor Representative Signature) Elin Treanor, CFO
(Authorized Contractor Representative Name & Title)

Easter Seals NH, Inc
(Contractor Name) 12/3/2013
(Date)

NH Department of Health and Human Services

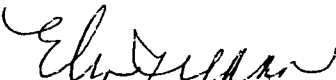
STANDARD EXHIBIT H

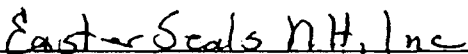
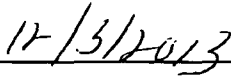
CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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.


 (Contractor Representative Signature)
 
 (Authorized Contractor Representative Name & Title)


 (Contractor Name)
 
 (Date)

NH Department of Health and Human Services

STANDARD EXHIBIT I
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT
BUSINESS ASSOCIATE AGREEMENT

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

BUSINESS ASSOCIATE AGREEMENT

(1) Definitions.

- a. "Breach" shall have the same meaning as the term "Breach" in Title XXX, Subtitle D. Sec. 13400.
- b. "Business Associate" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "Covered Entity" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "Data Aggregation" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "Health Care Operations" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "HITECH Act" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164.
- i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.

- k. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR Section 164.501, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- l. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.501.
- m. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreasonable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) Use and Disclosure of Protected Health Information.

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, the Business Associate shall not, and shall ensure that its directors, officers, employees and agents, do not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
 - I. For the proper management and administration of the Business Associate;
 - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
 - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HITECH Act, Subtitle D, Part 1, Sec. 13402 of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

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

(3) **Obligations and Activities of Business Associate.**

- a. Business Associate shall report to the designated Privacy Officer of Covered Entity, in writing, any use or disclosure of PHI in violation of the Agreement, including any security incident involving Covered Entity data, in accordance with the HITECH Act, Subtitle D, Part 1, Sec. 13402.
- b. The Business Associate shall comply with all sections of the Privacy and Security Rule as set forth in, the HITECH Act, Subtitle D, Part 1, Sec. 13401 and Sec. 13404.
- c. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- d. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section (3)b and (3)k herein. The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard provision #13 of this Agreement for the purpose of use and disclosure of protected health information.
- e. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- f. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- g. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.

- h. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- i. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- j. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
- k. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

(4) Obligations of Covered Entity

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

(5) **Termination for Cause**

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

(6) **Miscellaneous**

- a. **Definitions and Regulatory References.** All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, and the HITECH Act as amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. **Amendment.** Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. **Data Ownership.** The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. **Interpretation.** The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule and the HITECH Act.
- e. **Segregation.** If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. **Survival.** Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section 3 k, the defense and indemnification provisions of section 3 d and standard contract provision #13, shall survive the termination of the Agreement.

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

Department of Health & Human Services
The State Agency Name

Easter Seals NH, Inc
Name of the Contractor

Shari L. Rockburn

Signature of Authorized Representative

Elin Treanor

Signature of Authorized Representative

Shari L. Rockburn

Name of Authorized Representative

Elin Treanor

Name of Authorized Representative

Acting Associate Commissioner

Title of Authorized Representative

CFD

Title of Authorized Representative

12/4/13

Date

12/3/2013

Date

NH Department of Health and Human Services

STANDARD EXHIBIT J

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

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

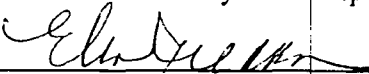
In accordance with 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

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

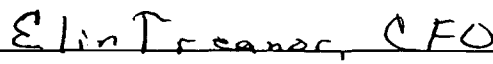
Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

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

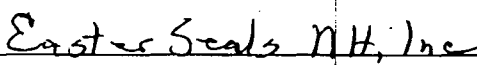
The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.



(Contractor Representative Signature)

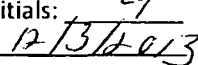


(Authorized Contractor Representative Name & Title)



(Contractor Name)

(Date)

Contractor initials: 
Date: 
Page # _____ of Page # _____

NH Department of Health and Human Services

STANDARD EXHIBIT J

FORM A

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

1. The DUNS number for your entity is:

08-557-3467

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

☒ NO

☐ YES

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

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

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

☐ NO

☐ YES

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

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

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

Name: _____

Amount: _____

Name: _____

Amount: _____

Name: _____

Amount: _____

Name: _____

Amount: _____

Name: _____

Amount: _____

Contractor initials: ES

Date: 12/31/03

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