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STATE OF NEW HAMPSHIRE

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF PUBLIC HEALTH SERVICES

Lori A. Weaver  
Interim Commissioner

Patricia M. Tilley  
Director

29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4501 1-800-852-3345 Ext. 4501  
Fax: 603-271-4827 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

February 28, 2023

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, to enter into a **Sole Source** amendment to an existing contract with Northern Human Services (VC #177222-B004), Conway, NH, to continue providing activities for the North Country Community Collaborations to Strengthen and Preserve Families program that conducts trainings for staff who provide Home Visiting Services to young children and families, as well as direct services to families, by increasing the price limitation by \$50,000 from \$630,000 to \$680,000, and by extending the completion date from June 30, 2023 to June 30, 2024, effective upon Governor and Council approval. 100% Federal Funds.

The original contract was approved by Governor and Council on June 19, 2019, item #78B, as amended on October 7, 2020, item #9, and amended on April 21, 2021, item #19, and amended on December 8, 2021, item #14, and most recently amended on March 9, 2022, item #19.

Funds are available in the following accounts for State Fiscal Year 2023, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

**See attached fiscal details.**

**EXPLANATION**

This request is **Sole Source** because MOP 150 requires all amendments to agreements previously approved as sole source to be identified as sole source. In addition, the Department is seeking to extend the contract completion date with no remaining renewal options, and add funding. Northern Human Services is uniquely qualified to continue providing these services due to its experience providing a wide array of services, and its network of partners in the region, including the Coos Coalition for Young Children and Families (Coos Coalition), the coordinating body in Coos and northern Grafton Counties for child maltreatment prevention, which is the only coalition in Coos and northern Grafton counties whose primary purpose is to promote the optimal social and emotional development of children from birth through eight (8) years of age.

The purpose of this request is for the Department to allow the Contractor to continue providing activities for the North Country Community Collaborations to Strengthen and Preserve Families program by adding funding, and extending the contract completion date by one (1) year. Funding supports the Social and Emotional Learning Coaching System in Coos County as part of the strategy to support and maintain a high quality workforce focused on early childhood development.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The Contractor will continue providing evidence-based, universal home visiting services to families with young children. In addition, the Contractor will continue to provide coaching to home visiting staff who provide services to children, and provide consistent parent engagement opportunities for families to connect with one another to build resource networks and increase parenting skills.

Approximately 500 overburdened families, caregivers with substance misuse, and families with children eight (8) years of age or younger who are at risk of child abuse or neglect, and other adverse childhood experiences will be served through June 30, 2024.

The Department will continue to monitor contracted services to ensure:

- Families with children from birth to five (5) years of age will receive home visiting services;
- There is an increase in the number of early childhood practitioners in Coos County trained in evidence-based social emotional practices;
- Children five (5) years of age or younger in Coos County receive annual Ages and Stages Questionnaire (ASQ) and/or ASQ-social emotional development screenings;
- The rate of families with complex needs served by collaborative teams who report they received effective care coordination is 50% higher than the state average; and
- Quarterly reports specify the number and proportion of new, expanded or existing partnerships mobilized to address barriers to accessing Healthcare, Childcare, Mental Health and Substance Misuse supports, food and economic supports; and other services that alleviate health disparities and inequities.

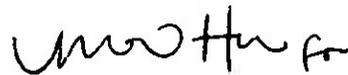
Should the Governor and Council not authorize this request, home visitors who provide services to caregivers with substance abuse, as well as families with young children at risk of child abuse and neglect may not receive appropriate evidenced-based training and follow-up coaching activities, which are imperative to teaching positive parenting and family structure to those in need.

Area served: Coos County and northern Grafton County

Source of Federal Funds: Assistance Listing Number 93.391, FAIN NH750T000031.

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

Respectfully submitted,



Lori A. Weaver  
Interim Commissioner

**North Country Community Collaboration to Strengthen & Preserve Families  
Amendment #5 - SS-2019-DPHS-26-NORTH-01-A05**

**Fiscal Detail Sheet**

**05-95-042-421010-29580000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS. HHS: HUMAN SERVICES DIV, CHILD PROTECTION. CHILD-FAMILY SERVICES (100% GENERAL FUNDS)**

| State Fiscal Year | Class / Account | Class Title            | Job Number      | Current Budget   | Increased (Decreased) Amount | Revised Budget   |
|-------------------|-----------------|------------------------|-----------------|------------------|------------------------------|------------------|
| 2019              | 643-504191      | Contracts for Prog Svc | 42105756        | \$100,000        | \$0                          | \$100,000        |
| 2020              | 643-504191      | Contracts for Prog Svc | 42105756        | \$0              | \$0                          | \$0              |
| 2021              | 643-504191      | Contracts for Prog Svc | 42105756        | \$200,000        | \$0                          | \$200,000        |
|                   |                 |                        | <i>Subtotal</i> | <i>\$300,000</i> | <i>\$0</i>                   | <i>\$300,000</i> |

**05-95-090-902010-70470000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: PUBLIC HEALTH DIV, COMMUNITY COLLABORATION (50% Federal Funds and 50% General Funds)**

| State Fiscal Year | Class / Account | Class Title            | Job Number      | Current Budget   | Increased (Decreased) Amount | Revised Budget   |
|-------------------|-----------------|------------------------|-----------------|------------------|------------------------------|------------------|
| 2022              | 102-500731      | Contracts for Prog Svc | 90070470        | \$50,000         | \$0                          | \$50,000         |
| 2022              | 102-500731      | Contracts for Prog Svc | 90070471        | \$50,000         | \$0                          | \$50,000         |
| 2023              | 102-500731      | Contracts for Prog Svc | 90070470        | \$50,000         | \$0                          | \$50,000         |
| 2023              | 102-500731      | Contracts for Prog Svc | 90070471        | \$50,000         | \$0                          | \$50,000         |
| 2024              | 102-500731      | Contracts for Prog Svc | 90070470        | \$0              | \$0                          | \$0              |
| 2024              | 102-500731      | Contracts for Prog Svc | 90070471        | \$0              | \$0                          | \$0              |
|                   |                 |                        | <i>Subtotal</i> | <i>\$200,000</i> | <i>\$0</i>                   | <i>\$200,000</i> |

**North Country Community Collaboration to Strengthen & Preserve Families  
Amendment #5 - SS-2019-DPHS-26-NORTH-01-A05**

**Fiscal Detail Sheet**

**05-95-090-901010-57710000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: PUBLIC HEALTH DIV, BUREAU OF POLICY & PERFORMANCE, PH COVID-19 HEALTH DISPARITIES (100% FEDERAL FUNDS)**

| <b>State Fiscal Year</b> | <b>Class / Account</b> | <b>Class Title</b>     | <b>Job Number</b> | <b>Current Budget</b> | <b>Increased (Decreased) Amount</b> | <b>Revised Budget</b> |
|--------------------------|------------------------|------------------------|-------------------|-----------------------|-------------------------------------|-----------------------|
| 2022                     | 102-500731             | Contracts for Prog Svc | 90577150          | \$73,000              | \$0                                 | \$73,000              |
| 2023                     | 102-500731             | Contracts for Prog Svc | 90577150          | \$57,000              | \$50,000                            | 107,000               |
| 2024                     | 102-500731             | Contracts for Prog Svc | 90577150          | \$0                   | \$0                                 | \$0                   |
|                          |                        |                        | <i>Subtotal</i>   | \$130,000             | \$50,000                            | \$180,000             |
|                          |                        |                        | <b>Total</b>      | <b>\$630,000</b>      | <b>\$50,000</b>                     | <b>\$680,000</b>      |

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

This Amendment to the North Country Community Collaborations to Strengthen and Preserve Families contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Northern Human Services ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 19, 2019 (Item #78B), as amended on October 7, 2020 (Item #9), as amended on April 21, 2021 (Item #19), as amended on December 8, 2021 (Item #14), and most recently amended on March 9, 2022 (Item #19), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

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

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

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2024
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$680,000
3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Robert W. Moore, Director.
4. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 2, to read:
  2. This agreement is funded with:
    - 2.1. 41% Federal Funds:
      - 2.1.1. 26% Federal Funds from the Community Collaboration to Strengthen and Preserve Families in NH: A Prevention, Public Health, Cross-Sector Approach, as awarded on June 25, 2020 by the US Department of Health and Human Services, Administration on Children, Youth & Families, Children's Bureau, CFDA #93.670; FAIN 90CA1858; and
      - 2.1.2. 15% Federal Funds from the NH Initiative to Address COVID-19 Health Disparities: Activities to Support State, Tribal, Local and Territorial (STLT) Health Department Response to Public Health or Healthcare Crises, as awarded on May 27, 2021 by the US Department of Health and Human Services, Centers for Disease Control and Prevention, CFDA #93.391, FAIN NH750T000031.
    - 2.2. 59% General Funds.
5. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 4, Subsection 4.1., to read:
  - 4.1 Payment will be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and in accordance with the approved line items, as specified in Exhibit B-1 through Exhibit B-8, Amendment #5, SFY 2023 Budget.

6. Modify Exhibit B-8 Budget, Amendment #4, SFY 2023 Budget, by replacing it in its entirety with Exhibit B-8 Budget, Amendment #5, SFY 2023 Budget, which is attached hereto and incorporated by reference herein.

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

3/9/2023  
\_\_\_\_\_  
Date

DocuSigned by:  
Patricia M. Tilley

\_\_\_\_\_  
Name: Patricia M. Tilley  
Title: director

Northern Human Services

3/2/2023  
\_\_\_\_\_  
Date

DocuSigned by:  
Suzanne Gaetjens-Oleson

\_\_\_\_\_  
Name: Suzanne Gaetjens-Oleson  
Title: chief executive officer

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

OFFICE OF THE ATTORNEY GENERAL

4/3/2023

Date

DocuSigned by:  
*Robyn Guarino*

Name: Robyn Guarino

Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

Exhibit B-8, Amendment #5, SFY 2023 Budget

| New Hampshire Department of Health and Human Services   |                    |            |       |                          |          |            |                               |            |       |            |    |            |
|---|--------------------|------------|-------|--------------------------|----------|------------|-------------------------------|------------|-------|------------|----|------------|
| Contractor Name: Northern Human Services  |                    |            |       |                          |          |            |                               |            |       |            |    |            |
| Project Title: North Country Community Collaboration to Strengthen and Preserve Families Covid-19 Disparities |                    |            |       |                          |          |            |                               |            |       |            |    |            |
| Budget Period: SFY 2023 (July 1, 2022 - June 30, 2023)  |                    |            |       |                          |          |            |                               |            |       |            |    |            |
| Line Item   | Total Program Cost |            |       | Contractor Share / Match |          |            | Funded by DHHS contract share |            |       |            |    |            |
|   | Direct             | Indirect   | Total | Direct                   | Indirect | Total      | Direct                        | Indirect   | Total |            |    |            |
| 1. Total Salary/Wages   | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| 2. Employee Benefits  | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| 3. Consultants  | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| 4. Equipment:   | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| Rental  | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| Repair and Maintenance  | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| Purchase/Depreciation   | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| 5. Supplies:  | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| Educational   | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| Lab   | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| Pharmacy  | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| Medical   | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| Office  | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| 6. Travel   | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| 7. Occupancy  | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| 8. Current Expenses   | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| Telephone   | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| Postage   | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| Subscriptions   | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| Audit and Legal   | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| Insurance   | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| Board Expenses  | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| 9. Software   | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| 10. Marketing/Communications  | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| 11. Staff Education and Training  | \$                 | -          | \$    | -                        | \$       | -          | \$                            | -          | \$    | -          | \$ | -          |
| 12. Subcontracts/Agreements   | \$                 | 97,300.00  | \$    | 97,300.00                | \$       | 97,300.00  | \$                            | 97,300.00  | \$    | 97,300.00  | \$ | 97,300.00  |
| 13. Other: 10% Fiscal Fee   | \$                 | 9,700.00   | \$    | 9,700.00                 | \$       | 9,700.00   | \$                            | 9,700.00   | \$    | 9,700.00   | \$ | 9,700.00   |
| TOTAL   | \$                 | 107,000.00 | \$    | 107,000.00               | \$       | 107,000.00 | \$                            | 107,000.00 | \$    | 107,000.00 | \$ | 107,000.00 |

Indirect As A Percent of Direct 0.0%

DS  
 SGO  
 Contractor Initials  
 Date 3/2/2023

# 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 NORTHERN HUMAN SERVICES is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on March 03, 1971. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 62362

Certificate Number : 0005748583



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 1st day of April A.D. 2022.

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

William M. Gardner  
Secretary of State

**CERTIFICATE OF AUTHORITY**

I, **Madelene Costello**, hereby certify that:  
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of **Northern Human Services**.  
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on **January 3, 2023**, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

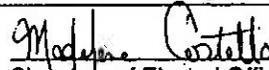
**VOTED:** That **Suzanne Gaetjens-Oleson**, CEO (may list more than one person)  
(Name and Title of Contract Signatory)

is duly authorized on behalf of **Northern Human Services** to enter into contracts or agreements with the State  
(Name of Corporation/ LLC)

of **New Hampshire** and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 3.28.23

  
\_\_\_\_\_  
Signature of Elected Officer  
Name: Madelene Costello  
Title: President

**ACORD**

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

3/28/2023

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

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

|   |   |                        |
|---|---|------------------------|
| <b>PRODUCER</b><br>USI Insurance Services LLC<br>3 Executive Park Drive, Suite 300<br>Bedford, NH 03110<br>855 874-0123 | <b>CONTACT NAME:</b> Christine A Skehan<br><b>PHONE (A/C, No, Ext):</b> 855 874-0123<br><b>E-MAIL ADDRESS:</b> Christine.Skehan@usi.com | <b>FAX (A/C, No):</b>  |
|   | <b>INSURER(S) AFFORDING COVERAGE</b>  |                        |
| <b>INSURED</b><br>Northern Human Services, Inc.<br>87 Washington Street<br>Conway, NH 03818-6044                        | <b>INSURER A:</b> Philadelphia Insurance Company  | <b>NAIC #</b><br>32204 |
|   | <b>INSURER B:</b>   |                        |
|   | <b>INSURER C:</b>   |                        |
|   | <b>INSURER D:</b>   |                        |
|   | <b>INSURER E:</b>   |                        |
|   | <b>INSURER F:</b>   |                        |

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

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

| INSR LTR | TYPE OF INSURANCE   | ADDL INSR | SUBR WVD | POLICY NUMBER              | POLICY EFF (MM/DD/YYYY)  | POLICY EXP (MM/DD/YYYY)  | LIMITS   |
|----------|---|-----------|----------|----------------------------|--------------------------|--------------------------|--|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           |          | PHPK2399376                | 03/31/2023               | 03/31/2024               | EACH OCCURRENCE \$1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000<br>MED EXP (Any one person) \$5,000<br>PERSONAL & ADV INJURY \$1,000,000<br>GENERAL AGGREGATE \$3,000,000<br>PRODUCTS - COMP/OP AGG \$3,000,000<br>\$ |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY   |           |          |                            |                          |                          | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$  |
|          | <input type="checkbox"/> <b>UMBRELLA LIAB</b><br><input type="checkbox"/> <b>EXCESS LIAB</b><br>DED      RETENTION \$   |           |          |                            |                          |                          | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$   |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N<br>(Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   |           |          |                            |                          |                          | PER STATUTE      OTH-ER<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$  |
| A        | <b>Entity Prof Liab</b><br><b>Physicians Prof</b>   |           |          | PHPK2399376<br>PHPK2399376 | 03/31/2023<br>03/31/2023 | 03/31/2024<br>03/31/2024 | 1,000,000/3,000,000<br>1,000,000/3,000,000   |

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

**Evidence of Insurance.**  
 Allied Health staff share in the limits of Insurance of the Entity.  
 Physicians have their own separate \$1M/\$3M limits of insurance, and do not share in the entity Limits of insurance.

\*\*Evidence of Insurance

|  |  |
|--|--|
| <b>CERTIFICATE HOLDER</b><br>State of NH Department of Health and Human Services<br>129 Pleasant St<br>Concord, NH 03301 | <b>CANCELLATION</b><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br>AUTHORIZED REPRESENTATIVE<br> |
|--|--|

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**Statement of Mission:**

“To assist and advocate for people affected by mental illness, developmental disabilities and related disorders in living meaningful lives.”

**Statement of Vision:**

Everyone who truly needs our services can receive them, as we strive to meet ever-changing needs through advocacy, innovation, collaboration and skill.

*Financial Statements*

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**NORTHERN HUMAN SERVICES, INC.**

**FOR THE YEARS ENDED JUNE 30, 2021 AND 2020  
AND  
INDEPENDENT AUDITORS' REPORT**

*Leone,  
McDonnell  
& Roberts*  
PROFESSIONAL ASSOCIATION

CERTIFIED PUBLIC ACCOUNTANTS

**NORTHERN HUMAN SERVICES, INC.**

**JUNE 30, 2021 AND 2020**

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To the Board of Directors of  
Northern Human Services, Inc.  
Conway, New Hampshire

## **INDEPENDENT AUDITORS' REPORT**

We have audited the accompanying financial statements of Northern Human Services, Inc. (a New Hampshire nonprofit organization), which comprise the statements of financial position as of June 30, 2021 and 2020, and the related statements of cash flows, and notes to the financial statements for the years then ended, and the related statements of activities and functional expenses for the year ended June 30, 2021.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these 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 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 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 audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Northern Human Services, Inc. as of June 30, 2021 and 2020, and its cash flows for the years then ended, and the changes in its net assets for the year ended June 30, 2021 in accordance with accounting principles generally accepted in the United States of America.

**Report on Summarized Comparative Information**

We have previously audited Northern Human Services, Inc.'s June 30, 2020 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated January 20, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2020, is consistent, in all material respects, with the audited financial statements from which it has been derived.

**Other Matters**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of functional revenues and expenses on pages 27 – 35 and schedule of expenditures of federal awards on page 36, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the 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 financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the 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 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 March 1, 2022, on our consideration of Northern Human Services, Inc.'s 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 solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Northern Human Services, Inc.'s 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 Northern Human Services, Inc.'s internal control over financial reporting and compliance.

*Leon, McDannell & Roberts  
Professional Association*

March 1, 2022  
North Conway, New Hampshire

**NORTHERN HUMAN SERVICES, INC.****STATEMENTS OF FINANCIAL POSITION  
JUNE 30, 2021 AND 2020****ASSETS**

|   | <u>2021</u>          | <u>2020</u>          |
|---|----------------------|----------------------|
| <b>CURRENT ASSETS</b>   |                      |                      |
| Cash and cash equivalents, undesignated   | \$ 17,290,923        | \$ 13,898,376        |
| Cash and cash equivalents, board designated   | 318,202              | 318,202              |
| Accounts receivable, less allowance of \$222,000 and<br>\$311,000 for 2021 and 2020, respectively | 3,692,791            | 2,431,296            |
| Grants receivable   | 224,187              | 515,878              |
| Assets, limited use   | 806,316              | 724,596              |
| Prepaid expenses and deposits   | <u>206,897</u>       | <u>193,859</u>       |
| Total current assets  | <u>22,539,316</u>    | <u>18,082,207</u>    |
| <b>PROPERTY AND EQUIPMENT, NET</b>  | <u>193,904</u>       | <u>261,407</u>       |
| <b>OTHER ASSETS</b>   |                      |                      |
| Investments   | 2,524,860            | 2,064,316            |
| Cash value of life insurance  | <u>470,832</u>       | <u>452,278</u>       |
| Total other assets  | <u>2,995,692</u>     | <u>2,516,594</u>     |
| Total assets  | <u>\$ 25,728,912</u> | <u>\$ 20,860,208</u> |

**LIABILITIES AND NET ASSETS**

|   |                      |                      |
|---|----------------------|----------------------|
| <b>CURRENT LIABILITIES</b>                  |                      |                      |
| Accounts payable and accrued expenses       | \$ 1,300,981         | \$ 1,589,607         |
| Accrued payroll and related liabilities     | 1,656,658            | 1,522,001            |
| Compensated absences payable                | 814,990              | 794,893              |
| Other grants payable                        | 925,485              | 187,352              |
| Refundable advances                         | 110,000              | 132,500              |
| Deferred revenue                            | 282,617              | 101,857              |
| Refundable advances, maintenance of effort  | -                    | 339,562              |
| Client funds held in trust                  | 469,616              | 397,289              |
| Due to related party                        | <u>53,208</u>        | <u>58,112</u>        |
| Total liabilities                           | <u>5,613,555</u>     | <u>5,123,173</u>     |
| <b>NET ASSETS</b>                           |                      |                      |
| Net assets without donor restrictions       |                      |                      |
| Undesignated                                | 19,540,045           | 15,162,607           |
| Board designated                            | <u>318,202</u>       | <u>318,202</u>       |
| Total net assets without donor restrictions | 19,858,247           | 15,480,809           |
| Net assets with donor restrictions          | <u>257,110</u>       | <u>256,226</u>       |
| Total net assets                            | <u>20,115,357</u>    | <u>15,737,035</u>    |
| Total liabilities and net assets            | <u>\$ 25,728,912</u> | <u>\$ 20,860,208</u> |

See Notes to Financial Statements

**NORTHERN HUMAN SERVICES, INC.****STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2021  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

|  | <u>Without Donor<br/>Restrictions</u> | <u>With Donor<br/>Restrictions</u> | <u>2021<br/>Total</u> | <u>2020<br/>Summarized</u> |
|--|---------------------------------------|------------------------------------|-----------------------|----------------------------|
| <b>PUBLIC SUPPORT</b>  |                                       |                                    |                       |                            |
| State and federal grants                                       | \$ 2,897,159                          | \$ -                               | \$ 2,897,159          | \$ 2,169,389               |
| Other public support   | 967,136                               | -                                  | 967,136               | 591,205                    |
| Local and county support                                       | 635,427                               | -                                  | 635,427               | 405,607                    |
| Donations  | <u>13,262</u>                         | <u>-</u>                           | <u>13,262</u>         | <u>22,671</u>              |
| Total public support   | <u>4,512,984</u>                      | <u>-</u>                           | <u>4,512,984</u>      | <u>3,188,872</u>           |
| <b>REVENUES</b>  |                                       |                                    |                       |                            |
| Program service fees   | 42,144,980                            | -                                  | 42,144,980            | 41,907,391                 |
| Production income  | 275,842                               | -                                  | 275,842               | 327,416                    |
| Other revenues   | <u>370,636</u>                        | <u>-</u>                           | <u>370,636</u>        | <u>266,938</u>             |
| Total revenues   | <u>42,791,458</u>                     | <u>-</u>                           | <u>42,791,458</u>     | <u>42,501,745</u>          |
| Total public support and revenues                              | <u>47,304,442</u>                     | <u>-</u>                           | <u>47,304,442</u>     | <u>45,690,617</u>          |
| <b>EXPENSES</b>  |                                       |                                    |                       |                            |
| Program Services:  |                                       |                                    |                       |                            |
| Mental health  | 11,535,421                            | -                                  | 11,535,421            | 11,370,057                 |
| Developmental services   | <u>25,138,884</u>                     | <u>-</u>                           | <u>25,138,884</u>     | <u>25,786,386</u>          |
| Total program services   | 36,674,305                            | -                                  | 36,674,305            | 37,156,443                 |
| General management   | <u>6,763,823</u>                      | <u>-</u>                           | <u>6,763,823</u>      | <u>6,271,198</u>           |
| Total expenses   | <u>43,438,128</u>                     | <u>-</u>                           | <u>43,438,128</u>     | <u>43,427,641</u>          |
| <b>EXCESS OF PUBLIC SUPPORT<br/>AND REVENUES OVER EXPENSES</b> | <u>3,866,314</u>                      | <u>-</u>                           | <u>3,866,314</u>      | <u>2,262,976</u>           |
| <b>NON-OPERATING INCOME</b>                                    |                                       |                                    |                       |                            |
| Investment return  | 477,198                               | -                                  | 477,198               | 113,984                    |
| Gain on sale of property                                       | -                                     | -                                  | -                     | 3,500                      |
| Change in cash value of life insurance                         | 18,554                                | -                                  | 18,554                | 19,693                     |
| Interest income  | <u>15,372</u>                         | <u>884</u>                         | <u>16,256</u>         | <u>71,444</u>              |
| Total non-operating income                                     | <u>511,124</u>                        | <u>884</u>                         | <u>512,008</u>        | <u>208,621</u>             |
| Change in net assets   | 4,377,438                             | 884                                | 4,378,322             | 2,471,597                  |
| <b>NET ASSETS, BEGINNING OF YEAR</b>                           | <u>15,480,809</u>                     | <u>256,226</u>                     | <u>15,737,035</u>     | <u>13,265,438</u>          |
| <b>NET ASSETS, END OF YEAR</b>                                 | <u>\$ 19,858,247</u>                  | <u>\$ 257,110</u>                  | <u>\$ 20,115,357</u>  | <u>\$ 15,737,035</u>       |

See Notes to Financial Statements

**NORTHERN HUMAN SERVICES, INC.**  
**STATEMENTS OF CASH FLOWS**  
**FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

|   | <u>2021</u>          | <u>2020</u>          |
|---|----------------------|----------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>   |                      |                      |
| Change in net assets  | \$ 4,378,322         | \$ 2,471,597         |
| Adjustments to reconcile change in net assets<br>to net cash from operating activities: |                      |                      |
| Depreciation  | 121,923              | 181,884              |
| Unrealized gain on investments  | (308,604)            | (9,790)              |
| Realized gain on investments  | (125,748)            | (57,410)             |
| Gain on sale of property  | -                    | (3,500)              |
| Change in cash value of life insurance  | (4,546)              | (6,288)              |
| (Increase) decrease in assets:  |                      |                      |
| Accounts receivable   | (1,261,495)          | (465,305)            |
| Grants receivable   | 291,691              | (288,359)            |
| Assets, limited use   | (81,720)             | (222,685)            |
| Prepaid expenses and deposits   | (13,038)             | 101,218              |
| Increase (decrease) in liabilities:   |                      |                      |
| Accounts payable and accrued expenses   | (288,626)            | 1,099,424            |
| Accrued payroll and related liabilities   | 134,657              | 15,285               |
| Compensated absences payable  | 20,097               | 51,757               |
| Other grants payable  | 738,133              | 75,170               |
| Refundable advances   | (22,500)             | (64,517)             |
| Deferred revenue  | 180,760              | (329,484)            |
| Refundable advances, maintenance of effort  | (339,562)            | (51,896)             |
| Client funds held in trust  | 72,327               | 227,925              |
| Due to related party  | (4,904)              | 9,689                |
| <b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>  | <u>3,487,167</u>     | <u>2,734,715</u>     |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>   |                      |                      |
| Purchases of property   | (54,420)             | (83,336)             |
| Proceeds from sale of property  | -                    | 8,000                |
| Purchases of investments  | (449,324)            | (302,115)            |
| Proceeds from sales of investments  | 465,978              | 318,669              |
| Reinvested dividends  | (42,846)             | (46,784)             |
| Change in cash value of life insurance  | (14,008)             | (13,405)             |
| <b>NET CASH USED IN INVESTING ACTIVITIES</b>  | <u>(94,620)</u>      | <u>(118,971)</u>     |
| <b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>  | 3,392,547            | 2,615,744            |
| <b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>                                     | <u>14,216,578</u>    | <u>11,600,834</u>    |
| <b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>   | <u>\$ 17,609,125</u> | <u>\$ 14,216,578</u> |

See Notes to Financial Statements

**NORTHERN HUMAN SERVICES, INC.****STATEMENT OF FUNCTIONAL EXPENSES  
TOTALS FOR ALL PROGRAMS****FOR THE YEAR ENDED JUNE 30, 2021  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

|                                   | <u>Mental<br/>Health</u> | <u>Developmental<br/>Services</u> | <u>Subtotals</u>     | <u>General<br/>Management</u> | <u>2021<br/>Total</u> | <u>2020<br/>Summarized</u> |
|-----------------------------------|--------------------------|-----------------------------------|----------------------|-------------------------------|-----------------------|----------------------------|
| <b>EXPENSES</b>                   |                          |                                   |                      |                               |                       |                            |
| Salaries and wages                | \$ 7,775,256             | \$ 6,292,766                      | \$ 14,068,022        | \$ 4,210,405                  | \$ 18,278,427         | \$ 18,347,636              |
| Employee benefits                 | 1,475,632                | 1,690,124                         | 3,165,756            | 839,253                       | 4,005,009             | 4,312,503                  |
| Payroll taxes                     | 566,611                  | 474,631                           | 1,041,242            | 249,281                       | 1,290,523             | 1,259,813                  |
| Client wages                      | 104,421                  | 20,394                            | 124,815              | -                             | 124,815               | 207,493                    |
| Professional fees                 | 136,954                  | 15,280,316                        | 15,417,270           | 776,946                       | 16,194,216            | 14,930,020                 |
| Staff development<br>and training | 10,842                   | 7,525                             | 18,367               | 8,074                         | 26,441                | 44,455                     |
| Occupancy costs                   | 569,962                  | 453,014                           | 1,022,976            | 176,514                       | 1,199,490             | 1,298,725                  |
| Consumable supplies               | 124,142                  | 176,088                           | 300,230              | 44,447                        | 344,677               | 462,185                    |
| Equipment expenses                | 135,587                  | 98,955                            | 234,542              | 56,728                        | 291,270               | 293,138                    |
| Communications                    | 111,291                  | 108,591                           | 219,882              | 39,243                        | 259,125               | 297,725                    |
| Travel and transportation         | 109,925                  | 307,696                           | 417,621              | 13,415                        | 431,036               | 867,152                    |
| Assistance to individuals         | 393                      | 39,432                            | 39,825               | 255                           | 40,080                | 79,139                     |
| Insurance                         | 69,257                   | 65,306                            | 134,563              | 34,882                        | 169,445               | 152,963                    |
| Membership dues                   | 30,928                   | 7,033                             | 37,961               | 89,176                        | 127,137               | 128,466                    |
| Bad debt expense                  | 295,875                  | 116,542                           | 412,417              | -                             | 412,417               | 616,701                    |
| Other expenses                    | 18,345                   | 471                               | 18,816               | 225,204                       | 244,020               | 129,527                    |
| <b>Total expenses</b>             | <b>\$ 11,535,421</b>     | <b>\$ 25,138,884</b>              | <b>\$ 36,674,305</b> | <b>\$ 6,763,823</b>           | <b>\$ 43,438,128</b>  | <b>\$ 43,427,641</b>       |

See Notes to Financial Statements

**NORTHERN HUMAN SERVICES, INC.****STATEMENT OF FUNCTIONAL EXPENSES  
MENTAL HEALTH****FOR THE YEAR ENDED JUNE 30, 2021  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

|                                | <u>Non-Specialized<br/>Outpatient</u> | <u>State<br/>Eligible Adult<br/>Outpatient</u> | <u>Outpatient<br/>Contracts</u> | <u>Children<br/>and /<br/>Adolescents</u> |
|--------------------------------|---------------------------------------|--|---------------------------------|---|
| <b>EXPENSES</b>                |                                       |  |                                 |   |
| Salaries and wages             | \$ 313,129                            | \$ 999,108                                     | \$ 262,348                      | \$ 961,490                                |
| Employee benefits              | 46,955                                | 126,634  | 36,922                          | 161,231                                   |
| Payroll taxes                  | 22,426                                | 67,614   | 20,231                          | 69,709                                    |
| Client wages                   | -                                     | -  | -                               | -   |
| Professional fees              | 6,729                                 | 14,954   | 4,615                           | 28,017                                    |
| Staff development and training | 210                                   | 750  | 1,650                           | 1,599                                     |
| Occupancy costs                | 22,539                                | 58,850   | 16,433                          | 48,383                                    |
| Consumable supplies            | 13,100                                | 10,843   | 1,577                           | 7,768                                     |
| Equipment expenses             | 4,617                                 | 14,478   | 3,973                           | 12,635                                    |
| Communications                 | 7,558                                 | 10,686   | 2,043                           | 9,291                                     |
| Travel and transportation      | 79                                    | 609  | 1,848                           | 12,919                                    |
| Assistance to individuals      | 121                                   | 102  | -                               | 24  |
| Insurance                      | 3,329                                 | 10,298   | 2,866                           | 9,061                                     |
| Membership dues                | 1,868                                 | 7,782  | 1,145                           | 4,000                                     |
| Bad debt expense               | -                                     | 69,696   | 3                               | 26,325                                    |
| Other expenses                 | 45                                    | 389  | 278                             | 542                                       |
|                                | <u>442,705</u>                        | <u>1,392,793</u>                               | <u>355,932</u>                  | <u>1,352,994</u>                          |
| Total expenses                 | <u>\$ 442,705</u>                     | <u>\$ 1,392,793</u>                            | <u>\$ 355,932</u>               | <u>\$ 1,352,994</u>                       |

See Notes to Financial Statements

Continued

**NORTHERN HUMAN SERVICES, INC.****STATEMENT OF FUNCTIONAL EXPENSES  
MENTAL HEALTH****FOR THE YEAR ENDED JUNE 30, 2021  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

|                                | <u>Emergency<br/>Services</u> | <u>Other<br/>Non-BBH</u> | <u>Integrated<br/>Health Grant</u> | <u>Bureau of<br/>Drug &amp; Alcohol<br/>Services</u> |
|--------------------------------|-------------------------------|--------------------------|------------------------------------|--|
| <b>EXPENSES</b>                |                               |                          |                                    |  |
| Salaries and wages             | \$ 536,321                    | \$ 281,990               | \$ -                               | \$ 144,308   |
| Employee benefits              | 83,172                        | 67,005                   | -                                  | 22,609   |
| Payroll taxes                  | 37,790                        | 20,287                   | -                                  | 10,566   |
| Client wages                   | -                             | -                        | -                                  | -  |
| Professional fees              | 7,873                         | 6,777                    | -                                  | 1,500  |
| Staff development and training | 549                           | 654                      | -                                  | 660  |
| Occupancy costs                | 28,497                        | 15,258                   | -                                  | 7,147  |
| Consumable supplies            | 3,655                         | 2,358                    | -                                  | 1,037  |
| Equipment expenses             | 9,365                         | 4,880                    | 10,980                             | 2,148  |
| Communications                 | 22,467                        | 1,972                    | 439                                | 851  |
| Travel and transportation      | 79                            | 1,746                    | -                                  | 2  |
| Assistance to individuals      | 22                            | -                        | -                                  | -  |
| Insurance                      | 5,404                         | 2,660                    | -                                  | 1,426  |
| Membership dues                | 1,676                         | 908                      | -                                  | 426  |
| Bad debt expense               | 16,215                        | 139                      | -                                  | 1,536  |
| Other expenses                 | 60                            | 45                       | -                                  | 270  |
|                                | <u>60</u>                     | <u>45</u>                | <u>-</u>                           | <u>270</u>   |
| Total expenses                 | <u>\$ 753,145</u>             | <u>\$ 406,679</u>        | <u>\$ 11,419</u>                   | <u>\$ 194,486</u>                                    |

See Notes to Financial Statements

**NORTHERN HUMAN SERVICES, INC.****STATEMENT OF FUNCTIONAL EXPENSES  
MENTAL HEALTH****FOR THE YEAR ENDED JUNE 30, 2021  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

|                                | <u>Drug<br/>Court</u> | <u>Vocational<br/>Services</u> | <u>Restorative<br/>Partial<br/>Hospital</u> | <u>Case<br/>Management</u> |
|--------------------------------|-----------------------|--------------------------------|---|----------------------------|
| <b>EXPENSES</b>                |                       |                                |   |                            |
| Salaries and wages             | \$ 277,418            | \$ 140,446                     | \$ 47,116                                   | \$ 839,839                 |
| Employee benefits              | 60,541                | 38,606                         | 12,990                                      | 186,430                    |
| Payroll taxes                  | 19,504                | 13,826                         | 3,450                                       | 62,613                     |
| Client wages                   | -                     | 41,176                         | -   | -                          |
| Professional fees              | 4,371                 | 2,713                          | 581   | 12,316                     |
| Staff development and training | 269                   | 214                            | 5   | 568                        |
| Occupancy costs                | 7,266                 | 10,242                         | 2,537                                       | 41,715                     |
| Consumable supplies            | 1,591                 | 2,114                          | 442   | 7,558                      |
| Equipment expenses             | 3,949                 | 2,299                          | 754   | 11,528                     |
| Communications                 | 4,473                 | 10,446                         | 160   | 10,508                     |
| Travel and transportation      | 1,908                 | 8,291                          | 118   | 26,180                     |
| Assistance to individuals      | -                     | -                              | -   | 34                         |
| Insurance                      | 1,959                 | 1,475                          | 510   | 8,099                      |
| Membership dues                | 830                   | 469                            | 159   | 2,614                      |
| Bad debt expense               | 16,884                | 3,689                          | 114   | 69,011                     |
| Other expenses                 | 2,324                 | 1,287                          | 494   | 4,020                      |
|                                | <u>\$ 403,287</u>     | <u>\$ 277,293</u>              | <u>\$ 69,430</u>                            | <u>\$ 1,283,033</u>        |
| Total expenses                 |                       |                                |   |                            |

See Notes to Financial Statements

**NORTHERN HUMAN SERVICES, INC.****STATEMENT OF FUNCTIONAL EXPENSES  
MENTAL HEALTH****FOR THE YEAR ENDED JUNE 30, 2021  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

|                                | <u>Supportive<br/>Living</u> | <u>Community<br/>Residences</u> | <u>Bridge<br/>Grant</u> | <u>Victims of<br/>Crime Act<br/>Program</u> |
|--------------------------------|------------------------------|---------------------------------|-------------------------|---|
| <b>EXPENSES</b>                |                              |                                 |                         |   |
| Salaries and wages             | \$ 544,477                   | \$ 811,624                      | \$ 50,868               | \$ 407,713                                  |
| Employee benefits              | 143,351                      | 196,885                         | 11,749                  | 69,461                                      |
| Payroll taxes                  | 41,232                       | 59,908                          | 3,661                   | 28,644                                      |
| Client wages                   | -                            | -                               | -                       | -   |
| Professional fees              | 8,803                        | 4,050                           | 422                     | 5,633                                       |
| Staff development and training | 372                          | 95                              | 600                     | 396   |
| Occupancy costs                | 35,606                       | 44,115                          | 119,154                 | 20,584                                      |
| Consumable supplies            | 5,231                        | 21,676                          | 686                     | 2,431                                       |
| Equipment expenses             | 8,328                        | 9,137                           | 521                     | 5,096                                       |
| Communications                 | 5,553                        | 10,255                          | 203                     | 2,652                                       |
| Travel and transportation      | 17,977                       | 2,155                           | 2,639                   | 6   |
| Assistance to individuals      | -                            | 71                              | -                       | 10  |
| Insurance                      | 6,014                        | 2,763                           | 365                     | 3,773                                       |
| Membership dues                | 1,935                        | 839                             | 198                     | 1,445                                       |
| Bad debt expense               | 13,449                       | 8,518                           | -                       | 11,810                                      |
| Other expenses                 | 661                          | 7,660                           | -                       | -   |
|                                | <u>832,989</u>               | <u>1,179,751</u>                | <u>191,066</u>          | <u>559,654</u>                              |
| Total expenses                 | <u>\$ 832,989</u>            | <u>\$ 1,179,751</u>             | <u>\$ 191,066</u>       | <u>\$ 559,654</u>                           |

See Notes to Financial Statements

Continued

**NORTHERN HUMAN SERVICES, INC.****STATEMENT OF FUNCTIONAL EXPENSES  
MENTAL HEALTH****FOR THE YEAR ENDED JUNE 30, 2021  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

|                                | <u>ACT</u><br><u>Team</u> | <u>Other</u><br><u>Mental Health</u><br><u>Programs</u> | <u>Total</u><br><u>Mental Health</u><br><u>Programs</u> | <u>2020</u><br><u>Summarized</u> |
|--------------------------------|---------------------------|---|---|----------------------------------|
| <b>EXPENSES</b>                |                           |   |   |                                  |
| Salaries and wages             | \$ 980,105                | \$ 176,956  | \$ 7,775,256  | \$ 7,256,309                     |
| Employee benefits              | 185,253                   | 25,838  | 1,475,632   | 1,443,451                        |
| Payroll taxes                  | 67,045                    | 18,105  | 566,611   | 511,611                          |
| Client wages                   | 7,152                     | 56,093  | 104,421   | 108,499                          |
| Professional fees              | 26,246                    | 1,354   | 136,954   | 206,342                          |
| Staff development and training | 2,166                     | 85  | 10,842  | 19,191                           |
| Occupancy costs                | 68,851                    | 22,785  | 569,962   | 604,577                          |
| Consumable supplies            | 6,023                     | 36,052  | 124,142   | 196,136                          |
| Equipment expenses             | 12,052                    | 18,847  | 135,587   | 105,910                          |
| Communications                 | 5,171                     | 6,563   | 111,291   | 131,115                          |
| Travel and transportation      | 21,851                    | 11,518  | 109,925   | 189,477                          |
| Assistance to individuals      | 9                         | -   | 393   | 1,961                            |
| Insurance                      | 8,614                     | 641   | 69,257  | 51,989                           |
| Membership dues                | 4,436                     | 198   | 30,928  | 24,205                           |
| Bad debt expense               | 53,517                    | 4,969   | 295,875   | 508,139                          |
| Other expenses                 | -                         | 270   | 18,345  | 11,145                           |
|                                | <u>                  </u> | <u>                  </u>                               | <u>                  </u>                               | <u>                  </u>        |
| Total expenses                 | <u>\$ 1,448,491</u>       | <u>\$ 380,274</u>                                       | <u>\$ 11,535,421</u>                                    | <u>\$ 11,370,057</u>             |

See Notes to Financial Statements

**NORTHERN HUMAN SERVICES, INC.****STATEMENT OF FUNCTIONAL EXPENSES  
DEVELOPMENTAL SERVICES****FOR THE YEAR ENDED JUNE 30, 2021  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

|                                | <u>Service<br/>Coordination</u> | <u>School<br/>District<br/>Contracts</u> | <u>Day<br/>Programs</u>     | <u>Early<br/>Supports<br/>&amp; Services</u> | <u>Independent<br/>Living<br/>Services</u> |
|--------------------------------|---------------------------------|--|-----------------------------|--|--|
| <b>EXPENSES</b>                |                                 |  |                             |  |  |
| Salaries and wages             | \$ 473,259                      | \$ 53,841                                | \$ 1,568,347                | \$ 468,930                                   | \$ 71,126                                  |
| Employee benefits              | 97,243                          | 9,020                                    | 643,089                     | 89,903                                       | 45,839                                     |
| Payroll taxes                  | 35,771                          | 4,100                                    | 126,667                     | 34,889                                       | 5,478                                      |
| Client wages                   | -                               | -  | 15,581                      | -  | -  |
| Professional fees              | 471,423                         | 189                                      | 486,570                     | 141,229                                      | 22,515                                     |
| Staff development and training | 285                             | 15                                       | 711                         | 1,958  | 71   |
| Occupancy costs                | 44,849                          | 2,557                                    | 204,494                     | 9,439  | 5,319                                      |
| Consumable supplies            | 9,129                           | 550                                      | 33,585                      | 5,627  | 1,120                                      |
| Equipment expenses             | 5,103                           | 525                                      | 61,073                      | 4,055  | 986  |
| Communications                 | 4,848                           | 316                                      | 24,762                      | 14,168                                       | 718  |
| Travel and transportation      | 3,678                           | -  | 186,346                     | 27,314                                       | 871  |
| Assistance to individuals      | -                               | -  | 3,751                       | 58   | 1  |
| Insurance                      | 4,655                           | 628                                      | 23,442                      | 4,928  | 1,097                                      |
| Membership dues                | 9                               | 2  | 3,200                       | 117  | 2  |
| Bad debt expense               | -                               | 3,463                                    | 13,759                      | 94,766                                       | 603  |
| Other expenses                 | -                               | -  | 294                         | -  | -  |
|                                | <u>                    </u>     | <u>                    </u>              | <u>                    </u> | <u>                    </u>                  | <u>                    </u>                |
| Total expenses                 | <u>\$ 1,150,252</u>             | <u>\$ 75,206</u>                         | <u>\$ 3,395,671</u>         | <u>\$ 897,381</u>                            | <u>\$ 155,746</u>                          |

See Notes to Financial Statements

**NORTHERN HUMAN SERVICES, INC.****STATEMENT OF FUNCTIONAL EXPENSES  
DEVELOPMENTAL SERVICES****FOR THE YEAR ENDED JUNE 30, 2021  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

|                                | <u>Family<br/>Residence</u> | <u>Combined Day/<br/>Residential<br/>Vendor</u> | <u>Individual<br/>Supported<br/>Living</u> | <u>Consolidated<br/>Services</u> | <u>Combined Day/<br/>Residential<br/>Services</u> |
|--------------------------------|-----------------------------|---|--|----------------------------------|---|
| <b>EXPENSES</b>                |                             |   |  |                                  |   |
| Salaries and wages             | \$ 2,184,896                | \$ -  | \$ 266,429                                 | \$ 776,126                       | \$ 18,924   |
| Employee benefits              | 527,726                     | -   | 76,555                                     | 129,796                          | 4,112   |
| Payroll taxes                  | 163,381                     | -   | 19,780                                     | 50,841                           | 1,451   |
| Client wages                   | 4,813                       | -   | -  | -                                | -   |
| Professional fees              | 3,587,226                   | 1,798,547                                       | 1,293                                      | 1,674,606                        | 1,639,235   |
| Staff development and training | 2,566                       | -   | 389  | 384                              | 37  |
| Occupancy costs                | 130,094                     | -   | 35,618                                     | 3,979                            | 1,530   |
| Consumable supplies            | 80,845                      | -   | 10,652                                     | 15,169                           | 10,628  |
| Equipment expenses             | 19,102                      | -   | 1,810                                      | 2,981                            | 257   |
| Communications                 | 27,246                      | -   | 1,972                                      | 27,762                           | 894   |
| Travel and transportation      | 29,562                      | -   | 3,921                                      | 51,214                           | -   |
| Assistance to individuals      | 29                          | -   | -  | 25,574                           | -   |
| Insurance                      | 20,734                      | -   | 2,476                                      | 3,002                            | 254   |
| Membership dues                | 450                         | -   | 4  | 2,844                            | -   |
| Bad debt expense               | 3,951                       | -   | -  | -                                | -   |
| Other expenses                 | 98                          | -   | -  | 79                               | -   |
|                                | <u>\$ 6,782,719</u>         | <u>\$ 1,798,547</u>                             | <u>\$ 420,899</u>                          | <u>\$ 2,764,357</u>              | <u>\$ 1,677,322</u>                               |
| Total expenses                 |                             |   |  |                                  |   |

See Notes to Financial Statements

Continued

**NORTHERN HUMAN SERVICES, INC.****STATEMENT OF FUNCTIONAL EXPENSES  
DEVELOPMENTAL SERVICES****FOR THE YEAR ENDED JUNE 30, 2021  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

|                                | <b>Acquired<br/>Brain<br/>Disorder</b> | <b>Other<br/>Developmental<br/>Services<br/>Programs</b> | <b>Total<br/>Developmental<br/>Services<br/>Programs</b> | <b>2020<br/>Summarized</b> |
|--------------------------------|--|--|--|----------------------------|
| <b>EXPENSES</b>                |  |  |  |                            |
| Salaries and wages             | \$ 30,797                              | \$ 380,091   | \$ 6,292,766   | \$ 7,288,247               |
| Employee benefits              | 13,783                                 | 53,058   | 1,690,124  | 2,018,023                  |
| Payroll taxes                  | 2,237                                  | 30,036   | 474,631  | 505,954                    |
| Client wages                   | -                                      | -  | 20,394   | 98,994                     |
| Professional fees              | 64,018                                 | 5,393,465  | 15,280,316   | 13,952,776                 |
| Staff development and training | 51                                     | 1,058  | 7,525  | 19,969                     |
| Occupancy costs                | 1,086                                  | 14,049   | 453,014  | 510,258                    |
| Consumable supplies            | 292                                    | 8,491  | 176,088  | 206,721                    |
| Equipment expenses             | 327                                    | 2,736  | 98,955   | 141,286                    |
| Communications                 | 427                                    | 5,478  | 108,591  | 118,675                    |
| Travel and transportation      | 401                                    | 4,389  | 307,696  | 646,801                    |
| Assistance to individuals      | -                                      | 10,019   | 39,432   | 77,038                     |
| Insurance                      | 337                                    | 3,753  | 65,306   | 73,139                     |
| Membership dues                | 1                                      | 404  | 7,033  | 16,785                     |
| Bad debt expense               | -                                      | -  | 116,542  | 108,562                    |
| Other expenses                 | -                                      | -  | 471  | 3,158                      |
|                                | <u>          </u>                      | <u>          </u>  | <u>          </u>  | <u>          </u>          |
| Total expenses                 | <u>\$ 113,757</u>                      | <u>\$ 5,907,027</u>                                      | <u>\$ 25,138,884</u>                                     | <u>\$ 25,786,386</u>       |

See Notes to Financial Statements

**NORTHERN HUMAN SERVICES, INC.**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

**1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**General**

Northern Human Services, Inc. (the Organization), is a New Hampshire nonprofit corporation, and was created to develop and provide a comprehensive program of mental health, developmental disabilities, and rehabilitative care to the residents of Northern New Hampshire.

**Basis of Accounting**

The financial statements of Northern Human Services, Inc. have been prepared on the accrual basis of accounting and, accordingly, reflect all significant receivables, payables and other liabilities.

**Basis of Presentation**

The Organization is required to report information regarding its financial position and activities according to the following net asset classifications. The classes of net assets are determined by the presence or absence of donor restrictions.

**Net assets without donor restrictions:** Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization's management and board of directors.

**Net assets with donor restrictions:** Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

As of June 30, 2021 and 2020, the Organization had net assets with donor restrictions and net assets without donor restrictions.

**Accounting 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 and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Contributions**

All contributions are considered to be available for use without donor restrictions unless specifically restricted by the donor. Amounts received that are restricted by the donor for future periods or for specific purposes are reported as support with donor restrictions, depending on the nature of the restrictions. However, if a restriction is fulfilled in the same period in which the contribution is received, the Organization reports the support as without donor restrictions.

**Cash Equivalents**

The Organization considers all highly liquid financial instruments with original maturities of three months or less to be cash equivalents.

**NORTHERN HUMAN SERVICES, INC.**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

**Accounts Receivable**

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a charge to activities and a credit to a valuation allowance based on historical account write-off patterns by the payor, adjusted as necessary to reflect current conditions. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The Organization has no policy for charging interest on overdue accounts nor are its accounts receivable pledged as collateral.

It is the policy of the Organization to provide services to all eligible residents of Northern New Hampshire without regard to ability to pay. As a result of this policy, all charity care write-offs are recorded as reductions of revenue in the period in which services are provided. The accounts receivable allowance includes the estimated amount of charity care and contractual allowances included in the accounts receivable balances. The computation of the contractual allowance is based on historical ratios of fees charged to amounts collected.

**Property and Depreciation**

Property and equipment are recorded at cost or, if contributed, at estimated fair value at the date of contribution. Material assets with a useful life in excess of one year are capitalized. Depreciation is provided for using the straight-line method in amounts designed to amortize the cost of the assets over their estimated useful lives as follows:

|           |              |
|-----------|--------------|
| Vehicles  | 5 – 10 years |
| Equipment | 3 – 10 years |

Costs for repairs and maintenance are expensed when incurred and betterments are capitalized. Assets sold or otherwise disposed of are removed from the accounts, along with the related accumulated depreciation, and any gain or loss is recognized.

**Investments**

Investments consist of mutual funds and interest-bearing investments and are stated at fair value on the statements of financial position based on quoted market prices. The Organization's investments are subject to various risks, such as interest rate, credit and overall market volatility, which may substantially impact the fair value of such investments at any given time.

**Accrued Earned Time**

The Organization has accrued a liability for future compensated absences that its employees have earned and which is vested with the employees.

**Refundable Advances**

Grants received in advance are recorded as refundable advances and recognized as revenue in the period in which the related services are provided or costs are incurred.

**Program Service Fee Revenue**

The Organization has agreements with third-party payors that provide for payments to the Organization at amounts different from its established rates. Payment arrangements include reimbursed costs, discounted charges, and per diem payments. Program service fee revenue is reported at the estimated net realizable amounts from clients, third-party payors, and others for services rendered, including estimated retroactive adjustments under reimbursement agreements with the third-party payors. Retroactive adjustments are accrued on an estimated basis in the

**NORTHERN HUMAN SERVICES, INC.**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

period the related services are rendered and adjusted in future periods as final settlements are determined.

**Advertising**

The Organization expenses advertising costs as incurred.

**Summarized Financial Information**

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2020, from which the summarized information was derived.

**Functional Allocation of Expenses**

The costs of providing the various programs and other activities have been summarized on a functional basis. Natural expenses are defined by their nature, such as salaries, rent, supplies, etc. Functional expenses are classified by the type of activity for which expenses are incurred, such as management and general and direct program costs. Expenses are allocated by function using a reasonable and consistent approach that is primarily based on function and use. The costs of providing certain program and supporting services have been directly charged.

**Income Taxes**

The Organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. In addition, the Organization qualifies for the charitable contribution deduction under Section 170(b)(1)(a) and has been classified as an organization that is not a private foundation.

FASB ASC 740, Accounting for Income Taxes, establishes the minimum threshold for recognizing, and a system for measuring, the benefits of tax return positions in financial statements, and is effective for Northern Human Services' current year. Management has analyzed Northern Human Services' tax positions taken on its information returns for all open tax years (three years), and has concluded that no additional provision for income tax is required in Northern Human Services' financial statements.

**New Accounting Pronouncement**

In May 2014, FASB issued ASU 2014-09 (Topic 606) – Revenue from Contracts with Customers. The ASU and all subsequently issued clarifying ASUs replaced the most existing revenue recognition guidance in U.S. GAAP. The ASU also requires expanded disclosures relating to the nature, amount, timing, and uncertainty of revenue from cash flows arising from contracts with customers. The Organization adopted the new standard effective July 1, 2020, the first day of the Organization's fiscal year using the modified retrospective approach. The adoption did not result in a change to the accounting for any of the applicable revenue streams; as such, no cumulative effect adjustment was recorded.

**Revenue Recognition**

The Organization derives revenues from services provided to its clients. Service revenue is reported at the amount that reflects consideration to which the Organization expects to be entitled in exchange for providing services. These amounts are due from clients and third-party payers. Revenue is recognized as performance obligations are satisfied.

**NORTHERN HUMAN SERVICES, INC.****NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

Performance obligations are determined based on the nature of the services provided by the Organization and the contract with the client or third-party and are satisfied when the service is performed.

The Organization determines the transaction price based on standard charges for goods and services provided as well as the state contract rate with third-party payers.

**2. AVAILABILITY AND LIQUIDITY**

The following represents the Organization's financial assets as of June 30, 2021 and 2020:

|  | <u>2021</u>          | <u>2020</u>          |
|--|----------------------|----------------------|
| Financial assets at year end:  |                      |                      |
| Cash and cash equivalents  | \$ 17,609,125        | \$ 14,216,578        |
| Accounts receivable, net   | 3,692,791            | 2,431,296            |
| Grants receivable  | 224,187              | 515,878              |
| Assets, limited use  | 806,316              | 724,596              |
| Investments  | 2,524,860            | 2,064,316            |
| Cash value of life insurance   | <u>470,832</u>       | <u>452,278</u>       |
| Total financial assets   | 25,328,111           | 20,404,942           |
| Less amounts not available to be used within one year:                                 |                      |                      |
| Cash and cash equivalents, board designated  | 318,202              | 318,202              |
| Client funds held in trust   | 469,616              | 397,289              |
| Net assets with donor restrictions   | <u>257,110</u>       | <u>256,226</u>       |
| Total amounts not available within one year  | <u>1,044,928</u>     | <u>971,717</u>       |
| Financial assets available to meet general expenditures<br>over the next twelve months | <u>\$ 24,283,183</u> | <u>\$ 19,433,225</u> |

The Organization's goal is generally to maintain financial assets to meet 120 days of operating expenses (approximately \$10,500,000).

**3. ASSETS, LIMITED USE**

As of June 30, 2021 and 2020, assets, limited use consisted of the following:

|                            | <u>2021</u>       | <u>2020</u>       |
|----------------------------|-------------------|-------------------|
| Donor restricted cash      | \$ 257,110        | \$ 256,226        |
| Client funds held in trust | 469,801           | 397,253           |
| Employee benefits          | <u>79,405</u>     | <u>71,117</u>     |
| Total assets, limited use  | <u>\$ 806,316</u> | <u>\$ 724,596</u> |

**NORTHERN HUMAN SERVICES, INC.****NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020****4. PROPERTY AND DEPRECIATION**

As of June 30, 2021 and 2020, property and equipment consisted of the following:

|                               | <u>2021</u>       | <u>2020</u>       |
|-------------------------------|-------------------|-------------------|
| Vehicles                      | \$ 346,326        | \$ 633,548        |
| Equipment                     | <u>272,231</u>    | <u>2,779,836</u>  |
| Total property and equipment  | 618,557           | 3,413,384         |
| Less accumulated depreciation | <u>424,653</u>    | <u>3,151,977</u>  |
| Property and equipment, net   | <u>\$ 193,904</u> | <u>\$ 261,407</u> |

Depreciation expense totaled \$121,923 and \$181,884 for the years ended June 30, 2021 and 2020, respectively.

**5. INVESTMENTS**

The Organization's investments are presented in the financial statements in the aggregate at fair value and consisted of the following as of June 30, 2021 and 2020:

|                            | <u>2021</u>         |                     | <u>2020</u>         |                     |
|----------------------------|---------------------|---------------------|---------------------|---------------------|
|                            | <u>Fair Value</u>   | <u>Cost</u>         | <u>Fair Value</u>   | <u>Cost</u>         |
| <b>Money Market Funds</b>  | \$ 27,012           | \$ 27,012           | \$ 51,642           | \$ 51,642           |
| <b>Mutual Funds:</b>       |                     |                     |                     |                     |
| Domestic equity funds      | 952,660             | 651,802             | 721,852             | 649,349             |
| International equity funds | 438,861             | 335,741             | 305,407             | 298,585             |
| Fixed income funds         | 1,091,079           | 1,064,166           | 949,227             | 900,785             |
| Other mutual funds         | <u>15,248</u>       | <u>14,386</u>       | <u>36,188</u>       | <u>39,192</u>       |
| <b>Total</b>               | <u>\$ 2,524,860</u> | <u>\$ 2,093,107</u> | <u>\$ 2,064,316</u> | <u>\$ 1,939,553</u> |

Investments in common stock and U.S. government securities are valued at the closing price reported in the active market in which the securities are traded. Management considers all investments to be long term in nature.

|  | <u>2021</u>       | <u>2020</u>       |
|--|-------------------|-------------------|
| <b><u>Components of Investment Return:</u></b> |                   |                   |
| Interest and dividends                         | \$ 42,846         | \$ 46,784         |
| Unrealized gains on investments                | 308,604           | 9,790             |
| Realized gains on investments                  | <u>125,748</u>    | <u>57,410</u>     |
|  | <u>\$ 477,198</u> | <u>\$ 113,984</u> |

Investment management fees for the years ended June 30, 2021 and 2020 were \$16,215 and \$15,350, respectively, and were netted with investment return.

**NORTHERN HUMAN SERVICES, INC.**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

**6. FAIR VALUE MEASUREMENTS**

*FASB ASC Topic No. 820-10* provides a definition of fair value which focuses on an exit price rather than an entry price, establishes a framework in generally accepted accounting principles for measuring fair value which emphasizes that fair value is a market-based measurement, not an entity-specific measurement, and requires expanded disclosures about fair value measurements. In accordance with *FASB ASC 820-10*, the Organization may use valuation techniques consistent with market, income and cost approaches to measure fair value. As a basis for considering market participant assumptions in fair value measurements, *ASC Topic 820* establishes a fair value hierarchy, which prioritizes the inputs used in measuring fair values. The hierarchy gives the highest priority to Level 1 measurements and the lowest priority to Level 3 measurements. The three levels of the fair value hierarchy under *ASC Topic 820* are described as follows:

**Level 1** - Inputs to the valuation methodology are quoted prices available in active markets for identical investments as of the reporting date.

**Level 2** - Inputs to the valuation methodology are other than quoted market prices in active markets, which are either directly or indirectly observable as of the reporting date, and fair value can be determined through the use of models or other valuation methodologies.

**Level 3** - Inputs to the valuation methodology are unobservable inputs in situations where there is little or no market activity for the asset or liability and the reporting entity makes estimates and assumptions related to the pricing of the asset or liability including assumptions regarding risk.

The Organization's financial instruments consist of cash, short-term receivables and payables, and refundable advances. The carrying value for all such instruments, considering the terms, approximates fair value at June 30, 2021 and 2020.

The following is a description of the valuation methodologies used for assets at fair value. There have been no changes in the methodologies used at June 30, 2021 and 2020.

**Mutual Funds:** All actively traded mutual funds are valued at the daily closing price as reported by the fund. These funds are required to publish their daily net asset value (NAV) and to transact at that price. All mutual funds held by the Organization are open-end mutual funds that are registered with the Securities and Exchange Commission.

**Life Insurance:** The surrender value of life insurance is valued at the cash value guaranteed to the policyowner upon cancellation of the life insurance policy. The surrender value is the value of investments less any surrender charges.

**NORTHERN HUMAN SERVICES, INC.****NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

The table below segregates all financial assets and liabilities as of June 30, 2021 and 2020 that are measured at fair value on a recurring basis (at least annually) into the most appropriate level within the fair value hierarchy based on the inputs used to determine the fair value at the measurement date:

|                                     | <b><u>2021</u></b>      |                       |                       |                         |
|-------------------------------------|-------------------------|-----------------------|-----------------------|-------------------------|
|                                     | <b><u>Level 1</u></b>   | <b><u>Level 2</u></b> | <b><u>Level 3</u></b> | <b><u>Total</u></b>     |
| <b>Money Market Funds</b>           | \$ 27,012               | \$ -                  | \$ -                  | \$ 27,012               |
| <b>Mutual Funds</b>                 |                         |                       |                       |                         |
| Domestic equity funds               | 952,660                 | -                     | -                     | 952,660                 |
| International equity funds          | 438,861                 | -                     | -                     | 438,861                 |
| Fixed income funds                  | 1,091,079               | -                     | -                     | 1,091,079               |
| Other funds                         | 15,248                  | -                     | -                     | 15,248                  |
| <b>Cash Value of Life Insurance</b> | <u>-</u>                | <u>470,832</u>        | <u>-</u>              | <u>470,832</u>          |
| <br>Total investments at fair value | <br><u>\$ 2,524,860</u> | <br><u>\$ 470,832</u> | <br><u>\$ -</u>       | <br><u>\$ 2,995,692</u> |

|                                     | <b><u>2020</u></b>      |                       |                       |                         |
|-------------------------------------|-------------------------|-----------------------|-----------------------|-------------------------|
|                                     | <b><u>Level 1</u></b>   | <b><u>Level 2</u></b> | <b><u>Level 3</u></b> | <b><u>Total</u></b>     |
| <b>Money Market Funds</b>           | \$ 51,642               | \$ -                  | \$ -                  | \$ 51,642               |
| <b>Mutual Funds</b>                 |                         |                       |                       |                         |
| Domestic equity funds               | 721,852                 | -                     | -                     | 721,852                 |
| International equity funds          | 305,407                 | -                     | -                     | 305,407                 |
| Fixed income funds                  | 949,227                 | -                     | -                     | 949,227                 |
| Other funds                         | 36,188                  | -                     | -                     | 36,188                  |
| <b>Cash Value of Life Insurance</b> | <u>-</u>                | <u>452,278</u>        | <u>-</u>              | <u>452,278</u>          |
| <br>Total investments at fair value | <br><u>\$ 2,064,316</u> | <br><u>\$ 452,278</u> | <br><u>\$ -</u>       | <br><u>\$ 2,516,594</u> |

**7. RETIREMENT PLAN**

The Organization maintains a retirement plan for all eligible employees. Under the plan employees can make voluntary contributions to the plan of up to 100% of pretax or after tax annual compensation up to the maximum annual limit provided by the Internal Revenue Service. All employees who work one thousand hours per year are eligible to participate after one year of employment, as defined by the plan. During the year ended June 30, 2015, the Organization implemented a 2% discretionary contribution allocated each pay period. During the year ended June 30, 2020, the Organization increased the discretionary contribution from 2% to 3%. Contributions by the Organization totaled \$744,597 and \$422,993 for the years ended June 30, 2021 and 2020, respectively.

**NORTHERN HUMAN SERVICES, INC.**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

**8. CONCENTRATION OF CREDIT RISK**

The Organization maintains cash balances that, at times, may exceed federally insured limits. The balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 for the years ended June 30, 2021 and 2020. At June 30, 2021 and 2020, the Organization had cash balances in excess of FDIC coverage. However, in addition to FDIC coverage, the Organization maintains a tri-party collateralization agreement with its primary financial institution and a trustee. The trustee maintains mortgage-backed collateralization of 102% of the Organization's deposits at its financial institution. The Organization has not experienced any losses in such accounts and believes it is not exposed to any significant risk with respect to these accounts.

**9. CONCENTRATION OF RISK**

For the years ended June 30, 2021 and 2020, approximately 87% and 86% of the total revenue was derived from Medicaid, respectively. The future existence of the Organization is dependent upon continued support from Medicaid.

In order for the Organization to receive Medicaid funding, they must be formally approved by the State of New Hampshire, Department of Health and Human Services, Division of Community Based Care Services, Bureau of Behavioral Health, and Bureau of Developmental Services as the provider of services for individuals with mental health illnesses and developmentally disabled individuals, for that region. During the year ended June 30, 2017, the Organization was reapproved as a provider of mental health services with the Bureau of Behavioral Health through August 2021.

Medicaid receivables comprise approximately 90% and 87% of the total accounts receivable balances at June 30, 2021 and 2020, respectively.

**10. LEASE COMMITMENTS**

The Organization has entered into various operating lease agreements to rent certain facilities and office equipment. The terms of these leases range from one to five years. Rent expense under these agreements aggregated \$1,018,093 and \$1,030,701 for the years ended June 30, 2021 and 2020, respectively.

The approximate future minimum lease payments on the above leases as of June 30, 2021 is \$942,259 for the year ending June 30, 2022.

See Note 11 for information regarding lease agreements with a related party.

**11. RELATED PARTY TRANSACTIONS**

The Organization is related to the nonprofit corporation Shallow River Properties, Inc. (Shallow River) as a result of common board membership. Shallow River was incorporated under the laws of the State of New Hampshire on September 13, 1988, for the purpose of owning, maintaining, managing, selling, and leasing real property associated with the provision of residential, treatment, and administrative services for the clients and staff of the Organization.

**NORTHERN HUMAN SERVICES, INC.**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

The Organization has transactions with Shallow River during its normal course of operations. The significant related party transactions are as follows:

**Due to/from Related Party**

At June 30, 2021 and 2020, the Organization had a due to Shallow River balance in the amount of \$53,208 and \$58,112, respectively.

**Rental Expense**

The Organization leases various properties, including office space, and properties occupied by the Organization's clients from Shallow River under the terms of tenant at will agreements. The Organization has the perpetual right to extend the leases. Total rental expense paid under the terms of the leases was \$770,034 for each of the years ended June 30, 2021 and 2020. The Organization also leases space from a board member for \$1,000 per month.

**Management Fee**

The Organization charges Shallow River for administrative expenses incurred on its behalf. Management fee revenue aggregated \$74,649 for each of the years ended June 30, 2021 and 2020.

**Donation**

Although not required by agreement between Shallow River and the Organization, Shallow River generally donates the excess of its revenues over expenses to the Organization in order to maintain its 501(c)(2) tax-exempt status with the Internal Revenue Service. At June 30, 2021 and 2020, Shallow River did not make a donation to the Organization but retained its surplus of \$604,102 and \$254,448, respectively, due to future plans of acquiring a new building and for use in future renovation projects and maintenance costs.

**12. REFUNDABLE ADVANCES, MAINTENANCE OF EFFORT**

The Organization maintains contracted arrangements with multiple Medicaid managed care organizations (MCOs) that provide a set per member per month payment for health care services provided. This system helps manage costs, utilization, and quality of services. The Organization is paid prior to services being provided each month and is required to maintain certain levels of performance. A reconciliation is calculated at year end between the Organization and the MCOs to determine if the Organization has been overpaid compared to actual utilization and services performed, which the Organization would then be required to repay. Due to suspensions of the required maintenance of effort levels of performance as a result of the COVID-19 pandemic during the year ended June 30, 2021, there was no outstanding capitated payment liability at June 30, 2021. At June 30, 2020, the outstanding capitated payment liability totaled \$339,562.

**13. COMMITMENTS AND CONTINGENCIES**

The Organization receives funding under various state and federal grants. Under the terms of these grants, the Organization is required to use the money within the grant period for purposes specified in the grant proposal. If expenditures for the grant were found not to have been made in compliance with the proposal, the Organization may be required to repay the grantor's funds.

**NORTHERN HUMAN SERVICES, INC.****NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

Excess funds generated from state and/or Medicaid funded programs may be expended, at the Organization's discretion, to increase or improve service delivery within the program. The excess funds may not be used to increase spending for personnel, professional fees, fringe benefits, or capital expenditures without prior written approval of the State of New Hampshire.

The Organization has contracts with certain third-party payors requiring specific performance to supervise and document certain events relating to client treatment. These agencies periodically audit the performance of the Organization in fulfilling these requirements. If the payments were found not to have been made in compliance with the contracts, the Organization may be required to repay the funds received under the contract.

The Organization ensures its medical malpractice risks on a claims-made basis under a policy, which covers all of its employees. The Organization intends to renew coverage on a claims-made basis and anticipates that such coverage will be available.

Contracts with the State of New Hampshire and various federal agencies require that the properties supported be used for certain programs and/or to serve specified client populations. If Shallow River or the Organization should stop using the property to provide services acceptable to these grantors, the grantors would be entitled to all or part of the proceeds from the disposition of the property. These stipulations affect substantially all of the properties owned by Shallow River. The affected amount and the disposition are determined by negotiation with the granting authority at the time the property is sold.

**14. NET ASSETS WITH DONOR RESTRICTIONS**

At June 30, 2021 and 2020, net assets with donor restrictions consisted of the following:

|  | <u>2021</u>       | <u>2020</u>       |
|--|-------------------|-------------------|
| Certificates of Deposit – Memorial Fund  | \$ 252,417        | \$ 252,417        |
| Dream Team Fund                          | 2,963             | 2,962             |
| Income earned on the Memorial Fund       | <u>1,730</u>      | <u>847</u>        |
| Total net assets with donor restrictions | <u>\$ 257,110</u> | <u>\$ 256,226</u> |

**15. ENDOWMENT FUND AND NET ASSETS WITH DONOR RESTRICTIONS**

As a result of the June 30, 2006 merger of The Center of Hope for Developmental Disabilities, Inc. (Center of Hope), with and into the Organization, the Organization assumed responsibility for certain assets of Center of Hope that are subject to charitable restrictions and designated for particular purposes, namely the Memorial Fund (the Fund).

The Fund was created by the Center of Hope in 1989 for the purpose of seeking out and funding experiences that make life more interesting and full for people with disabilities. In or around 1992, additional funds were added to the Fund as a result of a testamentary bequest of Dorothy M. Walters, for the purpose of providing "maintenance funds" for programs for individuals with mental and developmental disabilities. The Center of Hope interpreted the terms of this bequest as consistent with the purpose of the Fund, and the bequest meets the definition of an endowment fund.

**NORTHERN HUMAN SERVICES, INC.****NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

The Not-for-Profit Entities Topic of the FASB ASC (ASC 958-205 and subsections) intends to improve the quality of consistency of financial reporting of endowments held by not-for-profit organizations. This Topic provides guidance on classifying the net assets associated with donor-restricted endowment funds held by organizations that are subject to an enacted version of the Uniform Prudent Management Institutional Funds Act (UPMIFA). New Hampshire has adopted UPMIFA. The Topic also requires additional financial statement disclosures on endowments and related net assets.

The Organization has followed an investment and spending policy to ensure a total return (income plus capital change) necessary to preserve the principal of the fund and at the same time, provide a dependable source of support for life-enhancing activities of eligible individuals. The Organization will only distribute income generated by the fund, leaving the original corpus intact.

In recognition of the prudence required of fiduciaries, the Organization only invests the fund in certificates of deposits, which ensures that a majority of the balance of the Fund is covered by the FDIC. The Organization has taken a risk adverse approach to managing the Fund in order to mitigate financial market risk such as interest rate, credit and overall market volatility, which could substantially impact the fair value of the Fund at any given time.

As of June 30, 2021 and 2020, the endowment was entirely composed of net assets with donor restrictions.

Changes in endowment net assets (at fair value) as of June 30, 2021 and June 30, 2020 were as follows:

|  | <u>2021</u>       | <u>2020</u>       |
|--|-------------------|-------------------|
| Certificates of deposit, beginning of year | \$ 252,417        | \$ 252,417        |
| Interest income                            | 883               | 631               |
| Withdrawals                                | <u>(883)</u>      | <u>(631)</u>      |
| Certificates of deposit end of year        | <u>\$ 252,417</u> | <u>\$ 252,417</u> |

**16. LONG TERM CARE STABILIZATION PROGRAM**

In response to COVID-19, in April 2020, the State of New Hampshire established the Long Term Care Stabilization (LTCS) Program to provide stipends to certain front line Medicaid providers. The program was developed to incentivize these direct care workers to remain in or rejoin this critical workforce and continue to provide high quality care to vulnerable persons during the pandemic. Under the program, the New Hampshire Department of Employment Security (NHES) would distribute \$300 per week in stipends to full time qualifying front line workers and \$150 per week in stipends to part time qualifying front line workers. The funding for the LTCS Program was provided through the Coronavirus Relief Fund.

During the year ended June 30, 2021, the Organization received and expended grant revenue of \$931,371 under the grant through payroll and subcontractor expenses. During the year ended June 30, 2020, the Organization received and expended grant revenue of \$792,055 under the grant through payroll and subcontractor expenses. During its initial implementation, the program ran from April 2020 through July 31, 2020. In November 2020, the program was reinstated through December 2020.

**NORTHERN HUMAN SERVICES, INC.**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

**17. RECLASSIFICATION**

Certain amounts and accounts from the prior year's financial statements were reclassified to enhance comparability with the current year's financial statements.

**18. OTHER EVENTS**

The impact of the novel coronavirus (COVID-19) and measures to prevent its spread are affecting the Organization. The significance of the impact of these disruptions, including the extent of their adverse impact on the Organization's financial and operational results, will be dictated by the length of time that such disruptions continue and, in turn, will depend on the currently unknowable duration of the COVID-19 pandemic and the impact of governmental regulations that might be imposed in response to the pandemic. The COVID-19 impact on the capital markets could also impact the Organization's cost of borrowing. There are certain limitations on the Organization's ability to mitigate the adverse financial impact of these items. Due to the measures put in place to prevent the spread of COVID-19 we are unable to estimate the future performance of the Organization.

**19. SUBSEQUENT EVENTS**

Subsequent events are events or transactions that occur after the statement of financial position date, but before financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the statement of financial position date, including the estimates inherent in the process of preparing financial statements. Nonrecognized subsequent events are events that provide evidence about conditions that did not exist at the statement of financial position date, but arose after that date. Management has evaluated subsequent events through March 1, 2022, the date the June 30, 2021 financial statements were available for issuance.

**NORTHERN HUMAN SERVICES, INC.****SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES  
TOTALS FOR ALL PROGRAMS****FOR THE YEAR ENDED JUNE 30, 2021  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

|   | <u>Mental<br/>Health</u> | <u>Developmental<br/>Services</u> | <u>Subtotals</u>    | <u>General<br/>Management</u> | <u>2021<br/>Total</u> | <u>2020<br/>Summarized</u> |
|---|--------------------------|-----------------------------------|---------------------|-------------------------------|-----------------------|----------------------------|
| <b>REVENUES</b>   |                          |                                   |                     |                               |                       |                            |
| Program service fees:   |                          |                                   |                     |                               |                       |                            |
| Client fees   | \$ 305,713               | \$ 14,803                         | \$ 320,516          | \$ 23                         | \$ 320,539            | \$ 597,740                 |
| Residential fees  | 64,198                   | 213,811                           | 278,009             | -                             | 278,009               | 290,389                    |
| Blue Cross  | 208,955                  | 33,579                            | 242,534             | -                             | 242,534               | 219,130                    |
| Medicaid  | 13,063,543               | 27,042,822                        | 40,106,365          | 29,707                        | 40,136,072            | 39,753,270                 |
| Medicare  | 649,861                  | -                                 | 649,861             | -                             | 649,861               | 527,140                    |
| Other insurance   | 433,282                  | 45,782                            | 479,064             | 80                            | 479,144               | 377,932                    |
| Local educational authorities                                       | -                        | 36,511                            | 36,511              | -                             | 36,511                | 128,424                    |
| Vocational rehabilitation   | -                        | 1,350                             | 1,350               | -                             | 1,350                 | 12,777                     |
| Other program fees  | 960                      | -                                 | 960                 | -                             | 960                   | 589                        |
| Production/service income   | 248,100                  | 27,742                            | 275,842             | -                             | 275,842               | 327,416                    |
| Public support:   |                          |                                   |                     |                               |                       |                            |
| Local/county government   | 411,211                  | 32,667                            | 443,878             | 191,549                       | 635,427               | 405,607                    |
| Donations/contributions   | 7,881                    | 200                               | 8,081               | 5,181                         | 13,262                | 22,671                     |
| Other public support  | 330,627                  | -                                 | 330,627             | 316,330                       | 646,957               | 312,719                    |
| Bureau of Developmental Services<br>and Bureau of Behavioral Health | 1,771,962                | 156,326                           | 1,928,288           | 2,250                         | 1,930,538             | 1,186,973                  |
| Other federal and state funding:                                    |                          |                                   |                     |                               |                       |                            |
| HUD   | -                        | -                                 | -                   | -                             | -                     | 75,565                     |
| Other   | -                        | -                                 | -                   | 966,621                       | 966,621               | 906,851                    |
| Private foundation grants   | 306,674                  | -                                 | 306,674             | 13,505                        | 320,179               | 278,486                    |
| Other revenues  | <u>192,359</u>           | <u>70,417</u>                     | <u>262,776</u>      | <u>107,860</u>                | <u>370,636</u>        | <u>266,938</u>             |
| Total revenues  | <u>17,995,326</u>        | <u>27,676,010</u>                 | <u>45,671,336</u>   | <u>1,633,106</u>              | <u>47,304,442</u>     | <u>45,690,617</u>          |
| <b>EXPENSES</b>   |                          |                                   |                     |                               |                       |                            |
| Salaries and wages  | \$ 7,775,256             | \$ 6,292,766                      | \$ 14,068,022       | \$ 4,210,405                  | \$ 18,278,427         | \$ 18,347,636              |
| Employee benefits   | 1,475,632                | 1,690,124                         | 3,165,756           | 839,253                       | 4,005,009             | 4,312,503                  |
| Payroll taxes   | 566,611                  | 474,631                           | 1,041,242           | 249,281                       | 1,290,523             | 1,259,813                  |
| Client wages  | 104,421                  | 20,394                            | 124,815             | -                             | 124,815               | 207,493                    |
| Professional fees   | 136,954                  | 15,280,316                        | 15,417,270          | 776,946                       | 16,194,216            | 14,930,020                 |
| Staff development and training                                      | 10,842                   | 7,525                             | 18,367              | 8,074                         | 26,441                | 44,455                     |
| Occupancy costs   | 569,962                  | 453,014                           | 1,022,976           | 176,514                       | 1,199,490             | 1,298,725                  |
| Consumable supplies   | 124,142                  | 176,088                           | 300,230             | 44,447                        | 344,677               | 462,185                    |
| Equipment expenses  | 135,587                  | 98,955                            | 234,542             | 56,728                        | 291,270               | 293,138                    |
| Communications  | 111,291                  | 108,591                           | 219,882             | 39,243                        | 259,125               | 297,725                    |
| Travel and transportation   | 109,925                  | 307,696                           | 417,621             | 13,415                        | 431,036               | 867,152                    |
| Assistance to individuals   | 393                      | 39,432                            | 39,825              | 255                           | 40,080                | 79,139                     |
| Insurance   | 69,257                   | 65,306                            | 134,563             | 34,882                        | 169,445               | 152,963                    |
| Membership dues   | 30,928                   | 7,033                             | 37,961              | 89,176                        | 127,137               | 128,466                    |
| Bad debt expense  | 295,875                  | 116,542                           | 412,417             | -                             | 412,417               | 616,701                    |
| Other expenses  | <u>18,345</u>            | <u>471</u>                        | <u>18,816</u>       | <u>225,204</u>                | <u>244,020</u>        | <u>129,527</u>             |
| Total expenses  | <u>11,535,421</u>        | <u>25,138,884</u>                 | <u>36,674,305</u>   | <u>6,763,823</u>              | <u>43,438,128</u>     | <u>43,427,641</u>          |
| <b>EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENSES</b>            |                          |                                   |                     |                               |                       |                            |
|   | <u>\$ 6,459,905</u>      | <u>\$ 2,537,126</u>               | <u>\$ 8,997,031</u> | <u>\$ (5,130,717)</u>         | <u>\$ 3,866,314</u>   | <u>\$ 2,262,976</u>        |

**NORTHERN HUMAN SERVICES, INC.****SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES  
MENTAL HEALTH****FOR THE YEAR ENDED JUNE 30, 2021  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

|   | <u>Non-Specialized<br/>Outpatient</u> | <u>State<br/>Eligible Audit<br/>Outpatient</u> | <u>Outpatient<br/>Contracts</u> | <u>Children<br/>and<br/>Adolescents</u> |
|---|---------------------------------------|--|---------------------------------|---|
| <b>REVENUES</b>   |                                       |  |                                 |   |
| Program service fees:   |                                       |  |                                 |   |
| Client fees   | \$ 70,994                             | \$ 81,041                                      | \$ -                            | \$ 46,185                               |
| Residential fees  | -                                     | -  | -                               | -                                       |
| Blue Cross  | 75,992                                | 50,653   | -                               | 69,317                                  |
| Medicaid  | 158,184                               | 1,890,740                                      | 553,261                         | 3,152,146                               |
| Medicare  | 138,636                               | 428,320  | -                               | -                                       |
| Other insurance   | 160,144                               | 194,765  | -                               | 61,719                                  |
| Local educational authorities                                       | -                                     | -  | -                               | -                                       |
| Vocational rehabilitation   | -                                     | -  | -                               | -                                       |
| Other program fees  | -                                     | -  | 390                             | -                                       |
| Production/service income   | -                                     | -  | -                               | -                                       |
| Public support:   |                                       |  |                                 |   |
| Local/county government   | 118,377                               | -  | -                               | -                                       |
| Donations/contributions   | 7,881                                 | -  | -                               | -                                       |
| Other public support  | -                                     | -  | 9,713                           | -                                       |
| Bureau of Developmental Services<br>and Bureau of Behavioral Health | -                                     | -  | -                               | -                                       |
| Other federal and state funding:                                    |                                       |  |                                 |   |
| HUD   | -                                     | -  | -                               | -                                       |
| Other   | -                                     | -  | -                               | -                                       |
| Private foundation grants   | 1,500                                 | -  | -                               | -                                       |
| Other revenues  | 103,228                               | -  | -                               | -                                       |
| <b>Total revenues</b>   | <b>834,936</b>                        | <b>2,645,519</b>                               | <b>563,364</b>                  | <b>3,329,367</b>                        |
| <b>EXPENSES</b>   |                                       |  |                                 |   |
| Salaries and wages  | \$ 313,129                            | \$ 999,108                                     | \$ 262,348                      | \$ 961,490                              |
| Employee benefits   | 46,955                                | 126,634  | 36,922                          | 161,231                                 |
| Payroll taxes   | 22,426                                | 67,614   | 20,231                          | 69,709                                  |
| Client wages  | -                                     | -  | -                               | -                                       |
| Professional fees   | 6,729                                 | 14,954   | 4,615                           | 28,017                                  |
| Staff development and training                                      | 210                                   | 750  | 1,650                           | 1,599                                   |
| Occupancy costs   | 22,539                                | 58,850   | 16,433                          | 48,383                                  |
| Consumable supplies   | 13,100                                | 10,843   | 1,577                           | 7,768                                   |
| Equipment expenses  | 4,617                                 | 14,478   | 3,973                           | 12,635                                  |
| Communications  | 7,558                                 | 10,686   | 2,043                           | 9,291                                   |
| Travel and transportation   | 79                                    | 609  | 1,848                           | 12,919                                  |
| Assistance to individuals   | 121                                   | 102  | -                               | 24                                      |
| Insurance   | 3,329                                 | 10,298   | 2,866                           | 9,061                                   |
| Membership dues   | 1,868                                 | 7,782  | 1,145                           | 4,000                                   |
| Bad debt expense  | -                                     | 69,696   | 3                               | 26,325                                  |
| Other expenses  | 45                                    | 389  | 278                             | 542                                     |
| <b>Total expenses</b>   | <b>442,705</b>                        | <b>1,392,793</b>                               | <b>355,932</b>                  | <b>1,352,994</b>                        |
| <b>EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENSES</b>            | <b>\$ 392,231</b>                     | <b>\$ 1,252,726</b>                            | <b>\$ 207,432</b>               | <b>\$ 1,976,373</b>                     |

**NORTHERN HUMAN SERVICES, INC.****SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES  
MENTAL HEALTH**

FOR THE YEAR ENDED JUNE 30, 2021

**WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

|   | <u>Emergency<br/>Services</u> | <u>Other<br/>Non-BBH</u> | <u>Integrated<br/>Health Grant</u> | <u>Bureau of<br/>Drug &amp; Alcohol<br/>Services</u> |
|---|-------------------------------|--------------------------|------------------------------------|--|
| <b>REVENUES</b>   |                               |                          |                                    |  |
| Program service fees:   |                               |                          |                                    |  |
| Client fees   | \$ 15,872                     | \$ 747                   | \$ -                               | \$ 1,595   |
| Residential fees  | -                             | -                        | -                                  | -  |
| Blue Cross  | 8,267                         | 628                      | -                                  | 994  |
| Medicaid  | 96,140                        | 394,184                  | -                                  | 14,468   |
| Medicare  | 9,663                         | -                        | -                                  | 4,033  |
| Other insurance   | 10,122                        | -                        | -                                  | 1,229  |
| Local educational authorities                                       | -                             | -                        | -                                  | -  |
| Vocational rehabilitation   | -                             | -                        | -                                  | -  |
| Other program fees  | -                             | -                        | -                                  | -  |
| Production/service income   | -                             | -                        | -                                  | -  |
| Public support:   |                               |                          |                                    |  |
| Local/county government   | -                             | -                        | -                                  | -  |
| Donations/contributions   | -                             | -                        | -                                  | -  |
| Other public support  | -                             | -                        | -                                  | -  |
| Bureau of Developmental Services<br>and Bureau of Behavioral Health | 98,304                        | -                        | -                                  | -  |
| Other federal and state funding:                                    |                               |                          |                                    |  |
| HUD   | -                             | -                        | -                                  | -  |
| Other   | -                             | -                        | -                                  | -  |
| Private foundation grants   | -                             | 210,000                  | -                                  | -  |
| Other revenues  | -                             | -                        | -                                  | 103  |
| <b>Total revenues</b>   | <b>238,368</b>                | <b>605,559</b>           | <b>-</b>                           | <b>22,422</b>  |
| <b>EXPENSES</b>   |                               |                          |                                    |  |
| Salaries and wages  | \$ 536,321                    | \$ 281,990               | \$ -                               | \$ 144,308   |
| Employee benefits   | 83,172                        | 67,005                   | -                                  | 22,609   |
| Payroll taxes   | 37,790                        | 20,287                   | -                                  | 10,566   |
| Client wages  | -                             | -                        | -                                  | -  |
| Professional fees   | 7,873                         | 6,777                    | -                                  | 1,500  |
| Staff development and training                                      | 549                           | 654                      | -                                  | 660  |
| Occupancy costs   | 28,497                        | 15,258                   | -                                  | 7,147  |
| Consumable supplies   | 3,655                         | 2,358                    | -                                  | 1,037  |
| Equipment expenses  | 9,365                         | 4,880                    | 10,980                             | 2,148  |
| Communications  | 22,467                        | 1,972                    | 439                                | 851  |
| Travel and transportation   | 79                            | 1,746                    | -                                  | 2  |
| Assistance to individuals   | 22                            | -                        | -                                  | -  |
| Insurance   | 5,404                         | 2,660                    | -                                  | 1,426  |
| Membership dues   | 1,676                         | 908                      | -                                  | 426  |
| Bad debt expense  | 16,215                        | 139                      | -                                  | 1,536  |
| Other expenses  | 60                            | 45                       | -                                  | 270  |
| <b>Total expenses</b>   | <b>753,145</b>                | <b>406,679</b>           | <b>11,419</b>                      | <b>194,486</b>                                       |
| <b>EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENSES</b>            | <b>\$ (514,777)</b>           | <b>\$ 198,880</b>        | <b>\$ (11,419)</b>                 | <b>\$ (172,064)</b>                                  |

**NORTHERN HUMAN SERVICES, INC.****SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES  
MENTAL HEALTH****FOR THE YEAR ENDED JUNE 30, 2021  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

|   | <u>Drug<br/>Court</u> | <u>Vocational<br/>Services</u> | <u>Restorative<br/>Partial<br/>Hospital</u> | <u>Case<br/>Management</u> |
|---|-----------------------|--------------------------------|---|----------------------------|
| <b>REVENUES</b>   |                       |                                |   |                            |
| Program service fees:   |                       |                                |   |                            |
| Client fees   | \$ -                  | \$ -                           | \$ -  | \$ 35,347                  |
| Residential fees  | -                     | -                              | -   | -                          |
| Blue Cross  | -                     | -                              | -   | -                          |
| Medicaid  | 48,028                | 138,039                        | 92  | 1,849,201                  |
| Medicare  | -                     | -                              | -   | 189                        |
| Other insurance   | -                     | -                              | -   | 566                        |
| Local educational authorities                                       | -                     | -                              | -   | -                          |
| Vocational rehabilitation   | -                     | -                              | -   | -                          |
| Other program fees  | 570                   | -                              | -   | -                          |
| Production/service income   | -                     | 29,761                         | -   | -                          |
| Public support:   |                       |                                |   |                            |
| Local/county government   | 292,834               | -                              | -   | -                          |
| Donations/contributions   | -                     | -                              | -   | -                          |
| Other public support  | -                     | -                              | -   | -                          |
| Bureau of Developmental Services<br>and Bureau of Behavioral Health | -                     | -                              | -   | -                          |
| Other federal and state funding:                                    |                       |                                |   |                            |
| HUD   | -                     | -                              | -   | -                          |
| Other   | -                     | -                              | -   | -                          |
| Private foundation grants   | -                     | -                              | -   | -                          |
| Other revenues  | 42,280                | -                              | -   | 24,601                     |
| <b>Total revenues</b>   | <b>383,712</b>        | <b>167,800</b>                 | <b>92</b>                                   | <b>1,909,904</b>           |
| <b>EXPENSES</b>   |                       |                                |   |                            |
| Salaries and wages  | \$ 277,418            | \$ 140,446                     | \$ 47,116                                   | \$ 839,839                 |
| Employee benefits   | 60,541                | 38,606                         | 12,990                                      | 186,430                    |
| Payroll taxes   | 19,504                | 13,826                         | 3,450                                       | 62,613                     |
| Client wages  | -                     | 41,176                         | -   | -                          |
| Professional fees   | 4,371                 | 2,713                          | 581   | 12,316                     |
| Staff development and training                                      | 269                   | 214                            | 5   | 568                        |
| Occupancy costs   | 7,266                 | 10,242                         | 2,537                                       | 41,715                     |
| Consumable supplies   | 1,591                 | 2,114                          | 442   | 7,558                      |
| Equipment expenses  | 3,949                 | 2,299                          | 754   | 11,528                     |
| Communications  | 4,473                 | 10,446                         | 160   | 10,508                     |
| Travel and transportation   | 1,908                 | 8,291                          | 118   | 26,180                     |
| Assistance to individuals   | -                     | -                              | -   | 34                         |
| Insurance   | 1,959                 | 1,475                          | 510   | 8,099                      |
| Membership dues   | 830                   | 469                            | 159   | 2,614                      |
| Bad debt expense  | 16,884                | 3,689                          | 114   | 69,011                     |
| Other expenses  | 2,324                 | 1,287                          | 494   | 4,020                      |
| <b>Total expenses</b>   | <b>403,287</b>        | <b>277,293</b>                 | <b>69,430</b>                               | <b>1,283,033</b>           |
| <b>EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENSES</b>            | <b>\$ (19,575)</b>    | <b>\$ (109,493)</b>            | <b>\$ (69,338)</b>                          | <b>\$ 626,871</b>          |

Continued

**NORTHERN HUMAN SERVICES, INC.****SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES  
MENTAL HEALTH****FOR THE YEAR ENDED JUNE 30, 2021  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

|   | <u>Supportive<br/>Living</u> | <u>Community<br/>Residences</u> | <u>Bridge<br/>Grant</u> | <u>Victims of<br/>Crime Act</u> |
|---|------------------------------|---------------------------------|-------------------------|---------------------------------|
| <b>REVENUES</b>   |                              |                                 |                         |                                 |
| Program service fees:   |                              |                                 |                         |                                 |
| Client fees   | \$ 6,369                     | \$ 5,249                        | \$ -                    | \$ 8,399                        |
| Residential fees  | -                            | 41,170                          | -                       | -                               |
| Blue Cross  | -                            | -                               | -                       | 1,871                           |
| Medicaid  | 1,917,620                    | 1,280,517                       | -                       | 129,687                         |
| Medicare  | -                            | -                               | -                       | 10,965                          |
| Other insurance   | -                            | -                               | -                       | 3,538                           |
| Local educational authorities                                       | -                            | -                               | -                       | -                               |
| Vocational rehabilitation   | -                            | -                               | -                       | -                               |
| Other program fees  | -                            | -                               | -                       | -                               |
| Production/service income   | -                            | -                               | -                       | -                               |
| Public support:   |                              |                                 |                         |                                 |
| Local/county government   | -                            | -                               | -                       | -                               |
| Donations/contributions   | -                            | -                               | -                       | -                               |
| Other public support  | -                            | -                               | -                       | 320,914                         |
| Bureau of Developmental Services<br>and Bureau of Behavioral Health | -                            | 86,250                          | 182,847                 | -                               |
| Other federal and state funding:                                    |                              |                                 |                         |                                 |
| HUD   | -                            | -                               | -                       | -                               |
| Other   | -                            | -                               | -                       | -                               |
| Private foundation grants   | -                            | -                               | -                       | -                               |
| Other revenues  | -                            | 1,251                           | 7,984                   | -                               |
| <b>Total revenues</b>   | <b><u>1,923,989</u></b>      | <b><u>1,414,437</u></b>         | <b><u>190,831</u></b>   | <b><u>475,374</u></b>           |
| <b>EXPENSES</b>   |                              |                                 |                         |                                 |
| Salaries and wages  | \$ 544,477                   | \$ 811,624                      | \$ 50,868               | \$ 407,713                      |
| Employee benefits   | 143,351                      | 196,885                         | 11,749                  | 69,461                          |
| Payroll taxes   | 41,232                       | 59,908                          | 3,661                   | 28,644                          |
| Client wages  | -                            | -                               | -                       | -                               |
| Professional fees   | 8,803                        | 4,050                           | 422                     | 5,633                           |
| Staff development and training                                      | 372                          | 95                              | 600                     | 396                             |
| Occupancy costs   | 35,606                       | 44,115                          | 119,154                 | 20,584                          |
| Consumable supplies   | 5,231                        | 21,676                          | 686                     | 2,431                           |
| Equipment expenses  | 8,328                        | 9,137                           | 521                     | 5,096                           |
| Communications  | 5,553                        | 10,255                          | 203                     | 2,652                           |
| Travel and transportation   | 17,977                       | 2,155                           | 2,639                   | 6                               |
| Assistance to individuals   | -                            | 71                              | -                       | 10                              |
| Insurance   | 6,014                        | 2,763                           | 365                     | 3,773                           |
| Membership dues   | 1,935                        | 839                             | 198                     | 1,445                           |
| Bad debt expense  | 13,449                       | 8,518                           | -                       | 11,810                          |
| Other expenses  | 661                          | 7,660                           | -                       | -                               |
| <b>Total expenses</b>   | <b><u>832,989</u></b>        | <b><u>1,179,751</u></b>         | <b><u>191,066</u></b>   | <b><u>559,654</u></b>           |
| <b>EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENSES</b>            | <b><u>\$ 1,091,000</u></b>   | <b><u>\$ 234,686</u></b>        | <b><u>\$ (235)</u></b>  | <b><u>\$ (84,280)</u></b>       |

Continued

**NORTHERN HUMAN SERVICES, INC.****SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES  
MENTAL HEALTH****FOR THE YEAR ENDED JUNE 30, 2021  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

|   | <u>ACT</u><br><u>Team</u> | <u>Other</u><br><u>Mental Health</u><br><u>Programs</u> | <u>Total</u><br><u>Mental Health</u><br><u>Programs</u> | <u>2020</u><br><u>Summarized</u> |
|---|---------------------------|---|---|----------------------------------|
| <b>REVENUES</b>   |                           |   |   |                                  |
| Program service fees:   |                           |   |   |                                  |
| Client fees   | \$ 33,915                 | \$ -  | \$ 305,713  | \$ 572,870                       |
| Residential fees  | 23,028                    | -   | 64,198  | 69,223                           |
| Blue Cross  | 963                       | 270   | 208,955   | 182,887                          |
| Medicaid  | 1,438,380                 | 2,856   | 13,063,543  | 12,177,461                       |
| Medicare  | 58,055                    | -   | 649,861   | 527,140                          |
| Other insurance   | 1,199                     | -   | 433,282   | 315,887                          |
| Local educational authorities                                       | -                         | -   | -   | -                                |
| Vocational rehabilitation   | -                         | -   | -   | 5,500                            |
| Other program fees  | -                         | -   | 960   | 589                              |
| Production/service income   | -                         | 218,339   | 248,100   | 194,429                          |
| Public support:   |                           |   |   |                                  |
| Local/county government   | -                         | -   | 411,211   | 403,207                          |
| Donations/contributions   | -                         | -   | 7,881   | 2,810                            |
| Other public support  | -                         | -   | 330,627   | 312,719                          |
| Bureau of Developmental Services<br>and Bureau of Behavioral Health | 1,285,167                 | 119,394   | 1,771,962   | 890,611                          |
| Other federal and state funding:                                    |                           |   |   |                                  |
| HUD   | -                         | -   | -   | 75,565                           |
| Other   | -                         | -   | -   | 109,947                          |
| Private foundation grants   | -                         | 95,174  | 306,674   | 273,486                          |
| Other revenues  | -                         | 12,912  | 192,359   | 89,605                           |
| <b>Total revenues</b>   | <u>2,840,707</u>          | <u>448,945</u>  | <u>17,995,326</u>                                       | <u>16,203,936</u>                |
| <b>EXPENSES</b>   |                           |   |   |                                  |
| Salaries and wages  | \$ 980,105                | \$ 176,956  | \$ 7,775,256  | \$ 7,256,309                     |
| Employee benefits   | 185,253                   | 25,838  | 1,475,632   | 1,443,451                        |
| Payroll taxes   | 67,045                    | 18,105  | 566,611   | 511,611                          |
| Client wages  | 7,152                     | 56,093  | 104,421   | 108,499                          |
| Professional fees   | 26,246                    | 1,354   | 136,954   | 206,342                          |
| Staff development and training                                      | 2,166                     | 85  | 10,842  | 19,191                           |
| Occupancy costs   | 68,851                    | 22,785  | 569,962   | 604,577                          |
| Consumable supplies   | 6,023                     | 36,052  | 124,142   | 196,136                          |
| Equipment expenses  | 12,052                    | 18,847  | 135,587   | 105,910                          |
| Communications  | 5,171                     | 6,563   | 111,291   | 131,115                          |
| Travel and transportation   | 21,851                    | 11,518  | 109,925   | 189,477                          |
| Assistance to individuals   | 9                         | -   | 393   | 1,961                            |
| Insurance   | 8,614                     | 641   | 69,257  | 51,989                           |
| Membership dues   | 4,436                     | 198   | 30,928  | 24,205                           |
| Bad debt expense  | 53,517                    | 4,969   | 295,875   | 508,139                          |
| Other expenses  | -                         | 270   | 18,345  | 11,145                           |
| <b>Total expenses</b>   | <u>1,448,491</u>          | <u>380,274</u>  | <u>11,535,421</u>                                       | <u>11,370,057</u>                |
| <b>EXCESS (DEFICIENCY) OF<br/>REVENUES OVER EXPENSES</b>            | <u>\$ 1,392,216</u>       | <u>\$ 68,671</u>  | <u>\$ 6,459,905</u>                                     | <u>\$ 4,833,879</u>              |

**NORTHERN HUMAN SERVICES, INC.****SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES  
DEVELOPMENTAL SERVICES****FOR THE YEAR ENDED JUNE 30, 2021  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

|   | <u>Service<br/>Coordination</u> | <u>School<br/>District<br/>Contracts</u> | <u>Day<br/>Programs</u>    | <u>Early<br/>Supports<br/>&amp; Services</u> | <u>Independent<br/>Living<br/>Services</u> |
|---|---------------------------------|--|----------------------------|--|--|
| <b>REVENUES</b>   |                                 |  |                            |  |  |
| Program service fees:   |                                 |  |                            |  |  |
| Client fees   | \$ -                            | \$ -                                     | \$ -                       | \$ 14,803                                    | \$ -                                       |
| Residential fees  | -                               | -  | -                          | -  | -  |
| Blue Cross  | -                               | -  | -                          | 33,579                                       | -  |
| Medicaid  | 1,024,103                       | -  | 3,175,257                  | 925,568                                      | 185,552                                    |
| Medicare  | -                               | -  | -                          | -  | -  |
| Other insurance   | -                               | -  | -                          | 45,782                                       | -  |
| Local educational authorities                                       | -                               | 36,511                                   | -                          | -  | -  |
| Vocational rehabilitation   | -                               | -  | 1,350                      | -  | -  |
| Other program fees  | -                               | -  | -                          | -  | -  |
| Production/service income   | -                               | -  | 22,299                     | -  | -  |
| Public support:   |                                 |  |                            |  |  |
| Local/county government   | -                               | -  | 32,667                     | -  | -  |
| Donations/contributions   | -                               | -  | 200                        | -  | -  |
| Other public support  | -                               | -  | -                          | -  | -  |
| Bureau of Developmental Services<br>and Bureau of Behavioral Health | -                               | -  | -                          | 81,792                                       | -  |
| Other federal and state funding:                                    |                                 |  |                            |  |  |
| HUD   | -                               | -  | -                          | -  | -  |
| Other   | -                               | -  | -                          | -  | -  |
| Private foundation grants   | -                               | -  | -                          | -  | -  |
| Other revenues  | <u>51,191</u>                   | <u>-</u>                                 | <u>2,478</u>               | <u>2,036</u>                                 | <u>-</u>                                   |
| <b>Total revenues</b>   | <b><u>1,075,294</u></b>         | <b><u>36,511</u></b>                     | <b><u>3,234,251</u></b>    | <b><u>1,103,560</u></b>                      | <b><u>185,552</u></b>                      |
| <b>EXPENSES</b>   |                                 |  |                            |  |  |
| Salaries and wages  | \$ 473,259                      | \$ 53,841                                | \$ 1,568,347               | \$ 468,930                                   | \$ 71,126                                  |
| Employee benefits   | 97,243                          | 9,020                                    | 643,089                    | 89,903                                       | 45,839                                     |
| Payroll taxes   | 35,771                          | 4,100                                    | 126,667                    | 34,889                                       | 5,478                                      |
| Client wages  | -                               | -  | 15,581                     | -  | -  |
| Professional fees   | 471,423                         | 189                                      | 486,570                    | 141,229                                      | 22,515                                     |
| Staff development and training                                      | 285                             | 15                                       | 711                        | 1,958  | 71   |
| Occupancy costs   | 44,849                          | 2,557                                    | 204,494                    | 9,439  | 5,319                                      |
| Consumable supplies   | 9,129                           | 550                                      | 33,585                     | 5,627  | 1,120                                      |
| Equipment expenses  | 5,103                           | 525                                      | 61,073                     | 4,055  | 986  |
| Communications  | 4,848                           | 316                                      | 24,762                     | 14,168                                       | 718  |
| Travel and transportation   | 3,678                           | -  | 186,346                    | 27,314                                       | 871  |
| Assistance to individuals   | -                               | -  | 3,751                      | 58   | 1  |
| Insurance   | 4,655                           | 628                                      | 23,442                     | 4,928  | 1,097                                      |
| Membership dues   | 9                               | 2  | 3,200                      | 117  | 2  |
| Bad debt expense  | -                               | 3,463                                    | 13,759                     | 94,766                                       | 603  |
| Other expenses  | -                               | -  | 294                        | -  | -  |
| <b>Total expenses</b>   | <b><u>1,150,252</u></b>         | <b><u>75,206</u></b>                     | <b><u>3,395,671</u></b>    | <b><u>897,381</u></b>                        | <b><u>155,746</u></b>                      |
| <b>EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENSES</b>            | <b><u>\$ (74,958)</u></b>       | <b><u>\$ (38,695)</u></b>                | <b><u>\$ (161,420)</u></b> | <b><u>\$ 206,179</u></b>                     | <b><u>\$ 29,806</u></b>                    |

Continued

**NORTHERN HUMAN SERVICES, INC.****SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES  
DEVELOPMENTAL SERVICES****FOR THE YEAR ENDED JUNE 30, 2021  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

|   | <u>Family<br/>Residence</u> | <u>Combined Day/<br/>Residential<br/>Vendor</u> | <u>Individual<br/>Supported<br/>Living</u> | <u>Consolidated<br/>Services</u> | <u>Combined Day/<br/>Residential<br/>Services</u> |
|---|-----------------------------|---|--|----------------------------------|---|
| <b>REVENUES</b>   |                             |   |  |                                  |   |
| Program service fees:   |                             |   |  |                                  |   |
| Client fees   | \$ -                        | \$ -  | \$ -                                       | \$ -                             | \$ -  |
| Residential fees  | 166,041                     | -   | 39,183                                     | -                                | -   |
| Blue Cross  | -                           | -   | -  | -                                | -   |
| Medicaid  | 7,745,381                   | 1,833,352                                       | 476,812                                    | 2,910,705                        | 2,049,449   |
| Medicare  | -                           | -   | -  | -                                | -   |
| Other insurance   | -                           | -   | -  | -                                | -   |
| Local educational authorities                                       | -                           | -   | -  | -                                | -   |
| Vocational rehabilitation   | -                           | -   | -  | -                                | -   |
| Other program fees  | -                           | -   | -  | -                                | -   |
| Production/service income   | 5,443                       | -   | -  | -                                | -   |
| Public support:   |                             |   |  |                                  |   |
| Local/county government   | -                           | -   | -  | -                                | -   |
| Donations/contributions   | -                           | -   | -  | -                                | -   |
| Other public support  | -                           | -   | -  | -                                | -   |
| Bureau of Developmental Services<br>and Bureau of Behavioral Health | -                           | -   | -  | -                                | -   |
| Other federal and state funding:                                    |                             |   |  |                                  |   |
| HUD   | -                           | -   | -  | -                                | -   |
| Other   | -                           | -   | -  | -                                | -   |
| Private foundation grants   | -                           | -   | -  | -                                | -   |
| Other revenues  | 13,112                      | -   | -  | -                                | -   |
| <b>Total revenues</b>   | <b>7,929,977</b>            | <b>1,833,352</b>                                | <b>515,995</b>                             | <b>2,910,705</b>                 | <b>2,049,449</b>                                  |
| <b>EXPENSES</b>   |                             |   |  |                                  |   |
| Salaries and wages  | \$ 2,184,896                | \$ -  | \$ 266,429                                 | \$ 776,126                       | \$ 18,924   |
| Employee benefits   | 527,726                     | -   | 76,555                                     | 129,796                          | 4,112   |
| Payroll taxes   | 163,381                     | -   | 19,780                                     | 50,841                           | 1,451   |
| Client wages  | 4,813                       | -   | -  | -                                | -   |
| Professional fees   | 3,587,226                   | 1,798,547                                       | 1,293                                      | 1,674,606                        | 1,639,235   |
| Staff development and training                                      | 2,566                       | -   | 389  | 384                              | 37  |
| Occupancy costs   | 130,094                     | -   | 35,618                                     | 3,979                            | 1,530   |
| Consumable supplies   | 80,845                      | -   | 10,652                                     | 15,169                           | 10,628  |
| Equipment expenses  | 19,102                      | -   | 1,810                                      | 2,981                            | 257   |
| Communications  | 27,246                      | -   | 1,972                                      | 27,762                           | 894   |
| Travel and transportation   | 29,562                      | -   | 3,921                                      | 51,214                           | -   |
| Assistance to individuals   | 29                          | -   | -  | 25,574                           | -   |
| Insurance   | 20,734                      | -   | 2,476                                      | 3,002                            | 254   |
| Membership dues   | 450                         | -   | 4  | 2,844                            | -   |
| Bad debt expense  | 3,951                       | -   | -  | -                                | -   |
| Other expenses  | 98                          | -   | -  | 79                               | -   |
| <b>Total expenses</b>   | <b>6,782,719</b>            | <b>1,798,547</b>                                | <b>420,899</b>                             | <b>2,764,357</b>                 | <b>1,677,322</b>                                  |
| <b>EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENSES</b>            | <b>\$ 1,147,258</b>         | <b>\$ 34,805</b>                                | <b>\$ 95,096</b>                           | <b>\$ 146,348</b>                | <b>\$ 372,127</b>                                 |

Continued

**NORTHERN HUMAN SERVICES, INC.****SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES  
DEVELOPMENTAL SERVICES****FOR THE YEAR ENDED JUNE 30, 2021  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

|   | <b>Acquired<br/>Brain<br/>Disorder</b> | <b>Other<br/>Developmental<br/>Services<br/>Programs</b> | <b>Total<br/>Developmental<br/>Services<br/>Programs</b> | <b>2020<br/>Summarized</b> |
|---|--|--|--|----------------------------|
| <b>REVENUES</b>   |  |  |  |                            |
| Program service fees:   |  |  |  |                            |
| Client fees   | \$ -                                   | \$ -   | \$ 14,803  | \$ 24,870                  |
| Residential fees  | -                                      | 8,587  | 213,811  | 221,166                    |
| Blue Cross  | -                                      | -  | 33,579   | 36,243                     |
| Medicaid  | 426,019                                | 6,290,624  | 27,042,822   | 27,575,809                 |
| Medicare  | -                                      | -  | -  | -                          |
| Other insurance   | -                                      | -  | 45,782   | 62,045                     |
| Local educational authorities                                       | -                                      | -  | 36,511   | 128,424                    |
| Vocational rehabilitation   | -                                      | -  | 1,350  | 7,277                      |
| Other program fees  | -                                      | -  | -  | -                          |
| Production/service income   | -                                      | -  | 27,742   | 132,987                    |
| Public support:   |  |  |  |                            |
| Local/county government   | -                                      | -  | 32,667   | 2,400                      |
| Donations/contributions   | -                                      | -  | 200  | 17,512                     |
| Other public support  | -                                      | -  | -  | -                          |
| Bureau of Developmental Services<br>and Bureau of Behavioral Health | -                                      | 74,534   | 156,326  | 296,362                    |
| Other federal and state funding:                                    |  |  |  |                            |
| HUD   | -                                      | -  | -  | -                          |
| Other   | -                                      | -  | -  | -                          |
| Private foundation grants   | -                                      | -  | -  | -                          |
| Other revenues  | -                                      | 1,600  | 70,417   | 66,433                     |
| <b>Total revenues</b>   | <b>426,019</b>                         | <b>6,375,345</b>   | <b>27,676,010</b>  | <b>28,571,528</b>          |
| <b>EXPENSES</b>   |  |  |  |                            |
| Salaries and wages  | \$ 30,797                              | \$ 380,091   | \$ 6,292,766   | \$ 7,288,247               |
| Employee benefits   | 13,783                                 | 53,058   | 1,690,124  | 2,018,023                  |
| Payroll taxes   | 2,237                                  | 30,036   | 474,631  | 505,954                    |
| Client wages  | -                                      | -  | 20,394   | 98,994                     |
| Professional fees   | 64,018                                 | 5,393,465  | 15,280,316   | 13,952,776                 |
| Staff development and training                                      | 51                                     | 1,058  | 7,525  | 19,969                     |
| Occupancy costs   | 1,086                                  | 14,049   | 453,014  | 510,258                    |
| Consumable supplies   | 292                                    | 8,491  | 176,088  | 206,721                    |
| Equipment expenses  | 327                                    | 2,736  | 98,955   | 141,286                    |
| Communications  | 427                                    | 5,478  | 108,591  | 118,675                    |
| Travel and transportation   | 401                                    | 4,389  | 307,696  | 646,801                    |
| Assistance to individuals   | -                                      | 10,019   | 39,432   | 77,038                     |
| Insurance   | 337                                    | 3,753  | 65,306   | 73,139                     |
| Membership dues   | 1                                      | 404  | 7,033  | 16,785                     |
| Bad debt expense  | -                                      | -  | 116,542  | 108,562                    |
| Other expenses  | -                                      | -  | 471  | 3,158                      |
| <b>Total expenses</b>   | <b>113,757</b>                         | <b>5,907,027</b>   | <b>25,138,884</b>  | <b>25,786,386</b>          |
| <b>EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENSES</b>            | <b>\$ 312,262</b>                      | <b>\$ 468,318</b>  | <b>\$ 2,537,126</b>                                      | <b>\$ 2,785,142</b>        |

NORTHERN HUMAN SERVICES, INC.SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2021

| <u>FEDERAL GRANTOR/<br/>PROGRAM TITLE</u>  | <u>ASSISTANCE<br/>LISTING<br/>NUMBER</u> | <u>PASS-THROUGH<br/>GRANTOR'S NAME</u>   | <u>PASS-THROUGH<br/>GRANTOR'S NUMBER</u> | <u>FEDERAL<br/>EXPENDITURES</u> |
|--|--|--|--|---------------------------------|
| <u>U.S. Department of Justice</u><br>Crime Victim Assistance                             | 16.575                                   | New Hampshire Department of Justice  | 2016VOCA1, 2016VOCA2                     | \$ 312,719                      |
| Total U.S. Department of Justice   |  |  |  | \$ 312,719                      |
| <u>U.S. Department of Treasury</u><br>Coronavirus Relief Fund                            | 21.019                                   | State of NH Governor's Office of Emergency Relief and Recovery COVID-19 Long Term Care Stabilization Program | N/A                                      | \$ 931,371                      |
| Total U.S. Department of Treasury  |  |  |  | \$ 931,371                      |
| <u>U.S. Department of Education</u><br>Special Education Grants for Infants and Families | 84.181A                                  | State of NH Department of Health and Human Services, Division of Long Term Supports and Services             | 05-95-93-930010-7852                     | \$ 34,700                       |
| Total U.S. Department of Education   |  |  |  | \$ 34,700                       |
| <u>U.S. Department of Health &amp; Human Services</u><br>Provider Relief Fund            | 93.498                                   | Direct Award   | N/A                                      | \$ 46,564                       |
| Emergency Grants to Address Mental and Substance Use Disorders During COVID-19           | 93.865                                   | State of NH Department of Health and Human Services, Division for Behavioral Health                          | 05-95-92-922010-1909                     | 70,916                          |
| <u>Medicaid Cluster</u><br>Medical Assistance Program                                    | 93.778                                   | State of NH Department of Health and Human Services, Division for Behavioral Health                          | 05-95-92-922010-4121                     | \$ 5,000                        |
| Medical Assistance Program   | 93.778                                   | State of NH Department of Health and Human Services, Division for Behavioral Health                          | 05-95-49-490510-2985                     | 43,251                          |
| Rural Health Care Services Outreach and Rural Health Network Development Program         | 93.912                                   | North Country Health Consortium  | Unknown                                  | 54,963                          |
| Total U.S. Department of Health & Human Services   |  |  |  | \$ 220,694                      |
| <b>TOTAL</b>   |  |  |  | <b>\$ 1,499,484</b>             |

See Notes to Schedule of Expenditures of Federal Awards

**NORTHERN HUMAN SERVICES, INC.**

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2021**

**NOTE 1 BASIS OF PRESENTATION**

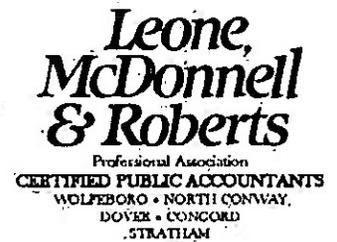
The accompanying schedule of expenditures of Federal Awards (the Schedule) includes the federal award activity of Northern Human Services, Inc. under programs of the federal government for the year ended June 30, 2021. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Northern Human Services, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Organization.

**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**NOTE 3 INDIRECT COST RATE**

Northern Human Services, Inc. has elected not to use the ten percent de minimis indirect cost rate allowed under the Uniform Guidance.



**NORTHERN HUMAN SERVICES, INC.**

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors of  
Northern Human Services, Inc.  
Conway, New Hampshire

We have audited, in accordance with the 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, the financial statements of Northern Human Services, Inc. (a New Hampshire nonprofit organization), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated March 1, 2022.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Northern Human Services, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Northern Human Services, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Northern Human Services, Inc.'s internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify a deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item 2021-001 that we consider to be a material weakness.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Northern Human Services, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Northern Human Services, Inc.'s Response to Findings**

Northern Human Services, Inc.'s response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. Northern Human Services, Inc.'s response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Leah McDonnell Roberts*  
*Professional Association*

March 1, 2022  
North Conway, New Hampshire



**NORTHERN HUMAN SERVICES, INC.**

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE  
FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL  
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors of  
Northern Human Services, Inc.  
Conway, New Hampshire

**Report on Compliance for Each Major Federal Program**

We have audited Northern Human Services, Inc.'s (a New Hampshire nonprofit organization) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Northern Human Services, Inc.'s major federal programs for the year ended June 30, 2021. Northern Human Services, Inc.'s major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

**Management's Responsibility**

Management is responsible for compliance with the federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

**Auditors' Responsibility**

Our responsibility is to express an opinion on compliance for each of Northern Human Services, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Northern Human Services, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Northern Human Services, Inc.'s compliance.

**Opinion on Each Major Federal Program**

In our opinion, Northern Human Services, Inc. complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

**Report on Internal Control Over Compliance**

Management of Northern Human Services, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Northern Human Services, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Northern Human Services, Inc.'s internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that were not identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Leon, McDonnell & Roberts  
Professional Association*

March 1, 2022  
North Conway, New Hampshire

**NORTHERN HUMAN SERVICES, INC.**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**SUMMARY OF AUDITORS' RESULTS**

1. The auditors' report expresses an unmodified opinion on whether the financial statements of Northern Human Services, Inc. were prepared in accordance with GAAP.
2. One material weakness disclosed during the audit of the financial statements is reported in the *Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards*.
3. No instances of noncompliance material to the financial statements of Northern Human Services, Inc. which would be required to be reported in accordance with *Government Auditing Standards* were disclosed during the audit.
4. No significant deficiencies in internal control over major federal award programs are reported in the *Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance*. No material weaknesses are reported.
5. The auditors' report on compliance for the major federal award programs for Northern Human Services, Inc. expresses an unmodified opinion on all major federal programs.
6. Audit findings that are required to be reported in accordance with 2 CFR section 200.516(a) are reported in this Schedule.
7. The program tested as a major program was: U.S. Department of the Treasury; Coronavirus Relief Fund, ALN 21.019.
8. The threshold for distinguishing Type A and B programs was \$750,000.
9. Northern Human Services, Inc. was determined not to be a low-risk auditee.

**FINDINGS - FINANCIAL STATEMENTS AUDIT**

**MATERIAL WEAKNESS**

**2021-001 - Reconciliation process and month end close**

**Criteria:** Internal controls should be in place to ensure that all cash accounts are reconciled between the general ledger and bank statements every month in a timely manner.

**Condition:** Significant entries were required for cash as timely reconciliations were not being kept as part of the financial statement close process each month and at year end.

**Cause:** Internal controls were not in place to ensure that monthly bank reconciliations are prepared in a timely manner each month.

**Effect:** Financial statement information utilized by management in making decisions may not be timely or accurate; errors found in preparing bank reconciliations that required significant journal entries were not found until several months after year end.

**Recommendation:** Procedures should be implemented to ensure that monthly reconciliations for all cash accounts are being performed in a timely manner.

**Views of Responsible Officials:** Up until last fiscal year, the Organization has always had a process in place to perform the bank reconciliations in a timely manner.

The main reason these were not done timely is due to some staff turnover (retirements) NHS has had, as well as COVID. NHS had a long term staff accountant retire. She was responsible for the bank reconciliations in addition to many other duties as it relates to month end closings, and backup for the payroll associate. NHS had trouble recruiting for that position and ultimately the department got behind in trying to cover that part of her duties. There was also another staff accountant position that retired and due to COVID, NHS had trouble recruiting for that position as well, further delaying the reconciliations.

Going forward, the bank reconciliations will be done monthly during each month end closing process. This will be reviewed by the CFO or designee to ensure adherence to this procedure.

#### **FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARD PROGRAMS AUDIT**

None

**NORTHERN HUMAN SERVICES, INC.**  
**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

**MATERIAL WEAKNESS**

**2020-001 - Reconciliation process and month end close**

**Condition:** Significant entries were required for cash as timely reconciliations were not being kept as part of the financial statement close process each month and at year end.

**Recommendation:** Procedures should be implemented to ensure that monthly reconciliations for all cash accounts are being performed in a timely manner.

**Current Status:** The finding was repeated during the year ended June 30, 2021. Subsequent to June 30, 2021, NHS completed catching up on all reconciliations, and these are now being completed timely.

**NORTHERN HUMAN SERVICES BOARD OF DIRECTORS**

|                  |                                  | <u>Office</u> | <u>Home</u> | <u>Term</u>   |
|------------------|----------------------------------|---------------|-------------|---------------|
| <b>Officers:</b> | Madelene Costello, President     |               |             | 10.20 - 10.22 |
|                  | Dorothy Borchers, Vice President |               |             | 10.20 - 10.22 |
|                  | James Salmon, Treasurer          |               |             | 10.17 - 10.23 |

|               |  |          |
|---------------|--|----------|
| <b>Staff:</b> | Suzanne Gaetjens-Oleson, CEO             | 447-8137 |
|               | Shawn Bromley, CFO                       | 447-8022 |
|               | Susan Wiggin, CEO Assistant              | 447-8018 |
|               | Kassie Eafrazi, COO, Mental Health       | 752-7404 |
|               | Liz Charles, COO, Developmental Services | 447-8010 |

|                     |                                  |                |          |
|---------------------|----------------------------------|----------------|----------|
|                     | <u>The Mental Health Center</u>  | Donald Bazzell | 752-7404 |
|                     | 3 Twelfth St., Berlin 03570      | Director of BH |          |
| <b>Term Expires</b> | <u>Community Services Center</u> | Lynn Johnson   | 752-1005 |
|                     | 69 Willard St., Berlin 03570     | Director of DS |          |

|     |                                |       |
|-----|--------------------------------|-------|
| '25 | Margaret McClellan, [REDACTED] | 6/01  |
| '23 | *Stephen Michaud, [REDACTED]   | 11/02 |
| '23 | *Dorothy Borchers, [REDACTED]  | 05/17 |

|  |                                     |                 |          |
|--|-------------------------------------|-----------------|----------|
|  | <u>The Mental Health Center</u>     | Valeda Cerasale | 447-2111 |
|  | 25 W. Main St., Conway 03818        | Director of BH  |          |
|  | 70 Bay St., Wolfeboro 03894         |                 | 569-1884 |
|  | <u>New Horizons (also Tamworth)</u> | Shanon Mason    | 356-6310 |
|  | 626 Eastman Rd., Ctr. Conway 03813  | Director of DS  |          |

|     |                              |       |
|-----|------------------------------|-------|
| '24 | *Maddie Costello, [REDACTED] | 9/06  |
| '23 | *Carrie Duran, [REDACTED]    | 1/17  |
| '24 | James Salmon, [REDACTED]     | 11/03 |
| '24 | Julie Bosak, [REDACTED]      | 11/21 |

|  |                                      |                |          |
|--|--------------------------------------|----------------|----------|
|  | <u>The Mental Health Center</u>      | Stacey Smith   | 237-4955 |
|  | 55 Colby St., Colebrook 03576        | Director of BH |          |
|  | 69 Brooklyn St., Groveton 03582      |                | 636-2555 |
|  | <u>Vershire Center</u>               | Lynn Johnson   | 237-5721 |
|  | 24 Depot Street, Colebrook, NH 03576 | Director of DS |          |

|  |   |                |          |
|--|---|----------------|----------|
|  | <u>White Mountain Mental Health</u>               | Amy Finkle     | 444-8501 |
|  | 29 Maple St., Box 599, Littleton 03561            | Director of BH |          |
|  | <u>Common Ground (also Littleton, Woodsville)</u> | Mark Vincent   | 837-9547 |
|  | 24 Lancaster Rd., Whitefield 03584                | Director of DS |          |

|     |                                |       |
|-----|--------------------------------|-------|
| '23 | Annette Carbonneau, [REDACTED] | 11/20 |
| '25 | Paul J. Smith, [REDACTED]      | 5/22  |
| '25 | Troy Merner, [REDACTED]        | 5/22  |

**Executive Committee:** S. Michaud, M. McClellan, J. Salmon, M. Costello, D. Borchers, S. Gaetjens-Oleson, Shawn Bromley  
**Finance Committee:** J. Salmon, M. McClellan, S. Michaud, D. Borchers, M. Costello, Shawn Bromley, S. Gaetjens-Oleson  
**Program Committee:** M. McClellan, M. Costello, C. Duran, L. Charles, K. Eafrazi

\*Member representing consumer with developmental disability / NOTE: Bylaws state that a minimum of 7 meetings, including the Annual Business Meeting, must be held.

**IMPORTANT:** Send updated listing to AG's Office / Fax to Provider Integrity (see Rose's 4.8.21 email in Outlook Inbox BOD)

## Mollie White

Strategic and resourceful executive with a talent for using collaborative, process-driven approaches to achieve transformational change. History of quantifiable success in relationship building, program coordination, and grants management which produce measurable outcomes.

Qualified for program leadership and strategic planning roles, 20+ years of business management experience. Passionate about working for a learning organization that actively seeks quality improvement in order to positively impact people's lives.

### AREAS OF EXPERTISE

- Multi-Project Management
- Problem Solving
- Strategic Planning
- Grant Writing
- Volunteer Development
- Budget Management
- Entrepreneurial Development
- Small Business Planning
- Relationship Building
- Community Outreach

### PROFESSIONAL EXPERIENCE

**Executive Manager – Coos Coalition for Young Children & Families** 2018 - Present

**Executive Director – Littleton Regional Chamber of Commerce** 2016 - 2017

**Business Resource Manager – Northern Community Investment Corporation** 2011 – 2016

- Lender - Managed \$9 million loan portfolio comprised of 120 businesses. Originated \$1.2 million in new lending in 2014.
- Resource Coordinator - Worked with small businesses to help them find solutions and resources for business challenges.
- Grant Writing - Successfully wrote and managed two Community Development Block Grant applications which were funded by Community Development Finance Authority.
- Relationship Building – Built strong relationships with local bankers, business service providers and small business owners.

**Community Executive, Health Initiatives - AMERICAN CANCER SOCIETY** 2004 – 2011

Recruited to service five rural hospitals with ACS programs and resources, then assigned to the largest cancer center in New Hampshire, Norris Cotton Cancer Center, to expand and strengthen working relationship. During ACS' transition from community-based outreach to a hospital systems focus, asked to build strategies to increase active referrals within priority hospital systems.

## PROFESSIONAL EXPERIENCE - Continued

- Used change management principles to facilitate Health Initiatives team's transition resulting in 107% increase in newly diagnosed served within the first year of implementation and an additional 65% increase in year two.
- Asked to facilitate five annual Health Initiatives planning retreats to develop strategies for reaching New England Business Plan goals and provide motivational focus to the coming year's work.
- As State lead for Nutrition and Physical Activity prevention, used Organizational Development Process model with rural school district resulting in School Board adoption of Nutrition policy, a standing H&W Committee, hiring of a H&W Coordinator, and a plan for comprehensive school health education K-12.

### **President - MWHITE CONSULTING**

**2001 - 2004**

Non-profit organizational development company, specializing in board development, strategic planning and program development. Designed, implemented and evaluated community-based programs for clients such as United Way, Family Resource Center, TechLink NH, and Parent Information Center

### **Director, Maine Service Corps - COASTAL ENTERPRISE INC.**

**1999 - 2001**

Managed \$750,000 grant budget and completed 7 housing rehab projects with a 25 member AmeriCorps member crew.

### **Executive Director - LANCASTER MAIN STREET PROGRAM**

**1997 - 1999**

Built community collaborations to implement downtown revitalization strategies. Provided technical assistance to businesses including facade improvement, window design, marketing, customer service, and financing options. Secured federal grants for relocation and development of Welcome Center, a River Walk and snowmobile bridge totaling over \$100,000.

### **State Commission Director - NEW HAMPSHIRE AMERICORPS**

**1994 - 1996**

### **Co-Founder - WOMEN'S RURAL ENTREPRENEURIAL NETWORK (WREN) 1994**

## EDUCATION

|                         |   |      |
|-------------------------|---|------|
| <b>Bachelors Degree</b> | Springfield College - Human Services    | 1994 |
| <b>Associate Degree</b> | Husson University - Business Management | 1985 |

## REFERENCES

**Veronica Francis**  
**President**  
**Notchnet Web Services**  
Littleton, NH 03561

**Mary Lou Krambeer**  
**Principal**  
**MLK & Company**  
Littleton, NH 03561

*More references can be furnished upon request*

Contractor Name: Northern Human Services  
Key Personnel Sheet

| Name         | Job Title                | Salary Amount Paid from this Contract |
|--------------|--------------------------|---------------------------------------|
| Mollie White | Systems Strategy Manager | \$66,300.00                           |
|              |                          |                                       |
|              |                          |                                       |
|              |                          |                                       |
|              |                          |                                       |

19  
Mac



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF PUBLIC HEALTH SERVICES

Lori A. Shibllette  
Commissioner

Patricia M. Tilley  
Director

29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4501 1-800-852-3345 Ext. 4501  
Fax: 603-271-4827 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

February 23, 2022

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, to amend an existing contract with Northern Human Services (VC#177222-B004), Conway, NH, to expand the North Country Community Collaborations to Strengthen and Preserve Families by developing a regional health plan to address barriers to accessing resources that support families with young children experiencing complex stressors, by increasing the price limitation by \$30,000 from \$600,000 to \$630,000 with no change to the contract completion date of June 30, 2023, effective upon Governor and Council approval. 100% Federal Funds.

The original contract was approved by Governor and Council on June 19, 2019, item #78B, amended on October 7, 2020, item #9, amended on April 21, 2021, item #19, and most recently amended on December 8, 2021, item #14.

Funds are available in the following accounts for State Fiscal Years 2022 and 2023, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

**See attached fiscal details.**

**EXPLANATION**

The purpose of this request is to develop and implement a regional health plan, titled "North Country Early Childhood Strategy Map and Performance Scorecard," which focuses on addressing the barriers to families accessing resources that may include food, healthcare, mental health, and childcare, by leveraging the existing Regional Early Childhood network. In addition, this request corrects a scrivener's error in the budget documents attached to the current contract.

The regional health plan aligns with NH's Early Childhood strategic plans. The expanded services will increase local and regional coordination of services and local assessments within the North Country in order to implement strategies to address families' needs.

The Contractor will engage new and existing regional and state partners in the development of the North Country Early Childhood Strategy Map and Performance Scorecard. The Contractor will mobilize a minimum of ten (10) partnerships with Early Childhood Regional Lead Agencies and Public Health Networks that focus on addressing health disparities, support the Early Childhood Region to develop strategies to identify families' needs. Families' needs may include, but are not limited to mental health services; substance use disorder services; health and developmental supports; and economic supports. Once families' needs are identified, the

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

Contractor will assist with connecting families to appropriate assistance programs based on identified needs.

The population served is overburdened families, caregivers with substance misuse, and families with children eight (8) years of age or younger who are at risk of child abuse or neglect and other adverse childhood experiences. The regions served include Coos County and Northern Grafton County. Approximately 500 children and their families will be served through June 30 2023.

The Department will continue to monitor services to ensure:

- 85% of families with children birth to five (5) years of age receive home visiting services.
- The number of early childhood practitioners in Coos County trained in evidence-based social emotional practices increases by 10%.
- 85% of children five (5) years of age or younger in Coos County receive Ages and Stages Questionnaire (ASQ) and/or ASQ-social emotional development screenings at least once per year.
- The rate of families with complex needs served by collaborative teams who report they received effective care coordination is 50% higher than the state average.
- The Contractor provides quarterly reports specifying the number and proportion of new, expanded or existing partnerships mobilized to address barriers to accessing Healthcare, Childcare, Mental Health and Substance Misuse supports, food and economic supports; and other services that alleviate health disparities and inequities.

Should the Governor and Council not authorize this request, regional health planning in NH's North Country may become fragmented and less coordinated without alignment across programs, which may result in increased barriers to families trying to access needed supports in Coos and Grafton Counties.

Area served: Coos County and Northern Grafton County

Source of Federal Funds: Assistance Listing Number #93.391, FAIN NH75OT000031

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

Respectfully submitted,

DocuSigned by:  
*Lori A. Shibinette*  
240A837E08EB488...

Lori A. Shibinette  
Commissioner

**North Country Community Collaboration to Strengthen & Preserve Families  
SS-2019-DPHS-26-NORTH-01-A04**

**Fiscal Detail Sheet**

**05-95-042-421010-29580000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS. HHS: HUMAN SERVICES DIV, CHILD PROTECTION. CHILD-FAMILY SERVICES (100% GENERAL FUNDS)**

| State Fiscal Year | Class / Account | Class Title            | Job Number       | Current Budget   | Increased (Decreased) Amount | Revised Budget   |
|-------------------|-----------------|------------------------|------------------|------------------|------------------------------|------------------|
| 2019              | 643-504191      | Contracts for Prog Svc | 42105756         | \$100,000        | \$0                          | \$100,000        |
| 2020              | 643-504191      | Contracts for Prog Svc | 42105756         | \$0              | \$0                          | \$0              |
| 2021              | 643-504191      | Contracts for Prog Svc | 42105756         | \$200,000        | \$0                          | \$200,000        |
|                   |                 |                        | <i>Subtotals</i> | <i>\$300,000</i> | <i>\$0</i>                   | <i>\$300,000</i> |

**05-95-090-902010-70470000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: PUBLIC HEALTH DIV, COMMUNITY COLLABORATION (50% Federal Funds and 50% General Funds)**

| State Fiscal Year | Class / Account | Class Title            | Job Number       | Current Budget   | Increased (Decreased) Amount | Revised Budget   |
|-------------------|-----------------|------------------------|------------------|------------------|------------------------------|------------------|
| 2022              | 102-500731      | Contracts for Prog Svc | 90070470         | \$50,000         | \$0                          | \$50,000         |
| 2022              | 102-500731      | Contracts for Prog Svc | 90070471         | \$50,000         | \$0                          | \$50,000         |
| 2023              | 102-500731      | Contracts for Prog Svc | 90070470         | \$50,000         | \$0                          | \$50,000         |
| 2023              | 102-500731      | Contracts for Prog Svc | 90070471         | \$50,000         | \$0                          | \$50,000         |
|                   |                 |                        | <i>Subtotals</i> | <i>\$200,000</i> | <i>\$0</i>                   | <i>\$200,000</i> |

**North Country Community Collaboration to Strengthen & Preserve Families  
SS-2019-DPHS-26-NORTH-01-A04**

**Fiscal Detail Sheet**

**05-95-090-901010-57710000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: PUBLIC HEALTH DIV, BUREAU OF POLICY & PERFORMANCE, PH COVID-19 HEALTH DISPARITIES (100% FEDERAL FUNDS)**

| <b>State Fiscal Year</b> | <b>Class / Account</b> | <b>Class Title</b>     | <b>Job Number</b> | <b>Current Budget</b> | <b>Increased (Decreased) Amount</b> | <b>Revised Budget</b> |
|--------------------------|------------------------|------------------------|-------------------|-----------------------|-------------------------------------|-----------------------|
| 2022                     | 102-500731             | Contracts for Prog Svc | 90577170          | \$50,000              | \$23,000                            | \$73,000              |
| 2023                     | 102-500731             | Contracts for Prog Svc | 90577170          | \$50,000              | \$7,000                             | \$57,000              |
|                          |                        |                        | <i>Subtotal</i>   | <i>\$100,000</i>      | <i>\$30,000</i>                     | <i>\$130,000</i>      |
|                          |                        |                        | <b>Totals</b>     | <b>\$600,000</b>      | <b>\$30,000</b>                     | <b>\$630,000</b>      |

**State of New Hampshire  
Department of Health and Human Services  
Amendment #4**

This Amendment to the North Country Community Collaborations to Strengthen and Preserve Families contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Northern Human Services ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 19, 2019, (Item #78B), as amended on October 7, 2020 (Item #9), as amended on April 21, 2021, (Item #19) and most recently Amended on December 8, 2021 (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, pursuant to Form P-37, General Provisions, Paragraph 18, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

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

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

1. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$630,000.
2. Modify Exhibit A, Amendment #3, Scope of Services by adding Subsections 2.18 through 2.23, to read:
  - 2.18 The Contractor shall develop North Country Early Childhood Strategy Map and Performance Scorecards, which are regional health equity plans, utilizing the outcome performance tracking tool.
  - 2.19 The Contractor shall engage new and existing regional and state partners to create Strategy Maps and Performance Scorecards.
  - 2.20 The Contractor shall mobilize a minimum of 10 partnerships with Early Childhood Regional Lead agencies and Public Health Networks that focus on addressing health disparities and inequities.
  - 2.21 The Contractor shall support the North Country Early Childhood Regions to develop strategies to identify needs at the local level and manage the Strategy Maps and Performance Scorecards by region to ensure early childhood families have information and referral support to access services that include, but are not limited to:
    - 2.21.1 Healthcare.
    - 2.21.2 Childcare.
    - 2.21.3 Mental health services.
    - 2.21.4 Substance use disorder supports.
    - 2.21.5 Food and economic supports.
  - 2.22 The Contractor shall facilitate strategic plans that align with NH's early childhood strategies, objectives and outcome measures focusing on reducing health inequities in vulnerable populations of young children and families.
  - 2.23 The Contractor shall support activities that assist North Country Early Childhood Regions to identify and implement strategies to monitor outcome performance measures at regional and local program levels in an online software platform.

3. Modify Exhibit A, Amendment #3, Scope of Services, Section 3, Reporting by adding Subsection 3.7, to read:
  - 3.7 The Contractor shall provide quarterly reports that specify the number and proportion of new, expanded or existing partnerships mobilized to address barriers to accessing resources that may include, but are not limited to:
    - 3.7.1 Healthcare.
    - 3.7.2 Childcare.
    - 3.7.3 Mental health services.
    - 3.7.4 Substance use disorder supports.
    - 3.7.5 Food and economic supports.
    - 3.7.6 Other services that contribute to alleviating health disparities and inequities.
4. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 2, to read:
  2. This agreement is funded with:
    - 2.1. 37% Federal Funds:
      - 2.1.1. 16% from the Community Collaboration to Strengthen and Preserve Families in NH: A Prevention, Public Health, Cross-Sector Approach, as awarded on June 25, 2020 by the US Department of Health and Human Services, Administration on Children, Youth & Families, Children's Bureau, CFDA #93.670; Federal Award Identification Number (FAIN) 90CA1858; and
      - 2.1.2. 21% from the NH Initiative to Address COVID-19 Health Disparities: Activities to Support State, Tribal, Local and Territorial (STLT) Health Department Response to Public Health or Healthcare Crises, as awarded on May 27, 2021 by the US Department of Health and Human Services, Centers for Disease Control and Prevention) CFDA 93.391, FAIN NH750T000031.
    - 2.2. 63% General Funds.
5. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 4. Subsection 4.1. to read:
  - 4.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement in accordance with Exhibit A, Amendment 3, Scope of Services, as amended by this Amendment #4; and:
    - 4.1.1. Exhibit B-1, Budget Sheet;
    - 4.1.2. Exhibit B-2, Amendment #1 Budget; and
    - 4.1.3. Exhibit B-5, Amendment #4, SFY 2022 Budget through Exhibit B-8, Amendment #4, SFY 2023 Budget.
6. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 4, to add Subsection 4.6, to read:
  - 4.6. The Contractor must provide supporting documentation of authorized expenses incurred in the previous month, that may include but is not limited to, time sheets, payroll records, receipts for purchases and proof of expenditures, as applicable.

7. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 4, to add Subsection 4.7, to read:
  - 4.7. The Contractor shall ensure each invoice is completed, dated and submitted to the Department with the supporting documentation as specified in 4.6, in order to initiate payment.
8. Delete Exhibit B-3 Budget – Amendment #2 (SFY 2022) in its entirety, to correct a scrivener error.
9. Delete Exhibit B-2, Amendment #3, SFY 2022 Budget in its entirety, to correct a scrivener error.
10. Delete Exhibit B-3, Amendment #3, SFY 2023 Budget in its entirety.
11. Delete Exhibit B-4 Budget – Amendment #3 (SFY 2023) in its entirety.
12. Add Exhibit B-5, Amendment #4, SFY 2022 Budget, which is attached hereto and incorporated by reference herein.
13. Add Exhibit B-6, Amendment #4, SFY 2023 Budget, which is attached hereto and incorporated by reference herein.
14. Add Exhibit B-7, Amendment #4, SFY 2022 Budget, which is attached hereto and incorporated by reference herein.
15. Add Exhibit B-8, Amendment #4, SFY 2023 Budget, which is attached hereto and incorporated by reference herein.

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

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

State of New Hampshire  
Department of Health and Human Services

2/23/2022

Date

DocuSigned by:

Patricia M. Tilley

Name: Patricia M. Tilley

Title: Director

Northern Human Services

2/23/2022

Date

DocuSigned by:

Suzanne Gaetjens-Oleson

Name: Suzanne Gaetjens-Oleson

Title: Chief Executive Officer



Exhibit B-5, Amendment #4, SFY 2022 Budget

| New Hampshire Department of Health and Human Services                |                    |            |       |                          |            |       |                               |            |       |            |  |
|--|--------------------|------------|-------|--------------------------|------------|-------|-------------------------------|------------|-------|------------|--|
| Contractor Name: Northern Human Services                             |                    |            |       |                          |            |       |                               |            |       |            |  |
| Project Title: SS-2019-OPHS-26-NORTH-01-AM4 Community Collaborations |                    |            |       |                          |            |       |                               |            |       |            |  |
| Budget Period: SFY 2022 (July 1, 2021 - June 30, 2022)               |                    |            |       |                          |            |       |                               |            |       |            |  |
| Line Item  | Total Program Cost |            |       | Contractor Share / Match |            |       | Funded by OPHS contract share |            |       |            |  |
|  | Direct             | Indirect   | Total | Direct                   | Indirect   | Total | Direct                        | Indirect   | Total |            |  |
| 1. Total Salary/Wages  | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| 2. Employee Benefits   | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| 3. Consultants   | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| 4. Equipment:  | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| Rental   | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| Repair and Maintenance   | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| Purchase/Depreciation  | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| 5. Supplies:   | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| Educational  | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| Lab  | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| Pharmacy   | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| Medical  | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| Office   | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| 6. Travel  | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| 7. Occupancy   | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| 8. Current Expenses  | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| Telephone  | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| Postage  | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| Subscriptions  | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| Audit and Legal  | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| Insurance  | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| Board Expenses   | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| 9. Software  | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| 10. Marketing/Communications   | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| 11. Staff Education and Training                                     | \$                 | \$         | \$    | \$                       | \$         | \$    | \$                            | \$         | \$    | \$         |  |
| 12. Subcontracts/Agreements  | \$                 | 80,809.50  | \$    | \$                       | \$         | \$    | \$                            | 80,809.50  | \$    | 80,809.50  |  |
| 13. Other: 10% Fiscal Fee  | \$                 | 9,090.50   | \$    | \$                       | \$         | \$    | \$                            | 9,090.50   | \$    | 9,090.50   |  |
| TOTAL  | \$                 | 100,000.00 | \$    | \$                       | 100,000.00 | \$    | \$                            | 100,000.00 | \$    | 100,000.00 |  |

Indirect As A Percent of Direct

SCA  
2/23/2022

Exhibit B-6, Amendment #4, SFY 2023 Budget

| New Hampshire Department of Health and Human Services               |                    |            |       |                          |            |       |                                |            |       |        |            |       |
|---|--------------------|------------|-------|--------------------------|------------|-------|--------------------------------|------------|-------|--------|------------|-------|
| Contractor Name: Northern Human Services                            |                    |            |       |                          |            |       |                                |            |       |        |            |       |
| Project Title: SS-2019-OPHS-26-NORTH-01-A04 Community Collaborators |                    |            |       |                          |            |       |                                |            |       |        |            |       |
| Budget Period: SFY 2023 (July 1, 2022 - June 30, 2023)              |                    |            |       |                          |            |       |                                |            |       |        |            |       |
| Line Item   | Total Program Cost |            |       | Contractor Share / Match |            |       | Funded by DHHHS contract share |            |       | Total  |            |       |
|   | Direct             | Indirect   | Total | Direct                   | Indirect   | Total | Direct                         | Indirect   | Total | Direct | Indirect   | Total |
| 1. Total Salary/Wages   | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| 2. Employee Benefits  | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| 3. Consultants  | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| 4. Equipment  | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| Rental  | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| Repair and Maintenance  | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| Purchase/Depreciation   | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| 5. Supplies:  | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| Educational   | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| Lab   | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| Pharmacy  | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| Medical   | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| Office  | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| 6. Travel   | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| 7. Occupancy  | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| 8. Current Expenses   | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| Telephone   | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| Postage   | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| Subscriptions   | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| Audit and Legal   | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| Insurance   | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| Board Expenses  | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| 9. Software   | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| 10. Marketing/Communications  | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| 11. Staff Education and Training                                    | \$                 |            | \$    |                          | \$         |       | \$                             |            | \$    |        | \$         |       |
| 12. Subcontracts/Agreements   | \$                 | 90,913.90  | \$    |                          | 90,913.90  | \$    |                                | 90,913.90  | \$    |        | 90,913.90  | \$    |
| 13. Other: 10% Fiscal Fee   | \$                 | 9,096.10   | \$    |                          | 9,096.10   | \$    |                                | 9,096.10   | \$    |        | 9,096.10   | \$    |
| TOTAL   | \$                 | 190,909.99 | \$    |                          | 190,909.99 | \$    |                                | 190,909.99 | \$    |        | 190,909.99 | \$    |

Indirect As A Percent of Direct

0.0%

Exhibit B-7, Amendment #4, SFY 2022 Budget

New Hampshire Department of Health and Human Services

Contractor Name: Northern Human Services

Project Title: SS-2019-DPHS-28-NORTH-01-AD4

Covid-19 Disparity

Budget Period: SFY 2022 (July 1, 2021 - June 30, 2022)

| Line Item                        | Total Program Cost |           |              | Contractor Share / Match |          |       | Funded by DPHS contract share |          |              |
|----------------------------------|--------------------|-----------|--------------|--------------------------|----------|-------|-------------------------------|----------|--------------|
|                                  | Direct             | Indirect  | Total        | Direct                   | Indirect | Total | Direct                        | Indirect | Total        |
| 1. Total Salary/Wages            | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| 2. Employee Benefits             | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| 3. Consultants                   | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| 4. Equipment:                    | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| Rental                           | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| Repair and Maintenance           | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| Purchase/Depreciation            | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| 5. Supplies:                     | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| Educational                      | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| Lab                              | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| Pharmacy                         | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| Medical                          | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| Office                           | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| 6. Travel                        | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| 7. Occupancy                     | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| 8. Current Expenses              | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| Telephone                        | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| Postage                          | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| Subscriptions                    | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| Audit and Legal                  | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| Insurance                        | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| Board Expenses                   | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| 9. Software                      | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| 10. Marketing/Communications     | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| 11. Staff Education and Training | \$                 | \$        | \$           | \$                       | \$       | \$    | \$                            | \$       | \$           |
| 12. Subcontracts/Agreements      | \$                 | 66,364.00 | \$ 66,364.00 | \$                       | \$       | \$    | \$ 66,364.00                  | \$       | \$ 66,364.00 |
| 13. Other, 10% Fiscal Fee        | \$                 | 6,636.00  | \$ 6,636.00  | \$                       | \$       | \$    | \$ 6,636.00                   | \$       | \$ 6,636.00  |
| TOTAL                            | \$                 | 73,000.00 | \$ 73,000.00 | \$                       | \$       | \$    | \$ 73,000.00                  | \$       | \$ 73,000.00 |

Indirect As A Percent of Direct

0.0%

Exhibit B-8, Amendment #4, SFY 2023 Budget

| New Hampshire Department of Health and Human Services           |                    |           |       |                          |          |       |                                |           |       |  |              |  |
|---|--------------------|-----------|-------|--------------------------|----------|-------|--------------------------------|-----------|-------|--|--------------|--|
| Contractor Name: Northern Human Services                        |                    |           |       |                          |          |       |                                |           |       |  |              |  |
| Project Title: SS-2019-OPHS-26-NORTH-01-AM Covid-19 Disparities |                    |           |       |                          |          |       |                                |           |       |  |              |  |
| Budget Period: SFY 2023 (July 1, 2022 - June 30, 2023)          |                    |           |       |                          |          |       |                                |           |       |  |              |  |
| Line Item   | Total Program Cost |           |       | Contractor Share / Match |          |       | Funded by DHHHS contract share |           |       |  |              |  |
|   | Direct             | Indirect  | Total | Direct                   | Indirect | Total | Direct                         | Indirect  | Total |  |              |  |
| 1. Total Salary/Wages   | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| 2. Employee Benefits  | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| 3. Consultants  | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| 4. Equipment:   | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| Rental  | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| Repair and Maintenance  | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| Purchase/Depreciation   | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| 5. Supplies:  | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| Educational   | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| Lab   | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| Pharmacy  | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| Medical   | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| Office  | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| 6. Travel   | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| 7. Occupancy  | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| 8. Current Expenses   | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| Telephone   | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| Postage   | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| Subscriptions   | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| Audit and Legal   | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| Insurance   | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| Board Expenses  | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| 9. Software   | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| 10. Marketing/Communications                                    | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| 11. Staff Education and Training                                | \$                 |           | \$    |                          | \$       |       | \$                             |           | \$    |  | \$           |  |
| 12. Subcontracts/Agreements                                     | \$                 | 51,820.00 | \$    | 51,820.00                | \$       |       | \$                             | 51,820.00 | \$    |  | \$ 51,820.00 |  |
| 13. Other: 10% Fiscal Fee                                       | \$                 | 5,180.00  | \$    | 5,180.00                 | \$       |       | \$                             | 5,180.00  | \$    |  | \$ 5,180.00  |  |
| TOTAL   | \$                 | 57,000.00 | \$    | 57,000.00                | \$       |       | \$                             | 57,000.00 | \$    |  | \$ 57,000.00 |  |

Indirect As A Percent of Direct

0.0%

NOV23'21 PM 2:21 RCUD

14  
MAC



**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC HEALTH SERVICES**

Lori A. Shibley  
Commissioner

Patricia M. Tilley  
Director

29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4501 1-800-852-3345 Ext. 4501  
Fax: 603-271-4827 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

November 17, 2021

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, to amend an existing contract with Northern Human Services (VC#177222-B004), Conway, NH, to expand collaborative approaches to supporting families with young children experiencing complex stressors, and modify the scope of services to include additional populations, to further support staff training activities for Home Visiting Services to children and families in the North Country Community Collaborations to Strengthen and Preserve Families program by increasing the price limitation by \$200,000 from \$400,000 to \$600,000 with no change to the contract completion date of June 30, 2023, effective upon Governor and Council approval. 50% Federal Funds. 50% General Funds.

The original contract was approved by Governor and Council on June 18, 2019, Item #78B, amended on October 7, 2020, Item #9, and most recently amended on April 21, 2021, Item #19.

Funds are available in the following accounts for State Fiscal Years 2022 and 2023, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

**EXPLANATION**

The purpose of this request is to add funds and expand to additional target populations such as families experiencing parental incarceration and families experiencing complex stressors like loss of employment or substance use and that can create a higher risk for child maltreatment. The expanded services will increase home visiting services and supports to families with young children who are experiencing complex stressors who could benefit from a higher level of support through a collaborative team of providers working together such as mental health, school districts, childcare centers, health providers and head start. Additionally, the North Country Community Collaborations to Strengthen and Preserve Families initiative will continue providing training and coaching session activities for staff who provide Home Visiting Services in the North Country Region.

Since 2020, families with young children in Coos County have been negatively impacted by the COVID-19 pandemic and are experiencing an increase in food insecurity, economic and housing instability, stressors of social isolation, depression, and substance misuse. Funds will be used to increase and promote the timely screening for maternal and caregiver depression and

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

developmental screening for children 0-5. Program staff will connect families to identified supports needed such as mental health, substance use, health and developmental supports and also provide economic supports navigation by connecting them to state benefits such as medical coverage, child care coverage and SNAP. Coaching will be provided to a minimum of twenty-four (24) home visiting staff from the Family Resource Center, Northern Human Services' Infant Mental Health and Early Supports and Services programs, Head Start and Response: Domestic and Sexual Violence Support Centers to maintain a strong early childhood workforce responsive to family needs.

The target population served is overburdened families, caregivers with substance misuse, and families with children eight (8) years of age or younger who are at risk of child abuse or neglect and other adverse childhood experiences. The geographic region served includes all of Coos County and Grafton Counties north of Franconia Notch. Approximately 500 children and their families will be served during State Fiscal Years 2022 and 2023.

The Department will monitor contracted services to ensure:

- 85% of families with children birth to age five (5) years of age will receive home visiting services.
- The number of early childhood practitioners in Coos County trained in evidence-based social emotional practices will increase by 10%.
- 85% of children five (5) years of age or younger in Coos County will receive Ages and Stages Questionnaire (ASQ) and/or ASQ-social emotional development screenings at least once per year.
- The rate of families with complex needs served by collaborative teams who report they received effective care coordination will be 50% higher than the state average.

Should the Governor and Council not authorize this request, home visiting staff who provide services to caregivers with substance abuse, to families experiencing parental incarceration, and to families with young children at risk of child abuse and neglect may not receive appropriate evidence-based training and follow-up coaching activities, which are imperative to teaching positive parenting and family structure to those in need of services.

Area served: Coos County and Northern Grafton County north of Franconia Notch

Source of Federal Funds: Assistance Listing Number #93.391, FAIN #NH75OT000031

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

Respectfully submitted,



Lori A. Shilbinette  
Commissioner

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
FISCAL DETAILS SHEET**

**05-95-042-421010-29580000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS. HHS: HUMAN SERVICES DIV, CHILD PROTECTION. CHILD-FAMILY SERVICES (100% GENERAL FUNDS)**

Vendor Name: Northern Human Services

Vendor #: 177222-B004

| State Fiscal Year | Class / Account | Class Title                    | Job Number | Current Amount | Increase (Decrease) | Revised Amount |
|-------------------|-----------------|--------------------------------|------------|----------------|---------------------|----------------|
| 2019              | 643-504191      | Contracts for Program Services | 42105756   | \$100,000.00   | \$0.00              | \$100,000.00   |
| 2020              | 643-504191      | Contracts for Program Services | 42105756   | \$0.00         | \$0.00              | \$0.00         |
| 2021              | 643-504191      | Contracts for Program Services | 42105756   | \$200,000.00   | \$0.00              | \$200,000.00   |
|                   |                 | Sub Total                      |            | \$300,000.00   | \$0.00              | \$300,000.00   |

**05-95-090-902010-70470000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS. HHS: PUBLIC HEALTH DIV, COMMUNITY COLLABORATION (100% GENERAL FUNDS)**

Vendor Name: Northern Human Services

Vendor #: 177222-B004

| State Fiscal Year | Class / Account | Class Title                    | Job Number | Current Amount | Increase (Decrease) | Revised Amount |
|-------------------|-----------------|--------------------------------|------------|----------------|---------------------|----------------|
| 2022              | 102-500731      | Contracts for Program Services | 90070471   | \$0.00         | \$50,000.00         | \$50,000.00    |
| 2023              | 102-500731      | Contracts for Program Services | 90070471   | \$0.00         | \$50,000.00         | \$50,000.00    |
|                   |                 | Sub Total                      |            | \$0.00         | \$100,000.00        | \$100,000.00   |

**05-95-090-902010-70470000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: PUBLIC HEALTH DIV, COMMUNITY COLLABORATION (100% FEDERAL FUNDS)**

Vendor Name: Northern Human Services

Vendor #: 177222-B004

| State Fiscal Year | Class / Account | Class Title                    | Job Number | Current Amount | Increase (Decrease) | Revised Amount |
|-------------------|-----------------|--------------------------------|------------|----------------|---------------------|----------------|
| 2022              | 102-500731      | Contracts for Program Services | 90070470   | \$50,000.00    | \$0.00              | \$50,000.00    |
| 2023              | 102-500731      | Contracts for Program Services | 90070470   | \$50,000.00    | \$0.00              | \$50,000.00    |
|                   |                 | Sub Total                      |            | \$100,000.00   | \$0.00              | \$100,000.00   |

**05-95-090-901010-57710000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: PUBLIC HEALTH DIV, BUREAU OF POLICY & PERFORMANCE, PH COVID-19 HEALTH DISPARITIES (100% FEDERAL FUNDS)**

Vendor Name: Northern Human Services

Vendor #: 177222-B004

| State Fiscal Year | Class / Account | Class Title                    | Job Number | Current Amount | Increase (Decrease) | Revised Amount |
|-------------------|-----------------|--------------------------------|------------|----------------|---------------------|----------------|
| 2022              | 102-500731      | Contracts for Program Services | 90577170   | \$0.00         | \$50,000.00         | \$50,000.00    |
| 2023              | 102-500731      | Contracts for Program Services | 90577170   | \$0.00         | \$50,000.00         | \$50,000.00    |
|                   |                 | Sub Total                      |            | \$0.00         | \$100,000.00        | \$100,000.00   |

|                      |                     |                     |                     |
|----------------------|---------------------|---------------------|---------------------|
| <b>Overall Total</b> | <b>\$400,000.00</b> | <b>\$200,000.00</b> | <b>\$600,000.00</b> |
|----------------------|---------------------|---------------------|---------------------|

**State of New Hampshire  
Department of Health and Human Services  
Amendment #3**

This Amendment to the North Country Community Collaborations to Strengthen and Preserve Families contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Northern Human Services ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 19, 2019, (Item #78B), as amended on October 7, 2020, (Item #9), as amended on April 21, 2021, (Item #19), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Paragraph 2, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

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

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

1. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$600,000.
2. Modify Exhibit A, Scope of Services by replacing in its entirety with Exhibit A, Amendment #3, Scope of Services, which is attached hereto and incorporated by reference herein.
3. Modify Exhibit B-2, Budget by replacing in its entirety with Exhibit B-2, Amendment #3, Budget, which is attached hereto and incorporated by reference herein.
4. Modify Exhibit B-3, Budget by replacing in its entirety with Exhibit B-3, Amendment #3, Budget, which is attached hereto and incorporated by reference herein.

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

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

State of New Hampshire  
Department of Health and Human Services

11/22/2021

Date

DocuSigned by:

*Ann H. Landry*

Name: Ann H. Landry

Title: Ann.Landry@dhhs.nh.gov

Northern Human Services

DocuSigned by:

*Eric Johnson*

Name: Eric Johnson

Title: CEO

11/22/2021

Date

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

OFFICE OF THE ATTORNEY GENERAL

11/22/2021

Date

DocuSigned by:

J. Christopher Marshall

Name: J. Christopher Marshall

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:

New Hampshire Department of Health and Human Services  
North Country Community Collaboration to Strengthen & Preserve Families  
Exhibit A



Scope of Services

**1. Provisions Applicable to All Services**

- 1.1. The Contractor shall 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 contract effective date.
- 1.2. The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or federal or state court orders may have an impact on the Services described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.
- 1.3. The Contractor shall ensure trainings are available to providers in Coos and Northern Grafton Counties who provide services to the target populations.

**2. Scope of Services**

- 2.1. The Contractor shall ensure trainings and curricula focus on target populations that include, but are not limited to:
  - 2.1.1. Overburdened families.
  - 2.1.2. Caregivers struggling with substance abuse.
  - 2.1.3. Families with children less than eight (8) years of age, who are at risk for child abuse and neglect, and other adverse childhood experiences.
  - 2.1.4. Families experiencing parental incarceration.
- 2.2. The Contractor shall ensure all trainings are available to a minimum of twenty-four (24) home visitors from the following organizations:
  - 2.2.1. The Family Resource Center.
  - 2.2.2. Northern Human Services' Infant Mental Health - Early Supports and Services programs.
  - 2.2.3. Head Start.
  - 2.2.4. Response: Domestic and Sexual Violence Support Center.
- 2.3. The Contractor shall conduct trainings and coaching sessions in order to increase home visiting services to the target population. The Contractor shall:
  - 2.3.1. Provide two (2) trainings that include: tuition; a trainer; travel, hotel, meal costs associated with trainer; cost of the venue; materials; training supplies; associated shipping; and a minimum of twenty (20) hours of coaching per participant, as follows:
    - 2.3.1.1. Growing Great Kids birth-36 months Tier 1 Certification Seminar by Great Kids Inc., over four (4) days, and

**New Hampshire Department of Health and Human Services  
North Country Community Collaboration to Strengthen & Preserve Families  
Exhibit A**



- 2.3.1.2. Growing Great Kids 3-5 years Training by Great Kids Inc., over four (4) days.
- 2.3.2. Provide a Motivational Interviewing (MI) Training by North Country Health Consortium over two (2) days, which includes tuition; material and training supplies; cost of the venue; and a minimum of five (5) hours of coaching per participant.
- 2.4. The Contractor shall provide MI and Boundary Spanning Leadership (BSL) training, and follow-up coaching activities, by identifying and documenting various partners engaged in these trainings including, but are not limited to:
  - 2.4.1. North Country Health Consortium.
  - 2.4.2. Public Health Network.
  - 2.4.3. Response: Domestic and Sexual Violence Support Center to Domestic Violence and Sexual Abuse Coalition.
  - 2.4.4. Other Contractor network organizations as deemed appropriate and agreed upon by the Department.
- 2.5. The Contractor shall conduct (BSL) training and activities including, but not limited to:
  - 2.5.1. Facilitation of BSL tools, exercises and activities.
  - 2.5.2. Facilitation of assessment of team readiness in BSL toolkit and activities in BSL toolkit, to include all network partners.
  - 2.5.3. Facilitation of the use of the BSL toolkit activities, and coordinate network definitions used in BSL toolkit to span boundaries.
  - 2.5.4. Support, creation and operationalizing of transformation across the network to arrive at shared improved outcomes for BSL Network team.
  - 2.5.5. Support and participate in evaluating the outcomes of BSL training and submit needed data and actions to the Department's Community Collaborations Evaluation Contractor.
- 2.6. The Contractor shall support the evaluation of the BSL framework and of the impact of services received by families completed by Department's Community Collaborations Evaluation Contractor in Studies 1, 2, and 3 of the Cross Site-Evaluation within the Community Collaborations to Strengthen and Preserve Families Project.
- 2.7. The Contractor shall collaborate with the Department to learn about and engage in national promising practices of evidenced-based or evidence-informed prevention of child abuse and neglect.
- 2.8. The Contractor shall provide evidence-based, culturally and linguistically competent, prevention-focused programs to the community, designed to:
  - 2.8.1. Reduce child maltreatment.

**New Hampshire Department of Health and Human Services  
North Country Community Collaboration to Strengthen & Preserve Families  
Exhibit A**



- 2.8.2. Improve parent-child interactions.
- 2.8.3. Improve skills for regulating behavior and coping adaptively.
- 2.8.4. Improve coordination of services and referrals for young families.
- 2.9. The Contractor shall provide a variety of prevention services to parents of children up to eight (8) years of age, including but not limited to:
  - 2.9.1. Home Visiting.
  - 2.9.2. Parent education.
  - 2.9.3. Family support services, including respite or crisis care.
  - 2.9.4. Activities that promote Protective Factors, that include, but are not limited to becoming providers of NH EASY, increasing parental resilience through parental education, that show evidence of:
    - 2.9.4.1. Promoting social connection.
    - 2.9.4.2. Increasing access to, or provide, concrete support systems.
    - 2.9.4.3. Increasing knowledge of parental development.
    - 2.9.4.4. Increasing knowledge, awareness or skills that promote resilience and increase the social and emotional competence of children.
    - 2.9.4.5. Increasing access and connections to concrete supports such as, referrals to economic supports, referrals to child care, health insurance and food supports.
- 2.10. The Contractor shall lead efforts to improve tertiary support for families experiencing complex stressors.
- 2.11. The Contractor shall provide a wraparound approach to engage and coordinate multiple services for a small percentage of families in Coos County experiencing complex stressors and those impacted by COVID-19 such as economic and mental health.
- 2.12. The Contractor shall lead program-planning efforts, be present at, and participate in Community Collaborations statewide meetings.
- 2.13. The Contractor shall lead facilitation development of a Practice Profile outlining the specific approaches to program implementation, as defined by the Department and the Community Collaborations Evaluation Contractor.
- 2.14. The Contractor shall facilitate and lead a Community Implementation Team (CIT) as defined by the Department's Community Collaborations Evaluation Contractor. The CIT is a group of cross agency and program partners within that community and this team can be made up of the BSL training participants.
- 2.15. The Contractor shall draft, and finalize a CIT project work plan and establish a logic model team, as defined by the Department and the Community

New Hampshire Department of Health and Human Services  
North Country Community Collaboration to Strengthen & Preserve Families  
Exhibit A



Collaborations Evaluation Contractor.

- 2.16. The Contractor shall coordinate the network, the CIT data definition establishment and data collection according to network-determined definitions as defined by the Department's Community Collaborations Evaluation Contractor.
- 2.17. The Contractor shall collaborate with CIT Partners to develop a model using expertise within the leadership group and pilot a tertiary team model in one location as determined by the Contractor. The Contractor shall:
  - 2.17.1. Utilize lessons learned to replicate efforts in additional locations in year two (2) and determine additional locations after assessing environmental stressors that are most prevalent based upon the Community Needs Mapping and CIT partner service data.

**3. Reporting**

- 3.1. The Contractor, with the CIT, shall submit a Practice Profile to the Department.
- 3.2. The Contractor shall submit quarterly reports on process and outcome measures for each area of study in order to determine quality, improvement and recommendations upon Department request.
- 3.3. The Contractor shall establish a shared data and outcomes tracking system for the Community Collaborations project, using the tracking system for data collection and analysis.
- 3.4. The Contractor shall provide the following information:
  - 3.4.1. The Number and type of trainings provided to the Family Support Specialists (FSS), Case Managers, and Community Health Workers (CHW) staff;
  - 3.4.2. Number of agency and CHW staff enrolled as providers of NH EASY in order to support individual connections to concrete supports such as economic supports and referrals to minimize COVID-19 impacts;
  - 3.4.3. Number of cases by CHW/FSS and Number of encounters per CHW/FSS;
  - 3.4.4. Number of encounters to provide communication about COVID-19 risk factors, mitigation and prevention; and
  - 3.4.5. Number of other navigation and support services to address COVID-19 risk factors (e.g., employment, economic, child care, health care).
- 3.5. The Contractor shall review and utilize the NH Division of Public Health Services Equity Review toolkit prior to implementing programming, as agreed upon by both parties. This toolkit will provide guidance on ensuring equity, including Race, Ethnicity and Linguistic (REAL) and Sexual Orientation and Gender Identity (SOGI) data collection as well as community engagement as core elements of the work of the Department grant-based work.

**New Hampshire Department of Health and Human Services  
North Country Community Collaboration to Strengthen & Preserve Families  
Exhibit A**



3.6. The Contractor shall provide a quarterly summary of Protective Factors Survey-2 (PFS-2) completed for the Community Collaborations project. Surveys will show:

- 3.6.1. The percentage of types of concrete needs identified for the families served by race, ethnicity and language, when available.
- 3.6.2. The percentage of increased Protective Factors.

**4. Performance Measures**

4.1. The Contractor shall minimally achieve the following outcomes by the end of twenty-four (24) months after contract implementation, which only relates to agencies that participate in MI and Evidence Based Practice (EBP) training. Outcomes to be provided by June 30, 2023, include but are not limited to:

- 4.1.1. 85% of families with children birth to age five (5) years of age will receive home visiting services.
- 4.1.2. The number of early childhood practitioners in Coos County trained in evidence-based social emotional practices will increase by 10%.
- 4.1.3. 85% of children birth to age five (5) years of age in Coos County will receive Ages and Stages Questionnaire (ASQ) and/or ASQ-social emotional developmental screenings at least once per year.
- 4.1.4. 85% of children birth to age five (5) years of age with needs identified through developmental screenings will receive needed services.
- 4.1.5. 85% of caregivers of children birth to age five (5) years of age will receive depression screenings at least once per year.
- 4.1.6. 85% of caregivers with needs identified through caregiver depression screenings will receive needed services.
- 4.1.7. The rate of families served by tertiary teams who report they received effective care coordination will be 50% higher than the state average.
- 4.1.8. Increase the number of home visitors who are trained and implementing evidence-based parenting education into their work by ten (10), from 42 to 52.
- 4.1.9. Increase the number of children actively receiving home visits by 47, from 303 to 350.
- 4.1.10. Increase the number of caregivers actively receiving home visits by twenty (20), from 164 to 184.
- 4.1.11. Improve on average parenting skills by 25% up from 2018 average of 18%.

EAHHR B-2, Amendment #1, SFY 2022 Budget

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

Contractor Name: Northern Human Services

Project Title: SS-2019-OPHS-25-NORTH-01-A03

Budget Period: SFY 2022 (July 1, 2021 - June 30, 2022)

| Line Item                            | Total Program Cost |            |           | Contractor Share / Match |          |       | Funded by Other contract share |            |           |
|--------------------------------------|--------------------|------------|-----------|--------------------------|----------|-------|--------------------------------|------------|-----------|
|                                      | Direct             | Indirect   | Total     | Direct                   | Indirect | Total | Direct                         | Indirect   | Total     |
| 1. Total Salary/Wages                | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| 2. Employee Benefits                 | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| 3. Consultants                       | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| 4. Equipment                         | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| Rental                               | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| Repair and Maintenance               | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| Purchase/Lease/Leasehold             | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| 5. Supplies                          | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| Educational                          | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| LPS                                  | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| Pharmacy                             | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| Medical                              | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| Office                               | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| 6. Travel                            | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| 7. Occupancy                         | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| 8. Current Expenses                  | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| Telephone                            | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| Postage                              | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| Subscriptions                        | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| Audit and Legal                      | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| Insurance                            | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| Board Expenses                       | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| 9. Software                          | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| 10. Machinery/Communications         | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| 11. Staff Education and Training     | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| 12. Subcontract Management           | 0                  | 136,364.00 | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| 13. Other specific awards mandatory: | 0                  | 0          | 0         | 0                        | 0        | 0     | 0                              | 0          | 0         |
| Fiscal Fee                           | 0                  | 0          | 13,638.00 | 0                        | 0        | 0     | 0                              | 0          | 13,638.00 |
| TOTAL                                | 0                  | 136,364.00 | 13,638.00 | 0                        | 0        | 0     | 0                              | 136,364.00 | 13,638.00 |
| TOTAL                                | 0                  | 136,364.00 | 13,638.00 | 0                        | 0        | 0     | 0                              | 136,364.00 | 13,638.00 |

Indirect As A Percent of Direct

10.0%

Contractor Name: EJ  
 Date: 11/22/2021

Exhibit B-3, Amendment #3, SFY 2023 Budget

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

Contractor Name: Northern Human Services

Project Title: SS-2019-OPHC-28-NORTH-01-A03

Budget Period: SFY 2023 (July 1, 2022 - June 30, 2023)

| Line Item                               | Total Program Cost |          |       | Contractor Share / Match |          |       | Funded by DSHS contract share |          |       |
|---|--------------------|----------|-------|--------------------------|----------|-------|-------------------------------|----------|-------|
|   | Direct             | Indirect | Total | Direct                   | Indirect | Total | Direct                        | Indirect | Total |
| 1. Total Salary/Wages                   | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| 2. Employee Benefits                    | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| 3. Contracture                          | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| 4. Equipment                            | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| Rental                                  | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| Repair and Maintenance                  | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| Purchase/Replacement                    | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| 5. Supplies                             | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| Educational                             | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| Lab                                     | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| Pharmacy                                | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| Medical                                 | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| Office                                  | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| 6. Travel                               | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| 7. Occupancy                            | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| 8. Current Expenses                     | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| Telephone                               | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| Postage                                 | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| Subscriptions                           | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| Auto and Legal                          | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| Insurance                               | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| Board Expenses                          | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| 9. Software                             | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| 10. Marketing/Communications            | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| 11. Staff Education and Training        | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| 12. Subcontract/Agreement               | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| 13. Other (specific details mandatory): | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| Fiscal Fee                              | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| TOTAL                                   | \$                 | \$       | \$    | \$                       | \$       | \$    | \$                            | \$       | \$    |
| Indirect As A Percent of Direct         |                    |          |       |                          |          |       |                               |          |       |

APR02'21 PM 3:58 RCUD

19 MAR



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC HEALTH SERVICES

Lori A. Shibiene  
Commissioner

Lisa M. Morris  
Director

29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4501 1-800-852-3345 Ext. 4501  
Fax: 603-271-4827 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

March 15, 2021

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, to enter into a Sole Source amendment to an existing contract with Northern Human Services (VC #177222-B004), Conway, NH, to continue activities for the North Country Community Collaborations to Strengthen and Preserve Families program that conducts trainings for staff who provide Home Visiting Services to young children and families as well as direct services to families, by exercising a contract renewal option by increasing the price limitation by \$100,000 from \$300,000 to \$400,000 and extending the completion date from June 30, 2021 to June 30, 2023 effective July 1, 2021 or upon Governor and Council approval, whichever is later. 100% Federal Funds.

The original contract was approved by Governor and Council on June 19, 2019, Item #78B and most recently amended with Governor and Council approval on October 7, 2020, item #9.

Funds are anticipated to be available in State Fiscal Years 2022 and 2023, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

05-95-042-421010-29580000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: HUMAN SERVICES DIV, CHILD PROTECTION, CHILD-FAMILY SERVICES (100% General Funds)

| State Fiscal Year | Class / Account | Class Title            | Job Number | Current Budget | Increased (Decreased) Amount | Revised Budget |
|-------------------|-----------------|------------------------|------------|----------------|------------------------------|----------------|
| 2019              | 643-504191      | Contracts for Prog Svc | 42105756   | \$100,000      | \$0                          | \$100,000      |
| 2020              | 643-504191      | Contracts for Prog Svc | 42105756   | \$0            | \$0                          | \$0            |
| 2021              | 643-504191      | Contracts for Prog Svc | 42105756   | \$200,000      | \$0                          | \$200,000      |
|                   |                 |                        | Subtotals: | \$300,000      | \$0                          | \$300,000      |

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 3

05-95-090-902010-70470000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: PUBLIC HEALTH DIV, COMMUNITY COLLABORATION (100% Federal Funds)

| State Fiscal Year | Class / Account | Class Title            | Job Number | Current Budget | Increased (Decreased) Amount | Revised Budget |
|-------------------|-----------------|------------------------|------------|----------------|------------------------------|----------------|
| 2022              | 102-500731      | Contracts for Prog Svc | 90070470   | \$0            | \$50,000                     | \$50,000       |
| 2023              | 102-500731      | Contracts for Prog Svc | 90070470   | \$0            | \$50,000                     | \$50,000       |
|                   |                 |                        | Subtotals: | \$0            | \$100,000                    | \$100,000      |
|                   |                 |                        | Totals:    | \$300,000      | \$100,000                    | \$400,000      |

**EXPLANATION**

This request is Sole Source because the contract was originally approved as sole source and MOP 150 requires any subsequent amendments to be labelled as sole source. Northern Human Services is the Fiscal Agent for the Coos Coalition for Young Children and Families (Coos Coalition), which is the coordinating body in Coos and Northern Grafton Counties for child maltreatment prevention utilizing evidence based practices. The Coos Coalition is the only coalition in Coos and Northern Grafton counties whose primary purpose is to promote the optimal social and emotional development of children from birth through eight (8) years of age.

The purpose of this request is to continue the activities in the North Country Community Collaborations to Strengthen and Preserve Families program by providing training for staff who provide Home Visiting Services in the North Country Region through the network and work of the Coos Coalition.

Funds support the Social and Emotional Learning Coaching System in Coos County as part of the strategy to support and maintain a high quality early childhood serving workforce. Coaching will be provided to a minimum of twenty-eight (28) home visiting staff from the Family Resource Center, Northern Human Services Infant Mental Health and Early Supports and Services programs and Head Start.

The Coos Coalition's leadership team will continue utilizing Boundary Spanning Leadership practices to support the community implementation team further develop collective impact strategies to enhance the early childhood system.

The Contractor will continue utilizing funding to increase capacity to provide evidence based, universal home visiting services to families with young children; to deliver coaching to home visiting staff who provide services to children; and to provide consistent parent engagement opportunities for families to connect with one another to build resource networks and increase parenting skills. The Contractor will collect data and outcomes data from the clients served to support a program evaluation with the University of New Hampshire. The Department anticipates linking the collected data with internal data to determine outcomes of families and children who receive community coordination of services and to determine child maltreatment outcomes.

The target population served is overburdened families, caregivers with substance misuse and young families with children eight (8) years of age or younger who are at risk of child abuse or neglect and other adverse childhood experiences. The geographic region served includes all of Coos County and North Grafton County above Franconia Notch. Approximately 500 children and their families will be served from July 1, 2021 to June 30, 2023.

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

The Department will monitor contracted services to ensure:

- The number of home visitors who are trained and implementing evidence-based parenting education in their work is not less than 52.
- The number of children actively receiving home visits is not less than 350.
- The number of caregivers actively receiving home visits is not less than 164.
- Protective Factors Survey-2 instruments that measure increases in parenting skills demonstrate increases no less than 25% upon families receiving services.

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

Should the Governor and Council not authorize this request, home visiting staff who provide services to caregivers with substance abuse as well as families with young children at risk of child abuse and neglect may not receive appropriate evidence-based training and follow-up coaching activities, which are imperative to teaching positive parenting and family structure to those in need of services.

Area served: Coos County and Northern Grafton County north of Franconia Notch

Source of Funds: CFDA #93.670, FAIN 90CA1858.

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

Respectfully submitted,



Lori A. Shabinette  
Commissioner

**State of New Hampshire  
Department of Health and Human Services  
Amendment #2**

This Amendment to the North Country Community Collaboration to Strengthen and Preserve Families contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Northern Human Services ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 19, 2019 (Item #78B), as amended on October 7, 2020 (Item #9), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18 and Exhibit C-1, Paragraph 2, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

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

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

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2023.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$400,000.
3. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 2, to read:
  2. This agreement is funded with:
    - 2.1. 25% Federal Funds from the Community Collaboration to Strengthen and Preserve Families in NH: A Prevention, Public Health, Cross-Sector Approach; as awarded on June 25, 2020 by the US Department of Health and Human Services, Administration on Children, Youth & Families, Children's Bureau; CFOA #93.670; Federal Award Identification Number (FAIN) 90CA1858.
    - 2.2. 75% General Funds.
4. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 4, Subsection 4.1, to read:
  - 4.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement in accordance with Exhibit A and Exhibit B-1, Budget Sheet through Exhibit B-4 Budget – Amendment #2.
5. Add Exhibit B-3 Budget – Amendment #2, which is attached hereto and incorporated by reference herein.
6. Add Exhibit B-4 Budget – Amendment #2, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective July 1, 2021 or upon the date of Governor and Executive Council approval, whichever is later.

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

3/30/2021

Date

DocuSigned by:

*Lisa H. Morris*

Name: LISA H. MORRIS

Title: Director, Division of Public Health Svcs.

Northern Human Services

3/23/2021

Date

DocuSigned by:

*Eric Johnson*

Name: Eric Johnson

Title: CEO

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

OFFICE OF THE ATTORNEY GENERAL

3/31/2021

Date

DocuSigned by:  


Name: Catherine Pinos

Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:  
Title:

Exhibit B-3 Budget - Amendment #2

| New Hampshire Department of Health and Human Services   |                    |           |       |                          |           |           |                              |          |           |           |    |           |    |           |
|---|--------------------|-----------|-------|--------------------------|-----------|-----------|------------------------------|----------|-----------|-----------|----|-----------|----|-----------|
| Contractor name: Northern Human Services  |                    |           |       |                          |           |           |                              |          |           |           |    |           |    |           |
| Budget Request for: North Country Community Collaboration to Strengthen and Preserve Families |                    |           |       |                          |           |           |                              |          |           |           |    |           |    |           |
| Budget Period: SFY 2022 (July 1, 2021 - June 30, 2022)  |                    |           |       |                          |           |           |                              |          |           |           |    |           |    |           |
| Line Item   | Total Program Cost |           |       | Contractor Share / Match |           |           | Funded by DHS contract share |          |           |           |    |           |    |           |
|   | Direct             | Indirect  | Total | Direct                   | Indirect  | Total     | Direct                       | Indirect | Total     |           |    |           |    |           |
| 1. Total Salary/Wages   | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| 2. Employee Benefits  | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| 3. Consultants  | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| 4. Equipment  | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| Rental  | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| Repair and Maintenance  | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| Purchase/Depreciation   | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| 5. Supplies   | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| Educational   | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| Lab   | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| Pharmacy  | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| Medical   | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| Office  | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| 6. Travel   | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| 7. Occupancy  | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| 8. Current Expenses   | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| Telephone   | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| Postage   | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| Subscriptions   | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| Audit and Legal   | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| Insurance   | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| Board Expenses  | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| 9. Software   | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| 10. Marketing/Communications  | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| 11. Staff Education and Training  | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| 12. Subcontracts/Agreements   | \$                 | 45,455.00 | \$    |                          | 45,455.00 | \$        |                              | \$       | 45,455.00 |           | \$ | 45,455.00 |    |           |
| 13. Other (specific details mandatory)  | \$                 |           | \$    |                          | \$        |           | \$                           |          | \$        |           | \$ |           |    |           |
| DHS Grant Contractor Fee @ 10%  | \$                 |           | \$    | 4,545.00                 | \$        | 4,545.00  | \$                           |          | \$        | 4,545.00  | \$ | 4,545.00  |    |           |
| TOTAL   | \$                 | 45,455.00 | \$    | 4,545.00                 | \$        | 50,000.00 | \$                           |          | \$        | 45,455.00 | \$ | 4,545.00  | \$ | 50,000.00 |

Included as a Percent of Direct

05  
EJ  
Contractor MS60  
Date 3/23/2021

Exhibit B-3 Budget - Amendment #2

| New Hampshire Department of Health and Human Services                                       |                    |           |          |                          |          |           |                                |           |          |           |    |           |
|---|--------------------|-----------|----------|--------------------------|----------|-----------|--------------------------------|-----------|----------|-----------|----|-----------|
| Contractor name: Northern Human Services  |                    |           |          |                          |          |           |                                |           |          |           |    |           |
| Budget Request for: North Country Community Cooperation to Strengthen and Preserve Families |                    |           |          |                          |          |           |                                |           |          |           |    |           |
| Budget Period: SFY 2021 (July 1, 2021 - June 30, 2022)                                      |                    |           |          |                          |          |           |                                |           |          |           |    |           |
| Line Item   | Total Program Cost |           |          | Contractor Share / Match |          |           | Funded by DHRHS contract share |           |          | Total     |    |           |
|   | Direct             | Indirect  | Year1    | Direct                   | Indirect | Year1     | Direct                         | Indirect  | Year1    |           |    |           |
| 1. Total Salary/Wages   | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| 2. Employee Benefits  | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| 3. Consultants  | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| 4. Equipment  | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| Rental  | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| Repair and Maintenance  | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| Purchase/Depreciation   | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| 5. Supplies   | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| Educational   | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| Lab   | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| Pharmacy  | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| Medical   | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| Office  | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| 6. Travel   | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| 7. Occupancy  | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| 8. Current Expenses   | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| Telephone   | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| Postage   | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| Subscriptions   | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| Audit and Legal   | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| Insurance   | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| Board Expenses  | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| 9. Software   | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| 10. Marketing/Communications  | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| 11. Staff Education and Training  | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| 12. Subcontract/Agreements  | \$                 | 45,455.00 | \$       | 45,455.00                | \$       | 45,455.00 | \$                             | 45,455.00 | \$       | 45,455.00 |    |           |
| 13. Other (specify details mandatory):  | \$                 | \$        | \$       | \$                       | \$       | \$        | \$                             | \$        | \$       | \$        |    |           |
| DHRHS Grant Contractor Fee @ 1.5%   | \$                 | \$        | 4,545.00 | \$                       | 4,545.00 | \$        | 4,545.00                       | \$        | 4,545.00 | 4,545.00  |    |           |
| TOTAL   | \$                 | 45,455.00 | \$       | 4,545.00                 | \$       | 50,000.00 | \$                             | 45,455.00 | \$       | 4,545.00  | \$ | 50,000.00 |

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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC HEALTH SERVICES

Lori A. DiBlasi  
Comptroller  
Lisa M. Merrill  
Director

19 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4501 1-800-851-3345 Ext. 4501  
Fax: 603-271-4837 TDD Access: 1-800-735-1964  
www.dhhs.nh.gov

September 18, 2020.

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, to amend an existing Sole Source contract with Northern Human Services (Vendor #177222-B004), Conway, NH to provide trainings in evidence based home visiting services for young children and families by increasing the price limitation by \$200,000 from \$100,000 to \$300,000 with no change to the contract completion date of June 30, 2021 effective upon Governor and Council approval. 100% General Funds.

The original contract was approved by Governor and Council on June 19, 2019, (Item #78B).

05-85-042-421010 -2958 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: HUMAN SERVICES, CHILD PROTECTION, CHILD - FAMILY SERVICES

| State Fiscal Year | Class / Account | Class Title                    | Job Number | Current Budget | Increased (Decreased) Amount | Revised Budget |
|-------------------|-----------------|--------------------------------|------------|----------------|------------------------------|----------------|
| 2019              | 643-504191      | Contracts for Program Services | 42105745   | \$100,000      | \$0                          | \$100,000      |
| 2020              | 643-504191      | Contracts for Program Services | 42105745   | \$0            | \$0                          | \$0            |
| 2021              | 645-504004      | Contracts for Program Services | 42105745   | \$0            | \$200,000                    | \$300,000      |
|                   |                 |                                | Total      | \$100,000      | \$200,000                    | \$300,000      |

**EXPLANATION**

This request is Sole Source because the contract was originally approved as sole source and MOP 150 requires any subsequent amendments to be labelled as sole source. Northern Human Services is the Fiscal Agent for the Coos Coalition for Young Children and Families. They are the coordinating body in Coos and Northern Grafton Counties for child maltreatment prevention utilizing evidence based practices. This is the only coalition in Coos and Northern

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 3

Grafton counties whose primary purpose is to promote the optimal social and emotional development of children from birth through eight (8) years of age. Since 2009, more than a dozen cross sector organizations including health centers, mental health providers, school districts, childcare centers, Head Start and family support programs have worked to build a coordinated and aligned system of supports for children and their families living in Coos and Northern Grafton counties. Coos Coalition for Young Children and Families will continue to use Boundary Spanning Leadership practices to support the Community Implementation Team as they develop future strategies to enhance the early childhood system.

The purpose of this request is to complement current activities in the Community Collaborations to Strengthen and Preserve Families Program by providing training for staff who provide Home Visiting Services in the North Country Region through the network and work of Coos Coalition for Young Children and Families. There are currently no child-parent psychotherapy trained practitioners in the North Country. Ten (10) new child-parent psychotherapy practitioners will be trained. Additionally, twelve (12) home visitors will be trained in GGK.

The Community Collaborations to Strengthen and Preserve Families Program provides services to families with children up to eight (8) years of age who may be at risk of child abuse and neglect and other adverse childhood experiences. The Contractor will use funding to increase capacity to provide evidence based, universal home visiting services to families with young children; to deliver child-parent psychotherapy training to mental health clinicians who provide services to children and to provide consistent parent engagement opportunities for families to connect with one another to build resource networks and increase parenting skills. The vendor will be collecting data and outcomes data from the clients served to support a program evaluation with the University of New Hampshire. The Department plans to link the collected data with internal data to determine outcomes of families and children who receive community coordination of services and determine child maltreatment outcomes.

The Department will continue to monitor contracted services using the following performance measures:

- Increase the percentage of home visitors in the North Country who are trained and implementing evidence-based parenting education practices into their work to 80%.
- Increase the percentage of families with young children, 8 years old or younger, in Coos County actively receiving home visits to 75%.
- Increase the number of caregivers actively receiving home visits by twenty (20) from 164 to 184.
- Improve on average parenting skills by 50%, up from the 2019 average of 27%.

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

Should the Governor and Council not authorize this request, home visitors who provide services to caregivers with substance abuse as well as families with young children at risk of child abuse and neglect may not receive appropriate evidence based training and follow up coaching activities that are imperative to teaching positive parenting and family structure to those in need of services.

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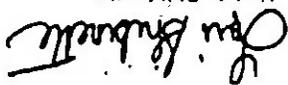
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His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 3 of 3

Area served: All of Coos County and Northern Grafton County above Franconia Notch.  
Source of Funds: 100% General Funds.

Respectfully submitted,



Lon A. Sibilene  
Commissioner

**New Hampshire Department of Health and Human Services  
North Country Community Collaboration to Strengthen & Preserve Families**



**State of New Hampshire  
Department of Health and Human Services  
Amendment #1 to the North Country Community Collaboration to Strengthen & Preserve Families**

This 1<sup>st</sup> Amendment to the North Country Community Collaboration to Strengthen & Preserve Families contract (hereinafter referred to as "Amendment #1") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Northern Human Services, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 87 Washington Street, Conway, NH.

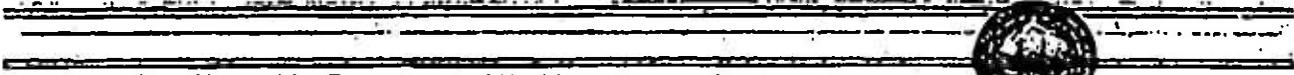
WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 19, 2019, (Item #768) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Paragraph 2, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

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

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

1. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$300,000.
2. Exhibit B; Methods and Conditions Precedent to Payment, Section 4, Subsection 4.1, to read:  
4.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibit B-2 Amendment #1 Budget.
3. Exhibit B, Methods and Conditions Precedent to Payment, Section 4, Subsection 4.5, to read:  
4.5 The Contractor shall submit an invoice in a form satisfactory to the State by the twentieth (20<sup>th</sup>) working day of each month, which identifies and requests reimbursement for authorized expenses incurred in the prior month.
4. Add Exhibit B-2, Amendment #1 Budget.



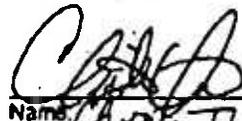
**New Hampshire Department of Health and Human Services  
North Country Community Collaboration to Strengthen & Preserve Families**

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

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

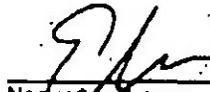
State of New Hampshire  
Department of Health and Human Services

6/17/2020  
Date

  
Name: Christine Tappin  
Title: Associate Commissioner

Northern Human Services

6.16.20  
Date

  
Name: Eric Johnson  
Title: CEO



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| Customer: 0000 - Health and Human Services      |                                   | New Hampshire Department of Health and Human Services |            |            |            |            |            |            |            |
|---|-----------------------------------|---|------------|------------|------------|------------|------------|------------|------------|
| Budget Branch: 0000 - Health and Human Services |                                   | Budget Branch: 0000 - Health and Human Services       |            |            |            |            |            |            |            |
| Budget Period: 07/01/2020 - 06/30/2021          |                                   | Budget Period: 07/01/2020 - 06/30/2021                |            |            |            |            |            |            |            |
| Account   | Account Description               | 07/01/2020  | 08/01/2020 | 09/01/2020 | 10/01/2020 | 11/01/2020 | 12/01/2020 | 01/01/2021 | 02/01/2021 |
| 1   | Total Expenditures                |   |            |            |            |            |            |            |            |
| 2   | Employee Benefits                 |   |            |            |            |            |            |            |            |
| 3   | Commodities                       |   |            |            |            |            |            |            |            |
| 4   | Equipment                         |   |            |            |            |            |            |            |            |
| 5   | Travel                            |   |            |            |            |            |            |            |            |
| 6   | Supplies and Materials            |   |            |            |            |            |            |            |            |
| 7   | Professional Services             |   |            |            |            |            |            |            |            |
| 8   | Contractual                       |   |            |            |            |            |            |            |            |
| 9   | Printing                          |   |            |            |            |            |            |            |            |
| 10  | Postage                           |   |            |            |            |            |            |            |            |
| 11  | Telephone                         |   |            |            |            |            |            |            |            |
| 12  | Utilities                         |   |            |            |            |            |            |            |            |
| 13  | Insurance                         |   |            |            |            |            |            |            |            |
| 14  | Energy Expenses                   |   |            |            |            |            |            |            |            |
| 15  | Information Technology            |   |            |            |            |            |            |            |            |
| 16  | Capital Expenditures and Training |   |            |            |            |            |            |            |            |
| 17  | Construction                      |   |            |            |            |            |            |            |            |
| 18  | Other (Specify in Remarks)        |   |            |            |            |            |            |            |            |
| 19  | Total Contractual                 |   |            |            |            |            |            |            |            |
| TOTAL   |                                   | 237,000.00  | 1,000.00   | 1,000.00   | 1,000.00   | 1,000.00   | 1,000.00   | 1,000.00   | 1,000.00   |

*[Signature]*  
6.16.20

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Jeffrey A. Meyers  
Comptroller

Lisa M. Alford  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC HEALTH SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4301 1-800-852-3345 Ext. 4501  
Fax: 603-271-4817 TDD Access: 1-800-735-1964  
www.dhhs.nh.gov

June 3, 2019

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

REQUESTED ACTION

(1) Authorize the Department of Health and Human Services, Division of Public Health, to enter into a retroactive, sole source agreement with Northern Human Services, Vendor # 232333-R001, 87 Washington Street, Conway, NH 03818 to provide trainings in evidence-based home visiting services for young children and families in an amount not to exceed \$100,000, effective retroactive to May 1, 2019 upon Governor and Executive Council approval through June 30, 2021. 100% General Funds.

(2) Contingent upon approval of Requested Action (1), authorize the Department of Health and Human Services to provide Northern Human Services, with an advance payment in an amount not to exceed \$100,000, effective upon the date of Governor and Executive Council approval for the provision of start-up costs for trainings in evidence-based home visiting services. 100% General Funds.

Funds are available in the following account for State Fiscal Year 2019.

05-95-90-042-421010-29580000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: HUMAN SERVICES-DIV, CHILD PROTECTION, CHILD-FAMILY SERVICES

| Fiscal Year | Class/Account | Class Title            | Job Number | Total Amount |
|-------------|---------------|------------------------|------------|--------------|
| SFY 2019    | 643-504191    | Contracts for Prog Svc | 42105745   | \$100,000    |
| SFY 2020    | 643-504191    | Contracts for Prog Svc | 42105745   | \$0          |
| SFY 2021    | 643-504191    | Contracts for Prog Svc | 42105745   | \$0          |
|             |               |                        | Total      | \$100,000    |

EXPLANATION

This request is retroactive because trainings are scheduled to take place in May of 2019. Sole source contract negotiations were not completed until the beginning of May 2019. The fully executed contract was not received from the vendor until May 29, 2019.

This request is sole source because Northern Human Services is the Fiscal Agent for the Coos

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 3

Coalition for Young Children and Families (CCYCF). They are the coordinating body in Coos and Northern Grafton Counties for child maltreatment prevention utilizing evidence based practices. This is the only coalition in Coos and Northern Grafton counties whose primary purpose is to promote the optimal social and emotional development for children birth through eight (8) years of age. Since 2009, more than a dozen cross sector organizations including health centers, mental health providers, school districts, childcare centers, Head Start and family support programs have worked to build a coordinated and aligned system of supports for children and their families living in Coos and Northern Grafton counties.

The purpose of this contract is to increase the ability of the CCYCF and its agency partners to facilitate community-based, evidence-based parental assistance programs in accordance with SB 592 (2018 Legislative Session). Programs are designed to reduce child maltreatment, improve parent-child interactions, improve skills for regulating behavior and coping adaptively and facilitate improved coordination of services and referrals.

CCYCF, under the fiscal auspices of Northern Human Services, will train home visitors and community health workers in the evidence based parent education model, *Growing Great Kids* and in motivational interviewing, which is an evidence based practice. Additional training will be provided using an evidence-based framework called *Boundary Spanning Leadership* to existing and new CCYCF agency partners in order to build partnerships and increase the CCYCF membership.

Services provided through this contract will target professionals including home visitors and community health workers in CCYCF member agencies who provide home based services to families and caregivers struggling with substance abuse as well as to young families with children less than eight (8) years of age who are at risk for child abuse and neglect.

Training outcome measures of this contract include, but are not limited to:

- An increase of 20% in the parenting skills of families receiving home visits in the designated service areas.
- An increase to 90% of CCYCF agencies using evidence based parenting education such as *Growing Great Kids*.

Requested Action (2), if approved, will enable Northern Human Services to financially support startup costs for training in evidence-based home visiting services. The advanced payment represents costs that would pose a financial hardship to the organization to carry as credit pending reimbursement upon conclusion of the trainings.

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

Should the Governor and Executive Council not authorize this request, home visitors who provide services to caregivers with substance abuse as well as families with young children at risk of child abuse and neglect may not receive appropriate evidence based training and follow up coaching activities that are imperative to teaching positive parenting and family structure to those in need.

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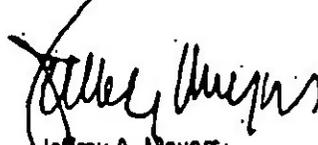
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His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 3 of 3

Area served Coos County, northern Grafton County north of the Franconia Notch.  
Source of Funds: 100% General Funds

Respectfully submitted,



Jeffrey A. Meyers  
Commissioner

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

FORM NUMBER P-37 (version 5/8/15)

Subject: North Country Community Collaboration to Strengthen & Preserve Families (SS-2019-DPHS-26-NORTH)

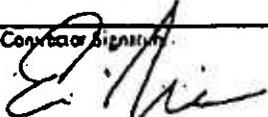
**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

|   |  |   |                                   |
|---|--|---|-----------------------------------|
| 1.1 State Agency Name<br>NH Department of Health and Human Services   |  | 1.2 State Agency Address<br>129 Pleasant Street<br>Concord, NH 03301-3857 |                                   |
| 1.3 Contractor Name<br>Northern Human Services  |  | 1.4 Contractor Address<br>87 Washington Street<br>Conway, NH 03811        |                                   |
| 1.5 Contractor Phone Number<br>603-913-7020   | 1.6 Account Number<br>03-95-042-421010-2958-643-304191 | 1.7 Completion Date<br>June 30, 2021                                      | 1.8 Price Limitation<br>\$100,000 |
| 1.9 Contracting Officer for State Agency<br>Nathan D. White, Director   |  | 1.10 State Agency Telephone Number<br>603-271-9631                        |                                   |
| 1.11 Contractor Signature<br>  |  | 1.12 Name and Title of Contractor Signatory<br>Eric Johnson, CEO          |                                   |
| 1.13 Acknowledgment: State of NH, County of Carroll.  |  |   |                                   |
| On June 7, 2019, before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proved to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity of <u>CEO</u> . |  |   |                                   |
| I, <u>Sharon Wagner</u> , Notary Public or Justice of the Peace   |  |   |                                   |
| 1.14 Signature of Notary or Justice of the Peace<br> <u>Sharon Wagner</u>  |  |   |                                   |
| 1.14 State Agency Signature<br><u>Robert T. Kelly</u> for use of <u>State</u> Date: <u>6/10/19</u>  |  | 1.15 Name and Title of State Agency Signatory                             |                                   |
| 1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)<br>By: _____ Director, On: _____  |  |   |                                   |
| 1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable)<br>By: <u>Dee M. Gibson</u> On: <u>6/7/19</u>   |  |   |                                   |
| 1.18 Approval by the Governor and Executive Council (if applicable)<br>By: _____ On: _____  |  |   |                                   |



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

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**  
 3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("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 payments 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. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. 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

Contractor Initials F.S.  
 Date 6/10/11

Agreement. This provision shall survive termination of this Agreement.

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

**8. EVENT OF DEFAULT/REMEDIES.**

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

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

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

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

**9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.**

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

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

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

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

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

12. **ASSIGNMENT/DELEGATION/SUBCONTRACTS.** The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and 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 \$1,000,000 per occurrence and \$2,000,000 aggregate; and

14.1.2 special cause of loss coverage form 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.

Contractor Initials

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Date

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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 thirty (30) 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 provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) 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 unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

**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 our heirs 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.

Contractor Initials

Date

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6/7/19

New Hampshire Department of Health and Human Services  
North Country Community Collaboration to Strengthen & Preserve Families  
Exhibit A



## Scope of Services

### 1. Provisions Applicable to All Services

- 1.1. The Contractor shall 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 contract effective date.
- 1.2. The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or federal or state court orders may have an impact on the Services described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.
- 1.3. Notwithstanding any other provision of the Contract to the contrary, no services shall continue after June 30, 2019, and the Department shall not be liable for any payments for services provided after June 30, 2019, unless and until an appropriation for these services has been received from the state legislature and funds encumbered for the SFY 2020-2021 biennia.
- 1.4. The Contractor shall ensure trainings are available to providers in Coos and Norther Grafton Counties who provide services to the target populations.

### 2. Scope of Services

- 2.1. The Contractor shall ensure trainings and curricula focus on target populations that include, but are not limited to:
  - 2.1.1. Overburdened families.
  - 2.1.2. Caregivers struggling with substance abuse.
  - 2.1.3. Young families with children less than 8 years of age, who are at risk for child abuse and neglect, and other adverse childhood experiences.
- 2.2. The Contractor shall conduct trainings and coaching sessions in order to increase home visiting services to the target population, The Contractor shall:
  - 2.2.1. Provide two (2) trainings that include tuition; a trainer; travel, hotel, and meal costs associated with trainer; cost of the venue; materials; training supplies; associated shipping; and a minimum of twenty (20) hours of coaching per participant, as follows:
    - 2.2.1.1. Growing Great Kids 0-36 months Tier 1 Certification Seminar by Great Kids Inc. over four (4) days, and
    - 2.2.1.2. Growing Great Kids 3-5 years Training by Great Kids Inc., over four (4) days.
  - 2.2.2. Provide a Motivational Interviewing Training by North Country Health Consortium over two (2) days that includes tuition; material and training

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New Hampshire Department of Health and Human Services  
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Exhibit A



supplies; cost of the venue; and a minimum of five (5) hours of coaching per participant;

2.3. The Contractor shall ensure all trainings are available to a minimum of twenty-four (24) home visitors from the following organizations:

2.3.1. The Family Resource Center.

2.3.2. Northern Human Services' Infant Mental Health - Early Supports and Services programs.

2.3.3. Head-Start.

2.3.4. Response: Domestic and Sexual Violence Support Center

2.4. The Contractor shall provide Motivational Interviewing and The Boundary Spanning Leadership (BSL) Training, and follow-up coaching activities, by counting partnerships with partners that include, but are not limited to:

2.4.1. North Country Health Consortium.

2.4.2. Public Health Network.

2.4.3. Response: Domestic and Sexual Violence Support Center to Domestic Violence and Sexual Abuse Coalition.

2.4.4. Other Contractor network organizations as deemed appropriate and agreed upon by the Department

2.5. The Contractor shall conduct Boundary Spanning Leadership (BSL) training and activities including, but not limited to:

2.5.1. Facilitation of BSL tools, exercises and activities

2.5.2. Facilitation of assessment of team readiness in BSL toolkit and activities in BSL toolkit, to include all network partners.

2.5.3. Facilitation of the use of the BSL Toolkit activities, and coordinate network definitions used in BSL Toolkit to span boundaries.

2.5.4. Support, creation and operationalizing of transformation across the network to arrive at shared improved outcomes for BSL Network team.

2.5.5. Support and participate in evaluating the outcomes of BSL training and submit needed data and actions to the University of New Hampshire Institute on Disability.

2.6. The Contractor shall support the evaluation of the BSL Model completed by the University of New Hampshire (UNH) in Study 1 of the Cross Site-Evaluation within the Community Collaboration to Strengthen and Preserve Families Project.

2.7. The Contractor shall collaborate with the Department to learn about and engage in national promising practices of evidenced-based or evidence-informed prevention of child abuse and neglect.

2.8. The Contractor shall provide evidence-based, culturally and linguistically

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Exhibit A



competent, prevention-focused parental assistance programs to the community, designed to:

- 2.8.1. Reduce child maltreatment.
  - 2.8.2. Improve parent-child interactions.
  - 2.8.3. Improve skills for regulating behavior and coping adaptively.
  - 2.8.4. Improve coordination of services and referrals for young families.
- 2.9. The Contractor shall provide a variety of prevention services to parents of children up to eight (8) years of age, including but not limited to:
- 2.9.1. Home Visiting
  - 2.9.2. Parent education.
  - 2.9.3. Family support services, including respite or crisis care.
  - 2.9.4. Activities that promote Protective Factors, that include, but are not limited to increasing parental resilience through parental education, that show evidence of:
    - 2.9.4.1. Promoting social connection.
    - 2.9.4.2. Increasing access to, or provide, concrete support systems.
    - 2.9.4.3. Increasing knowledge of parental development.
    - 2.9.4.4. Increasing knowledge, awareness or skills that promote resilience and increase the social and emotional competence of children.
- 2.10. The Contractor shall lead program-planning efforts, be present at, and participate in Community Collaboration statewide meetings.
- 2.11. The Contractor shall lead facilitation development of a Practice Profile as defined by the DHHS and the Community Collaborations Evaluation Contractor, the University of New Hampshire, Institute on Disability.
- 2.12. The Contractor shall facilitate and lead a Community Implementation Team as defined by the DHHS and the Community Collaborations Evaluation Contractor, the University of New Hampshire, Institute on Disability. This team can be made up of the BSL training participants.
- 2.13. The Contractor shall draft, and finalize a Community Implementation Team (CIT) project work plan, timeline, and logic model Team as defined by the DHHS and the Community Collaborations Evaluation Contractor, the University of New Hampshire, Institute on Disability.
- 2.14. The Contractor shall coordinate network /CIT data definition establishment and data collection according to network-determined definitions as defined by the DHHS and the Community Collaborations Evaluation Contractor, the University of New Hampshire, Institute on Disability.

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New Hampshire Department of Health and Human Services  
North Country Community Collaboration to Strengthen & Preserve Families  
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### 3. Reporting

- 3.1. The Contractor, with the CIT, shall submit a Practice Profile.
- 3.2. The Contractor shall submit annual and interim reports on process and outcome measures for each area of study in order to determine quality improvement and recommendations upon Department request.

### 4. Performance Measures

- 4.1. The Contractor shall minimally achieve the following outcomes by the end of 12 months after contract implementation (only relates to agencies that participate in MI and EBP training. Outcomes include but are not limited to:
  - 4.1.1. Increase the number of home visitors who are trained and implementing evidence-based parenting education into their work by ten (10) from 42 to 52.
  - 4.1.2. Increase the number of children actively receiving home visits by 47, from 303 to 350.
  - 4.1.3. Increase the number of caregivers actively receiving home visits by twenty (20) from 164 to 184.
  - 4.1.4. Improve on average parenting skills by 25% up from 2018 average of 18%.

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Date 5/24/19



New Hampshire Department of Health and Human Services  
North Country Community Collaboration to Strengthen & Preserve Families  
**Exhibit B**

**Method and Conditions Precedent to Payment**

1. The State shall pay the Contractor an amount not to exceed the Form P-37, Block 1.8, Price Limitation for the services provided pursuant to Exhibit A, Scope of Services.
2. This agreement is funded with 100% General Fund
3. Failure to meet the scope of services may jeopardize the funded Contractor's future funding.
4. Payment for said services shall be made monthly as follows:
  - 4.1. Upon Governor and Executive Council approval the Contractor shall submit an invoice to the Department in the amount of \$100,000 for payment of services outlined in Exhibit A.
  - 4.2. The Contractor shall ensure the invoice is completed, signed, dated and returned to the Department in order to initiate payment.
  - 4.3. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed to [DPHScontractbilling@dhs.nh.gov](mailto:DPHScontractbilling@dhs.nh.gov), or invoices may be mailed to:  
Financial Administrator  
Department of Health and Human Services  
Division of Public Health Services  
29 Hazen Drive  
Concord, NH 03301
  - 4.4. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice, subsequent to approval of the submitted invoice and if sufficient funds are available.
5. The Contractor shall keep detailed records of their activities related to Department-funded programs and services and have records available for Department review, as requested.
6. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this agreement may be withheld, in whole or in part, in the event of non-compliance with any Federal or State law, rule or regulation applicable to the services provided; or if the said services or products have not been satisfactorily completed in accordance with the terms and conditions of this agreement.

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0000 0-1 Budget Sheet

New Hampshire Department of Health and Human Services

Contractor with Purchase Order Service

Budget Request for: Community Collaborative to Strengthen and Preserve Families

Budget Period: May 1, 2011 - June 30, 2011

| Line Item                                     | Total Program Cost |          |                   | Contractor Share / Match |          |                 | Funded by 5543 contract share |          |                   |
|---|--------------------|----------|-------------------|--------------------------|----------|-----------------|-------------------------------|----------|-------------------|
|   | Direct             | Indirect | Total             | Direct                   | Indirect | Total           | Direct                        | Indirect | Total             |
| 1. Total Salary/Wages                         |                    |          |                   |                          |          |                 |                               |          |                   |
| 2. Employee Benefits                          |                    |          |                   |                          |          |                 |                               |          |                   |
| 3. Contractual - Contract                     | 30,000.00          |          | 30,000.00         | 1,500.00                 |          | 1,500.00        | 28,500.00                     |          | 30,000.00         |
| 4. Equipment                                  |                    |          |                   |                          |          |                 |                               |          |                   |
| 5. Supplies                                   |                    |          |                   |                          |          |                 |                               |          |                   |
| 6. Materials                                  |                    |          |                   |                          |          |                 |                               |          |                   |
| 7. Travel                                     |                    |          |                   |                          |          |                 |                               |          |                   |
| 8. Occupancy                                  |                    |          |                   |                          |          |                 |                               |          |                   |
| 9. Current Expenses                           |                    |          |                   |                          |          |                 |                               |          |                   |
| 10. Start-up/Communications                   |                    |          |                   |                          |          |                 |                               |          |                   |
| 11. Start Education and Training              | 40,775.00          |          | 40,775.00         |                          |          |                 | 40,775.00                     |          | 40,775.00         |
| 12. Construction/Improvements                 |                    |          |                   |                          |          |                 |                               |          |                   |
| 13. Other (Specify directly mandatory)        |                    |          |                   |                          |          |                 |                               |          |                   |
| 14. Capital Asset                             | 3,500.00           |          | 3,500.00          |                          |          |                 | 3,500.00                      |          | 3,500.00          |
| 15. Other Expense / Fee - 1% (Direct portion) | 11,500.00          |          | 11,500.00         | 1,500.00                 |          | 1,500.00        | 10,000.00                     |          | 11,500.00         |
| <b>TOTAL</b>                                  | <b>107,764.00</b>  |          | <b>107,764.00</b> | <b>1,700.00</b>          |          | <b>1,700.00</b> | <b>106,064.00</b>             |          | <b>107,764.00</b> |

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New Hampshire Department of Health and Human Services  
Exhibit C



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 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:
  - 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;

Exhibit C - Special Provisions

Contractor Initials

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New Hampshire Department of Health and Human Services  
Exhibit C



- 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.

Exhibit C - Special Provisions

Contractor Initials

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Date

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New Hampshire Department of Health and Human Services  
Exhibit C



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

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

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New Hampshire Department of Health and Human Services  
Exhibit C



more employees. It will maintain a current EEO on file and submit an EEO Certification Form to the OCR, certifying that its EEO 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 EEO Certification Form to the OCR certifying it is not required to submit or maintain an EEO. Non-profit organizations, Indian Tribes, and medical and educational institutions are exempt from the EEO requirement, but are required to submit a certification form to the OCR to claim the exemption. EEO 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

EJ

5/29/19

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.

20. Contract Definitions:

- 20.1. **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.
- 20.2. **DEPARTMENT:** NH Department of Health and Human Services.
- 20.3. **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 and/or goods to be provided 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.
- 20.4. **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.
- 20.5. **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 time to time.
- 20.6. **SUPPLANTING OTHER FEDERAL FUNDS:** Funds provided to the Contractor under this Contract will not supplant any existing federal funds available for these services.

5/29/19  
R J



New Hampshire Department of Health and Human Services  
Exhibit C-1

REVISIONS TO STANDARD CONTRACT LANGUAGE

1. Revisions to Form P-37, General Provisions

1.1. Section 4, 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 effected 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.

1.2. Section 10, 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.

2. Renewal

2.1. The Department reserves the right to extend this agreement for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, written agreement of the parties and approval of the Governor and Executive Council.

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5/29/17

New Hampshire Department of Health and Human Services  
Exhibit D



**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

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

**ALTERNATIVE I - FOR GRANTEEES OTHER THAN INDIVIDUALS**

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

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

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

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

New Hampshire Department of Health and Human Services  
Exhibit D



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

- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
  - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.8.

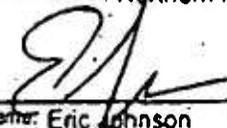
- 2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

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

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

Vendor Name: Northern Human Services

6/7/19  
Date

  
Name: Eric Johnson  
Title: CEO

New Hampshire Department of Health and Human Services  
Exhibit E



CERTIFICATION REGARDING LOBBYING

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

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

- Programs (indicate applicable program covered):
- \*Temporary Assistance to Needy Families under Title IV-A
  - \*Child Support Enforcement Program under Title IV-D
  - \*Social Services Block Grant Program under Title XX
  - \*Medicaid Program under Title XIX
  - \*Community Services Block Grant under Title VI
  - \*Child Care Development Block Grant under Title IV

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

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

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

Vendor Name: Northern Human Services

6/7/19  
Date

[Signature]  
Name: Eric Johnson  
Title: CEO

New Hampshire Department of Health and Human Services  
Exhibit F



**CERTIFICATION REGARDING DEPARTMENT SUSPENSION  
AND OTHER RESPONSIBILITY MATTERS**

The Vendor 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

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5/12/19

New Hampshire Department of Health and Human Services  
Exhibit F



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

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

**PRIMARY COVERED TRANSACTIONS**

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

**LOWER TIER COVERED TRANSACTIONS**

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

Vendor Name: Northern Human Services

Name: Eric Johnson  
Title: CEO

6/7/19  
Date

Vendor Initials: EJ  
Date: 6/7/19

New Hampshire Department of Health and Human Services  
Exhibit G



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

The Vendor 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:

Vendor will comply, and will require any subcontractors 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 6105-07), 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. 13558, 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

Vendor Initials

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

Date

5/27/19

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 Vendor 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 Vendor agrees to comply with the provisions indicated above.

Vendor Name: Northern Human Services

Name: Eric Johnson  
Title: CEO

6/17/19  
Date

Exhibit G

Vendor Initials

EJ

Certification of Compliance with requirements pertaining to Federal nondiscrimination, Equal Treatment of Job-Based Organizations and Voluntary Protections

New Hampshire Department of Health and Human Services  
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 Vendor 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 Vendor 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.

Vendor Name: Northern Human Services

Name: Eric Johnson  
Title: CEO

6/7/19  
Date

New Hampshire Department of Health and Human Services



Exhibit I

**HEALTH INSURANCE PORTABILITY ACT**  
**BUSINESS ASSOCIATE AGREEMENT**

The Vendor 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 Vendor and subcontractors and agents of the Vendor 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

Vendor Initials

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Date 5/29/09

New Hampshire Department of Health and Human Services



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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5/29/19

New Hampshire Department of Health and Human Services



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 (1). 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.

*[Handwritten Signature]*  
Date 5/29/14

New Hampshire Department of Health and Human Services



Exhibit I

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

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

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Vendor Initials

Vendor Initials:   KJ    
Date: 5/29/19

New Hampshire Department of Health and Human Services



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.

(6) 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.

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Vendor Initials

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Date 5/21/14

New Hampshire Department of Health and Human Services



Exhibit I

- e. **Severability.** 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) f, 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 and Human Services

The State  
[Signature]  
Signature of Authorized Representative

USA Norms  
Name of Authorized Representative

Director, DPHS  
Title of Authorized Representative

6/10/19  
Date

Northern Human Services

Name of the Vendor  
[Signature]  
Signature of Authorized Representative

Eric Johnson  
Name of Authorized Representative

CEO  
Title of Authorized Representative

6/7/19  
Date

New Hampshire Department of Health and Human Services



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 and Human Services

The State

Signature of Authorized Representative

Name of Authorized Representative

Title of Authorized Representative

Date

Northern Human Services

Name of the Vendor

Signature of Authorized Representative

Eric Johnson

Name of Authorized Representative

CEO

Title of Authorized Representative

Date

6/7/19

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6/7/19

New Hampshire Department of Health and Human Services  
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 / CFOA program number for grants
5. Program source
6. Award title descriptive of the purpose of the funding action
7. Location of the entity
8. Principal place of performance
9. Unique identifier of the entity (DUNS #)
10. Total compensation and names of the top five executives if:
  - 10.1. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
  - 10.2. Compensation information is not already available through reporting to the SEC.

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

The Vendor 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 Vendor 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.

Vendor Name: Northern Human Services

Name: Eric Johnson  
Title: CEO

6/7/19  
Date

Vendor Initials EJ  
Date 6/7/19



New Hampshire Department of Health and Human Services  
Exhibit J

FORM A

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

- The OUNS number for your entity is: \_\_\_\_\_
- 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:

- 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:

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

|             |               |
|-------------|---------------|
| Name: _____ | Amount: _____ |

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New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
2. "Computer Security Incident" shall have the same meaning "Computer Security Incident" in section two (2) of NIST Publication 800-61, Computer Security Incident Handling Guide, National Institute of Standards and Technology, U.S. Department of Commerce.

3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

Confidential Information also includes any and all information owned or managed by the State of NH - created, received from or on behalf of the Department of Health and Human Services (DHHS) or accessed in the course of performing contracted services - of which collection, disclosure, protection, and disposition is governed by state or federal law or regulation. This information includes, but is not limited to Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.
5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.
6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic.

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New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

- 7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.
- 8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.
- 9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- 10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.
- 11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.
- 12. "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.

I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR

A. Business Use and Disclosure of Confidential Information.

- 1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- 2. The Contractor must not disclose any Confidential Information in response to a

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Date 5/29/19

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Exhibit K

DHHS Information Security Requirements



request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS 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 Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via certified ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open

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Exhibit K

OHHS Information Security Requirements



wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.

9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

A. Retention

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/NITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

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New Hampshire Department of Health and Human Services

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DHHS Information Security Requirements



whole, must have aggressive intrusion-detection and firewall protection.

- 6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

B. Disposition

- 1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor will maintain a documented process for securely disposing of such data upon request or contract termination; and will obtain written certification for any State of New Hampshire data destroyed by the Contractor or any subcontractors as a part of ongoing, emergency, and/or disaster recovery operations. When no longer in use, electronic media containing State of New Hampshire data shall be rendered unrecoverable via a secure wipe program in accordance with industry-accepted standards for secure deletion and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor will document and certify in writing at time of the data destruction, and will provide written certification to the Department upon request. The written certification will include all details necessary to demonstrate data has been properly destroyed and validated. Where applicable, regulatory and professional standards for retention requirements will be jointly evaluated by the State and Contractor prior to destruction.
- 2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.
- 3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

- A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:

- 1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
- 2. The Contractor will maintain policies and procedures to protect Department confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).

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New Hampshire Department of Health and Human Services

Exhibit K

OHHS Information Security Requirements



3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.
4. The Contractor will ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.
6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the Contractor, including breach notification requirements.
7. The Contractor will work with the Department to sign and comply with all applicable State of New Hampshire and Department system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the Contractor and any applicable sub-contractors prior to system access being authorized.
8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.
9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Department's discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.
10. The Contractor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the Information Security Office leadership member within the Department.
11. Data Security Breach Liability. In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent future breach and minimize any damage or loss resulting from the breach. The State shall recover from the Contractor all costs of response and recovery from

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Exhibit K

DHHS Information Security Requirements



the breach, including but not limited to: credit monitoring services, mailing costs and costs associated with website and telephone call center services necessary due to the breach.

12. Contractor must comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.
13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at <https://www.nh.gov/doh/vendor/index.htm> for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.
14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes a confidential information breach, computer security incident, or suspected breach which affects or includes any State of New Hampshire systems that connect to the State of New Hampshire network.
15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.
16. The Contractor must ensure that all End Users:
  - a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.
  - b. safeguard this information at all times.
  - c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.
  - d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.

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New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



- e. limit disclosure of the Confidential Information to the extent permitted by law.
- f. Confidential Information received under this Contract and individually identifiable data derived from DHMS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).
- g. Only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.
- h. In all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.
- i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHMS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

V. LOSS REPORTING

The Contractor must notify the State's Privacy Officer and Security Officer of any Security Incidents and Breaches immediately, at the email addresses provided in Section VI.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

1. Identify Incidents;
2. Determine if personally identifiable information is involved in Incidents;
3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and

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New Hampshire Department of Health and Human Services

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DHHS Information Security Requirements



5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that Implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

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5/29/19