



Lori A. Weaver
Interim Commissioner

Patricia M. Tilley
Director

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

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April 13, 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 amend an existing contract with JSI Research & Training Institute, Inc. (VC #161611-B001), Bow, NH, to continue providing chronic disease prevention and management professional training and development opportunities, by exercising a contract renewal option, by increasing the price limitation by \$1,885,830 from \$994,723 to \$2,880,553 and extending the completion date from June 30, 2023 to June 30, 2026, effective July 1, 2023 upon Governor and Council approval, whichever is later. 100% Federal Funds.

The original contract was approved by Governor and Council on April 21, 2021, item #18.

Funds are anticipated to be available in the following accounts for State Fiscal Years 2024, 2025 and 2026, upon the availability and continued appropriation of funds in the future operating budgets, 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 for the Contractor to continue providing training and development opportunities for healthcare professionals to increase awareness of evidence-based strategies and programs for chronic disease prevention and management. Increased awareness results in increased referrals to free screening programs and community-based lifestyle change programs. The Contractor will be responsible for planning, hosting and evaluating the training.

The Contractor will expand the focus of the training and development opportunities to include oral health for oral health professionals. The Contractor will also assist the Department in increasing the number of adults enrolled in lifestyle change programs.

The Contractor will conduct approximately 50 training events and educational opportunities for over 500 medical, behavioral health and oral health professionals by June 30, 2026.

The Department will monitor continued and expanded services to ensure the following performance indicators are achieved annually:

- Ten percent (10%) annual increase in the number of collaborative practice agreements between providers and pharmacists;
- Fifteen percent (15%) annual increase in the number of individuals with prediabetes enrolled in the National Diabetes Prevention Program;
- Five percent (5%) annual increase in the number of collaborative practice agreements with dental providers; and
- Fifteen percent (15%) annual increase in the number of adults diagnosed with arthritis in New Hampshire that enroll in an evidence based self-management program to help manage their arthritis symptoms.

As referenced in Exhibit A, Revisions to Standard Contract Provisions, of the original agreement, the parties have the option to extend the agreement for up to three (3) 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 three (3) years of the three (3) years available.

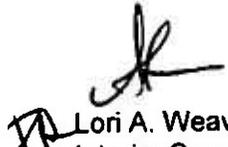
Should the Governor and Council not authorize this request, the Department may be unable to provide professional training and development to healthcare professionals to enhance provision of chronic disease prevention and management services. These prevention services help individuals maintain their health and allow for early diagnoses of diseases, which reduces medical costs and promotes quality of life.

Area served: Statewide.

Sources of Federal Funds: CFDA #93.426, FAIN NU58DP006515; CFDA #93.436, FAIN NU58DP006836; CFDA #93.898 FAIN NU58DP007115; CFDA #93.945, FAIN NU58DP006448; CFDA #93.366, FAIN NU58DP006487.

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

Respectfully submitted,


Lori A. Weaver
Interim Commissioner

Fiscal Detail Sheet

Professional Education and Promotion to Prevent and Manage Chronic Diseases

RFP-2021-DPHS-03-EDUCA-01-A01

**05-95-090-902010-1227 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES,
COMBINED CHRONIC DISEASE**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2021	102-500731	Contracts for Prog Svc	90017002 (diabetes)	\$82,500	\$0	\$82,500
2021	102-500731	Contracts for Prog Svc	90017003 (heart)	\$82,500	\$0	\$82,500
2022	102-500731	Contracts for Prog Svc	90017002 (diabetes)	\$115,000	\$0	\$115,000
2022	102-500731	Contracts for Prog Svc	90017003 (heart)	\$115,000	\$0	\$115,000
2023	102-500731	Contracts for Prog Svc	90017002 (diabetes)	\$115,000	\$0	\$115,000
2023	102-500731	Contracts for Prog Svc	90017003 (heart)	\$115,000	\$0	\$115,000
			<i>Subtotal</i>	\$625,000	\$0	\$625,000

**05-95-90-904510-3228 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PREVENTION AND WELLNESS, COMBINED CHRONIC DISEASE**

2024	074-500589	Grants for Public Asst and Relief	90017003 (heart)	\$0	\$175,000	\$175,000
2024	074-500589	Grants for Public Asst and Relief	90017002 (diabetes)	\$0	\$175,000	\$175,000
2025	074-500589	Grants for Public Asst and Relief	90017003 (heart)	\$0	\$175,000	\$175,000
2025	074-500589	Grants for Public Asst and Relief	90017002 (diabetes)	\$0	\$175,000	\$175,000
2026	074-500589	Grants for Public Asst and Relief	90017003 (heart)	\$0	\$175,000	\$175,000
2026	074-500589	Grants for Public Asst and Relief	90017002 (diabetes)	\$0	\$175,000	\$175,000
			<i>Subtotal</i>	\$625,000	\$1,050,000	\$1,675,000

**05-95-090-902010-7045 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, WISEWOMAN**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2021	102-500731	Contracts for Prog Svc	90070450	\$60,000	\$0	\$60,000
2022	102-500731	Contracts for Prog Svc	90070450	\$60,000	\$0	\$60,000
2023	102-500731	Contracts for Prog Svc	90070450	\$60,000	\$0	\$60,000
			<i>Subtotal</i>	\$180,000	\$0	\$180,000

Fiscal Detail Sheet

Professional Education and Promotion to Prevent and Manage Chronic Diseases

RFP-2021-DPHS-03-EDUCA-01-A01

**05-95-90-904510-3226 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, WISEWOMAN**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2024	074-500589	Grants for Public Asst and Relief	90070450	\$0	\$30,000	\$30,000
2025	074-500589	Grants for Public Asst and Relief	90070450	\$0	\$30,000	\$30,000
2026	074-500589	Grants for Public Asst and Relief	90070450	\$0	\$30,000	\$30,000
			<i>Subtotal</i>	\$180,000	\$90,000	\$270,000

**05-95-090-902010-5659 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, COMPREHENSIVE
CANCER**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2021	102-500731	Contracts for Prog Svc	90080081 BCCP	\$25,241	\$0	\$25,241
2021	102-500731	Contracts for Prog Svc	90080083 Comp Cancer	\$5,000	\$0	\$5,000
2022	074-500589	Contracts for Prog Svc	90080081 BCCP	\$52,241	\$0	\$52,241
2022	074-500589	Contracts for Prog Svc	90080083 Comp Cancer	\$5,000	\$0	\$5,000
2023	074-500589	Grants for Public Asst and Relief	90080081 BCCP	\$52,241	\$0	\$52,241
2023	074-500589	Grants for Public Asst and Relief	90080083 Comp Cancer	\$5,000	\$0	\$5,000
			<i>Subtotal</i>	\$144,723	\$0	\$144,723

**05-95-90-904510-3225 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, COMPREHENSIVE
CANCER**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2024	074-500589	Grants for Public Asst and Relief	90080081 BCCP	\$0	\$52,241	\$52,241
2024	074-500589	Grants for Public Asst and Relief	90080083 Comp Cancer	\$0	\$10,000	\$10,000
2025	074-500589	Grants for Public Asst and Relief	90080081 BCCP	\$0	\$52,241	\$52,241

Fiscal Detail Sheet

Professional Education and Promotion to Prevent and Manage Chronic Diseases

RFP-2021-DPHS-03-EDUCA-01-A01

2025	074-500589	Grants for Public Asst and Relief	90080083 Comp Cancer	\$0	\$10,000	\$10,000
2026	074-500589	Grants for Public Asst and Relief	90080081 BCCP	\$0	\$52,241	\$52,241
2026	074-500589	Grants for Public Asst and Relief	90080083 Comp Cancer	\$0	\$10,000	\$10,000
			<i>Subtotal</i>	\$144,723	\$186,723	\$331,446

**05-95-090-902010-7046 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, ARTHRITIS**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2021	102-500731	Contracts for Prog Svc	90017717	\$15,000	\$0	\$15,000
2022	102-500731	Contracts for Prog Svc	90017717	\$15,000	\$0	\$15,000
2023	102-500731	Contracts for Prog Svc	90017717	\$15,000	\$0	\$15,000
			<i>Subtotal</i>	\$45,000	\$0	\$45,000

**05-95-90-904510-3227 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, ARTHRITIS**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2024	074-500589	Grants for Public Asst and Relief	90017717	\$0	\$15,000	\$15,000
2025	074-500589	Grants for Public Asst and Relief	90017717	\$0	\$15,000	\$15,000
2026	074-500589	Grants for Public Asst and Relief	90017717	\$0	\$15,000	\$15,000
			<i>Subtotal</i>	\$0	\$45,000	\$45,000

**05-95-90-904510-3222 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, ORAL HEALTH**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2024	074-500589	Grants for Public Asst and Relief	90002215	\$0	\$151,369	\$151,369
2025	074-500589	Grants for Public Asst and Relief	90002215	\$0	\$181,369	\$181,369
2026	074-500589	Grants for Public Asst and Relief	90002215	\$0	\$181,369	\$181,369
			<i>Subtotal</i>	\$0	\$514,107	\$514,107
			Total	\$994,723	\$514,107	\$1,508,830

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

This Amendment to the Professional Education and Promotion to Prevent and Manage Chronic Diseases contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and JSI Research & Training Institute, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on April 21, 2021 (Item #18), 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 17, and Exhibit A, Revisions to Standard Contract Provisions, Subsection 1.1, 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, 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 1.7, Completion Date, to read:
June 30, 2026
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$2,880,553
3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:
Robert W. Moore, Director
4. Modify Exhibit B, Scope of Services, by replacing it in its entirety with Exhibit B – Amendment #1, Scope of Services, which is attached hereto and incorporated by reference herein.
5. Add Exhibit B-2 Work Plan, Amendment #1, which is attached hereto and incorporated by reference herein.
6. Modify Exhibit C, Payment Terms, Section 1, Subsection 1.3 to read:
 - 1.3 Assistance Programs for Cancer Prevention and Control Programs for State, Territorial and Tribal Organization, as awarded on August 24, 2020, by the CDC, New Hampshire Breast & Cervical Cancer, Comprehensive Cancer and Cancer Registry Programs, Assistance Listing Number (ALN) 93.898, FAIN NU58DP006298, and as awarded on June 30, 2022, ALN 93.898, FAIN NU58DP007115.
7. Modify Exhibit C, Payment Terms, Section 1, by adding Subsection 1.5 as follows:
 - 1.5 State Actions to Improve Oral Health Outcomes, as awarded on June 24, 2022, by the CDC, Improving and Sustaining Oral Health Outcomes in New Hampshire, ALN 93.366, FAIN NU58DP006487.
8. Modify Exhibit C, Payment Terms, Section 3, to read:
 3. 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 items, as specified in Exhibit C-1 Budget through Exhibit C-39, Amendment #1 SFY26. The Contractor shall:
 - 3.1. Meet the in-kind match of an amount equal to a minimum of 33% of the funding in this contract from the federal WISEWOMAN grant as specified in Section 1, Subsection 1.4

of this Exhibit C.

- 3.2. Ensure the annual required match is in non-federal contributions either in cash or in-kind related directly to carrying out the WISEWOMAN activities and goals that may include an in-kind match of non-NH DHHS funded contributions of time, equipment, space, or dollars.
 - 3.3. Submit a bi-annual report of itemized matching funds to the Department no later than December 1st and June 1st, annually.
9. Add Exhibit C-19, Amendment #1 SFY24 Budget (Heart)
 10. Add Exhibit C-20, Amendment #1 SFY24 Budget (Diabetes)
 11. Add Exhibit C-21, Amendment #1 SFY24 Budget (WISEWOMAN)
 12. Add Exhibit C-22, Amendment #1 SFY24 Budget (Breast and Cervical Cancer)
 13. Add Exhibit C-23, Amendment #1 SFY24 Budget (Comprehensive Cancer)
 14. Add Exhibit C-24, Amendment #1 SFY24 Budget (Arthritis)
 15. Add Exhibit C-25, Amendment #1 SFY24 Budget (Oral Health)
 16. Add Exhibit C-26, Amendment #1 SFY25 Budget (Heart)
 17. Add Exhibit C-27, Amendment #1 SFY25 Budget (Diabetes)
 18. Add Exhibit C-28, Amendment #1 SFY25 Budget (WISEWOMAN)
 19. Add Exhibit C-29, Amendment #1 SFY25 Budget (Breast and Cervical Cancer)
 20. Add Exhibit C-30, Amendment #1 SFY25 Budget (Comprehensive Cancer)
 21. Add Exhibit C-31, Amendment #1 SFY25 Budget (Arthritis)
 22. Add Exhibit C-32, Amendment #1 SFY25 Budget (Oral Health)
 23. Add Exhibit C-33, Amendment #1 SFY26 Budget (Heart)
 24. Add Exhibit C-34, Amendment #1 SFY26 Budget (Diabetes)
 25. Add Exhibit C-35, Amendment #1 SFY26 Budget (WISEWOMAN)
 26. Add Exhibit C-36, Amendment #1 SFY26 Budget (Breast And Cervical Cancer)
 27. Add Exhibit C-37, Amendment #1 SFY26 Budget (Comprehensive Cancer)
 28. Add Exhibit C-38, Amendment #1 SFY26 Budget (Arthritis)
 29. Add Exhibit C-39, Amendment #1 SFY26 Budget (Oral Health)
 30. Modify Attachment 1, Event Checklist, by replacing it in its entirety with Attachment 1, Event Checklist – Amendment #1.

All terms and conditions of the Contract not modified by this Amendment remain in full force and effect. This Amendment shall be effective July 1, 2023, upon Governor and 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

4/14/2023

Date

DocuSigned by:

Patricia M. Tilley

Name: Patricia M. Tilley

Title: Director

JSI Research & Training Institute, Inc.

4/14/2023

Date

DocuSigned by:

Katherine Robert

Name: Katherine Robert

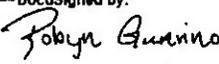
Title: Director

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

OFFICE OF THE ATTORNEY GENERAL

4/17/2023

Date

DocuSigned by:

748734844041480
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:

**New Hampshire Department of Health and Human Services
Professional Education and Promotion to Prevent and
Manage Chronic Disease**



EXHIBIT B – Amendment #1

Scope of Services

1. Statement of Work for All Services

1.1. The Contractor shall provide educational trainings to medical, behavioral health, and public health professionals statewide to promote evidence-based strategies for preventing and managing chronic diseases, including:

- 1.1.1. Cancer;
- 1.1.2. Diabetes;
- 1.1.3. Prediabetes;
- 1.1.4. Heart Disease;
- 1.1.5. Arthritis; and
- 1.1.6. Oral Health.

1.2. The Contractor shall provide technical assistance and the trainings, as specified in 1.1 above, to targeted populations including:

1.2.1. Medical providers including, but not limited to:

- 1.2.1.1. Medical doctors.
- 1.2.1.2. Advanced practice registered nurses.
- 1.2.1.3. Physician assistants.
- 1.2.1.4. Dentists.
- 1.2.1.5. Dental Hygienists.

1.2.2. Behavioral health professionals including, but not limited to:

- 1.2.2.1. Peer support staff.
- 1.2.2.2. Social workers.
- 1.2.2.3. Psychologists.
- 1.2.2.4. Public health professionals.

1.2.3. Healthcare team members including, but not limited to:

- 1.2.3.1. Pharmacists.
- 1.2.3.2. Pharmacy technicians.
- 1.2.3.3. Certified diabetes educators.
- 1.2.3.4. Registered nurses.
- 1.2.3.5. Registered dietitians.
- 1.2.3.6. Licensed practical nurses.

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**New Hampshire Department of Health and Human Services
Professional Education and Promotion to Prevent and
Manage Chronic Disease**



EXHIBIT B – Amendment #1

- 1.2.3.7. Community health workers.
- 1.2.3.8. Patient navigators.
- 1.2.3.9. Medical billing and coding staff.
- 1.2.3.10. Healthcare administrators
- 1.2.3.11. Medical assistants.
- 1.2.3.12. Care managers/coordinators.
- 1.2.4. National Diabetes Prevention Program (NDPP) lifestyle coaches and members of the Diabetes Prevention Advisory Group (DPAG).
- 1.2.5. Individuals who fit within the current United States Preventive Services Task Force (USPSTF) breast and cervical cancer screening guidelines.
- 1.2.6. Adults with, and at risk for, prediabetes.
- 1.3. The Contractor shall ensure all services under this Agreement are provided in accordance with the following goals and strategies, as applicable:
 - 1.3.1. Improving access to and participation in American Diabetes Association (ADA) and Association of Diabetes Care and Education Specialists (ADCES) accredited Diabetes Self-Management Education and Support (DSMES) programs in underserved areas;
 - 1.3.2. Increasing engagement of pharmacists in the provision of medication therapy management;
 - 1.3.3. Assisting health care organizations in implementing systems to identify people with prediabetes and referring them to NDPP for type two (2) diabetes prevention;
 - 1.3.4. Promoting the adoption of evidence-based quality measurement at the provider level;
 - 1.3.5. Facilitating the use of Self-Measured Blood Pressure monitoring (SMBP) tied with clinical support among adults with hypertension;
 - 1.3.6. Implementing systems to facilitate systematic referral of adults with hypertension and/or high blood cholesterol to community programs and resources approved by the Centers for Disease Control (CDC);
 - 1.3.7. Counseling and referring patients to increase physical activity.
 - 1.3.8. Adopting innovative and systems-based approaches to establish/enhance healthcare provider patient counseling about physical activity for arthritis management, including walking and Arthritis-Appropriate Evidence-Based Intervention (AAEBI) referrals;

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**New Hampshire Department of Health and Human Services
Professional Education and Promotion to Prevent and
Manage Chronic Disease**



EXHIBIT B – Amendment #1

- 1.3.9. Promoting walking and state walking initiatives addressing the unique needs of adults with arthritis;
- 1.3.10. Raising awareness about arthritis burden and management via promotion of AAEBIs, patient counseling, physical activity and walking;
- 1.3.11. Developing a comprehensive and coordinated approach to inform policy, systems, and environmental changes that decrease the burden cancer has on individuals by:
 - 1.3.11.1. Working with community, clinical, and national partners to reach disparate populations;
 - 1.3.11.2. Using culturally appropriate interventions and materials that are tailored for the communities to identify barriers to breast and cervical cancer screening, ways to address barriers, and opportunities for outreach;
 - 1.3.11.3. Reaching out to communities which include but are not limited to: Lesbian, Gay, Bisexual, Transgender, and Queer/Questioning (LGBTQ) community partners;
 - 1.3.11.4. Supporting a state-wide cancer coalition to achieve cancer plan goals and objectives;
 - 1.3.11.5. Leveraging community resources to implement evidenced-based interventions that are aligned with promoting the primary prevention and early detection of cancer, addressing cancer survivor needs, and promoting cancer-related health equity; and
 - 1.3.11.6. Fostering and sustaining relationships with key organizations whose missions align with the reduction of cancer related morbidity and mortality.
- 1.4. The Contractor shall submit applications for Continuing Education Units (CEU) to appropriate credentialing bodies on behalf of training attendees.
- 1.5. The Contractor shall provide CEU completion documentation to all attendees in accordance with credentialing body regulations.
- 1.6. The Contractor shall obtain Department approval for:
 - 1.6.1. Training opportunity location;
 - 1.6.2. Training session scheduling;
 - 1.6.3. Training promotion;
 - 1.6.4. Contractor identified trainer(s);

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**New Hampshire Department of Health and Human Services
Professional Education and Promotion to Prevent and
Manage Chronic Disease**



EXHIBIT B – Amendment #1

- 1.6.5. Collection of exhibitor fees;
- 1.6.6. Training materials and handouts; and
- 1.6.7. Training session evaluations and survey materials.
- 1.7. The Contractor shall participate in monthly in-person or conference call meetings with the Department to review and discuss project development and implementation, including, but not limited to:
 - 1.7.1. Activities;
 - 1.7.2. Trainings;
 - 1.7.3. Interventions;
 - 1.7.4. Challenges;
 - 1.7.5. Progress; and
 - 1.7.6. Funding.
- 1.8. The Contractor shall schedule a meeting with the Department at least 60 days prior to each event to understand the desired outcome of the event, including but not limited to the following factors:
 - 1.8.1. Venue.
 - 1.8.2. Registration Platform.
 - 1.8.3. Speakers.
 - 1.8.4. Fee Structure, if any.
 - 1.8.5. Marketing and Outreach.
 - 1.8.6. Promotion.
 - 1.8.7. Type of CEUs.

2. Diabetes and Heart Disease Scope of Work

- 2.1. The Contractor shall coordinate support for training attendees/members of the covered populations above to implement evidence-based strategies by providing technical and financial assistance, which shall include but is not limited to:
 - 2.1.1. Initial start-up cost.
 - 2.1.2. Planning, capacity and readiness assessments.
 - 2.1.3. Other supports approved by the Department and CDC.

**New Hampshire Department of Health and Human Services
Professional Education and Promotion to Prevent and
Manage Chronic Disease**



EXHIBIT B – Amendment #1

- 2.2. The Contractor shall coordinate and facilitate a minimum of one (1) Diabetes and Heart Disease training event each State Fiscal Year (SFY) of the Contract Period for the medical, behavioral health, and public health professionals identified in Section 1.2.
- 2.3. The Contractor shall conduct the SFY 2024 training, identified in Subsection 2.2, virtually, online.
- 2.4. The Contractor shall, beginning in SFY 2025, request Department approval for:
 - 2.4.1. The training dates;
 - 2.4.2. Conducting each training virtually online or in-person;
 - 2.4.3. The location of each in-person training, as applicable; and
 - 2.4.4. The training materials for each training no later than 45 days prior to the training.
- 2.5. The Contractor shall provide technical assistance to organizations to implement any of the evidence-based strategies, upon request by the organization.
- 2.6. The Contractor shall provide logistical support to the Department to conduct an awareness campaign to increase enrollment in NDPP in targeted areas of the state. Logistical support activities include, but are not limited to:
 - 2.6.1. Development of a plan for education activities.
 - 2.6.2. Educational materials.
 - 2.6.3. Educational events.
- 2.7. The Contractor shall coordinate campaign planning and development with the Department's web team, as needed.
- 2.8. The Contractor shall assist the Department with promoting the strategies identified in Subsection 1.2. Assistance activities include, but are not limited to:
 - 2.8.1. Outreach at statewide professional events.
 - 2.8.2. Communication to stakeholders.

3. Arthritis Scope of Work

- 3.1. The Contractor shall coordinate and facilitate an arthritis community engagement session each SFY of the Contract Period for the purpose of coordinating planning efforts for the arthritis program. Community engagement sessions shall include, but are not limited to:
 - 3.1.1. Administrative details which include, but are not limited to:
 - 3.1.1.1. Coordinating the facility or virtual online meeting.

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**New Hampshire Department of Health and Human Services
Professional Education and Promotion to Prevent and
Manage Chronic Disease**



EXHIBIT B – Amendment #1

- 3.1.1.2. Invitations.
- 3.1.1.3. Registration of stakeholders.
- 3.1.2. Trainings on the following, which include, but are not limited to:
 - 3.1.2.1. Arthritis mitigation.
 - 3.1.2.2. Walking programs.
 - 3.1.2.3. Focus groups.
 - 3.1.2.4. Distribution and collection of patient surveys.
 - 3.1.2.5. Distribution and collection of provider survey.
 - 3.1.2.6. Key stakeholder interviews.
- 3.2. The Contractor shall provide a written summary of the key points discussed at each engagement to the Department within 30 days of the engagement.
- 3.3. The Contractor shall have participants complete a post-engagement survey and provide a summary of the survey responses to the Department within 30 days of the engagement.
- 3.4. The Contractor shall provide trainings to health care providers on the Walk With Ease (WWE) program, which shall include, but is not limited to:
 - 3.4.1. Administrative details which include, but are not limited to:
 - 3.4.1.1. Coordinating the facility or virtual meeting.
 - 3.4.1.2. Invitations.
 - 3.4.1.3. Registration stakeholders.
 - 3.4.2. Trainings on the following, which includes, but are not limited to:
 - 3.4.2.1. Education on walking as an exercise.
 - 3.4.2.2. Walk with Ease journals.
 - 3.4.3. Focus groups.
 - 3.4.4. Distribution and collection of patient surveys.
 - 3.4.5. Distribution and collection of provider survey.
 - 3.4.6. Identifying and compiling a comprehensive list of stakeholders, in the following areas:
 - 3.4.6.1. Coos County.
 - 3.4.6.2. Sullivan County.
 - 3.4.6.3. Manchester Area.
 - 3.4.6.4. Nashua Area.

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3.4.6.5. Other locations, as determined by the Department.

3.4.7. Identifying individuals who have lived with conditions.

3.4.8. Developing an approach for stakeholders to refer participants to Walk With Ease programs.

4. Cancer and WISEWOMAN Scope of Work

4.1. The Contractor shall conduct awareness campaigns for the cancer program, with oversight from the Department, for the purposes of:

4.1.1. Educating individuals in target areas of the State on the availability of services through the New Hampshire Healthy Lives Breast and Cervical Cancer Program (BCCP). This includes targeted media campaigns throughout the year with a larger emphasis in the months of October and January.

4.1.2. Increasing knowledge about the BCCP among LGBTQ populations through targeted education and outreach. This includes the development of materials as needed that are specific to the LGBTQ population. Materials must be market tested for the targeted population.

4.2. The Contractor shall provide logistical support activities to the Department, upon approval by the Department, to support the cancer program awareness campaigns. Logistical support activities include, but are not limited to:

4.2.1. Development of a plan for education activities.

4.2.2. Refinement of existing educational materials.

4.2.3. Educational events.

4.3. The Contractor shall monitor and refine the activities for the cancer program awareness campaigns that includes, but is not limited to:

4.3.1. Tracking campaign progress for delivery, spend and placement performance, engagement, and attribution modeling.

4.3.2. Assess the response/engagement of intended audience in order to optimize campaign awareness.

4.3.3. Gathering audience insights via focus groups on developed material.

4.3.4. Ongoing evaluation.

4.3.5. Processing metrics and post-buy awareness analysis to incorporate a quality improvement cycle to assess and adjust the campaign tactics.

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- 4.4. The Contractor shall submit evaluation data from the Breast and Cervical Cancer Program to the Department at the following intervals:
 - 4.4.1. One (1) month post campaign launch, and
 - 4.4.2. Quarterly or at campaign cycles.
- 4.5. The Contractor shall provide logistical support activities to the Department, upon approval by the Department, to support the WISEWOMAN program awareness campaigns. Logistical support activities include, but are not limited to:
 - 4.5.1. Refinement of existing educational materials.
 - 4.5.2. Printing of existing educational materials.
 - 4.5.3. Purchasing of materials to support Healthy Behavior Support Services.
- 4.6. The Contractor shall ensure existing data utilized for the BCCP is used in ongoing market research.
- 4.7. The Contractor shall provide technical assistance to organizations that may need additional support. Technical Support activities include, but are not limited to:
 - 4.7.1. Marketing.
 - 4.7.2. Graphic design.
 - 4.7.3. Social media content.
- 4.8. The Contractor shall, in collaboration with the Department, plan, organize, manage, provide CEUs, and evaluate meetings related to:
 - 4.8.1. Comprehensive Cancer Collaboration quarterly meetings. These meetings may be held virtually and/or in person meetings in consultation with the Department.
 - 4.8.2. BCCP clinic educational events. These meetings may be held virtually and/or in person meetings in consultation with the Department.
- 4.9. The Contractor shall provide program evaluation assistance for the BCCP, which shall include, but is not limited to:
 - 4.9.1. Review of program efforts.
 - 4.9.2. Effectiveness of the programs.
 - 4.9.3. Participant outcomes and behavioral changes.

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5. Diabetes, Heart Disease, Arthritis, Oral Health and Cancer Scope of Work

- 5.1. The Contractor shall utilize an Event Checklist equivalent or comparable to Attachment #1 – Sample Event Checklist, that will be shared with team members and the Department.
- 5.2. The Contractor shall assist the Department to identify, contact, and secure speakers/trainers with subject matter expertise in the strategies identified, as appropriate, to present information at the scheduled trainings.
- 5.3. The Contractor shall, as requested by the Department, coordinate planning committees of professionals to provide input and guidance on planning events, which may not be necessary for all events, and shall be at the discretion of the Department.
- 5.4. The Contractor shall provide logistical support to the Department and speakers/trainers, as needed, which shall include, but is not limited to, preparing and mailing paperwork to speakers that includes:
 - 5.4.1. The scheduled date, time, and location of the training;
 - 5.4.2. Directions to the training;
 - 5.4.3. Collecting Conflict of Interest statements from speakers/trainers, which must be signed and returned to the Department;
 - 5.4.4. Other information as specified by the Department.
- 5.5. The Contractor shall provide logistical support to the Department, that includes, but is not limited to:
 - 5.5.1. Receiving, accepting, and compiling registration forms for the scheduled training.
 - 5.5.2. Collecting registration fees.
 - 5.5.3. Securing meeting space and audio/visual equipment.
 - 5.5.4. Securing accommodations for speakers who require overnight hotel reservations.
 - 5.5.5. Providing refreshments in accordance with United States Office of Management and Budget (OMB) guidelines.
 - 5.5.6. Providing sufficient staff to manage the training.
- 5.6. The Contractor shall promote the scheduled training to the target population or potential attendees as identified in Subsection 1.2 Covered Populations, which may include, but is not limited to:
 - 5.6.1. Purchasing mailing lists.
 - 5.6.2. Sending email announcements.

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- 5.6.3. Creating, copying, and mailing flyers.
- 5.6.4. Posting announcements online and through list serves.
- 5.7. The Contractor shall submit a draft of the marketing plan to promote training events to the Department no later than 60 days prior to each event.
- 5.8. The Contractor shall incorporate the Department's feedback into the marketing plan and re-submit the plan to the Department for final approval no later than 45 days prior to each event.
- 5.9. The Contractor shall assist the Department to develop registration questions, evaluations and compile registration and evaluation results following the training.
- 5.10. The Contractor shall utilize information gathered through registrations and evaluations to develop content for future trainings and improve the quality of trainings offered.
- 5.11. The Contractor shall present an annual report on the outcome of the trainings to the Department no later than May 31st each State Fiscal Year.
- 5.12. The Contractor shall provide support services that include, but are not limited to:
 - 5.12.1. Securing the training venue.
 - 5.12.2. Identifying and organizing Vendor Exhibitors to sponsor training activities by purchasing vendor space at the training.
 - 5.12.3. Making initial contact with Vendor Exhibitors to measure interest in purchasing a vendor space.
 - 5.12.4. Securing Vendor Exhibitor attendance at the training, which includes, but is not limited to, processing Exhibitor registration forms.
 - 5.12.5. Providing logistical support for the Vendor Exhibitors, as needed.
 - 5.12.6. Preparing and mailing follow-up paperwork to Vendor Exhibitors to ensure vendor spaces are filled.
- 5.13. The Contractor, in consultation with the Department, shall review and update existing marketing plans, which shall include, but is not limited to:
 - 5.13.1. Identifying activities to transition.
 - 5.13.2. Identifying resources which may include, but is not limited to:
 - 5.13.2.1. Demographic/population data.
 - 5.13.2.2. Marketing formats newspapers, print ads, etc.
- 5.14. Upon Department approval, the Contractor shall negotiate any media buys, which shall include, but is not limited to:

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- 5.14.1. Requesting invoices from media vendors.
- 5.14.2. Leveraging relationships with media vendors.
- 5.14.3. Paying for media buys.
- 5.14.4. Working with the existing media subcontractors and develop new creative as determined by market research.

6. Exhibits Incorporated

- 6.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 6.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 6.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

7. Work Plan

- 7.1. The Contractor shall adhere to the SFY 2024 Work Plan in accordance with Exhibit B-2, Work Plan, Amendment #1. The Contractor shall submit Work Plans for SFYs 2025 and 2026 to the Department no later than 30 days prior to the start of each SFY, which must include, but is not limited to:
 - 7.1.1. Baseline and target numbers.
 - 7.1.2. A plan to meet each obligation under the resulting Agreement.
 - 7.1.3. An estimated timeline.

8. Reporting Requirements

- 8.1. The Contractor must deliver the plan for the free breast and cervical cancer screening program's awareness campaigns to the Department within 90 days of the effective date of this Amendment.
- 8.2. The Contractor shall submit all cancer program awareness campaign materials, as required under this agreement, to the Department for approval of any updates or revisions prior to distribution.
- 8.3. The Contractor shall submit evaluation data from the BCCP awareness campaigns to the Department at the following intervals:
 - 8.3.1. One (1) month post campaign launch, and

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- 8.3.2. Quarterly, or at campaign cycles.
- 8.4. The Contractor shall submit quarterly reports for Department approval within 30 days of the end of each quarter that shall include, but are not limited to:
 - 8.4.1. Brief narrative of the work performed during the reporting period.
 - 8.4.2. Summary of work plans for the upcoming quarter including challenges and/or barriers to completing the requirements of this Agreement and documented achievements.
 - 8.4.3. Progress made toward meeting the performance measures.
 - 8.4.4. Recommendations for project improvement.
 - 8.4.5. Documented progress on Event Checklists (Attachment 1).
 - 8.4.6. Summary of the oral health activities, which include, but are not limited to:
 - 8.4.6.1. Work accomplished during the reporting period.
 - 8.4.6.2. Updated project schedule identifying variances to baseline.
 - 8.4.6.3. Status of prioritized open issues.
 - 8.4.6.4. Planned work for the next reporting period.
- 8.5. The Contractor shall provide quarterly reports for the Arthritis trainings provided to health care providers that includes, but is not limited to:
 - 8.5.1. The number of target organizations contacted.
 - 8.5.2. Method of contact.
 - 8.5.3. Number of contact attempts per method.
 - 8.5.4. Number of responses.
 - 8.5.5. Number of individuals registered.
 - 8.5.6. Number of individual attended.
- 8.6. The Contractor shall provide quarterly reports for the Arthritis community engagement sessions that includes, but is not limited to:
 - 8.6.1. Method of contact.
 - 8.6.2. Number of contact attempts per method.
 - 8.6.3. Number of responses.
 - 8.6.4. Number of individuals registered.
 - 8.6.5. Number of individual attended.

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- 8.7. The Contractor shall submit a report on the information collected at all meetings, including but not limited to evaluations, to the Department within 30 days of the meeting.
- 8.8. The Contractor shall submit to the Department a summary of the oral health educational trainings offered and a list of the participating oral health professionals by August 31st annually.
- 8.9. The Contractor shall provide an annual report of information collected from all trainings to the Department by June 15th annually.
- 8.10. The Contractor shall maintain income and expenditure records and provide to the Department upon request.
- 8.11. The Contractor shall submit an Annual Evaluation Report no later than 30 days prior to the end of each State Fiscal Year that includes, but is not limited to:
 - 8.11.1. A summary of the free breast and cervical cancer screening program's awareness campaign to educate women.
 - 8.11.2. Examination of the level of fulfillment of project objectives as specified.
 - 8.11.3. Problems encountered in the implementation of the campaign and how they were remedied.
 - 8.11.4. Awareness achieved and projects and innovations implemented based on specific methods of implementation determined at the project "kick-off" meetings and when the work plan is updated.
- 8.12. The Contractor shall submit a Final Evaluation Report within 30 days of the end of the Contract Period that includes the same level of detail as identified for the Annual Evaluation Report in Subsection 8.11 above.

9. Performance Measures

- 9.1. The Department will monitor Contractor performance to ensure the following performance indicators are achieved annually, and monitored monthly to measure the effectiveness of the agreement:
 - 9.1.1. Ten percent (10%) annual increase in the number of collaborative practice agreements between providers and pharmacists;
 - 9.1.2. Five percent (5%) annual increase in the number of collaborative practice agreements with dental providers;
 - 9.1.3. A decrease, or no increase, in the baseline data percentage of adults diagnosed with arthritis.

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- 9.1.4. An increase in the percentage of adults diagnosed with arthritis in New Hampshire, and among individuals with pre-diabetes and diabetes, reporting walking as one (1) of their top two (2) forms of exercise.
- 9.1.5. Fifteen percent (15%) annual increase in the number of individuals with prediabetes enrolled in the NDPP.
- 9.1.6. CEU documentation provided to one hundred percent (100%) of training participants and completed in accordance with credentialing body regulations.
- 9.1.7. Training evaluations distributed to one hundred percent (100%) of training participants.
- 9.1.8. Minimum of 10 attendees registered for each Arthritis Community Engagement session.
- 9.1.9. Minimum of 10 attendees registered for each Arthritis training event for healthcare providers.
- 9.2. The Contractor agrees to participate in training, as deemed necessary by the Department, on topics identified by the Department.
- 9.3. The Contractor agrees to provide ongoing training to Contractor staff as deemed necessary in consultation with the Department. Copies of staff training attendance sheets shall be provided to the Department within one (1) week of the training.
- 9.4. The Contractor agrees to monthly site reviews, conducted by the Department onsite or virtually online, of program operations to assess compliance with applicable contract objectives, as needed, that shall include, but is not limited to:
 - 9.4.1. Any barriers to achieving contract objectives.
 - 9.4.2. Corrective action plans to resolve any barriers, as specified in 9.4.1, as applicable.
 - 9.4.3. Progress and/or issues with any Corrective Action Plans, as applicable.
- 9.5. Notwithstanding Paragraph 8, Event of Default/Remedies and Paragraph 9, Termination, of the General Provisions (Form P-37) of the contract, the Contractor shall annually develop and submit a Corrective Action Plan to the Department for any performance measure(s) not achieved, by May 30th of each year of the Contract Period.

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- 9.6. The Contractor shall actively and regularly collaborate with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.
- 9.7. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.
- 9.8. Where applicable, the Contractor shall collect and share data with the Department in a format specified by the Department.

10. Additional Terms.

10.1. Impacts Resulting from Court Orders or Legislative Changes

- 10.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

10.2. Federal Civil Rights Laws Compliance: Culturally and Linguistically Appropriate Programs and Services

- 10.2.1. The Contractor shall submit, within ten (10) days of the contract effective date, a detailed description of the communication access and language assistance services to be provided to ensure meaningful access to programs and/or services to individuals with limited English proficiency; individuals who are deaf or have hearing loss; individuals who are blind or have low vision; and individuals who have speech challenges.

10.3. Credits and Copyright Ownership

- 10.3.1. 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, "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."
- 10.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution or use.

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- 10.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:
 - 10.3.3.1. Brochures.
 - 10.3.3.2. Resource directories.
 - 10.3.3.3. Protocols or guidelines.
 - 10.3.3.4. Posters.
 - 10.3.3.5. Reports.
- 10.3.4. The Contractor shall not reproduce any materials produced under the contract without prior written approval from the Department.

11. Records

- 11.1. The Contractor shall keep records that include, but are not limited to:
 - 11.1.1. Books, records, documents and other electronic or physical 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.
 - 11.1.2. All records must 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.
 - 11.1.3. 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. 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.

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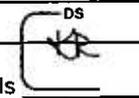
OBJECTIVE 1: Provide efficient and effective contract management with DPHS contract leads for Diabetes, Heart, Arthritis and Cancer initiatives.		
Activities	Timeline	Evaluation/ Quality Measure
Launch contract work paperwork.	No more than 1 week after contract approval	Contract signed
Meet with each program lead to review contract activities, work plan, subcontracts, roles and responsibilities and timeline and discuss any proposed modifications to the work plan.	No more than 30 days after contract approval	Agenda, revised work plan, modifications documented and minutes
Complete contract paperwork.	No more than 14 days after notification of contract	Required paperwork submitted
Work with program leads to operationalize the reporting of performance measures and set baselines and target.	No more than 30 days after contract approval	Minutes
Develop budget tracking, project tracking using cloud-based collaboration tool.	No more than 30 days after notification of contract	Air table, Trello boards and budget spread-sheets created
Establish regular management meetings (remote or in-person) with contract leads to review activities, training, interventions, challenges, progress and funding.	Monthly	Meetings scheduled and implemented
Pay invoices and track expenses as needed.	Monthly	POs filed, variance reports
Invoice DPHS monthly by the 19th of each month.	Monthly	Invoice paid
Submit quarterly narrative reports to DPHS that include progress and challenges against the work plan deliverables, suggested improvements, summary of events.	Quarterly: June, September, December	Quarterly reports
Submit annual summary report of all training events across programs.	June 30, 2024	Submitted annual summary report
Maintain audit ready accounting files in accordance with accounting procedures and practices.	Ongoing	Accounting files with backup paperwork
Ensure all printed material reflect the approved statement with the attribution of program funds.	Ongoing	Approved documents

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Get written prior approval of written, video or audio materials prior to distribution.	Ongoing	Approval filed
Identify subcontractors and submit commitment letter	Within 30 days of contract approval	Subcontractor approval
Submit annual evaluation report for cancer campaign.	June 30, 2024	Submitted evaluation report based on performed work
Establish subcontracts with vendors as directed by DPHS	Contract Start Date – June, 2023	Subcontracts approved
Purchase stipends as needed to support the implementation of evidence-based interventions in the community.	Contract Start Date – June, 2023	Invoice paid
Submit work plan for activities for each program from July 1, 2023- June 30, 2024	May 31, 2024	Submitted annual work plan
Revise budgets as requested by programs	Ongoing	Revised budgets approved by Contracting/Billing Unit
OBJECTIVE 2: Work across Diabetes, Heart, Arthritis and Cancer programs to efficiently and effectively plan, promote, convene, and coordinate general event logistics for intended audiences.		
Activities	Timeline	Evaluation/ Quality Measure
Work with DPHS to assess the feasibility of offering professional development events or other learning opportunities during SFY 2021	Within 30 days of contract approval	Minutes
Coordinate communication and contracting for speakers or subject matter experts for scheduled events (i.e. directions, event details).	Ongoing	Minutes, signed contracts

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Work with DPHS staff to coordinate planning committee(s) for events as needed.	As needed for events	Minutes, contact list
Complete application to secure appropriate continuing education credits as needed (i.e. speaker CV, Conflict of Interest, Objectives, Description, and Evaluation.)	As needed for events	Completed application
Secure meeting space if needed.	As needed for events	Contract with facility
Coordinate necessary technology.	As needed for events	Contract
Coordinate details of electronic registration of participants including pre assessment if needed.	As needed for events	Registration opened, # of registrants
Collect and track registration fee if needed.	As needed for events	Income collected
Open income line on contract to collect fee.	As needed for events	Task# for income line
Disseminate and compile post event evaluation from participants.	As needed for events	Summary of evaluations
Arrange accommodations for speakers as needed and as budget allows if needed.	As needed for events	Consultant forms
Coordinate refreshments in accordance with US Office of Management and Budget guide lines if needed.	As needed for events	Contract with vendor
Staff event(s) as needed.	As needed for events	Attendance
Purchase mailing lists for audiences as needed.	As needed for events	Invoice
Promote event(s) via email, list serves and other online methods as needed.	As needed for events	Email
Create, copy and coordinate mailing of promotional material.	As needed for events	Flyer
Coordinate closed captioning or other accessible communication as needed.	As needed for events	Invoice and contract
Coordinate debrief of each event to review evaluation summary and planning success/challenges and inform the development of future learning events.	As needed for events	Minutes
Submit final summary report of training events.	As needed for events	Approved report

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Handle outreach to and communication with all event exhibitors if feasible.	As needed for events	Emails
Collect exhibitor fees.	As needed for events	Balance in account
Provide exhibitors with a vendor prospectus of each sponsored event.	As needed for events	Event prospectus
OBJECTIVE 3: Work with Diabetes and Heart contract leads to develop and promote workforce development opportunities.		
Activities	Timeline	- Evaluation/ Quality Measure
Work with Diabetes and Heart staff to identify their training needs for up to 2 per year professional development learning activities in subsequent years for target professionals.	Within 30 days of contract approval	Training plan
Coordinate the logistics for 1 or 2 virtual learning events including promotion, planning, hosting, evaluation, accessible services.	Between April - June 2024	Training Plan
Complete the application for professional education units as necessary.	As needed for events	Application completed
Develop plan to host and offer trainings/networking events for NDPP coaches, Advisory group.	April 2024 & June 2024	Post event survey
Work with Diabetes and Heart staff to assist with training and promotion of evidence-based strategies to prevent and manage chronic conditions.	Contract Start Date - June 2024	Activities identified
Identify strategies to improve access to and participation in ADA and ADCES, DMES program in underserved areas.	Ongoing with program staff	Minutes
Work with Diabetes and Heart staff to increase engagement of pharmacies to offer medication therapy management.	Ongoing with program staff	Minutes
Explore ways to increase screening of at-risk patients and referral of NDPP among health systems.	Ongoing with program staff	Minutes
Support efforts to promote adoption of evidence -based quality measures among healthcare providers.	Ongoing with program staff	Minutes
Support staff (1) promote use of self-measured blood pressure monitoring link and (2) link to clinical support.	Ongoing with program staff	Minutes

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Support staff to implement referral of at-risk patients to community programs or CDC resources.	Ongoing with program staff	Minutes
OBJECTIVE 4: Work with Arthritis program staff to (1) coordinate and facilitate arthritis community engagement sessions to inform planning efforts and (2) support Walk with Ease provider training.		
Activities	Timeline	Evaluation/ Quality Measure
Schedule exploratory meeting with program staff to understand the purpose and intent of community engagement sessions and identify best format to solicit stakeholder input (i.e. focus group, interview, consumer / provider survey).	April 2024	Minutes
Draft multi-faceted community engagement plan including objectives, recruitment and outreach of key stakeholders.	April – June 2024	Plan drafted
Draft invitation language.	April 2024	Invitation drafted
Identify each community engagement session.	Ongoing	Minutes
Depending on the approved approach and budget for community Engagement, assist program staff with event script or research questions for survey.	April 2024	Script suggestion drafted
Coordinate logistics of Walk with Ease provider training to provide stipends as budgeted.	By June 2024	Invoices
OBJECTIVE 5: Increase awareness of the NH Healthy Lives. Breast and Cervical Cancer Program (BCCP) reaching (1) individuals in targeted areas in NH and (2) individuals identifying as LGBTQI.		
Activities	Timeline	Evaluation/ Quality Measure
Meet with program staff to explore goal, objective, call to action, and intended audience of BCCP campaign.	Within 30 days of contract approval	Minutes with action items
Support Marketing consultant to support the development of a strategic marketing and communication plan for BCCP campaign in targeting areas and to LGBTQ individuals including core strategy and tactics and key performance indicators (KPI).	Within 60-days of G & C contract approval	Plan approved
Retain Marketing consultant as directed by DPHS.	By June 2020	Consultant approved ^{OS} KR

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Draft plan to conduct formative research as feasible	TBD	Report
Identified media as budget allows.	TBD	Invoices
Establish social accounts as feasible.	TBD	Accounts
Work with Marketing consultant to identify monthly on KPIs to report.	As needed	Report submitted
Develop new content as needed based on feedback and improvement process.	As needed	Content approved
Gain prior approval on all campaign materials prior to distribution.	Ongoing	Approval files
Work with Marketing consultant to submit campaign performance report one month after campaign launch, then quarterly.	Ongoing	Report submitted
Submit annual report on effectiveness of BCCP awareness campaign including: summary of placement and promotions, impressions bought and delivered, post-buy analyses and additional metrics such as # of clicks, followers, likes, and comments for social, and # of placements and potential impressions for traditional (based on plan). KPIs, reach and frequency of media and recommendations for improvement.	June 30, 2024	Report submitted
Submit report on all information collected of any cancer related meeting such as evaluations within 30-days of meeting(s).	Within 30-days of meeting	Report Submitted
OBJECTIVE 6: Support DHHS staff to increase enrollment into WISEWOMAN program		
Activities	Timeline	Evaluation/ Quality Measure
Meet with program staff to understand WISWOMAN program goals, and how JSI staff can support enrollment	April 2024	Minutes
Draft strategy.	30 days from signed contract	Strategy report
Retain Marketing consultant as directed by DPHS.	Within 30 days of contract approval	Consultant approved

DS
KR

New Hampshire Department of Health and Human Services
Professional Education and Promotion to Prevent and Manage Chronic Disease
Exhibit B-2 Work Plan – Amendment #1

Help design, create print and disseminate marketing materials for programs as needed by DHHS staff	As needed	Materials created
Support consultant to draft strategic marketing and communication plan with key messages, strategies and tactics, and call-to-action.	100 days from signed contract	Plan approved
Work with Marketing consultant to draft materials based on prior efforts and testimonials from past participants	130 days from signed	Materials approved
Work with Marketing consultant to identify media to purchase with vendors based on marketing plan.	130 days from signed contract	Invoices and in kind documented
Develop and create media assets such as digital and print ad, outreach flyer, social media content.	As needed	Assets approved

Exhibit C-19, Amendment #1, RFP-2021-DPHS-03-EDUCA-01-A01
 SFY24 Budget (Heart)

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>JSI Research & Training Institute, Inc.</i> Budget Request for: <i>Professional Education and Promotion to Prevent and Manage Chronic Disease</i> Budget Period <i>July 1, 2023 - June 30, 2024</i> Indirect Cost Rate (if applicable) <i>21.23%</i>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$15,024
2. Fringe Benefits	\$7,046
3. Consultants	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$0
6. Travel	\$0
7. Software	\$0
8. (a) Other - Marketing/ Communications	\$122,284
8. (b) Other - Education and Training	\$0
8. (c) Other - Other (specify below)	
Other (please specify)	\$0
9. Subrecipient Contracts	\$0
Total Direct Costs	\$144,354
Total Indirect Costs	\$30,646
TOTAL	\$175,000

Contractor Initials JR

Exhibit C-20, Amendment #1 RFP-2021-DPHS-03-EDUCA-01-A01
 SFY24 Budget (Diabetes)

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>JSI Research & Training Institute, Inc.</i> Budget Request for: <i>Professional Education and Promotion to Prevent and Manage Chronic Disease</i> Budget Period <i>July 1, 2023 - June 30, 2024</i> Indirect Cost Rate (if applicable) <i>21.23%</i>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$15,024
2. Fringe Benefits	\$7,046
3. Consultants	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$0
6. Travel	\$0
7. Software	\$0
8. (a) Other - Marketing/ Communications	\$122,284
8. (b) Other - Education and Training	\$0
8. (c) Other - Other (specify below)	
<i>Other (please specify)</i>	\$0
9. Subrecipient Contracts	\$0
Total Direct Costs	\$144,354
Total Indirect Costs	\$30,646
TOTAL	\$175,000

Contractor Initials JR

Exhibit C-21, Amendment #1 RFP-2021-DPHS-03-EDUCA-01-A01
 SFY24 Budget (WISEWOMAN)

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>JSI Research & Training Institute, Inc.</i> Budget Request for: <i>Professional Education and Promotion to Prevent and Manage Chronic Disease (WISEWOMAN)</i> Budget Period <i>July 1, 2023 through June 30, 2024</i> Indirect Cost Rate (if applicable) <i>21.23%</i>		
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$4,978	\$0
2. Fringe Benefits	\$2,335	\$0
3. Consultants	\$0	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0	\$0
5.(a) Supplies - Educational	\$0	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0
5.(e) Supplies Office	\$0	\$0
6. Travel	\$0	\$0
7. Software	\$0	\$0
8. (a) Other - Marketing/ Communications	\$17,434	\$9,900
8. (b) Other - Education and Training	\$0	\$0
8. (c) Other - Other (specify below)		
Other (please specify)	\$0	\$0
Other (please specify)	\$0	\$0
Other (please specify)	\$0	\$0
Other (please specify)	\$0	\$0
9. Subrecipient Contracts	\$0	\$0
Total Direct Costs	\$24,747	\$9,900
Total Indirect Costs	\$5,254	\$0
TOTAL	\$30,000	\$9,900

Contractor Initials


 Date 4/14/2023

Exhibit C-22, Amendment #1 RFP-2021-DPHS-03-EDUCA-01-A01
 SFY24 Budget (Breast and Cervical Cancer)

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>JSI Research & Training Institute, Inc.</i> Budget Request for: <i>Professional Education and Promotion to Prevent and Manage Chronic Disease</i> Budget Period <i>July 1, 2023 - June 30, 2024</i> Indirect Cost Rate (if applicable) <i>21.23%</i>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$10,187
2. Fringe Benefits	\$4,778
3. Consultants	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$0
6. Travel	\$0
7. Software	\$0
8. (a) Other - Marketing/ Communications	\$28,128
8. (b) Other - Education and Training	\$0
8. (c) Other - Other (specify below)	
Other (please specify)	\$0
9. Subrecipient Contracts	\$0
Total Direct Costs	\$43,093
Total Indirect Costs	\$9,149
TOTAL	\$52,241

Contractor Initials JR

Date 4/14/2023

Exhibit C-23, Amendment #1 RFP-2021-DPHS-03-EDUCA-01-A01
 SFY24 Budget (Comprehensive Care)

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>JSI Research & Training Institute, Inc.</i> Budget Request for: <i>Professional Education and Promotion to Prevent and Manage Chronic Disease</i> Budget Period <i>July 1, 2023 - June 30, 2024</i> Indirect Cost Rate (if applicable) <i>21.23%</i>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$1,048
2. Fringe Benefits	\$492
3. Consultants	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$0
6. Travel	\$0
7. Software	\$0
8. (a) Other - Marketing/ Communications	\$6,709
8. (b) Other - Education and Training	\$0
8. (c) Other - Other (specify below)	\$0
Other (please specify)	\$0
9. Subrecipient Contracts	\$0
Total Direct Costs	\$8,249
Total Indirect Costs	\$1,751
TOTAL	\$10,000

Contractor Initials JK

Date 4/14/2023

Exhibit C-24, Amendment #1 RFP-2021-DPHS-03-EDUCA-01-A01
 SFY24 Budget (Arthritis)

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>JSI Research & Training Institute, Inc.</i> Budget Request for: <i>Professional Education and Promotion to Prevent and Manage Chronic Disease</i> Budget Period <i>July 1, 2023 - June 30, 2024</i> Indirect Cost Rate (if applicable) <i>21.23%</i>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$1,572
2. Fringe Benefits	\$737
3. Consultants	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$0
6. Travel	\$0
7. Software	\$0
8. (a) Other - Marketing/ Communications	\$10,084
8. (b) Other - Education and Training	\$0
8. (c) Other - Other (specify below)	
Other (please specify)	\$0
9. Subrecipient Contracts	\$0
Total Direct Costs	\$12,373
Total Indirect Costs	\$2,627
TOTAL	\$15,000

Contractor Initials DR
KR

Date 4/14/2023

Exhibit C-25, Amendment #1 RFP-2021-DPHS-03-EDUCA-01-A01
 SFY24 Budget (Oral Health)

New Hampshire Department of Health and Human Services Completes one budget form for each budget period. Contractor Name: <i>JSI Research & Training Institute, Inc.</i> Budget Request for: <i>Professional Education and Promotion to Prevent and Manage Chronic Disease</i> Budget Period <i>July 1, 2023 - June 30, 2024</i> Indirect Cost Rate (if applicable) <i>4.14%</i>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$19,299
2. Fringe Benefits	\$9,052
3. Consultants	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$0
6. Travel	\$0
7. Software	\$0
8. (a) Other - Marketing/ Communications	\$0
8. (b) Other - Education and Training	\$0
8. (c) Other - Other (specify below)	\$0
Other (please specify)	\$0
9. Subrecipient Contracts	\$117,000
Total Direct Costs	\$145,351
Total Indirect Costs	\$6,018
TOTAL	\$151,369

Contractor Initials JR

Exhibit C-26, Amendment #1 RFP-2021-DPHS-03-EDUCA-01-A01
 SFY25 Budget (Heart)

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>JSI Research & Training Institute, Inc.</i> Budget Request for: <i>Professional Education and Promotion to Prevent and Manage Chronic Disease</i> Budget Period <i>July 1, 2024 - June 30, 2025</i> Indirect Cost Rate (if applicable) <i>21.23%</i>	
Line Item	Program Cost - Funded by DHHS -
1. Salary & Wages	\$15,024
2. Fringe Benefits	\$7,046
3. Consultants	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$0
6. Travel	\$0
7. Software	\$0
8. (a) Other - Marketing/ Communications	\$122,284
8. (b) Other - Education and Training	\$0
8. (c) Other - Other (specify below)	
Other (please specify)	\$0
9. Subrecipient Contracts	\$0
Total Direct Costs	\$144,354
Total Indirect Costs	\$30,646
TOTAL	\$175,000

Contractor Initials KR

Date 4/14/2023

Exhibit C-27, Amendment #1 RFP-2021-DPHS-03-EDUCA-01-A01
 SFY25 Budget (Diabetes)

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>JSI Research & Training Institute, Inc.</i> Budget Request for: <i>Professional Education and Promotion to Prevent and Manage Chronic Disease</i> Budget Period <i>July 1, 2024- June 30, 2025</i> Indirect Cost Rate (if applicable) <i>21.23%</i>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$15,024
2. Fringe Benefits	\$7,046
3. Consultants	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$0
6. Travel	\$0
7. Software	\$0
8. (a) Other - Marketing/ Communications	\$122,284
8. (b) Other - Education and Training	\$0
8. (c) Other - Other (specify below)	\$0
Other (please specify)	\$0
9. Subrecipient Contracts	\$0
Total Direct Costs	\$144,354
Total Indirect Costs	\$30,646
TOTAL	\$175,000

Contractor Initials DR

Date 4/14/2023

Exhibit C-28, Amendment #1 RFP-2021-DPHS-03-EDUCA-01-A01
 SFY25 Budget (WISEWOMAN)

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>JSI Reseach & Training Institute, Inc.</i> Budget Request for: <i>Professional Education and Promotion to Prevent and Manage Chronic Disease (WISEWOMAN)</i> Budget Period <i>July 1, 2024 through June 30, 2025</i> Indirect Cost Rate (If applicable) <i>21.23%</i>		
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$4,978	\$0
2. Fringe Benefits	\$2,335	\$0
3. Consultants	\$0	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0	\$0
5.(a) Supplies - Educational	\$0	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0
5.(e) Supplies Office	\$0	\$0
6. Travel	\$0	\$0
7. Software	\$0	\$0
8. (a) Other - Marketing/ Communications	\$17,434	\$9,900
8. (b) Other - Education and Training	\$0	\$0
8. (c) Other - Other (specify below)		
<i>Other (please specify)</i>	\$0	\$0
<i>Other (please specify)</i>	\$0	\$0
<i>Other (please specify)</i>	\$0	\$0
<i>Other (please specify)</i>	\$0	\$0
9. Subrecipient Contracts	\$0	\$0
Total Direct Costs	\$24,747	\$9,900
Total Indirect Costs	\$5,253	\$0
TOTAL	\$30,000	\$9,900

Contractor Initials 

Date 4/14/2023

Exhibit C-29, Amendment #1 RFP-2021-DPHS-03-EDUCA-01-A01
 SFY25 (Breast and Cervical Cancer)

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <u>JSI Research & Training Institute, Inc.</u> Budget Request for: <u>Professional Education and Promotion to Prevent and Manage Chronic Diseases</u> Budget Period <u>July 1, 2024 - June 30, 2025</u> Indirect Cost Rate (if applicable) <u>21.23%</u>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$10,187
2. Fringe Benefits	\$4,778
3. Consultants	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$0
6. Travel	\$0
7. Software	\$0
8. (a) Other - Marketing/ Communications	\$28,128
8. (b) Other - Education and Training	\$0
8. (c) Other - Other (specify below)	
Other (please specify)	\$0
9. Subrecipient Contracts	\$0
Total Direct Costs	\$43,093
Total Indirect Costs	\$9,148
TOTAL	\$52,241

Contractor Initials _____

Date _____

4/14/2023

Exhibit C-30 Amendment #1 RFP-2021-DPHS-03-EDUCA-01-A01
 SFY25 Budget (Comprehensive Care)

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>JSI Research & Training Institute, Inc.</i> Budget Request for: <i>Professional Education and Promotion to Prevent and Manage Chronic Disease</i> Budget Period: <i>July 1, 2024 - June 30, 2025</i> Indirect Cost Rate (if applicable) <i>21.23%</i>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$1,048
2. Fringe Benefits	\$492
3. Consultants	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$0
6. Travel	\$0
7. Software	\$0
8. (a) Other - Marketing/ Communications	\$6,709
8. (b) Other - Education and Training	\$0
8. (c) Other - Other (specify below)	
Other (please specify)	\$0
9. Subrecipient Contracts	\$0
Total Direct Costs	\$8,249
Total Indirect Costs	\$1,751
TOTAL	\$10,000

Contractor Initials JR

Date 4/14/2023

Exhibit C-31, Amendment #1 RFP-2021-DPHS-03-EDUCA-01-A01
 SFY25 Budget (Arthritis)

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>JSI Research & Training Institute, Inc.</i> Budget Request for: <i>Professional Education and Promotion to Prevent and Manage Chronic Disease</i> Budget Period <i>July 1, 2024 - June 30, 2025</i> Indirect Cost Rate (if applicable) <i>21.23%</i>	
Line Item	Program Cost -Funded by DHHS
1. Salary & Wages	\$1,572
2. Fringe Benefits	\$737
3. Consultants	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$0
6. Travel	\$0
7. Software	\$0
8. (a) Other - Marketing/ Communications	\$10,064
8. (b) Other - Education and Training	\$0
8. (c) Other - Other (specify below)	
Other (please specify)	\$0
9. Subrecipient Contracts	\$0
Total Direct Costs	\$12,373
Total Indirect Costs	\$2,627
TOTAL	\$15,000

Contractor Initials KR

Exhibit C-32, Amendment #1 RFP-2021-DPHS-03-EDUCA-01-A01
 SFY25 Budget (Oral Health)

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>JSI Research & Training Institute, Inc.</i> Budget Request for: <i>Professional Education and Promotion to Prevent and Manage Chronic Dis</i> Budget Period <i>July 1, 2024 - June 30, 2025</i> Indirect Cost Rate (if applicable) <i>5.01%</i>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$27,722
2. Fringe Benefits	\$13,001
3. Consultants	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$0
6. Travel	\$0
7. Software	\$0
8. (a) Other - Marketing/ Communications	\$0
8. (b) Other - Education and Training	\$0
8. (c) Other - Other (specify below)	\$0
Other (please specify)	\$0
9. Subrecipient Contracts	\$132,000
Total Direct Costs	\$172,723
Total Indirect Costs	\$8,646
TOTAL	\$181,369

Contractor Initials



Date 4/14/2023

Exhibit C-33, Amendment #1.
SFY26 Budget (Heart)

RFP-2021-DPHS-03-EDUCA-01-A01

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <u>JSI Research & Training Institute, Inc.</u> Budget Request for: <u>Professional Education and Promotion to Prevent and Manage Chronic Disease</u> Budget Period <u>July 1, 2025 - June 30, 2026</u> Indirect Cost Rate (if applicable) <u>21.23%</u>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$15,024
2. Fringe Benefits	\$7,046
3. Consultants	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$0
6. Travel	\$0
7. Software	\$0
8. (a) Other - Marketing/ Communications	\$122,284
8. (b) Other - Education and Training	\$0
8. (c) Other - Other (specify below):	
Other (please specify)	\$0
9. Subrecipient Contracts	\$0
Total Direct Costs	\$144,354
Total Indirect Costs	\$30,646
TOTAL	\$175,000

Contractor Initials _____



Date _____

4/14/2023

Exhibit C-34, Amendment #1 RFP-2021-DPHS-03-EDUCA-01-A01
 SFY26 Budget (Diabetes)

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>JSI Research & Training Institute, Inc.</i> Budget Request for: <i>Professional Education and Promotion to Prevent and Manage Chronic Disease</i> Budget Period <i>July 1, 2025 - June 30, 2026</i> Indirect Cost Rate (if applicable) <i>21.23%</i>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$15,024
2. Fringe Benefits	\$7,046
3. Consultants	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$0
6. Travel	\$0
7. Software	\$0
8. (a) Other - Marketing/ Communications	\$122,284
8. (b) Other - Education and Training	\$0
8. (c) Other - Other (specify below)	\$0
Other (please specify)	\$0
9. Subrecipient Contracts	\$0
Total Direct Costs	\$144,354
Total Indirect Costs	\$30,646
TOTAL	\$175,000

Contractor Initials 

Date 4/14/2023

Exhibit C-36, Amendment #1 RFP-2021-DPHS-03-EDUCA-01-A01
 SFY26 Budget (Breast and Cervical Cancer)

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>JSI Research & Training Institute, Inc.</i> Budget Request for: <i>Professional Education and Promotion to Prevent and Manage Chronic Disease</i> Budget Period <i>July 1, 2025 - June 30, 2026</i> Indirect Cost Rate (if applicable) <i>21.23%</i>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$10,187
2. Fringe Benefits	\$4,778
3. Consultants	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$0
6. Travel	\$0
7. Software	\$0
8. (a) Other - Marketing/ Communications	\$28,128
8. (b) Other - Education and Training	\$0
8. (c) Other - Other (specify below)	\$0
Other (please specify)	\$0
9. Subrecipient Contracts	\$0
Total Direct Costs	\$43,093
Total Indirect Costs	\$9,148
TOTAL	\$52,241

Contractor Initials _____



Exhibit C-37, Amendment #1 RFP-2021-DPHS-03-EDUCA-01-A01
 SFY26 Budget (Comprehensive Care)

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>JSI Research & Training Institute, Inc.</i> Budget Request for: <i>Professional Education and Promotion to Prevent and Manage Chronic Disease</i> Budget Period <i>July 1, 2025 - June 30, 2026</i> Indirect Cost Rate (if applicable) <i>21.23%</i>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$1,048
2. Fringe Benefits	\$492
3. Consultants	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$0
6. Travel	\$0
7. Software	\$0
8. (a) Other - Marketing/ Communications	\$6,709
8. (b) Other - Education and Training	\$0
8. (c) Other - Other (specify below)	
Other (please specify)	\$0
9. Subrecipient Contracts	\$0
Total Direct Costs	\$8,249
Total Indirect Costs	\$1,751
TOTAL	\$10,000

Contractor Initials JR

Date 4/14/2023

Exhibit C-38, Amendment #1 RFP-2021-DPHS-03-EDUCA-01-A01
 SFY26 Budget (Arthritis)

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>JSI Research & Training Institute, Inc.</i> Budget Request for: <i>Professional Education and Promotion to Prevent and Manage Chronic Disease</i> Budget Period <i>July 1, 2025 - June 30, 2026</i> Indirect Cost Rate (if applicable) <i>21.23%</i>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$1,572
2. Fringe Benefits	\$737
3. Consultants	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$0
6. Travel	\$0
7. Software	\$0
8. (a) Other - Marketing/ Communications	\$10,064
8. (b) Other - Education and Training	\$0
8. (c) Other - Other (specify below)	
Other (please specify)	\$0
9. Subrecipient Contracts	\$0
Total Direct Costs	\$12,373
Total Indirect Costs	\$2,627
TOTAL	\$15,000

Contractor Initials KR

Date 4/14/2023

Exhibit C-39, Amendment #1
SFY26 Budget (Oral Health)

RFP-2021-DPHS-03-EDUCA-01-A01

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>JSI Research & Training Institute, Inc.</i> Budget Request for: <i>Professional Education and Promotion to Prevent and Manage Chronic Disease</i> Budget Period <i>July 1, 2025 - June 30, 2026</i> Indirect Cost Rate (if applicable) 5.01%	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$27,722
2. Fringe Benefits	\$13,001
3. Consultants	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$0
6. Travel	\$0
7. Software	\$0
8. (a) Other - Marketing/ Communications	\$0
8. (b) Other - Education and Training	\$0
8. (c) Other - Other (specify below)	
Other (please specify)	\$0
9. Subrecipient Contracts	\$132,000
Total Direct Costs	\$172,723
Total Indirect Costs	\$8,646
TOTAL	\$181,369

Contractor Initials



Date

4/14/2023

Attachment 1, Event Checklist- Amendment #1

[Project Name] - Event Checklist			
Event Name			
Description			
Client Contact Information			
Event Date			
Venue			
• Name			
• Address			
• Contact Name			
• Contact Phone #			
• Contact Email			
Task	Owner	Description	Status
Venue Reservation/Contract			
Complete subcontracts			
Identify vendors			
Vendor/Subcontractor payment forms received			
Finalize food/beverage needs			
Finalize AV needs (venue / ISI)			
Order supplies as needed			
Gather ISI supplies (badges, posters, banners)			
Save the date			
Registration email/invite			
Registration link			
Finalize attendee list			
Finalize CART services			
Open registration			
Email confirmation/special instructions to attendees			
Prepare meeting packets			
CEUs - applications			
Prepare evaluations (electronic / hardcopy)			
Create sign-in sheet			
Additional information			

Contractor Initials _____

Date _____ 4/14/2023



State of New Hampshire

Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that JSI RESEARCH & TRAINING INSTITUTE, INC. is a Massachusetts Nonprofit Corporation registered to transact business in New Hampshire on February 17, 2016. 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: 739507

Certificate Number: 0006201156



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 10th day of April A.D. 2023.

A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan
Secretary of State

State of New Hampshire

Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that COMMUNITY HEALTH INSTITUTE is a New Hampshire Trade Name registered to transact business in New Hampshire on April 12, 2016. 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: 742096

Certificate Number: 0006201157



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 10th day of April A.D. 2023.

A handwritten signature in black ink, appearing to read "D. Scanlan", is written over a circular embossed seal.

David M. Scanlan
Secretary of State

CERTIFICATE OF AUTHORITY

I, **Margaret M. Crotty**, of JSI Research & Training Institute, Inc. hereby certify that:

1. I am a duly elected **President & CEO** of **JSI Research & Training Institute, Inc.**
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 the **10TH of April, 2023**, at which a quorum of the Directors/shareholders were present and voting.

VOTED: That **Katie Robert** as **Director of JSI Research & Training Institute, Inc., d/b/a Community Health Institute** is duly authorized on behalf of **JSI Research & Training Institute, Inc.** to enter into contracts or agreements with the State 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: April 10th, 2023



Signature of Elected Officer
Name: **Margaret M. Crotty**
Title: **President & CEO**

JSI Research and Training Institute Inc.

Mission Statement

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

Community Health Institute

Mission Statement

The Community Health Institute's mission is to support and strengthen New Hampshire's health care system by providing coordinated information dissemination and technical assistance resources to health care providers, managers, planners, and policy makers, statewide. Our success translates into improved access to quality health and social services for all New Hampshire residents.

**Consolidated Financial Statements and
Report of Independent Certified Public
Accountants and Reports in
Compliance with Uniform Guidance**

**JSI Research and Training Institute, Inc. and
Affiliates**

September 30, 2021

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REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

Board of Directors
JSI Research and Training Institute, Inc.

Report on the financial statements

Opinion

We have audited the consolidated financial statements of JSI Research and Training Institute, Inc. (a nonprofit organization) and affiliates (the "Entity"), which comprise the consolidated statement of financial position as of September 30, 2021, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Entity as of September 30, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for opinion

We conducted our audit of the consolidated financial statements in accordance with auditing standards generally accepted in the United States of America (US GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Entity and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of management for the financial statements

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

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Entity's ability to continue as a going concern for one year after the date the financial statements are available to be issued.



Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with US GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

In performing an audit in accordance with US GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Entity's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures. These additional procedures included comparing and reconciling such information



directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with US GAAS. In our opinion, the accompanying supplementary information is fairly stated, in all material respects, in relation to the consolidated financial statements as a whole.

Other reporting required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 24, 2022 on our consideration of the Entity'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 the Entity'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 the Entity's internal control over financial reporting and compliance.

Grant Thornton LLP

Boston, Massachusetts
June 24, 2022

JSI Research and Training Institute, Inc. and Affiliates
CONSOLIDATED STATEMENT OF FINANCIAL POSITION

September 30, 2021

ASSETS

Current assets

Cash and cash equivalents	\$ 96,415,811
Receivables for program work	44,323,084
Field advances - program	166,700
Employee advances	96,355
Inventory	85,451,482
Prepaid expenses	<u>2,356,305</u>

Total current assets 228,809,737

Property and equipment, net

2,722,747

Other assets

494,706

Total assets \$ 232,027,190

LIABILITIES AND NET ASSETS

Current liabilities

Accounts payable and payroll withholdings	\$ 77,042,213
Accrued vacation	2,128,990
Advances for program work	<u>86,189,016</u>

Total current liabilities 165,360,219

Net assets

Without donor restrictions	66,118,555
With donor restrictions	<u>548,416</u>

Total net assets 66,666,971

Total liabilities and net assets \$ 232,027,190

The accompanying notes are an integral part of this consolidated financial statement.

JSI Research and Training Institute, Inc. and Affiliates

CONSOLIDATED STATEMENT OF ACTIVITIES

Year ended September 30, 2021

NET ASSETS WITHOUT DONOR RESTRICTIONS

Support and revenue:

Public support:

Global Fund	\$ 424,622,326
Government grants and contracts:	
U.S. Government	149,829,898
Commonwealth of Massachusetts	7,341,579
Other grants and contracts	69,804,737
Program income	96,124
Contributions	261,599
Net assets released from restriction	78,524
Gain on forgiveness of debt	1,074,400
In-kind project contributions	1,834,514
Other income	1,999
Interest income	97,932

Total support and revenue	655,043,632
---------------------------	-------------

Expenses:

Program services:

International programs	580,625,338
Domestic programs	29,137,111

Total program services	609,762,449
------------------------	-------------

Supporting services:

Management and general	34,127,773
Fundraising	1,080,428

Total supporting services	35,208,201
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Other expenses:

Unallowable costs	345,188
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Total expenses	645,315,838
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Change in net assets without donor restrictions	9,727,794
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NET ASSETS WITH DONOR RESTRICTIONS

Contributions, net of net asset releases of \$78,524	229,766
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CHANGES IN NET ASSETS	9,957,560
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Net assets at beginning of year	56,709,411
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Net assets at end of year	\$ 66,666,971
---------------------------	---------------

The accompanying notes are an integral part of this consolidated financial statement.

JSI Research and Training Institute, Inc. and Affiliates

CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

Year ended September 30, 2021

	Program Services			Supporting Services		
	International Programs	Domestic Programs	Total	Management and General	Fundraising	Total
Commodities	\$ 374,776,813	\$ -	\$ 374,776,813	\$ -	\$ -	\$ 374,776,813
Freight costs	34,169,444	-	34,169,444	-	-	34,169,444
Salaries	28,610,134	14,840,513	43,450,647	10,036,241	893,143	54,380,031
Consultants	16,418,084	7,634,972	24,053,056	2,125,852	30,687	26,209,595
Cooperating national salaries	38,458,259	273,800	38,732,059	395,260	-	39,127,319
Travel	3,609,187	187,076	3,796,263	39,083	-	3,835,346
Allowance and training	3,801,160	132,510	3,933,670	531,959	-	4,465,629
Subgrants	18,307,467	700,914	19,008,381	50,553	42,873	19,101,807
Subcontracts	25,529,700	3,313,466	28,843,166	-	-	28,843,166
Equipment, material and supplies	3,024,350	129,075	3,153,425	78,439	1,986	3,233,850
Other costs	30,461,762	1,924,785	32,386,547	20,054,427	111,739	52,552,713
Information technology	950	-	950	469,309	-	470,259
Non-commodity	1,606,244	-	1,606,244	-	-	1,606,244
Quality assurance	17,270	-	17,270	-	-	17,270
In-kind project expenses	1,834,514	-	1,834,514	-	-	1,834,514
Depreciation	-	-	-	346,650	-	346,650
Total expense	\$ 580,625,338	\$ 29,137,111	\$ 609,762,449	\$ 34,127,773	\$ 1,080,428	\$ 644,970,650

The accompanying notes are an integral part of this consolidated financial statement.

JSI Research and Training Institute, Inc. and Affiliates

CONSOLIDATED STATEMENT OF CASH FLOWS

Year ended September 30, 2021

Cash flows from operating activities:	
Change in net assets	\$ 9,957,560
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Gain on forgiveness of debt	(1,074,400)
Loss on disposal of property and equipment	87,708
Depreciation	346,650
Changes in operating assets and liabilities:	
Increase in receivables for program work	(14,705,893)
Decrease in field advances - program	3,691,792
Increase in employee advances	(92,113)
Increase in prepaid expenses	(348,177)
Increase in other assets	(229,776)
Increase in inventory	(8,230,710)
Decrease in accounts payable and payroll withholdings	(10,600,522)
Decrease in accrued vacation	(84,561)
Increase in advances for program work	36,330,138
	<hr/>
Net cash provided by operating activities	15,047,696
	<hr/>
NET INCREASE IN CASH AND CASH EQUIVALENTS	15,047,696
	<hr/>
Cash and cash equivalents at beginning of year	81,368,115
	<hr/>
Cash and cash equivalents at end of year	<u>\$ 96,415,811</u>

The accompanying notes are an integral part of this consolidated financial statement.

JSI Research and Training Institute, Inc. and Affiliates
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

September 30, 2021

NOTE A - ORGANIZATION AND NATURE OF ACTIVITIES

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

JSI Research and Training Institute, Inc. is the sole member of World Education, Inc. and The Partnership for Supply Chain Management, Inc. ("Affiliates"). JSI Research and Training Institute, Inc. is accorded with such powers as are typical for a sole member including the power of appointment and removal of the Affiliates' board of trustees, the right to approve amendments to the bylaws and certificate of incorporation, and the right to approve any merger, consolidation, dissolution or transfer of substantial assets of Affiliates.

World Education, Inc. was founded in 1951 and incorporated in the state of New Jersey. Working in partnership with community, national, and international agencies in Asia, Africa, and the United States, it provides professional assistance in the design and implementation of non-formal adult education programs. These programs integrate functional education with relevant problem-solving aspects of individual growth and national development such as health, nutrition, family planning, childcare, refugee education, agricultural practices, literacy, and income generation. World Education, Inc.'s financial data is consolidated utilizing its fiscal year-end financial statements, as of and for the year ended June 30, 2021.

The Partnership for Supply Chain Management ("PfSCM") was incorporated on February 14, 2005, under the laws of Massachusetts. PfSCM began operations on October 1, 2005 as a non-profit organization established by JSI Research and Training Institute, Inc. and Management Sciences for Health, Inc. On October 11, 2018, Management Sciences for Health, Inc. discontinued their relationship with PfSCM and JSI Research and Training Institute, Inc. became the sole member of PfSCM.

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

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Principles of Consolidation

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

Basis of Accounting

The consolidated financial statements of the Organization have been prepared utilizing the accrual basis of accounting and include the accounts of JSI Research and Training Institute, Inc. and its affiliates in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Net assets, revenues, and expenses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and the changes thereof are classified and reported as follows:

Net Assets Without Donor Restrictions - Net assets that are not subject to donor-imposed restrictions.

Net Assets With Donor Restrictions - Contributions, grants, and income whose use by the Organization has been limited by donors or grantors to a specific time period or purpose.

JSI Research and Training Institute, Inc. and Affiliates

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2021

Use of Estimates

The preparation of consolidated financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

Cash and Cash Equivalents

The Organization considers all monies in banks and highly liquid investments with maturity dates of three months or less to be cash equivalents. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial instruments. Total cash held in foreign accounts was \$3,461,909 at September 30, 2021.

Property and Equipment

Property and equipment owned by the organization are reported on the basis of cost less accumulated depreciation. Acquisitions of property and equipment in excess of \$5,000 are capitalized. Depreciation is computed using the straight-line method calculated to extinguish the book value of the respective assets over their estimated useful lives (5 - 7 years) of the related assets. Property and equipment purchased with grant funds where ownership rests with the donor is expensed at the time of purchase and is returned to the donor or disposed of in accordance with the terms of the grant and/or donor permissions at the conclusion of the grant period.

Recent Adopted Accounting Pronouncements

In fiscal year 2021, the Organization adopted ASU 2014-09, *Revenue from Contracts with Customers*, which outlines a single comprehensive revenue model for entities to use in accounting for revenue arising from contracts with customers. The guidance supersedes most current revenue recognition guidance, including industry-specific guidance, and ensures that entities appropriately reflect the consideration to which they expect to be entitled in exchange for goods and services, by allocating transaction price to identified performance obligations, and recognizing that revenue as performance obligations are satisfied. The Organization applied the standard using the modified retrospective transition method resulting in a \$2,275,600 reduction of net assets without restrictions as of the adoption date (October 1, 2020).

As part of the adoption of the ASU, the Organization elected to use the following transition practical expedients: (i) completed contracts that begin and end in the same annual reporting period have not been restated; (ii) the Organization used the known transaction price for completed contracts; (iii) to exclude disclosures of transaction prices allocated to remaining performance obligations when the Organization expects to recognize such revenue for all periods prior to the date of initial application of the ASU; and (iv) the company has reflected the aggregate of all contract modifications that occurred prior to the date of initial application when identifying the satisfied and unsatisfied performance obligations, determining the transaction price, and allocating the transaction price.

Revenue Recognition

Grants and Contracts

The majority of the Organization's revenues are derived from contracts, cooperative agreements, and grants with The Global Fund to Fight AIDS Tuberculosis and Malaria (the Global Fund), and U.S. government agencies, primarily USAID and the United States Department of Health and Human Services.

The Organization recognizes revenue from external organizations for services provided under exchange and non-exchange grants and contracts. Unconditional grants, contracts, and contributions are recognized as revenue in the period received in the appropriate net asset category, based on the existence or absence

JSI Research and Training Institute, Inc. and Affiliates

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2021

of donor imposed restrictions. If donor imposed restrictions are present, the associated revenue is reported as an increase in net assets with donor restrictions and are reclassified to net assets without donor restrictions when the restrictions are met. Grants and contracts revenues whose restrictions are met in the same reporting period are reported as net assets without donor restriction.

Revenues from non-exchange transactions may be subject to conditions in the form of both a barrier to entitlement and a refund of amounts paid (and a release from obligation to make future payments). The Organization recognizes revenue earned from conditional non-exchange grants and contracts as these conditions are satisfied. At September 30, 2021, the Organization had \$247,832,020 of conditional grants and contracts not recognized as revenue in the statements of activities.

Revenues from exchange transactions are recognized as the Organization satisfies performance obligations, which in some cases, mirrors the timing of when related costs are incurred. In the case of the procurement and delivery of commodities revenues are recognized upon receipt by the customer. As of September 30, 2021, the Organization has \$57,626,102 of deferred revenue related to exchange transactions which will be recognized as revenue upon completion of delivery of commodities and receipt by the customer. This deferred revenue is included within advances for program work in the accompanying statement of financial position.

Donated Materials and Services

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

Income Taxes

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

The Organization has evaluated its tax positions and believes that there would be no material changes to the results of its operations or financial position as a result of an audit by the applicable taxing authorities, federal or state. The Organization has filed all of its known and required returns in a timely manner including as permitted allowed extensions.

JSI Research and Training Institute, Inc., World Education, Inc. and PfSCM file separate unconsolidated tax returns. JSI Research and Training Institute, Inc. and PfSCM file tax returns based on a September 30 year end and World Education, Inc. files its tax return based on a June 30 year end.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the consolidated statements of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Each functional classification includes all expenses related to the underlying operations by natural classification. Natural expenses attributable to more than one functional expense category are allocated using a variety of cost allocation techniques.

JSI Research and Training Institute, Inc. and Affiliates

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2021

Foreign Currency Transactions

Expenses of international operations are measured generally using local currency. Expenses are translated to USD using the first in, first out method of exchange based on the bank rate assigned at transfer. As a result, foreign currency transaction gains and losses are negligible and are included as direct program expenses.

Receivables for Program Work

Receivables for program work are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectable amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The allowance for doubtful accounts at September 30, 2021 was \$0. Included in receivables for program work is \$34,790,746 of amounts billed and \$9,532,337 of amounts unbilled.

Recent Accounting Pronouncements

In February 2016, the FASB issued ASU 2016-02, *Leases*, which requires a lessee to recognize a right-of-use asset and lease liability, initially measured at the present value of the lease payments, in its balance sheet/statement of financial position. The guidance also expands the required quantitative and qualitative disclosures surrounding leases. The ASU is effective for fiscal year 2023 for the Organization. The Organization is evaluating the impact of the new guidance on its consolidated financial statements.

NOTE C - CONCENTRATION OF CREDIT RISK

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

NOTE D - PROPERTY AND EQUIPMENT AND ACCUMULATED DEPRECIATION

Property and equipment and accumulated depreciation account balances as of September 30, 2021:

	Cost	Accumulated Depreciation	Net
Furniture and equipment	\$ 592,816	\$ 583,779	\$ 9,037
Leasehold improvements	3,380,365	666,655	2,713,710
	<u>\$ 3,973,181</u>	<u>\$ 1,250,434</u>	<u>\$ 2,722,747</u>

Depreciation expense was \$346,650 for the year ended September 30, 2021.

JSI Research and Training Institute, Inc. and Affiliates

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2021

NOTE E - ADVANCES FOR PROGRAM WORK

Advances for program work consist of the following at September 30, 2021:

Other - non-governmental:	
Bill and Melinda Gates Foundation	\$ 19,139,937
Various donors	17,133,997
Global Fund	48,415,977
Doris Duke Charitable Foundation	<u>1,499,105</u>
	<u>\$ 86,189,016</u>

Advances for program work represent refundable advances of cash related from non-governmental organizations. They are reported as advances because there is typically a barrier placed by the granting organization, as well as a right of return if the funds are not used in accordance with the terms of the arrangement with the funding organization. Once the barriers are overcome and there is no longer a right of return, revenue is recognized.

NOTE F - DEBT***Citizens Bank***

World Education, Inc. has a revolving line of credit with a bank with a borrowing limit of up to \$500,000. The revolving line of credit was renewed on August 17, 2021. The loan is payable on demand. Interest is charged by utilizing a fluctuating rate based on the LIBOR (Advantage) rate plus 2.50%. The line of credit remains in effect until May 31, 2022 and annually thereafter is contingent upon performance. The loan is collateralized by a first priority interest in all the assets of World Education, Inc. No funds were borrowed during 2021 and as a result, as of September 30, 2021, the outstanding balance is \$0 and no interest was incurred on this loan during the year ended September 30, 2021.

John Snow, Inc.

World Education, Inc. has an unsecured revolving line of credit with John Snow, Inc. (a related party) with a borrowing limit of up to \$1,000,000. The loan was renewed on July 1, 2019. Interest is charged by utilizing a fluctuating rate based on the current prime rate plus 0.25%. The loan is payable on demand and, in any event, on or prior to June 30, 2022. The loan is not collateralized. No funds were borrowed during the year and as a result, as of June 30, 2021, the outstanding balance is \$0. No interest was incurred on this loan during the year ended June 30, 2021.

Loan Payable - Paycheck Protection Act

In April, 2020, World Education, Inc. ("WEI") was granted a loan (the "Loan") in the aggregate amount of \$1,074,400, pursuant to the Paycheck Protection Program (the "PPP") under Division A, Title I of the CARES Act.

The Loan, which was in the form of a Note dated April 23, 2020, was scheduled to mature on April 23, 2022 and bore interest at a rate of 1.00% per annum, payable monthly commencing in February 2020. Under the terms of the PPP, the Loan was fully forgiven as of June 15, 2021, which is reflected as gain on forgiveness of debt in the accompanying statement of activities.

JSI Research and Training Institute, Inc. and Affiliates

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2021

NOTE G - CONTINGENCIES

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

JSI Research and Training Institute, Inc. is a co-borrower (with a related party) of a demand loan with no balance due at September 30, 2021.

Provisional indirect cost rates are negotiated with the AID on an annual basis. As of September 30, 2021, actual indirect cost rates have been approved by AID for JSI Research and Training Institute, Inc. through December 31, 2015 and World Education, Inc. through June 30, 2018. Based on favorable past experience, management believes the effects of changes to the overhead rates, if any, would not be material to the consolidated financial statements.

The outbreak of COVID-19 has caused disruption in operations of businesses domestically and globally. In response the Organization implemented cost savings and other measures to reduce operating expenses and ensure adequate liquidity. Due to the uncertainty of the continued spread of the virus and economic outlook, there may be short-term and long-term implications for operations of the Organization.

NOTE H - NET ASSETS WITH DONOR RESTRICTIONS

Donor restricted net assets of as of September 30, 2021 are restricted for use in specific programs and/or projects that are specified by the donor.

NOTE I - RELATED PARTY TRANSACTIONS

John Snow, Inc.

JSI Research and Training Institute, Inc. ("R&T") and John Snow, Inc. ("JSI, Inc.") (a non-exempt corporation) purchase consulting services from each other. The President and Director of R&T is the sole stockholder of JSI, Inc. The two companies bill each other at the same rates that they bill federal and state governments.

During the year ended September 30, 2021, JSI, Inc. billed R&T \$22,395,454 for consulting services (technical support). This amount is reflected under program services - consulting totaling \$18,511,741 and program services - other costs totaling \$3,888,435, on the consolidated statements of functional expenses. In addition, during the year end September 30, 2021, R&T performed consulting services (technical support) for JSI, Inc. totaling \$7,443,577.

As of September 30, 2021 the R&T was owed \$762,616 from JSI.

The two companies also share facilities and pool various overhead expenses. For the year ended September 30, 2021, R&T incurred \$26,151,534 of overhead expenses (supporting services), of which \$10,887,356 was its share of JSI, Inc. incurred costs.

R&T is a co-borrower with JSI, Inc. on a commercial demand loan-revolving line of credit with an expiration date of May 31, 2022, which allows for borrowings up to \$6,500,000. The loan is collateralized by a security agreement with a first position lien on all corporate assets of R&T and JSI, Inc. including assignment of promissory notes and security documents between the two companies. Interest is charged by utilizing a

JSI Research and Training Institute, Inc. and Affiliates

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2021

fluctuating rate based on LIBOR (Advantage) plus 2.00% payable monthly in arrears, which at September 30, 2021 was 2.09%. At September 30, 2021, there was no outstanding balance on this loan.

World Education, Inc. has an agreement with John Snow, Inc. whereby John Snow, Inc. will provide administrative and technical support as requested from time to time by WEI, on arms-length terms as agreed by WEI and JSI. Transactions between World Education, Inc. and John Snow, Inc. for the year ended September 30, 2021 are summarized as follows:

Administrative and technical support	\$ 1,671,428
Other direct charges (including rent of \$1,088,603)	<u>1,493,832</u>
	<u>\$ 3,165,260</u>

The agreement is on a year-to-year basis and can be terminated by either party upon 90 days written notice to the other.

Other

The Organization has an agreement with a related company to purchase services. Transactions with this company were charged to sub-contracts expense and are as follows for the year ended September 30, 2021:

The Manoff Group, Inc. (a non-exempt corporation; 40% owned by John Snow, Inc.)	\$ 1,564,751
	<u>\$ 1,564,751</u>

NOTE J - RETIREMENT PLANS

R&T has a defined contribution profit sharing/401(k) plan covering substantially all of its employees. R&T contributes an amount equal to 7% of the employee's monthly earnings, funded with each month's payroll. In addition, employees receive a 100% match on the first 2% of contributions made to the plan. Employees who are contributing less than 2% of their pay to their retirement account are automatically enrolled at 2% either at the time of hire, or annually in July. Pension expense was \$2,656,279 for the year ended September 30, 2021.

WEI has a defined contribution tax sheltered annuity plan covering substantially all of its employees. WEI contributes an amount equal to 7% of the employee's monthly earnings, funded with each month's payroll. Additional voluntary contributions may be made by the employees. Participants of the plan are fully and immediately vested when contributions are made. Pension costs incurred by World Education, Inc. were \$392,399 for the year ended June 30, 2021.

NOTE K - COMMITMENTS**Operating Leases**

The JSI Research and Training Institute, Inc. leases space for general offices under operating leases expiring from 2022 through 2026. The leases contain renewal options for periods of up to five years.

JSI Research and Training Institute, Inc. and Affiliates

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2021

During the year ended September 30, 2021, rent expense under long-term lease obligations were \$622,797. Future obligations over the primary terms of the Company's long-term leases as of September 30, 2021 are:

2022	\$ 450,718
2023	396,612
2024	155,324
2025	160,680
2026	<u>166,036</u>
	<u>\$ 1,329,370</u>

World Education, Inc. leases space for general offices on a year-to-year basis. Rent expense for the year ended June 30, 2021 was \$1,165,904.

NOTE L - CONCENTRATION OF FUNDING

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

The Organization received 10% or more of its revenues and support from the following sources for the year ended September 30, 2021:

	<u>Revenue</u>	<u>% of Total Income</u>
The Global Fund (PfSCM)	\$ 424,622,326	65%
U.S. Agency for International Development (R&T and WEI)	\$ 128,400,664	20%

The JSI Research and Training Institute, Inc. and World Education, Inc. received \$128,400,664 from U.S. Agency for International Development as of September 30, 2021, which represents approximately 55% of total income for those entities.

NOTE M - LIQUIDITY AND AVAILABILITY OF RESOURCES

The Organization maintains a policy of structuring its financial assets to be available as its general expenditures, liabilities and other obligations come due. Given the project-based nature of the Organization's work, the annual budget is structured to break even and ensure that there are sufficient inflows to cover budgeted outflows each year. Any use of the Organization's reserve, which is minimal, is subject to management's review and approval.

JSI Research and Training Institute, Inc. and Affiliates
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2021

The following reflects the Organization's financial assets as of September 30, 2021, reduced by amounts not available for general use within one year due to contractual or donor-imposed restrictions.

Cash and cash equivalents	\$ 96,415,811
Receivables for program work	<u>44,323,084</u>
Total financial assets available within one year	140,738,895
Less contractually restricted and donor restricted assets	<u>86,737,432</u>
Total financial assets available to management for general expenditures within one year	<u>\$ 54,001,463</u>

The Organization also has two committed lines of credit totaling \$8 million, which it could draw upon in the event of an unanticipated liquidity need.

NOTE N - SUBSEQUENT EVENTS

The Organization has evaluated subsequent events through June 24, 2022, the date on which the consolidated financial statements were available to be issued. On November 29, 2021, the CEO and Founder of John Snow, Inc. donated his ownership interest in John Snow, Inc. and its affiliates to the Organization. Accordingly the Organization became the sole shareholder of John Snow, Inc., as such, it will be included in the Organization's consolidated financial statements starting fiscal year 2022.

SUPPLEMENTARY INFORMATION

JSI Research and Training Institute, Inc.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Year ended September 30, 2021

Federal Grantor/Pass-through Grantor/Program Title	Agency or Pass-through Number	Federal Assistance Listings #	Federal Expenditures	Total Subcontract Expenses
U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT				
Direct Grant:				
USAID Foreign Assistance for Programs Overseas:				
UGANDA NUMAT	617-A-00-06-00009-00	98.001	\$ (1,627)	\$ -
NIGERIA TSHIP	620-A-06-09-00014-00	98.001	(16,757)	-
SPRING	AID-OAA-A-11-00031	98.001	(14,812)	(14,812)
Advancing Partners	AID-OAA-L-12-00047	98.001	(96,215)	(70,506)
Live Learn & Play	AID-OAA-L-12-00003	98.001	(2,210)	-
PAKISTAN HSSP	AID-391-A-13-00002	98.001	4,865	-
AIDSFree	AID-OAA-A-14-00046	98.001	(78,270)	-
TANZANIA CHSS	AID-621-A-14-00004	98.001	1,300	-
ZambiaUSAIDDiscoverHealth	AID-611-A-1600004	98.001	22,422,542	324,779
Timor-Leste RBHS	AID-472-A-16-00001	98.001	485,067	-
Ghana HIV/AIDS	AID-641-A-16-00007	98.001	4,581,558	1,145,953
Madagascar CCH	AID-687-A-16-00001	98.001	4,416,221	254,815
Build Healthy Cities	AID-OAA-A-17-00028	98.001	1,164,732	483,923
Pakistan IHSS-SD	AID-391-A-17-00002	98.001	10,000,806	1,590,485
USAID Adv. Nutrition	7200AA18CA00070	98.001	21,724,218	9,703,057
Partnerships Plus	7200AA18CA00032	98.001	2,560,072	2,465,053
Kyrgyz Cure Tuberculosis	720115119CA00001	98.001	3,675,035	858,560
TIFA TB	7200AA19CA00013	98.001	3,239,631	1,000,180
OFDA CB PMC2	720FDA19GR00261	98.001	353,540	2,591
MRITE	7200AA20CA00017	98.001	6,781,001	2,848,903
CHISU	7200AA20CA00009	98.001	3,034,431	293,749
USAID/Laos MCH-N Activity	72043921CA0001	98.001	10,378	-
Total Direct Grants- USAID			84,245,306	20,884,730
Pass-through Grant:				
USAID Foreign Assistance for Programs Overseas:				
Family Health Internat	EpIC VMHC	CA#7200AA19CA00002	98.001	690,332
Family Health Internat	EpIC Global	7200AA19CA00002	98.001	2,175,005
PRB	USAID PRB Momentum 2C	7200AA20CA00003	98.001	1,666,248
Heartland Alliance Int'l.	HAI Nigeria TMA II	72062020CA00001	98.001	57,831
Heartland Alliance Int'l.	HAI Nigeria TMA 2020/2021	72062020CA00001	98.001	410,264
John Snow Health Zambia	ZAM-Health Activity	720611121CA00001	98.001	256,426
NCBA CLUSA	Senegal FTF Cult Nut	72068518CA00001	98.001	298,067
PSCM	Global Fund PPM	N/A	98.001	3,020
PSCM	PSCM Clients	N/A	98.001	794,388
Palladium International	Data FI	7200AA19CA00004	98.001	1,806,776
Palladium International	IAPHL HP+Grant	AID-OAA-A-15-00051	98.001	32,686
Palladium International	HP+ IAPHL II	AID-OAA-A-15-00051	98.001	242,852
Pathfinder International	Ethiopia TRANSFORM	AID663A1700002	98.001	4,910,626
The Trustees of TUFTS Col	STOP Spillover	7200AA20CA00032	98.001	922,468
Total Pass-through Grants- USAID			14,266,987	16,800
U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT - Total			98,512,293	20,901,530
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES				
Direct Grant:				
Advancing System Improvements for Key Issues in Women's Health				
DHHS	Womens Health-NTC	ASTWH200090-01-00	93.088	2,275,441
DHHS	Womens Health-NTC	ASTWH200090-02-00	93.088	5,578
			2,281,019	220,000
HIV-Related Training and Technical Assistance -				
HRSA	HIV Integrated Ping	U69HA30144	93.145	128,311
HRSA	HIV Integrated Ping	U69HA30144-04	93.145	165
HRSA	HIV Integrated Ping	U69HA30144-05	93.145	550,693
HRSA	RWHAP ACE Health Lk	U69HA30143	93.145	78,892
HRSA	Planning CHATT	U69HA39085	93.145	90,598
HRSA	Planning CHATT	U69HA39085-01	93.145	379,558
			1,226,217	157,700
Family Planning Personnel Training -				
FPNTC-SDI		FPTPA006028-03	93.260	2,326
Title X-NTC		FPTPA006030	93.260	2,857,035
			2,859,361	44,000

JSI Research and Training Institute, Inc.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Year ended September 30, 2021

Federal Grantor/Pass-through Grantor/Program Title	Agency or Pass-through Number	Federal Assistance Listings #	Federal Expenditures	Total Subcontract Expenses	
Health Systems Strengthening and HIV/AIDS Prevention, Care and Treatment -					
HRSA RRHO	UH5HA30789	93.266	192,142	-	
HRSA RRHO	UH5HA30789-03	93.266	(489)	-	
HRSA RRHO	UH5HA30789-04	93.266	578,503	-	
			770,156	-	
Teenage Pregnancy Prevention Program					
DHHS	TPP-NTC	1 TPSAH000006-01-00	93.297	1,302,843	-
DHHS	TPP-NTC	TPSAH000006-02-00	93.297	4,035	-
			1,306,878	-	
HIV Emergency Relief Project Grants:					
RWHAP ACE Health Lit	U69HA30143-04	93.914	(7,560)	(7,500)	
HIV Care Formula Grants:					
RWHAP ACE Health Lit	U69HA30143-05	93.917	275,175	38,000	
Special Projects of National Significance:					
SSC for PWH and OUD	U90HA33190-01	93.928	(651)	-	
SSC for PWH and OUD	U90HA33190-02	93.928	2,104,895	359,021	
SSC for PWH and OUD	U90HA33190-03	93.928	105,015	20,482	
			2,209,259	379,503	
Total Direct Grants- Department of Health and Human Services			10,920,505	831,703	
Pass-through Grant:					
Public Health Emergency Preparedness:					
NH DHHS	PHPS FY21	Agreement@7.09.20	93.069	87,793	-
Environmental Public Health and Emergency Response:					
MA Dept. of Public Health	MDPH Asthma	RFR 500224	93.070	65,740	-
NH DHHS	PHPS19	Agreement@7.09.20	93.070	(400)	-
NH DHHS	PHPS FY21	Agreement@7.09.20	93.070	68,115	40,520
			133,455	40,520	
Technical and Non-Financial Assistance to Health Centers:					
HRSA	HITEQ	U30CS29366	93.129	80,256	149,133
HRSA	HITEQ	U30CS29366-06	93.129	651,262	30,815
HRSA	HITEQ	U30CS29366	93.129	63,218	-
HRSA	HRSA HITEQ ARP	U3FCS41776	93.129	13,950	3,906
Comm Hlth Ctr CT	CHCACT Training FY21	Agreement@9.15.20	93.129	591	-
Comm Hlth Ctr CT	CHCACT UDS	Agreement@9.14.21	93.129	863	-
			809,942	183,854	
Cooperative Agreements to States/Territories for the Coordination and Development of Primary Care Offices:					
State of Maine	ME DHHS HPSA FY20	CD0-20-2215	93.130	32,500	-
Wyoming Dept. of Health	WY PCO FY 20	ORH-0212-D	93.130	39,986	-
RI Dept. of Health	RI EPI FY21-26	7607811	93.130	4,996	-
			77,482	-	
Injury Prevention and Control Research and State and Community Based Programs -					
RI Dept. of Health	RI EPI FY21-26	7607811	93.136	59,480	-
Community Programs to Improve Minority Health Grant Program -					
Boston Medical Center	Project RECOVER Eval	N/A	93.137	28,384	-
HIV-Related Training and Technical Assistance:					
National Alliance of Stat	NASTAD EHE SCP Sub	2020-CO-328401-657	93.145	82,327	-
National Minority AIDS Co	ELEVATE	U89HA39335	93.145	60,715	-
			143,042	-	
Childhood Lead Poisoning Prevention Projects, State and Local Childhood Lead Poisoning Prevention and Surveillance of Blood Lead Levels in Children:					
NH DHHS	PHPS FY21	Agreement@7.09.20	93.197	38,988	-
NH DHHS	PHPS FY22	Agreement@7.10.21	93.197	164,207	-
			203,195	-	
Family Planning Services:					
MA Dept. of Public Health	MDPH FP Data Sys	1 FPHPA006425-01-00	93.217	48,569	45,445
NH DHHS	NH FP Data System FY18	05-95-90-902010-5530	93.217	3,642	2,825
NY Dept of Health	NYS FP Training	DOH01-C33229GG-34500	93.217	253,232	-
Mississippi State Dept of Health	MSDH FP Needs Assessment	FPHA006475-02-00	93.217	96,242	-
			401,685	48,070	
Grants to States to Support Oral Health Workforce Activities -					
NH DHHS	Oral Health Promo	05-95-90-902010-45270000	93.236	194,546	70,600
NH DHHS	PHPS FY21	Agreement@7.09.20	93.236	29,874	-
			224,420	70,600	
Substance Abuse and Mental Health Services Projects of Regional and National Significance:					

JSI Research and Training Institute, Inc.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Year ended September 30, 2021

Federal Grantor/Pass-through Grantor/Program Title	Agency or Pass-through Number	Federal Assistance Listings #	Federal Expenditures	Total Subcontract Expenses	
Action/Boston Comm Devel	ABCD HIV/SA Eval	Agreement@1.11.19	93.243	24,518	-
NH DHHS	BDAS Center SFY19	92058501	93.243	622,631	-
South End Community	SECHC Opioids	Agreement@10.15.18	93.243	57,228	-
Signature Healthcare	Brockton OBAT	Agreement@10/1/18	93.243	47,104	-
University of NH	SYT TA- UNH Subward	1H79TT080192-01	93.243	9,121	-
RI Dept of Bev Hlthc Dev	PFS FY20	3829405	93.243	27,134	-
Harbor Homes, Inc	Harbor Homes TCE MUD	Agreement@11.21.19	93.243	25,304	-
Tri-County Community	RI Host Campaign 1	Agreement@5.26.20	93.243	22,850	-
Woonsocket Prevention	RI Host Campaign 2	Agreement@6.05.20	93.243	1,064	-
Kent County Prevention	RI Host Campaign 4	Agreement@5.19.20	93.243	272	-
East Bay Regional	RI Host Campaign 5	Agreement@5.14.20	93.243	10,089	-
Newport County Prevention	RI Host Campaign 6	Agreement@5.14.20	93.243	4,732	-
South County Prevention	RI Host Campaign 7	Agreement@5.19.20	93.243	4,998	-
RICARES	RICARES RCSP Evaluation	Agreement@3.4.21	93.243	9,643	-
Rhode Island Student	RISAS RI Suicide Prvntn	Agreement@8.4.21	93.243	2,854	-
Harbor Homes, Inc	Harbor Homes GBHI	Agreement@12.4.18	93.243	43,019	-
				<u>912,561</u>	-
Immunization Cooperative Agreements:					
MA Dept. of Public Health	High Risk Adult Imm	CAPACITYBLD500824M04	93.268	21,643	-
MA Dept. of Public Health	MIS Support Desk	PRF61	93.268	383,701	-
NH DHHS	PHPS FY21	Agreement@7.09.20	93.268	41,479	29,823
NH DHHS	PHPS FY21	Agreement@7.09.20	93.268	18,415	-
NH DHHS	PHPS FY22	Agreement@7.10.21	93.268	18,243	5,146
				<u>483,461</u>	<u>34,769</u>
Drug-Free Communities Support Program Grants -					
Boys & Girls Club of Souh	Souhegan Valley Eval	N/A	93.276	6,293	-
East Boston Neighborhood	E Boston Vape & MJ Prev 1	Agreement@8.4.20	93.276	15,339	-
				<u>21,632</u>	-
Child Development and, Surveillance, Research and Prevention -					
Aroostook County Action	ME/JVN	Agreement@7.23.18	93.312	16,071	-
Epidemiology and Laboratory Capacity for Infectious Diseases (ELC):					
MA Dept. of Public Health	MDPH HAI FY20	500824	93.323	152,410	-
MA Dept. of Public Health	MA DPH Covid Dash Support	PRF61	93.323	125,696	-
NH DHHS	SORH NH Project Firstline	Agreement@12.1.20	93.323	114,966	-
NH DHHS	PHPS FY22	Agreement@7.10.21	93.323	122,443	-
				<u>515,515</u>	-
National and State Tobacco Control Program					
NH DHHS	SORH - Com Based Tob Prev	Agreement@11.5.20	93.387	166,109	13,400
Public Health Emergency Response: Cooperative Agreement for Emergency Response: Public Health Crisis Response:					
NH DHHS	PHPS FY21	Agreement@7.09.20	93.354	628,685	-
21st Century Cures Act - Precision Medicine Initiative -					
NH DHHS	Oral Health Promo	05-95-90-902010-45270000	93.366	66,822	8,009
Improving the Health of Americans through Prevention and Management of Diabetes and Heart Disease and Stroke:					
CT Dept of Public Health	CT Chronic Disease	#2020-0021	93.426	312,253	40,204
GA Dept Public Health	GA DPH CHW Network Dev	40500-031-21213493	93.426	16,839	-
MA Dept. of Public Health	MDPH Diabetes 3	PFR 500224	93.426	28,260	-
NH DHHS	Chronic Conditions	Multiple- see notes	93.426	53,514	11,660
NH DHHS	SORH Chronic Conditions	Agreement@4.5.21	93.426	106,812	-
State of Maine	ME Prediabetes Marketing	1 NU58DP006545-04	93.426	90,227	-
				<u>609,705</u>	<u>51,864</u>
Every Student Succeeds Act/Preschool Development Grants					
School Administrative Uni	SAU21 PDG		93.434	7,975	-
Unked Way of Mass Bay	UWGSNA	2849	93.434	54,445	-
				<u>62,420</u>	-
Innovative State and Local Public Health Strategies to prevent and Manage Diabetes and Heart Disease and Stroke:					
MA Dept. of Public Health	MDPH Diabetes	RFR 560224	93.435	68,518	-
Colorado DPH	Strategic Planning		93.435	1,484	-
				<u>70,002</u>	-
WELL-INTEGRATED SCREENING AND EVALUATION FOR WOMEN ACROSS THE NATION (WISEWOMAN)					
NH DHHS	SORH Chronic Conditions	Agreement@4.5.21	93.436	35,035	-

JSI Research and Training Institute, Inc.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Year ended September 30, 2021

Federal Grantor/Pass-through Grantor/Program Title	Agency or Pass-through Number	Federal Assistance Listings #	Federal Expenditures	Total Subcontract Expenses	
Substance Use-Disorder Prevention that Promotes Opioid Recovery and Treatment (SUPPORT) for Patients and Communities Act -					
RI and Providence Planist	RICLAS Career Pathways	3665688-1	93.664	156,854	75,903
PPHF: Racial and Ethnic Approaches to Community Health Program financed solely by Public Prevention and Health Funds					
Lowell Community Health	LoWell REACH		93.738	59,097	
Preventive Health and Health Services Block Grant funded solely with Prevention and Public Health Funds (PPHF):					
Missouri Dpt of Hlth & Sn	BCBH FY21	CS202519001	93.758	46,036	
RI Dept. of Health	RI EPI 2016	7549784	93.758	41,678	
				87,714	
Opioid STR:					
MA Dept. of Public Health	SOR and CDC Grant	PRF61	93.788	363,247	
NH Alcohol & Drug Abuse	NHADA NH Stimulant Summit	BDAS-21-22-SOR	93.788	43,285	
RI Dept of Bev Hlthcr Dev	RI WFD SOR FY20	N/A	93.788	(1,868)	
				404,664	
Paul Coverdell National Acute Stroke Program National Center for Chronic Disease Prevention and Health Promotion -					
MA Dept. of Public Health	Coverdell Chart FY21	RFR 500224	93.810	35,587	
MA Dept. of Public Health	Stroke Chart Audits	PRF61	93.810	6	
				35,593	
Capacity Building Assistance (CBA) for High-Impact HIV Prevention:					
CICATELLI ASSOCIATES, INC	CDC HIP Training		93.834	62,688	
CICATELLI ASSOCIATES, INC	CAI PROMISE MINI TRAINING	AGREEMENT @ 4.8.21	93.834	3,861	
				66,549	
Maternal, Infant and Early Childhood Home Visiting Grant:					
NH DHHS	PHPS FY22	Agreement@7.10.21	93.870	46,928	
National Bioterrorism Hospital Preparedness Program:					
NH DHHS	PHPS FY21	Agreement@7.09.20	93.889	949	
NH DHHS	PHPS FY22	Agreement@7.10.21	93.889	4,159	
VT Department of Health	2020 VT CSC	39704	93.889	24,545	
				29,653	
Cancer Prevention and Control Programs for State, Territorial and Tribal Organizations:					
MA Dept. of Public Health	Prostate Cancer Disparity	500224	93.898	32,677	
NH DHHS	Oral Health Promo	05-95-90-902010-45270000	93.898	5,680	
NH DHHS	Chronic Conditions	Multiple- see notes	93.898	33,838	
NH DHHS	SORH Chronic Conditions	Agreement@4.5.21	93.898	21,648	
University of Vermont	UVMCC Pilot Evaluation	Agreement@4.27.21	93.898	2,909	
				96,752	
HIV Care Formula Grants:					
MA Dept. of Public Health	Policy Dev Eval QI	CAPACITYBLD500824M04	93.917	270,158	
MA Dept. of Public Health	FY 17 HIV QA	PRF61	93.917	1,359,370	376,087
				1,629,528	376,087
Special Projects of National Significance:					
National Alliance of Stat	NASTAD - TAVIE Eval Proj	N/A	93.928	30,419	24,985
Native Hawaiian Health Care Systems					
University of NH	Building Futures Together	T26HP39462	93.932	25,475	
HIV Prevention Activities Health Department Based:					
NH DHHS	PHPS FY22	Agreement@7.10.21	93.940	18,044	
MA Dept. of Public Health	FY 17 HIV QA	PRF61	93.940	15,256	
NH DHHS	PHPS FY21	Agreement@7.09.20	93.940	89,047	
				122,347	
Assistance Programs for Chronic Disease Prevention and Control:					
NH DHHS	Chronic Conditions	Multiple- see notes	93.945	25,419	11,660
NH DHHS	SORH Chronic Conditions	Agreement@4.5.21	93.945	5,775	
				31,194	11,660
Block Grants for Prevention and Treatment of Substance Abuse:					
RI Department of Behavioral Healthcare, Development Disabilities and Hospitals	RIPRC II	3534294	93.959	310,616	
Sexually Transmitted Diseases (STD) Prevention and Control Grants -					
MA Dept. of Public Health	MDPH Ratele	PRF61	93.977	13,551	
Preventive Health and Health Services Block Grant:					
Missouri Dpt of Hlth & Sn	BCBH FY21	CS202519001	93.991	15,489	
NH DHHS	Oral Health Promo	05-95-90-902010-45270000	93.991	656,250	585,377
				671,739	585,377

JSI Research and Training Institute, Inc.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Year ended September 30, 2021

Federal Grantor/Pass-through Grantor/Program Title	Agency or Pass-through Number	Federal Assistance Listings #	Federal Expenditures	Total Subcontract Expenses
Maternal and Child Health Services Block Grant to the States:				
RI Dept. of Health	RI EPI FY21-26	7607811	93,994	56,767
NH DHHS	PHPS FY21	Agreement@7.09.20	93,994	54,603
University of NH	SHApI	Subaward L0032	93,994	21,312
			<u>132,682</u>	<u>-</u>
Total Pass-through Grants- Department of Health and Human Services			<u>9,708,271</u>	<u>1,525,098</u>
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES - Total			<u>20,628,778</u>	<u>2,356,801</u>
ENVIRONMENTAL PROTECTION AGENCY				
TSCA Title IV State Lead Grants Certification of Lead-Based Paint Professionals:				
NH DHHS	PHPS FY21	Agreement@7.09.20	66,707	66,397
NH DHHS	PHPS FY22	Agreement@7.10.21	66,707	19,473
			<u>85,870</u>	<u>30,835</u>
ENVIRONMENTAL PROTECTION AGENCY - Total			<u>85,870</u>	<u>30,835</u>
SNAP CLUSTER				
Pass-through Grant:				
Community Food Projects				
Springfield Community	SCGHFP	Agreement@8/10/20	10,225	20,180
SNAP CLUSTER - Total			<u>20,180</u>	<u>-</u>
U.S. DEPARTMENT OF HOMELAND SECURITY				
Direct Grant:				
Boating Safety Financial Assistance:				
U.S. Coast Guard	Life Jacket Study	3319FAN119207	97,012	278,316
U.S. DEPARTMENT OF HOMELAND SECURITY - Total			<u>278,316</u>	<u>16,080</u>
U.S. DEPARTMENT OF EDUCATION				
Pass-through Grant:				
Education Stabilization Fund				
National Community Health	NCHP Arizona	Agreement@8.6.21	84,425	23,154
Hampton University	HMPTN UNIV - VA Workforce		84,425	147,192
U.S. DEPARTMENT OF EDUCATION- Total			<u>170,348</u>	<u>-</u>
U.S. DEPARTMENT OF STATE				
Direct Grant:				
The U.S. President's Emergency Plan for AIDS Relief Programs -				
U.S. State Department	DREAMS OGAC	S-LMAQM-16-CA-1103	19,029	(80,935)
U.S. DEPARTMENT OF STATE - Total			<u>(80,935)</u>	<u>(83,416)</u>
U.S. DEPARTMENT OF TRANSPORTATION				
Pass-through Grant:				
State and Community Highway Safety-				
RI Department of	RIDOT-PREVCON	3695958	20,600	15,404
Office of International Science and Engineering- total			<u>15,404</u>	<u>-</u>
Total Expenditures of Federal Awards			<u>\$ 119,630,250</u>	<u>\$ 23,221,830</u>

JSI Research and Training Institute, Inc. and Affiliate

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

September 30, 2021

NOTE 1 - BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of JSI Research and Training Institute, Inc. under programs of the federal government for the year ended September 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. Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of JSI Research and Training Institute, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of JSI Research and Training Institute, Inc.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- (1) 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.
- (2) Negative amounts shown on the Schedule represent adjustments or credits, which management has determined are not material to the Schedule nor the program to which they relate, made in the normal course of business to amounts reported as expenditures in prior years. Accordingly, such adjustments are presented on a current basis.
- (3) Federal Assistance Listing numbers and pass-through entity identifying numbers are presented when available.

NOTE 3 - INDIRECT COST RATE

JSI Research and Training Institute, Inc. has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.



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**REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS
ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS REQUIRED BY GOVERNMENT
AUDITING STANDARDS**

Board of Directors
JSI Research and Training Institute, Inc.

We have audited, 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 (*Government Auditing Standards*), the consolidated financial statements of JSI Research and Training Institute, Inc. and subsidiaries (the "Entity"), which comprise the consolidated statement of financial position as of September 30, 2021, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 24, 2022.

Report on internal control over financial reporting

In planning and performing our audit of the consolidated financial statements, we considered the Entity'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 the Entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the Entity'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 a 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 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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.



Report on compliance and other matters

As part of obtaining reasonable assurance about whether the Entity's consolidated financial statements are free from 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*.

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 Entity'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 Entity's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

Grant Thornton LLP

Boston, Massachusetts
June 24, 2022



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

Board of Directors
JSI Research and Training Institute, Inc.

Report on compliance for each major federal program

Opinion on each major federal program

We have audited the compliance of JSI Research and Training Institute, Inc. and subsidiaries (the "Entity") with the types of compliance requirements identified as subject to audit in the U.S. Office of Management and Budget's *OMB Compliance Supplement* that could have a direct and material effect on each of the Entity's major federal programs for the year ended September 30, 2021. The Entity's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

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

Basis for opinion on each major federal program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (US GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit 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). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Entity and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Entity's compliance with the compliance requirements referred to above.

Other matter – federal expenditures not included in the compliance audit

The Entity's consolidated financial statements include the operations World Education, Inc. ("WEI"), which expended \$29,799,901 in federal awards for the period from July 1, 2020 to June 30, 2021, that is not included in the Entity's schedule of expenditures of federal awards during the year ended September 30, 2021. Our compliance audit, described in the Opinion on Each Major Federal Program section of



our report, does not include the operations of WEI because WEI was subjected to a separate audit of its compliance with the types of compliance requirements described in the *OMB Compliance Supplement* for the period from July 1, 2020 to June 30, 2021.

Responsibilities of management for compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Entity's federal programs.

Auditor's responsibilities for the audit of compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Entity's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with US GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Entity's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with US GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Entity's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances 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 the Entity's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.



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Report on 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 a 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 Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in the Entity's internal control over compliance that we consider to be material weaknesses or significant deficiencies. However, material weaknesses or significant deficiencies in internal control over compliance may exist that have not been identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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.

Grant Thornton LLP

Boston, Massachusetts
June 24, 2022

**JSI Research and Training Institute, Inc. and Affiliate
SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

September 30, 2021

SECTION I - SUMMARY OF AUDITORS' RESULTS:

Financial Statements

The type of report issued on whether the financial statements audited were prepared in accordance with U.S. GAAP Unmodified

Internal control over financial reporting:

- Material weaknesses identified? No
- Significant deficiency(ies) identified? None noted
- Noncompliance material to the financial statements noted? No

Federal Awards

Internal control over major programs:

- Material weaknesses identified? No
- Significant deficiency(ies) identified? None noted

Type of auditors' report issued on compliance for major programs Unmodified

Any audit findings which are required to be reported under 2 CFR section 200.51(a): No

Identification of major programs:

<u>Federal Assistance Listings Number</u>	<u>Name of Federal Program</u>
98.001	Foreign Assistance for Programs Overseas
Dollar threshold used to distinguish between Type A and Type B programs:	\$3,000,000
Auditee qualified as low risk auditee?	No

JSI Research and Training Institute, Inc. and Affiliate
SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED
September 30, 2021

SECTION II - FINANCIAL STATEMENT FINDINGS

None noted.

SECTION III - FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

None noted.

JSI Research and Training Institute, Inc. and Affiliate
STATUS OF PRIOR YEAR'S FINDINGS AND QUESTIONED COSTS
September 30, 2021

Finding Number	Finding Summary	Status
2020-001	Certain Partnership for Supply Chain Management accounts receivable and deferred revenue amounts were improperly recorded in the fiscal year 2020 financial statements, prior to being identified and adjusted as part of the audit process.	Management has implemented processes and controls such that this finding did not reoccur in 2021.



JSI Research & Training Institute, Inc.
Board of Trustees

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JSI

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Management
Wharton School at University of Pennsylvania

DEBRA L. LOVE

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Debbie_love@jsi.com

EDUCATION

PLYMOUTH STATE COLLEGE, PLYMOUTH, NEW HAMPSHIRE

B.S., Business, Psychology and Health

Interdisciplinary Studies: 1985–1990

INSTITUTE OF CHILDREN'S LITERATURE, WEST REDDING, CONNECTICUT

Diploma: Writing, 1994–1996

AT-HOME PROFESSIONS, FORT COLLINS, COLORADO

Certification: Medical Transcriptionist – March to August 2004

Certified NH Notary Public, 2008 to Present

Certificates of Completion:

Understanding Substance Use Disorders by Addiction Technology Transfer Center Network

Introduction to User Experience Design, Georgia Institute of Technology

The Spirit of Motivational Interviewing, Adcare Educational Institute

Foundations of Equity, Diversity & Inclusion, EDI Training Institute

Human Subjects Research – Social & Behavioral Research – Basic Course (2023)

EXPERIENCE

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

Consultant, 2019 to present

Office Manager, 2016-2019

Project Associate/Project Manager, 2001-2016

CURRENT PROJECTS

Drug Court Assessment, Training & Technical Assistance

Provide project management to elevate the use of evidence-based practices and principles; build capacity in risk and needs assessment; ensure access to evidence-based services; expand the use of recovery support services; and facilitate successful recovery for all participants in all NH Adult Drug Courts.

Oral Health Promotional (OHP) Partner

Project management for training; technical assistance; program promotion, and program evaluation and support for the NH DHHS, Oral Health Program (OHP) and the NH dental workforce, with an emphasis on determining and supporting the needs of the state's vulnerable and under-served populations, both inside of our schools, and in the broader community.

Harbor Homes Grants for the Benefit of Homeless Individuals

Project support for the five-year SAMHSA-funded Grants for the Benefit of Homeless Individuals: Design and oversee a utilization-focused evaluation plan, data collection tools, integration with electronic medical records systems, develop and disseminate evaluation reports and comply with Federal reporting requirements.

NH Center for Excellence

Provide fiscal, logistical, administrative, website and data management for a statewide technical assistance resource center for evidence-based practice in substance abuse services. The Center establishes a base of evidence-based practices in prevention, developing a learning collaborative of networks and practitioners to engage in systems change to support evidence-based practice, and establishes data dissemination systems to ensure that data is both an input to and output of evidence-based practice in New Hampshire.

Doorways-NH – This statewide campaign promotes the nine Doorway locations, providing single points of entry for people seeking help for substance use, whether they need treatment, support, or resources for prevention and awareness. The regional Doorways ensure that help is always less than an hour away. In addition, 24/7 access to services is also available by dialing 211.



Partnership for Drug Free NH

Project support to aid in the collecting of substance use disorder resources and the writing of website content for the Partnership for Drug Free NH which exists to advance and amplify effective evidence-based prevention messaging and strategies by providing current, accurate, and actionable substance misuse prevention materials.

PAST PROJECTS

Hillsborough County Drug Court (HCDC)

Provided program evaluation of the HCDC program to expand the substance use disorder treatment capacity in their Superior Court through the development of the HCDC. The goal is to reduce recidivism by breaking the criminogenic patterns of behavior related to substance abuse and addiction among high risk/high need non-violent offenders.

Chronic Disease Conditions

Provide project management for improving access to and participation in American Diabetes Association/American Association of Diabetes Educators accredited Diabetes Self-Management Education and Support programs in underserved areas; increasing engagement of pharmacists in the provision of medication therapy management; assisting health care organizations in implementing systems to identify people with prediabetes and referring them to National Diabetes Prevention Programs for type two (2) diabetes prevention; promoting adoption of evidence-based quality measurement at the provider level; facilitating the use of self-measured blood pressure monitoring tied with clinical support among adults with hypertension; and implementing systems to facilitate systematic referral of adults with hypertension and/or high blood cholesterol to community programs and resources approved by the CDC.

NH Immunization Marketing

Provide budget management, create social media marketing content to develop a creative health marketing campaign, for the NH Immunization Program that identifies priority audiences, best-practice outreach strategies, and partner communication channels, effective educational outreach materials to advance the understanding of the health benefits of vaccines and immunizations and increase NH immunization rates.

New Hampshire SBIRT Initiative

Provided training to healthcare providers and systems implementing SBIRT (Screening, Brief Intervention, and Referral to Treatment) as a strategy to integrate behavioral health and primary care to identify patients at risk of substance misuse. Developed and implemented a variety of learning opportunities such as webinars, meetings, and onsite trainings and shared learning to help providers address all facets of their workflow. The training builds knowledge and skills utilizing motivational interviewing techniques with patients identified at greater risk.

Injury Prevention Professional Trainings

Supported the Injury Prevention Program, Division of Public Health Services and the Injury Prevention Community Planning Group by providing planning, promoting and logistical support and evaluation for professional trainings with the goal of supporting appropriate activities that educate the public health workforce, policymakers and the public on the value of evidenced-based injury prevention measures in reducing preventable deaths and the severity of injuries as well as health care costs.

Quality Improvement in Enhancing the System of Services for Children and Youth with Epilepsy

Provided logistical and administrative support to HRSA's Maternal and Child Health Bureau to assist Innovative Strategies and Promising Practices grantees to improve the system of care in medically underserved and rural areas for children and youth with epilepsy. The purpose of the overall initiative is to explore mechanisms to spread improvement of the quality of services for children and youth with epilepsy in the medical home and to strengthen the co-management relationship between the medical home and the specialty network.

NH Conference on Aging

Project Manager for the New Hampshire Bureau of Elderly and Adult's (BEAS) Conference on Aging (COA) – an annual event to provide information, education and training to older adults that promote awareness, self-determination, advocacy, collaboration and independence. Oversight included fiscal management, generation of funding through sponsorship and exhibitors, negotiation of conference expenses, facilitation of planning committee meetings, coordination of logistics specific to the needs of the target population, and providing BEAS with recommendations. Other scope of work included building website with online registration form; database creation; executing speaker and site contracts; coordination of registration; oversight of graphic design; generating weekly reports for client and post-conference survey and analysis.

Public Health Emergency Preparedness Training and Technical Assistance

Provided administrative support and conference and training logistics management for the Public Health Emergency Preparedness

Training and the Public Health Technical Assistance projects funded by the NH DHHS and NH Homeland Security and Emergency Managements (HSEM) to provide training and technical assistance to public health emergency planning partners in New Hampshire's 19 All Health Hazards Regions (AHRs). As part of the Technical Assistance project, provided conference management for the one-day Emergency Preparedness Conference held annually in June.

Strategic Prevention Framework – SIG Region B, F, J & I

Provided administrative support for a state-defined region to plan for and implement evidence-based strategies to prevention and reduce alcohol use and abuse among 12 to 17 year olds. The regional initiative is part of a statewide Strategic Prevention Framework (SPF) funded by the U.S. Substance Abuse and Mental Health Services Administration that engages communities in a five-step process to assess, build capacity for, plan, implement and evaluate strategies to reduce high-risk alcohol consumption and its harmful consequences.

National Health Service Corps (NHSC)

Data Coordinator to collect 'Uniform Data Systems' (UDS) information from all NHSC sites, which do not receive direct federal grants. The data collected describes the financial and operational parameters of the health centers, and forms the basis of NHSC management decisions and reports to Congress, as well as informing the health centers of their relative performance. The project involves extensive data management and technical editing of reported data as well as the development of unique software to collect, manage, and screen the data electronically.

Multistate Learning Collaborative

Administrative support for the RWJF-funded Multi State Learning Collaborative (MLC-3), a national collaborative effort to improve public health services and the health of communities by linking public health processes to health outcomes. Manage two learning collaboratives addressing childhood obesity and health improvement planning, and tobacco cessation among pregnant women and workforce development. Developed assessment tools and conducted public health network capacity assessments to inform NH public health regionalization process.

Prediabetes Media Development and Placement Services

Logistic and administrative support for developing, managing and evaluating a statewide media campaign that targets adults at high risk for type 2 diabetes, which includes media creation and testing target audience receptivity; tactical strategy development and implementation; and placement, buys, and evaluation.

Healthcare-Associated Infections (HAI) Data Validation Services

Provided logistical/administrative support in developing and executing a plan to validate HAI data reported by hospitals and ambulatory surgery centers (ASCs) to New Hampshire Department of Health & Human Services. The services and functions included creating a data validation plan for HAIs reported by ASCs; validating HAI data reported by hospitals and ASCs; training medical staff to correctly identify HAIs; and training department staff to conduct data validation services.

Cheshire County Drug Court (CCDC)

Provided support in the program evaluation of the CCDC program, which is expanding the substance use disorder treatment capacity in their Superior Court through the development of the CCDC. The goal is to reduce recidivism by breaking the criminogenic patterns of behavior related to substance abuse and addiction among high risk/high need non-violent offenders.

NH Tobacco Addiction Treatment Services (TATS)

Served as Project Assistant, logistical coordinator and website manager for the NH TATS project. This contract serves as the hub for the NH Tobacco Resource Center, which incorporates: 1) the NH Smokers' Helpline offering free and confidential counseling and services in English, Spanish and Portuguese; 2) the promotion of the NH Smokers' Helpline through a variety of traditional and non-traditional media outlets; and 3) www.trytostopnh.org, a web-based resource for NH tobacco users and 4) QuitWorks-NH a resource for NH clinicians working with their patients to quit using tobacco by providing them with a single portal for referring their patients who use tobacco for state-of-the-art treatment (www.quitworksnh.org). This initiative also includes the continued development of a consortium of health insurers who are willing to promote TTS-NH to their subscribers directly and endorse QuitWorks-NH to their contracted health care providers.

New England Rural Health RoundTable (NERHRT)

Project manager with responsibilities that included maintaining a database with dues paid members and with lapsed memberships. Coordinated production of the newsletter and managed layout, and printing. Processed all mailings including annual dues, conference announcements, board mailings, press releases, RFPs, and newsletters. Maintained financial records. Communicated regularly with NERHRT researcher and website manager. Answered the NERHRT dedicated phone line and processed all inquiries from Board members, association members and individuals seeking information about the association. Logistics coordinator for two annual retreats, a conference, and annual board meeting and provided assistance with organization of annual symposium. Provided assistance to the Executive Director.

NH HIV Logistics and Capacity Building

Logistics Coordinator of the NH HIV Logistics and Capacity Building Project funded by the NHDHHS and the Division of Public Health Services STD/HIV Prevention Section. Provided logistical and capacity building support for the NH HIV community planning process and for funded HIV Prevention Services agencies during the fiscal years 2006–2008.

Webster Place

Provided project support for the initial stages of the recovery center, including marketing/coordination of three events (Open House, Ribbon Cutting Ceremony, and an Evening of Gratitude). Administrative duties included compiling evaluation feedback on the facility's current program structure and offerings. Webster Place is an historic property located in Franklin, NH, and acquired by a consortium of conservation groups. One hundred and forty acres were put into a conservation trust, but the seven buildings were turned into an alcohol and drug recovery center.

New Hampshire Health Professional Shortage Area (HPSA) Analysis

Liaison to all licensed providers in NH with regard to gathering of survey information pertaining to their worksites; tracking down missing information through billing departments or office managers and providing technical support to providers or their staff in completing the online survey. Responsible for entering data and tracking survey-specific information. Assisted with the analysis of designated Health Professional Shortage Areas (HPSAs) for primary care, mental health and dental health care in New Hampshire, and identified opportunities for additional designations. Three main objectives for this were maximizing the possibility for federal benefits by identifying eligible/high scoring geographic areas and special populations, identifying gaps or inaccuracies in existing data, and assessing opportunities in areas of "special populations", governor and facility designations.

Monadnock United Way Community Investment Project

Logistics coordinator and administrative support to the CHI/Antioch University Center for Research on Psychological Practice (CROPP) team, which will guide community organizations in the Monadnock region of NH through a strategic planning process using a Collective Impact approach to identify collaborative strategies that will impact educational attainment, child welfare and economic opportunity in the region. The CROPP team will facilitate listening sessions and the CHI will be responsible for project management, qualitative data analysis and developing a Community Investment Report. The team will share responsibility for the overall design of the planning process.

ASO Children's Mental Health

JSI implemented the ASO-Children's Mental Health project on behalf of the NH Department of Health and Human Services to create an integrated care and service delivery system for children with mental health needs who receive care from one or more governmental agencies. The project assessed systems and care outcomes for children currently in residential placement and operationalized a pilot process 2010 that coordinated care and funding mechanisms to improve outcomes for children with mental health needs. Logistical support was provided to coordinate advisory and finance committee meetings, travel logistics for national experts and coordination of data from the chosen pilot site.

Community Benefits Legislation Workshops

Arranged and provided conference logistics for The New Hampshire Department of Health and Human Services, Office of Planning and Research, to conduct a series of workshops across the State on New Hampshire's Community Benefit legislation. In addition, provided logistical support in planning and conducting a state-wide conference with NH charitable trusts to present findings and to share lessons learned.

Southern New Hampshire Specialists IPA, Inc.

Provided administration support for the Southern New Hampshire Specialist (IPA). Communicate with practice office managers in meeting coordination and membership. JSI is contracted to provide executive and administrative support for a group of fifty Specialists in the Southern New Hampshire region. JSI established the association of independent physicians including forming a legal entity, formalizing relations with partners including local hospitals and primary care providers, developing an organizational structure and operating procedures. The association provides support to the independent practices including negotiating managed care contracts. As an association, the independent practices have been able to represent their individual interests in a coordinated and more effective way.

New Hampshire Public Health Association (NHPHA)

Responsibilities included providing logistical support for two annual training events and an annual legislative briefing. Work with representatives of the Program Committee or designee to identify appropriate conference space, negotiated contracts for space and food, drafted and provided layout registration materials, reproduced handouts and provided registration support at the conference. Maintained the NHPHA database with dues paid members with lapsed memberships. Coordinated production of the newsletter and managed layout and printing; processed all mailings including annual dues mailing, conference announcements, board mailings, press releases and newsletters. Answered the NHPHA dedicated phone line and processed all inquiries from Board members, association members and individuals seeking information about the association.

FAITH BOUCHARD

JSI Research & Training Institute, Inc.
501 South Street, 2nd Floor, Bow, NH 03304

faith_bouchard@jsi.com

EDUCATION

COLBY-SAWYER COLLEGE
Bachelor of Fine Arts in Graphic Design, Minor in Psychology, 2015

EXPERIENCE

JSI Research & Training Institute, Inc. d/b/a Community Health Institute, Bow, New Hampshire
Graphic Designer & Project Manager, 2015 to present

New Hampshire Healthy Homes and Lead Poisoning Prevention Program

Project Manager and Graphic Designer for the NH Healthy Homes and Lead Poisoning Prevention Program. JSI supports efforts to reduce childhood lead poisoning throughout the state of New Hampshire and in New England by producing diverse educational materials, providing social media marketing and outreach, and logistical support for trainings and conferences geared toward health providers, parents, lead professionals, and contractors. In addition, was project manager for the development and publication of "Happy, Healthy, Lead-Free Me!", a children's book to educate young families about the dangers of lead and how to keep one's family safe. Along with the book, a website was created to support learning and to house additional resources (LeadFree.Me).

New Hampshire Radon Program

Graphic Designer for the NH Radon Program. Supported the team to develop educational materials for New Hampshire teachers, created outreach, educational and promotional materials, as well as designed the logo and branding for the program. JSI supports efforts to reduce radon poisoning in homes across the state of NH by bringing awareness to educators, town leaders and officials, realtors, contractors and the general public.

QuitNow-NH Media, Marketing & Health Communications

Graphic Designer for the NH Tobacco Prevention and Cessation and marketing projects. This contract serves as communication hub for the QuitNow-NH and its social media, web (QuitNowNH.org) and text counterparts as well as QuitWorks-NH (QuitWorksNH.org), a resource for NH clinicians working with their patients to quit using tobacco. Annually, statewide media campaigns are conducted to expand and promote QuitNow-NH. This project includes originally produced, population-based, media campaigns, and e-learning modules for providers and health care professionals.

Tobacco Cessation Program Pilot for Substance Use Treatment Providers

Graphic designer of materials for a pilot program supporting a New Hampshire inpatient and outpatient provider as they increase their competence and capacity to provide evidence-based tobacco treatment to clients they see as part of their routine clinical practice.

Massachusetts Sexual and Reproductive Health Program

Graphic Designer to create a new logo for the MA SRH Training Center, as well as to support the JSI web development team in creating a website and resources for the MA Sexual and Reproductive Health Program. The mission is to support health promotion, risk reduction, disease prevention efforts, improve sexual health and well-being for all, not only to prevent negative health outcomes, but also to promote positive, healthy relationships and sexuality.

New Hampshire Immunization Program

Graphic Designer for the NH Immunization Program to support the development of a health-marketing campaign that identifies priority audiences, best-practice outreach strategies, and effective educational outreach materials to advance the understanding of the health benefits of vaccines and immunizations and to increase NH immunization rates. In addition, Graphic Designer for the NH DHHS Immunization Program's Annual NH Immunization Conference.

Chronic Disease Conditions

Graphic Designer for the project with an overarching goal of improving access to and participation in American Diabetes Association/American Association of Diabetes Educators accredited Diabetes Self-Management Education and Support programs in underserved areas; increasing engagement of pharmacists in the provision of medication therapy management;



assisting health care organizations in implementing systems to identify people with prediabetes and referring them to National Diabetes Prevention Programs for type two (2) diabetes prevention; promoting adoption of evidence-based quality measurement at the provider level; facilitating the use of self-measured blood pressure monitoring tied with clinical support among adults with hypertension; and implementing systems to facilitate systematic referral of adults with hypertension and/or high blood cholesterol to community programs and resources approved by the CDC.

New Hampshire Center for Excellence Addressing Alcohol and other Drugs

Graphic Designer for the NH Center for Excellence Addressing Alcohol and other Drugs, a statewide technical assistance and resource center for the implementation of evidence-based interventions in substance abuse services. JSI provides technical assistance in the selection and implementation of evidence-based practices in prevention of, treatment of, and recovery from alcohol and other drug disorders.

New Hampshire Home Visiting Program Supports and Services

Graphic Designer for the NH Home Visiting Program and its sub-recipient agencies implementing the Healthy Families America model, funded by the federal Maternal, Infant, and Early Childhood Home Visiting Program (MIECHV). Providing support for the facilitation of statewide training events for the HFA home visitors and assist with the development of a statewide needs assessment.

New Hampshire Maternal and Child Health – Healthy Families America Marketing Campaign

Graphic Designer for a statewide recruitment campaign targeting low-income and at-risk women of childbearing age who are pregnant or may become pregnant. This research will utilize online survey software to determine knowledge, attitudes and beliefs around the visiting nurse program Healthy Families America in order to increase participation in the program through social media engagement, as well as in-depth Key Informant Interviews with providers.

New Hampshire Young Adult Binge Drinking Prevention Messaging Campaign

Graphic Designer for the Binge-Free 603 campaign to increase awareness among the young adult population (ages 18–25 years) of the risks of underage, high risk alcohol use (i.e., binge drinking) and to prevent and reduce the misuse of prescription drugs such as illicit opioids. The campaigns involve the theories of social marketing and behavior change, social media, traditional media, and youth leadership, peer group or peer network identification and validation in NH and video production.

Fenway Health

Graphic Designer for the Fenway Health Toolkit project to develop 11 toolkits for the Evidence-Informed Interventions Coordinating Center for Technical Assistance (E2i CCTA) through its funding from The Health Resources and Services Administration.

New Hampshire Adolescent SBIRT: Screen and Intervene

Graphic Designer for the NH Adolescent SBIRT project, which supports the implementation of universal screening for substance misuse behaviors among youth ages 12-22 years-old by adopting Screening, Brief Intervention, and Referral to Treatment (SBIRT) protocols in 23 practice sites across 10 organizations throughout the state of New Hampshire.

TECHNICAL SKILLS

Adobe InDesign
Adobe Illustrator
Adobe Photoshop
Adobe Premiere
Vyond Animated Videos
Constant Contact
Microsoft Office
Canva
Airtable
GSuite

COMMUNICATION & PROJECT MANAGEMENT

SKILLS

Identity & Branding Design
Logo Development
Typography

Publication Design
Advertisement Design
Packaging Design
Creative Development
Mood Boards



Visual Data Representation
Infographics
Team Management
Budget Management
Critical Thinking
Meeting Facilitation
Time Management

KARYN DUDLEY MADORE

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karyn_madore@jsi.com

EDUCATION

YALE SCHOOL OF PUBLIC HEALTH'S CLIMATE CHANGE AND HEALTH CERTIFICATE
July 2020

NATIONAL PUBLIC HEALTH INFORMATION COALITION, MARIETTA, GEORGIA
Certified Communicator in Public Health, 2015

UNIVERSITY OF SOUTH FLORIDA, TAMPA, FLORIDA
Graduate Certificate Degree, Social Marketing for Public Health, 2014

PLYMOUTH STATE COLLEGE, PLYMOUTH, NEW HAMPSHIRE
M.Ed. 1995

PLYMOUTH STATE COLLEGE, PLYMOUTH, NEW HAMPSHIRE
B.S., Marketing 1987

EXPERIENCE

JSI Research & Training Institute, Inc., d/b/a Community Health Institute, Bow, New Hampshire

JSI-NH Communications Director, January 2010 to present

Provide overall strategic direction, administration, and management of health communications services to a variety of projects. Oversee marketing and communication campaign development, print materials, and collateral as well as print material distribution services to ensure that all materials and campaigns are of high quality, effective, and innovative.

JSI NH Communications and Operations Director, August 1998 to September 2019

HIGHLIGHTS OF RELEVANT PROJECTS

OPTIONS

NH Center for Excellence on Addiction, Addressing Alcohol and Drug Misuse in NH: The Center for Excellence provides technical assistance, disseminates data and information, and promotes knowledge transfer to support the effectiveness of communities, practitioners, policymakers, and other stakeholders working to reduce alcohol and other drug misuse and related consequences in New Hampshire. The Center is a project of the Community Health Institute/JSI and is staffed with JSI technical assistance expertise in best practice implementation, systems change, quality improvement, data and reporting, service-to-science, training and other related efforts.

HRSA National Workforce Wellness Phase II Marketing and Engagement Lead

Serve as Communications lead for the HRSA National Workforce Wellness Survey initiative. This initiative is surveying the almost 1,400 health centers in the United States and their more than 400,000 staff. The goal is to engage and survey 100% of the health centers and 85% of the staff.

The Partnership @ Drug Free NH (April 2020 - present)

Served as Project Director for the Partnership for DrugfreeNH (The Partnership), which is a public-private collaboration between the NH Department of Health and Human Services' Bureau of Drug and Alcohol Services (BDAS), the NH Governor's Commission on Alcohol & Other Drugs, the NH Charitable Foundation, and the NH Center for Excellence/JSI. The mission of The Partnership @drugfreeNH vision is to create and promote consistent statewide messages about the problems and solutions of substance misuse in NH through engagement of partners, members and champions. The Partnership envisions a NH in which citizens are fully aware of the problems and solutions of substance misuse and where individuals have the information and skills they need to make and support positive, healthy decisions around the use of alcohol, tobacco and other drugs. To support the prevention efforts around the state, The Partnership is currently engaged in the following NH based activities:

1. Partnership meetings every other month,
2. Advisory committee meetings every other month,,
3. A series of prevention trainings,



4. Podcast Series: The Power of Prevention,
5. Social media and digital engagement channels,
6. Updated Partnership website,
7. Production of four prevention videos with the goal of promoting prevention activities,
8. community calendar where our prevention partners can list their events, and
9. An email Listserv that allows all registered partners to share resources.

Maine Prediabetes Website and Marketing

Served as the Project Director, for the Maine Prediabetes Marketing and Awareness Program. The goal of the program is to engage Maine residents and providers about the prediabetes educational programs that are available in Maine.

Rhode Island Social Host Law: Underage Drinking Awareness Campaign (February 2020 – January 2022)

Served as Project Director implementing a Rhode Island (RI) awareness campaign related to underage drinking habits and the provision of alcohol to underage persons by older friends and family members. This campaign aims to increase awareness about the RI Social Host law through social media and partner engagement strategies. This project covers the 20 RI towns with the highest alcohol consumption.

Wisconsin Human Trafficking Awareness and Prevention Campaign (February 2017 – December 2019)

Served as Project Director and as Communication Specialist Lead in the creation of a statewide Human Trafficking Awareness and Prevention Campaign to inform the public that sex trafficking of Wisconsin youth under the age of 18 is an issue in urban, suburban, rural and tribal communities throughout WI. This Campaign will strive to bring awareness to the indicators that a youth is being sex trafficked or may be at risk of being sex trafficked; disseminate information about the risk factors that may make youth more vulnerable to being trafficked; and, implement an effective statewide media/social marketing campaign that reduces demand and prevents sex trafficking of youth in Wisconsin.

National Healthy Start Branding and Communications Lead July 2014 to March 2017

Served as the Branding and Communications Lead for the Maternal and Child Health Bureau's *Supporting Healthy Start* project to provide capacity-building assistance to 100 Healthy Start grantees to ensure program effectiveness in achieving the goals to reduce infant mortality, reduce health disparities and improve perinatal health outcomes.

SELECTED HONORS | AWARDS

- *Wisconsin, We Need to Talk* – Statewide campaign informing Wisconsin residents about youth sex trafficking – (2019) Berreth Award – *Bronze Medal, Excellence in Public Health Communication*. NPHIC
- *Binge-Free 603* – Young Adult Binge Drinking Prevention Campaign in New Hampshire (2018) Berreth Award - *Gold Medal, Excellence in Public Health Communication*. National Public Health Information Coalition.
- *Tick Free NH* - Grass-Roots Lyme Disease Prevention in New Hampshire (2017) Berreth Award - *Bronze Medal, Corporate Health Marketing*. National Public Health Information Coalition.
- *Anyone.Anytime.NH™ Campaign* (2017) Berreth Award – *Honorable Mention, Corporate Health Marketing*. National Public Health Information Coalition and (2016). *U.S. Department of Health and Human Services, Office of the Surgeon General, Facing Addiction in America: The Surgeon General's Report on Alcohol, Drugs, and Health*. Washington, DC: HHS, November 2016.
- *Start the Conversation New Hampshire* (2013-2014) *Start the Conversation Physician Toolkit* (2014) Grady Award – *Gold Medal, Start the Conversation Billboard* (2014) Grady Award – *Silver Medal, Start the Conversation Posters* (2014) Grady Award – *Bronze Medal*, National Public Health Information Coalition.
- *Dear Me New Hampshire 2013-2014 Campaign Summary Report* (2015) Grady Award – *Bronze Medal*.

PROFESSIONAL ASSOCIATIONS | MEMBERSHIPS

Social Marketing Association of North America (SMANA), *Board of Directors, Treasurer*

SMANA 2024 National Conference Planning Committee

Society for Health Communication, *Founding Member and Advisory Board Member*

International Social Marketing Association (ISMA), *Member*

Public Relations Society of America, *Member*

National Public Health Information Coalition, *Member and Certified Communicator in Public Health (CCPH)*



TAYLOR E. SALVATO

JSI Research & Training Institute, Inc.
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taylor_salvato@jsi.com

EDUCATION

LASELL COLLEGE, NEWTON, MASSACHUSETTS
Bachelor of Arts, Concentration in Journalism & Media Writing. 2016

EXPERIENCE

JSI Research & Training Institute, Inc. d/b/a Community Health Institute
Event Specialist, January 2020 to Present

NH Immunization January 2020-present

Provides project support and conference logistics for the NH DHHS Immunization Program's annual NH Immunization Conference. The conference team provides promotion, registration, fiscal management, exhibitor solicitation, planning committee management, speaker coordination, CEU/CME management, set-up and day-of onsite management. The goal of the conference is to educate healthcare providers on immunization specific topics.

Public Health Emergency Preparedness Training and Technical Assistance January 2020 –present

Provides administrative support and conference and training logistics management for the Public Health Emergency Preparedness Technical Assistance and Training projects funded by the NH DHHS and NH Homeland Security and Emergency Managements (HSEM) to provide training and technical assistance to public health emergency planning partners in New Hampshire's Public Health Regions.

Healthy Home and Lead Poisoning Prevention Program January 2020 – present

Primary responsibilities include exhibitor management and event logistics for the NH Healthy Homes Conference, and working with the HHLPPP to coordinate regional dinners and other events to promote the program initiatives. Also responsible for the logistic coordination and management of the quarterly virtual NELCC meetings.

NH Race & Equity January 2020 to present

Logistical assistance for the NH Race and Equity project funded by the Endowment for Health. Works closely with the Endowment's planning team and JSI event team to manage logistics for six workgroups. The workgroups bring together community members and professionals from various sectors to help develop action plans to address racial inequities in NH. JSI staff manages the logistics for three All Workgroup meetings per year and the Endowment's second NH Race & Equity Symposium held in April 2019.

NH Center for Excellence January 2020 to present

Provides logistical and event support for a statewide technical assistance resource center for evidence-based practice in substance abuse services. The Center establishes a base of evidence-based practices in prevention, developing a learning collaborative of networks and practitioners to engage in systems change to support evidence-based practice, and establishes data dissemination systems to ensure that data is both an input to and output of evidence-based practice.

JSI Research & Training Institute, Inc. d/b/a Community Health Institute
Digital Strategist, July 2019 to January 2020

Past Projects:

NH Young Adult Binge Drinking Prevention Messaging Campaign July 2019 – January 2020

Serve as Digital Strategist to help research, evaluate, and implement a young-adult focused prevention campaign: Binge Drinking Prevention in NH. Research for this campaign has involved peer group or network identification and validation in NH, the theories of social marketing and behavior change and involves social media, traditional media, and youth leadership with a state-wide media buy.

Electronic Nicotine Delivery Systems Prevention Messaging Campaign July 2019 – January 2020



Serve as Digital Strategist to help research, evaluate, and implement a youth focused prevention campaign aimed at reducing the prevalence of electronic nicotine delivery system use by minors in NH. Research for this campaign consists of peer group identification and validation in NH, the theories of social marketing and behavior change and the social marketing campaign consists of social media, traditional media, and youth leadership and a state-wide media buy.

PPHA CDC Quitline Sustainability Campaign July 2019 – January 2020

Serve as Digital Strategist to help research, evaluate, and implement My Life, My Quit – New Hampshire, a youth focused tobacco cessation campaign aimed at reducing the prevalence of electronic nicotine delivery system use by minors in NH, and promote on-demand tobacco cessation professional development e-learning modules. Research for this campaign consists of peer group identification and validation in NH, the theories of social marketing and behavior change and the social marketing campaign consists of social media, traditional media, and youth leadership and a state-wide media buy.

PAST EXPERIENCE

BOSTON BAR ASSOCIATION, Boston, MA

Social Media & Production Specialist February 2019- May 2019

Coordinate the promotion of all Boston Bar programs and initiatives that help drive membership and engagement, advance Boston Bar priorities and help build the organization's brand. Create, curate and manage all content across all BBA social media platforms, BBA website, e-newsletters and other communications. Manage production of weekly newsletters; organize and lead internal staff meetings, write content, oversee formatting and dissemination and use analytics to make improvements and increase effectiveness.

NEW HAMPSHIRE LODGING & RESTAURANT ASSOCIATION, Concord, NH

Social Media & Marketing Manager, February 2018 – February 2019

Managed, created, and distributed all digital marketing and print content for the NHLRA and NH Flavors that educated, entertained, and engaged a diverse audience. Maintained a social media presence for both brands and across multiple platforms that engaged both the hospitality industry and consumers. Designed and coordinated all digital marketing promotion and print materials for annual events.

NEW HAMPSHIRE LODGING & RESTAURANT ASSOCIATION, Concord, NH

Administration & Events Manager, July 2016 – February 2018

Planned and executed all annual and quarterly NHLRA events. Created all event print materials, signage, email communications, press releases, and sponsorships. Emailed weekly and monthly communications to members including the Monthly Marketplace and Legislative Updates. Contributed as an editor and writer to NHFlavors.com. Researched and updated NHLRA.com with current restaurant and lodging news. Managed office operations including member management, website updates, invoice transactions and payments, surveys, and press releases.

CERTIFICATES

MPI Event Marketing Strategist

Certified Crowd Control Manager

Graduate of Granite State College's Fundamentals of Hospitality Management certificate course

COMPUTER SKILLS

Microsoft Office

Adobe Illustrator

G Suite (Google)

WordPress

DIGITAL MARKETING SKILLS

E-mail Marketing

Social Media Management





ROBERT J. WEISS

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EDUCATION

ST. JOHN FISHER COLLEGE, ROCHESTER, NY
Bachelor of Arts, History and Adolescent Education, 2007

EXPERIENCE

JSI, Bow, New Hampshire
Event Specialist, March 2022 to Present

Drug Court Assessment and Training & Technical Assistance (DCATT) March 2022 to Present

With funding from a discretionary grant from the Bureau of Justice Assistance, JSI is providing assessment, training and technical assistance (TTA) services for all ten of the adult specialty treatment drug courts in the NH Drug Court Program (NH DCP), including a two-day conference for drug court professionals.

NH Treatment Court Conference 2022

The event is expected to attract 200 people and will take place over two days in Bartlett NH in September 2022. The event will feature a keynote presenter, 6-9 breakout sessions, panel presentations, exhibitors and opportunities for networking. JSI's event team services include all aspects of event management including marketing, web design, graphic design, exhibitor and sponsor management, fiscal management, registration, agenda and presenter coordination, venue coordination, onsite management and staffing including registration staff and session moderators, continuing education application coordination, evaluation, and pre- and post event reporting.

Healthy Homes and Lead Poisoning Prevention Program March 2022 to present

JSI supports efforts to reduce childhood lead poisoning throughout the state of New Hampshire and in New England by producing educational materials, providing social media marketing and outreach, and logistical support for trainings and conferences geared toward health providers, parents, lead professionals, and contractors. JSI's event team provides logistical support to a variety of events on an annual basis to support the program's initiatives including regional dinners for physicians and healthcare providers, educational sessions for property owners, stakeholder engagement opportunities, public health network meetings, and event management to support the annual NH Environmental Health Conference previously known as the NH Healthy Homes Conference.

NH Juvenile Court Diversion Network October 2022 to Present

New Hampshire is home to 18+ Accredited Juvenile Court Diversion Programs that hold youth accountable for disruptive behavior while ensuring they benefit from education and support services to improve their behavior and not end up in juvenile court. The purpose of the Network is to promote principles of restorative justice; advocate for each member program and support the community-based individuality of each; utilize evidence based programming and best practices; and to aid in maintaining high educational standards by sponsoring joint trainings and seminars.

The JSI event team provides event management and support to the NH Juvenile Court Diversion leadership.

NH Juvenile Court Diversion Summit 2022

The event is expected to attract 200 people and will take place at Waterville Valley Conference Center in Waterville Valley NH on May 18, 2022 and will feature a keynote presenter and 6-9 breakout sessions JSI's event team services include all aspects of event management including marketing, web design, graphic design, exhibitor and sponsor management, fiscal management, registration, agenda and presenter coordination, venue coordination, onsite management and staffing including registration staff and session moderators, continuing education application coordination, evaluation, and pre- and post-event reporting.



NH Immunization March 2022 to Present

JSI works with the NH Department of Health Human Services Immunization Program to assist them in their effort to creatively communicate scientifically accurate information to the community, as well educate NH's healthcare providers on emerging infectious diseases and vaccine updates.

The JSI event team provides event management services to the immunization program managers to plan their annual conference.

NH Immunization Program 2022

The JSI event team is providing management of a virtual conference being held in November 2022. The event is expected to attract 400 participants and a variety of exhibitors. The event team will provide promotion, registration, fiscal management, exhibitor solicitation, planning committee management, speaker coordination, CEU/CME management, virtual event management, and all technical aspects of the event.

PAST EXPERIENCE

Northeast Sustainable Energy Association (NESEA), Greenfield, MA

Program & Event Coordinator, January 2020 to March 2022

Planned and coordinated logistics for a variety of events. Provided on-site support for multi-day meetings for 15-35 business owners participating in a peer mentoring program. Coordinated and trained volunteers, assisted exhibitors with booth setup, and processed registration at the BuildingEnergy Boston conference in 2022. Served as our event team's technology lead for virtual events including; conferences, webinars, and project tours. Supported the conference manager with the CEU process before and after events.

Levy Restaurants – Golf Division, Charlotte, NC

Operations Supervisor, April 2018 to December 2019

Executed the time sensitive construction of temporary kitchens and food service stations used for catering at PGA tour events. Worked with the culinary and warehouse departments to guarantee all equipment was accounted for and operational. Served as the point of contact with the local Department of Health representative, the on-site shipping and receiving service, and the beverage vendors. Provided daily requisition reports during events to assist with inventory management.

Lionbridge Technologies, Remote

Web Search Rater, April 2015 to December 2019

Performed research to determine user intent with web based queries and analyzed web search results in order to evaluate their quality and ability to meet user needs. Developed written reports when issues were discovered and flagged potentially disturbing content.

Lowell Public Schools, Lowell, MA

Leveled Literacy Interventionist, September 2012 to June 2015

Planned instruction for small groups of students assigned to the literacy intervention program in order to accelerate their development of reading skills. Assessed students for progress in the program and accurately tracked data. Assisted the literacy team in the selection of learning materials that could be purchased within our annual budget.

Perry Hall High School, Perry Hall, MD

Civics and Economics Teacher, December 2007 to June 2010

Developed a personal finance program for high school seniors that would prepare them for financial success after graduation. Created and managed an after school review program to prepare students for their statewide civics exam. Collaborated with fellow teachers in the department to share resources obtained from local and national professional development seminars.

VOLUNTEER ACTIVITIES

Born to Learn – Mentor for local English teachers

Moshi, Tanzania January 2017 to February 2017

KNGO Cambodia – Mentor for local English teachers

Battambang, Cambodia February 2016



WWOOF – Supported a variety of small organic farms
New Zealand *November 2013 to May 2014*



JSI Research and Training Institute, Inc. (d.b.a. Community Health Institute)
Key Personnel

HEART SFY 2024				
Name	Job Title	Annual Salary	% from contract	Amount from contract
Faith Bouchard	Project Director	\$68,250.04	8.9 %	\$6,037.50
Taylor Salvato	Project Manager	\$68,000	8.7%	\$5,884.62
Robert Weiss	Events Coordinator	\$67,200	4.6%	\$3,101.54
DIABETES SFY 2024				
Faith Bouchard	Project Director	\$68,250.04	8.9 %	\$6,037.50
Taylor Salvato	Project Manager	\$68,000	8.7%	\$5,884.62
Robert Weiss	Events Coordinator	\$67,200	4.6%	\$3,101.54
WISEWOMAN SFY 2024				
Faith Bouchard	Project Director	\$68,250.04	3.5 %	\$2,362.50
Taylor Salvato	Project Manager	\$68,000	3.8 %	\$2,615.38
BCCP SFY 2024				
Faith Bouchard	Project Director	\$68,250.04	5.8 %	\$3,937.50
Taylor Salvato	Project Manager	\$68,000	5.8 %	\$3,923.08
Robert Weiss	Events Coordinator	\$67,200	3.5 %	\$2,326.15
COMP CANCER SFY 2024				
Faith Bouchard	Project Director	\$68,250.04	.75 %	\$525
Taylor Salvato	Project Manager	\$68,000	.75 %	\$523.08
ARTHRITIS SFY 2024				
Faith Bouchard	Project Director	\$68,250.04	1 %	\$787.50
Taylor Salvato	Project Manager	\$68,000	1 %	\$784.62
ORAL HEALTH SFY 2024				
Karyn Madore	Project Director	\$155,200	7.52%	\$11,666
Debbie Love	Project Manager	\$79,380	9.62%	\$7,633

JSI Research and Training Institute, Inc. (d.b.a. Community Health Institute)
Key Personnel

HEART SFY 2025:				
Name	Job Title	Annual Salary	% from contract	Amount from contract
Faith Bouchard	Project Director	\$68,250.04	8.9 %	\$6,037.50
Taylor Salvato	Project Manager	\$68,000	8.7%	\$5,884.62
Robert Weiss	Events Coordinator	\$67,200	4.6%	\$3,101.54
DIABETES SFY 2025				
Faith Bouchard	Project Director	\$68,250.04	8.9 %	\$6,037.50
Taylor Salvato	Project Manager	\$68,000	8.7%	\$5,884.62
Robert Weiss	Events Coordinator	\$67,200	4.6%	\$3,101.54
WISEWOMAN SFY 2025				
Faith Bouchard	Project Director	\$68,250.04	3.5 %	\$2,362.50
Taylor Salvato	Project Manager	\$68,000	3.8 %	\$2,615.38
BCCP SFY 2025				
Faith Bouchard	Project Director	\$68,250.04	5.8 %	\$3,937.50
Taylor Salvato	Project Manager	\$68,000	5.8 %	\$3,923.08
Robert Weiss	Events Coordinator	\$67,200	3.5 %	\$2,326.15
COMP CANCER SFY 2025				
Faith Bouchard	Project Director	\$68,250.04	.75 %	\$525
Taylor Salvato	Project Manager	\$68,000	.75 %	\$523.08
ARTHRITIS SFY 2025				
Faith Bouchard	Project Director	\$68,250.04	1 %	\$787.50
Taylor Salvato	Project Manager	\$68,000	1 %	\$784.62
ORAL HEALTH SFY 2025				
Karyn Madore	Project Director	\$155,200	11 %	\$17,036
Debbie Love	Project Manager	\$79,380	13.46 %	\$10,686

JSI Research and Training Institute, Inc. (d.b.a. Community Health Institute)
Key Personnel

HEART SFY 2026				
Name	Job Title	Annual Salary	% from contract	Amount from contract
Faith Bouchard	Project Director	\$68,250.04	8.9 %	\$6,037.50
Taylor Salvato	Project Manager	\$68,000	8.7%	\$5,884.62
Robert Weiss	Events Coordinator	\$67,200	4.6%	\$3,101.54
DIABETES SFY 2026				
Faith Bouchard	Project Director	\$68,250.04	8.9 %	\$6,037.50
Taylor Salvato	Project Manager	\$68,000	8.7%	\$5,884.62
Robert Weiss	Events Coordinator	\$67,200	4.6%	\$3,101.54
WISEWOMAN SFY 2026				
Faith Bouchard	Project Director	\$68,250.04	3.5 %	\$2,362.50
Taylor Salvato	Project Manager	\$68,000	3.8 %	\$2,615.38
BCCP SFY 2025				
Faith Bouchard	Project Director	\$68,250.04	5.8 %	\$3,937.50
Taylor Salvato	Project Manager	\$68,000	5.8 %	\$3,923.08
Robert Weiss	Events Coordinator	\$67,200	3.5 %	\$2,326.15
COMP CANCER SFY 2026				
Faith Bouchard	Project Director	\$68,250.04	.75 %	\$525
Taylor Salvato	Project Manager	\$68,000	.75 %	\$523.08
ARTHRITIS SFY 2026				
Faith Bouchard	Project Director	\$68,250.04	1 %	\$787.50
Taylor Salvato	Project Manager	\$68,000	1 %	\$784.62
ORAL HEALTH SFY 2026				
Karyn Madore	Project Director	\$155,200	11 %	\$17,036
Debbie Love	Project Manager	\$79,380	13.46 %	\$10,686

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Lori A. Shilbette
Commissioner

Lisa M. Morris
Director

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

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

April 5, 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 contract with JSI Research & Training Institute, Inc. (VC#161611-B001), Bow, NH in the amount of \$994,723 to provide professional development opportunities on chronic disease prevention and management of evidence-based programs to medical, behavioral health and public health professionals, with the option to renew for up to three (3) additional years, effective upon Governor and Council approval through June 30, 2023. 100% Federal Funds.

Funds are available in the following accounts for State Fiscal Year 2021, and 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.

See Attached Fiscal Details

EXPLANATION

The purpose of this request is for the Contractor to provide educational trainings for medical, behavioral health, and public health professionals to promote evidence-based strategies for preventing and managing chronic disease (including cancer, diabetes, prediabetes, hypertension, and arthritis). The Contractor will contribute to the ongoing development of statewide capacity to prevent and manage chronic diseases by providing trainings, professional education, and meetings targeted to community programs, healthcare providers, medical team members and public health professionals. Training and other activities will continue to promote the benefits of care teams referring patients to quality community programs and resources; allowing patients to easily follow provider guidance and take charge of their own health.

The target population for this Contract includes healthcare providers, medical team members, and public health professionals. By June 30, 2023, approximately twelve (12) training events will be held. The services covered in this contract will increase healthcare provider knowledge and skills to better provide preventive clinical and community services to people statewide; and will lead to improved health outcomes for many of the 86,504 adults with diabetes; 63,369 adults with prediabetes, 311,000 people with hypertension, 270,000 adults with arthritis and 80,000 cancer survivors.

Examples of activities that will be conducted through this contract include coordinating training events for medical providers, healthcare team members, certified diabetes educators, pharmacists, lifestyle coaches, behavioral health providers and professionals serving those with disabilities. This contract will support at least 10 gatherings of professionals involved in improving

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

the delivery of healthcare services to inform the work of Department. The contract will also support information gathering to understand the current context around use of community health workers.

Specifically, the Contractor will support the Department to provide training and consultation to increase referrals to and participation in:

- Diabetes Self-Management Education and Support programs
- National Diabetes Prevention Programs
- Medication Therapy Management services for high blood pressure, high cholesterol, and diabetes
- Self-measured blood pressure monitoring tied with clinical support
- Walk with Ease programs for arthritis
- Community Health Worker services

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

- 4% annual increase in referrals and enrollment in the Breast and Cervical Cancer Program.
- 10% annual increase in enrollment in evidence-based programs (e.g. Diabetes Self-Management Education and Support, National Diabetes Prevention Program, Blood Pressure Self-Monitoring Program)
- 10% annual increase in the number of collaborative practice agreements between providers and pharmacists
- A decrease or no increase in the baseline data percentage of adults diagnosed with arthritis.
- An increase in the percentage of adults diagnosed with arthritis in New Hampshire, and among individuals with pre-diabetes and diabetes, reporting walking as one their top two (2) forms of exercise.
- CEU documentation provided to 100% of training participants and completed in accordance with credentialing body regulations.
- Training evaluations distributed to 100% of training participants.
- Minimum attendance of ten 10 attendees for each Arthritis Community Engagement sessions.
- Minimum of 10 attendees for each Arthritis training event for healthcare providers.

The Department selected the Contractor through a competitive bid process using a Request for Proposals (RFP) that was posted on the Department's website from 9/30/2020 through 11/19/2020. The Department received two (2) responses that were reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

As referenced in Exhibit A of the attached contract, the parties have the option to extend the agreement for up to three (3) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

Should the Governor and Council not authorize this request the Department may be unable to educate New Hampshire healthcare professionals on available cancer screenings, diabetes prevention programs and arthritis appropriate physical activity programs. Prevention

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

services help individuals maintain their health and allow for early diagnoses of diseases, which reduces medical costs and promotes good quality of living.

Area served: Statewide

Source of Funds: CFDA #93.426, FAIN NU58DP006515; CFDA #93.945, FAIN NU58DP006448; CFDA #93.898, FAIN NU58DP006298; and CFDA #93.436, FAIN NU58DP006836

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

Respectfully submitted,



Lori A. Shibinette
Commissioner

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
Professional Education and Promotion to Prevent and
Manage Chronic Disease**

05-95-090-902010-1227 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, COMBINED CHRONIC DISEASE

100% Federal Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
2021	102/500731	Contracts for Program Services	90017002	\$82,500.00
2021	102/500731	Contracts for Program Services	90017003	\$82,500.00
2022	102/500731	Contracts for Program Services	90017002	\$115,000.00
2022	102/500731	Contracts for Program Services	90017003	\$115,000.00
2023	102/500731	Contracts for Program Services	90017002	\$115,000.00
2023	102/500731	Contracts for Program Services	90017003	\$115,000.00
		Sub Total		\$625,000.00

05-95-090-902010-5659 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, COMPREHENSIVE CANCER

100% Federal Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Revised Amount
2021	102/500731	Grants for Public Asst and Relief	90080081	\$25,241.00
2021	102/500731	Grants for Public Asst and Relief	90080083	\$5,000.00
2022	074/500589	Grants for Public Asst and Relief	90080081	\$52,241.00
2022	074/500589	Grants for Public Asst and Relief	90080083	\$5,000.00
2023	074/500589	Grants for Public Asst and Relief	90080081	\$52,241.00
2023	074/500589	Grants for Public Asst and Relief	90080083	\$5,000.00
		Sub Total		\$144,723.00

05-95-090-902010-7045 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, WISEWOMAN

100% Federal Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Revised Amount
2021	102/500731	Contracts for Program Services	90070450	\$60,000.00
2022	102/500731	Contracts for Program Services	90070450	\$60,000.00
2023	102/500731	Contracts for Program Services	90070450	\$60,000.00
		Sub Total		\$180,000.00

05-95-090-902010-7046 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, ARTHRITIS

100% Federal Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Revised Amount
2021	102/500731	Contracts for Program Services	90017717	\$15,000.00
2022	102/500731	Contracts for Program Services	90017717	\$15,000.00
2023	102/500731	Contracts for Program Services	90017717	\$15,000.00
		Sub Total		\$45,000.00
		Overall Total		\$994,723.00



**New Hampshire Department of Health and Human Services
Office of Business Operations
Contracts & Procurement Unit
Scoring Sheet**

**Professional Education and Promotion
to Prevent and Manage Chronic
Disease**

RFP-2021-DPHS-03-EDUCA

RFP Name

RFP Number

Reviewer Names

Bidder Name

1. Indiana University
2. JSI
3. 0
4. 0
5. 0
6. 0
7. 0

Pass/Fail	Maximum Points	Actual Points
	1085	696
	1085	722
	1085	0
	1085	0
	1085	0
	1085	0
	1085	0

1. Whitney Hammond, Chronic Disease Director
2. Marisa Lara, Administrator I
3. Adriane Burke, Cancer Programs Manager
4. Adam Burch, Chronic Disease Pain Mngmt. Coordinator
5. Monica DeRico, Chronic Disease Program Specialist
6. Ellen Chase-Lucard, Administrator
7. _____
8. _____
9. _____

Subject: Professional Education and Promotion to Prevent and Manage Chronic Disease (RFP-2021-DPHS-03-EDUCA-01)

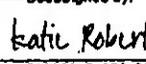
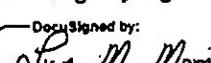
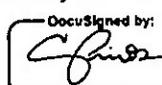
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

I. IDENTIFICATION.

1.1 State Agency Name New Hampshire Department of Health and Human Services		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301-3857	
1.3 Contractor Name JSI Research & Training Institute, Inc.		1.4 Contractor Address 501 South Street, 2nd Fl. Bow, NH 03304	
1.5 Contractor Phone Number (603) 573-3331	1.6 Account Number 05-095-090,902010-1227; 05-095-090-902010-5659; 05-095-090-902010-7046; 05-095-090-902010-7045	1.7 Completion Date June 30, 2023	1.8 Price Limitation \$994,723
1.9 Contracting Officer for State Agency Nathan D. White, Director		1.10 State Agency Telephone Number (603) 271-9631	
1.11 Contractor Signature DocuSigned by:  Date: 3/30/2021		1.12 Name and Title of Contractor Signatory Director Katie Robert	
1.13 State Agency Signature DocuSigned by:  Date: 4/2/2021		1.14 Name and Title of State Agency Signatory Director, Division of Public Health Svcs.	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: 4/5/2021			
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____			

2. 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 B 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 1.17, 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 1.13 ("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 affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source 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 C 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 applicable 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 employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property 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. The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

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

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

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

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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 cured, 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 give the Contractor a written notice specifying the Event of Default and 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 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. 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.

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, 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 B. In addition, at the State's discretion, 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.

10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

10.1 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.

10.2 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.

10.3 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.

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.

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. **INDEMNIFICATION.** Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omissions of the

Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. 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 continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial 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 or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

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

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

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. The 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. **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.

17. **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.

18. **CHOICE OF LAW AND FORUM.** This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. **CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

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 or modifying provisions set forth in the attached EXHIBIT A 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 with respect to the subject matter hereof.

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Contractor Initials

Date 3/30/2021

New Hampshire Department of Health and Human Services
Professional Education and Promotion to Prevent and
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EXHIBIT A

REVISIONS TO STANDARD CONTRACT PROVISIONS

1. Revisions to Form P-37, General Provisions

- 1.1. Paragraph 3, Effective Date/Completion of Services, is amended by adding subparagraph 3.3 as follows:
 - 3.3. The parties may extend the Agreement for up to three (3) additional years from the Completion Date, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and approval of the Governor and Executive Council.
- 1.2. Paragraph 12, Assignment/Delegation/Subcontracts, is amended by adding subparagraph 12.3 as follows:
 - 12.3. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions. The Contractor shall have written agreements with all subcontractors, specifying the work to be performed and how corrective action shall be managed if the subcontractor's performance is inadequate. The Contractor shall manage the subcontractor's performance on an ongoing basis and take corrective action as necessary. The Contractor shall annually provide the State with a list of all subcontractors provided for under this Agreement and notify the State of any inadequate subcontractor performance.

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EXHIBIT B

Scope of Services

1. Statement of Work for All Services

1.1. The Contractor shall provide educational trainings for medical, behavioral health, and public health professionals to promote evidence-based strategies for preventing and managing chronic disease, including the following:

- 1.1.1. Cancer;
- 1.1.2. Diabetes;
- 1.1.3. Prediabetes;
- 1.1.4. Heart Disease; and
- 1.1.5. Arthritis.

1.2. The Contractor shall target populations for training, technical assistance, and promotion of evidence-based strategies for preventing and managing chronic disease statewide to include:

- 1.2.1. Medical providers, including, but not limited to:
 - 1.2.1.1. Medical doctors.
 - 1.2.1.2. Advanced practice registered nurses.
 - 1.2.1.3. Physician assistants.
- 1.2.2. Behavioral health professionals, including, but not limited to:
 - 1.2.2.1. Peer support staff.
 - 1.2.2.2. Social workers.
 - 1.2.2.3. Psychologists.
 - 1.2.2.4. Public health professionals.
- 1.2.3. Healthcare team members, including, but not limited to:
 - 1.2.3.1. Pharmacists.
 - 1.2.3.2. Pharmacy technicians.
 - 1.2.3.3. Certified diabetes educators.
 - 1.2.3.4. Registered nurses.
 - 1.2.3.5. Registered dietitians.
 - 1.2.3.6. Licensed practical nurses.

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- 1.2.3.7. Community health workers.
- 1.2.3.8. Patient navigators.
- 1.2.3.9. Medical billing and coding staff.
- 1.2.3.10. Healthcare administrators.
- 1.2.3.11. Medical assistants.
- 1.2.3.12. Care managers/coordinators.
- 1.2.4. National Diabetes Prevention Program (NDPP) lifestyle coaches and members of the Diabetes Prevention Advisory Group (DPAG).
- 1.2.5. Individuals who fit within the current United States Preventive Services Task Force (USPSTF) breast and cervical cancer screening guidelines.
- 1.2.6. Adults with, and at risk for, prediabetes.
- 1.3. The Contractor shall ensure all services under this Agreement are provided in accordance with the following goals and strategies, as applicable:
 - 1.3.1. Improving access to and participation in American Diabetes Association (ADA) and Association of Diabetes Care and Education Specialists (ADCES) accredited Diabetes Self-Management Education and Support (DSMES) programs in underserved areas;
 - 1.3.2. Increasing engagement of pharmacists in the provision of medication therapy management;
 - 1.3.3. Assisting health care organizations in implementing systems to identify people with prediabetes and referring them to NDPP for type two (2) diabetes prevention;
 - 1.3.4. Promoting the adoption of evidence-based quality measurement at the provider level;
 - 1.3.5. Facilitating the use of Self-Measured Blood Pressure monitoring (SMBP) tied with clinical support among adults with hypertension;
 - 1.3.6. Implementing systems to facilitate systematic referral of adults with hypertension and/or high blood cholesterol to community programs and resources approved by the Centers for Disease Control (CDC);
 - 1.3.7. Counseling and referring patients to increase physical activity

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- 1.3.8. Adopting innovative and systems-based approaches to establish/enhance healthcare provider patient counseling about physical activity for arthritis management, including walking and Arthritis-Appropriate Evidence-Based Intervention (AAEBI) referrals;
- 1.3.9. Promoting walking and state walking initiatives addressing the unique needs of adults with arthritis;
- 1.3.10. Raising awareness about arthritis burden and management via promotion of AAEBIs, patient counseling, physical activity and walking;
- 1.3.11. Developing a comprehensive and coordinated approach to inform policy, systems, and environmental changes that decrease the burden cancer has on individuals by:
 - 1.3.11.1. Working with community and national partners to reach disparate populations;
 - 1.3.11.2. Using culturally appropriate interventions that are tailored for the communities to identify barriers to breast and cervical cancer screening, ways to address barriers, and opportunities for outreach;
 - 1.3.11.3. Reaching out to communities which include but are not limited to: Lesbian, Gay, Bisexual, Transgender, and Queer/Questioning (LGBTQ) community partners;
 - 1.3.11.4. Supporting a state-wide cancer coalition to achieve cancer plan goals and objectives;
 - 1.3.11.5. Leveraging community resources to implement evidenced-based interventions that are aligned with promoting the primary prevention and early detection of cancer, addressing cancer survivor needs, and promoting cancer-related health equity; and
 - 1.3.11.6. Fostering and sustaining relationships with key organizations whose missions align with the reduction of cancer related morbidity and mortality.
- 1.4. The Contractor shall submit applications for Continuing Education Units (CEU) to appropriate credentialing bodies on behalf of training attendees.

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- 1.5. The Contractor shall provide CEU completion documentation to all attendees in accordance with credentialing body regulations.
- 1.6. The Contractor shall obtain Department approval for:
 - 1.6.1. Training opportunity location;
 - 1.6.2. Training session scheduling;
 - 1.6.3. Training promotion;
 - 1.6.4. Contractor identified trainer(s);
 - 1.6.5. Collection of exhibitor fees;
 - 1.6.6. Training materials and handouts; and
 - 1.6.7. Training session evaluations and survey materials.
- 1.7. The Contractor shall participate in monthly in-person or conference call meetings with the Department to review and discuss project development and implementation, including, but not limited to:
 - 1.7.1. Activities;
 - 1.7.2. Trainings;
 - 1.7.3. Interventions;
 - 1.7.4. Challenges;
 - 1.7.5. Progress; and
 - 1.7.6. Funding.
- 1.8. The Contractor shall schedule a meeting with the Department at least 60 days prior to each event to understand the desired outcome of the event, including but not limited to the following factors:
 - 1.8.1. Venue.
 - 1.8.2. Registration Platform.
 - 1.8.3. Speakers.
 - 1.8.4. Fee Structure, if any.
 - 1.8.5. Marketing and Outreach.
 - 1.8.6. Promotion.
 - 1.8.7. Type of CEUs.

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EXHIBIT B

2. Diabetes and Heart Disease Scope of Work

- 2.1. The Contractor shall coordinate support for training attendees/members of the covered populations above to implement evidence-based strategies by providing technical and financial assistance, which shall include but is not limited to:
 - 2.1.1. Initial start-up cost.
 - 2.1.2. Planning, capacity and readiness assessments.
 - 2.1.3. Other supports approved by the Department and CDC.
- 2.2. The Contractor shall coordinate:
 - 2.2.1. Six (6) training events for covered populations outlined Section 1.2.,
 - 2.2.2. Two (2), additional, training and/or networking opportunities for NDPP lifestyle coaches and the Diabetes Prevention Advisory Group.
- 2.3. The Contractor shall hold all trainings identified in Section 2.2 virtually in State Fiscal Year (SFY) 2021.
- 2.4. The Contractor shall receive Department approval, after State Fiscal Year 2021 for all virtual or online trainings, or networking opportunities utilized.
- 2.5. The Contractor may subcontract for expert consultants to provide technical assistance to organizations that desire to implement any of the evidence-based strategies.
- 2.6. The Contractor shall provide logistical support to the Department to conduct an awareness campaign to increase enrollment in NDPP in target areas of the state. Logistical support activities include, but are not limited to:
 - 2.6.1. Development of a plan for education activities.
 - 2.6.2. Educational materials.
 - 2.6.3. Educational events.
- 2.7. The Contractor shall process metrics and post-buy awareness analysis to incorporate a quality improvement cycle to assess and adjust the campaign tactics.
- 2.8. The Contractor shall coordinate campaign planning and development with the Department's web team, as needed.
- 2.9. The Contractor shall assist the Department to promote Strategies listed in Section 1.2.2., which shall include, but is not limited to:
 - 2.9.1. Outreach at statewide professional events.
 - 2.9.2. Communication to stakeholders.

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EXHIBIT B

3. Arthritis Scope of Work

3.1. The Contractor shall coordinate and facilitate a minimum of three (3) arthritis community engagement sessions for the purpose of coordinating planning efforts for the arthritis program. Community engagement sessions shall include but are not limited to:

3.1.1. Administrative details which include, but are not limited to:

3.1.1.1. Coordinating the facility or zoom meeting.

3.1.1.2. Invitations.

3.1.1.3. Registration of stakeholders.

3.1.2. Trainings on the following, which include but are not limited to:

3.1.2.1. Arthritis mitigation.

3.1.2.2. Walking programs.

3.1.3. Focus groups.

3.1.4. Distribution and collection of patient surveys.

3.1.5. Distribution and collection of provider survey.

3.1.6. Key stakeholder interviews.

3.2. The Contractor shall provide a written summary on the key points discussed during each engagement.

3.3. The Contractor shall have participants complete a post-engagement survey and shall provide a summary of the survey responses to the Department.

3.4. The Contractor shall provide trainings to health care providers on the Walk With Ease (WWE) program, , which shall include, but is not limited to:

3.4.1. Administrative details which include, but are not limited to:

3.4.1.1. Coordinating the facility or virtual meeting.

3.4.1.2. Invitations.

3.4.1.3. Registration stakeholders.

3.4.2. Trainings on the following, which include but are not limited to:

3.4.2.1. Education on walking as an exercise.

3.4.2.2. Walk with Ease journals.

3.4.3. Focus groups.

3.4.4. Distribution and collection of patient surveys.

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- 4.3.3. Gathering audience insights via focus groups on developed material.
- 4.3.4. Ongoing evaluation.
- 4.3.5. Processing metrics and post-buy awareness analysis to incorporate a quality improvement cycle to assess and adjust the campaign tactics.
- 4.4. The Contractor shall submit evaluation data from the Breast and Cervical Cancer Program to the Department at the following intervals:
 - 4.4.1. One (1) month post campaign launch, and
 - 4.4.2. Quarterly or at campaign cycles.
- 4.5. The Contractor shall coordinate a minimum of one (1) WISEWOMAN training event, as needed and to be determined by the Department and Center for Disease Control, for medical providers and healthcare team members that will include, but is not limited to submitting training participants' applications for CEUs to appropriate credentialing bodies.
- 4.6. The Contractor shall coordinate the evaluation of cancer related legislation.
- 4.7. The Contractor shall ensure existing data being utilized for the Breast and Cervical Cancer Program is used in ongoing market research.
- 4.8. The Contractor shall develop and implement awareness activities for the WISEWOMAN program pilot sites that is designed to increase referrals to and enrollment, within six months of Governor and Executive Council approval of the Agreement. The Contractor and the Department will work with the pilot sites to determine their needs related to promotion of the program. The marketing plan shall include but is not limited to:
 - 4.8.1. Target women, aged 40-64, who are enrolled in the BCCP with information about enhanced services available to reduce cardiovascular risk.
 - 4.8.2. Performing market research, which shall include, but is not limited to:
 - 4.8.2.1. Conduct inventory of existing internal marketing materials.
 - 4.8.2.2. Identify existing national social marketing campaigns that have related content.
 - 4.8.2.3. Review of five other states WISEWOMAN services, materials, and branding.
 - 4.8.2.4. Conduct formative research to assess factors that help or hinder enrollment into WISEWOMAN services from those eligible for services and referral sources.

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- 4.8.2.5. Draft strategic marketing for at minimum two (2) pilot sites and communication plan with key messages, strategies and tactics, KPI, and call-to-action.
- 4.8.2.6. Gather audience insight on key messages from those eligible for services and referral sources
- 4.8.2.7. Finalize materials based on audience insights.
- 4.9. The Contractor shall monitor and expand the activities for the WISEWOMAN program activities after completion of pilot site awareness activities that may include, but is not limited to:
 - 4.9.1. Tracking campaign progress for delivery, spend and placement performance, engagement and attribution modeling.
 - 4.9.2. Conducting regular A/B testing to assess the response/engagement of intended audience in order to optimize campaign awareness.
 - 4.9.3. Gathering audience insights via focus groups on developed material.
 - 4.9.4. Ongoing evaluation.
 - 4.9.5. Processing metrics and post-buy awareness analysis to incorporate a quality improvement cycle to assess and adjust the campaign tactics.
 - 4.9.6. Developing marketing material, such as digital and print ads, which shall include, but is not limited to:
 - 4.9.6.1. Compelling stories of personal challenge, empowerment and real-world successes through each program's web, digital and print assets and through existing referral systems
 - 4.9.6.2. Using the network of chronic condition or public health programs such as: National DPP, DSME, NH Certified Diabetes Educators and other Chronic Disease Self-management Programs. The media messages shall inform, the following, that include but are not limited to:
 - 4.9.6.2.1. NH adults in populations identified as having risk factors.
 - 4.9.6.2.2. Women in each segment identified by the BCCP and WISEWOMAN programs.
 - 4.9.6.2.3. Providers that serve those eligible for BCCP and WISEOWMAN, and

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4.9.6.2.4. Partners and providers making referrals to increase referral and enrollment in each of the programs.

- 4.9.7. Branding new services.
- 4.9.8. Soliciting input from clinicians delivering WISEWOMAN services as well as the target audience.
- 4.9.9. Including how the plan will be evaluated for reach and impact, this plan shall include but is not limited to:
 - 4.9.9.1. Demographic data.
 - 4.9.9.2. Sociographic data.
- 4.9.10. After the marketing plan is approved by the Department, the Contractor shall implement the marketing plan within six months of G&C contract approval.
- 4.9.11. The Contractor shall, in collaboration with the Department, plan, organize, manage, provide CEUs, and evaluate meetings related to:
 - 4.9.11.1. Comprehensive Cancer Collaboration quarterly meetings. These meetings may be held virtually and/or in person meetings in consultation with the Department.
- 4.10. The Contractor shall provide program evaluation assistance for the Breast and Cervical Cancer Program, which shall include, but is not limited to:
 - 4.10.1. Review of program efforts.
 - 4.10.2. Effectiveness of the programs.
 - 4.10.3. Participant outcomes and behavioral changes.

5. Diabetes, Heart Disease, Arthritis and Cancer Scope of Work

- 5.1. The Contractor shall utilize an Event Checklist equivalent or comparable to the one in Appendix A that will be shared with team members including the Department.
- 5.2. The Contractor shall assist the Department to identify, contact, and contract with speakers/trainers with subject matter expertise in the strategies identified, as appropriate, to present information at the scheduled trainings.
- 5.3. The Contractor shall, as requested by the Department, coordinate planning committees of professionals to provide input and guidance on the planning of events. This may not be necessary for all events and is up to the discretion of the Department.
- 5.4. The Contractor shall provide logistical support with follow-up contacts to

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speakers/trainers, as needed. Logistical support shall include, but not be limited to:

5.4.1. Preparing and mailing paperwork to scheduled speakers that includes, but is not limited to:

1.8.7.1.1. Attendance with the specific date, time, and location of the training.

1.8.7.1.2. Directions to the training.

1.8.7.1.3. Conflict of interest statements from speakers/trainers that must be signed and returned to the Department.

1.8.7.1.4. Other information as required by the Department.

5.5. The Contractor shall coordinate:

5.5.1. With attendees/participants to receive, accept, and compile registration forms for the scheduled training;

5.5.2. Collecting registration fees;

5.5.3. Securing meeting space and audiovisual equipment;

5.5.4. Event accommodations for speakers who require overnight hotel reservations;

5.5.5. Refreshments in accordance with United States Office of Management and Budget (OMB) guidelines; and

5.5.6. Providing sufficient staff to manage the training.

5.6. The Contractor shall promote the scheduled training by marketing to the target population (potential attendees) as outlined in section 1.2 Covered Populations. This may include, but is not limited to:

5.6.1. Purchasing mailing lists.

5.6.2. Sending email announcements.

5.6.3. Creating, copying, and mailing flyers.

5.6.4. Posting announcements online and through list serves.

5.7. The Contractor shall submit a draft of the marketing plan to promote training events 60 days prior to each event.

5.8. The Contractor shall incorporate Department feedback on training event marketing plans and submit to the Department 45 days prior to each event for final approval.

5.9. The Contractor shall assist the Department to develop registration questions,

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- evaluations and compile registration and evaluation results following the training.
- 5.10. The Contractor shall utilize information gathered through registration and evaluation to develop content for future trainings and improve the quality of trainings offered.
 - 5.11. The Contractor shall present a final report on the outcome of the trainings to the Department annually.
 - 5.12. The Contractor shall provide support services that include but are not limited to securing the training venue and organizing training Exhibitors. Support services shall include, but not be limited to:
 - 5.12.1. Identifying training Exhibitors to sponsor training activities by purchasing vendor space at the training.
 - 5.12.2. Making initial contact with training Exhibitors to measure interest in purchasing a vendor space.
 - 5.12.3. Securing training Exhibitors for the training, which includes but is not limited to processing vendor registration forms.
 - 5.12.4. Providing logistical support to follow-up with training Exhibitors, as needed.
 - 5.12.5. Preparing and mail follow-up paperwork to training Exhibitors to ensure vendor spaces are filled.
 - 5.13. The Contractor, in consultation with the Department, shall work with existing marketing plans developed. This shall include, but is not limited to:
 - 5.13.1. Identifying activities to transition.
 - 5.13.2. Identifying any consultants or subcontractors needed to implement marketing activities.
 - 5.13.3. Submit commitment letters for any consultants and subcontractors within 30 days of contract approval.
 - 5.13.4. Upon Department approval, the Contractor shall negotiate any media buys, which shall include but is not limited to:
 - 5.13.5. Requesting invoices from media vendors.
 - 5.13.6. Leveraging relationships with media vendors.
 - 5.13.7. Paying for media buys.
 - 5.13.8. Working with the existing media subcontractors and develop new creative as determined by market research.

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EXHIBIT B

6. Exhibits Incorporated

- 6.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 6.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 6.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

7. Work Plan

- 7.1. The Contractor shall work with the Department to finalize Exhibit B-1 Work Plan, which is attached hereto, for year one (1), of the Contract period within thirty (30) days of the initial "kick-off" meeting, and work plans for year two (2) and year three (3) of the contract periods no later than thirty (30) days prior to the end of year one (1) and year two (2) respectively, which shall include, but is not limited to:
 - 7.1.1. Baseline and target numbers.
 - 7.1.2. A plan to meet each obligation under the resulting Agreement.
 - 7.1.3. An estimated timeline.

8. Reporting Requirements

- 8.1. The Contractor must deliver the plan for the free breast and cervical cancer screening program's awareness campaigns to the Department within sixty (60) days of the contract effective date.
- 8.2. The Contractor shall submit all cancer program awareness campaign materials, as required under this agreement, to the Department for approval and revisions prior to distribution.
- 8.3. The Contractor shall deliver the plan for the WISEWOMAN pilot site awareness activities to the Department within sixty (60) days of the contract effective date.
- 8.4. The Contractor shall submit evaluation data from the Breast and Cervical Cancer and WISEWOMAN Program awareness campaigns to the Department at the following intervals:
 - 8.4.1. One (1) month post campaign launch, and
 - 8.4.2. Quarterly or at campaign cycles.

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- 8.5. The Contractor shall submit quarterly reports, approved by the Department, within thirty (30) days of the end of each quarter that shall include, but are not limited to:
- 8.5.1. Brief narrative of the work performed during the reporting period.
 - 8.5.2. Summary of work plans for the upcoming quarter including challenges and/or barriers to completing the requirements of this Agreement.
 - 8.5.3. Documented achievements.
 - 8.5.4. Progress made toward meeting the performance measures.
 - 8.5.5. Recommendations for project improvement.
 - 8.5.6. Documented progress on Event Checklists as referenced in 5.2. and Appendix A.
- 8.6. The Contractor shall provide quarterly reports for the Arthritis trainings to health care providers that includes, but is not limited to:
- 8.6.1. The number of target organizations contacted.
 - 8.6.2. Method of contact
 - 8.6.3. Number of contact attempts per method
 - 8.6.4. Number of responses
 - 8.6.5. Number of individuals registered
 - 8.6.6. Number of individual attended.
- 8.7. The Contractor shall provide quarterly reports for the Arthritis community engagement sessions that includes, but is not limited to:
- 8.7.1. Method of contact
 - 8.7.2. Number of contact attempts per method
 - 8.7.3. Number of responses
 - 8.7.4. Number of individuals registered
 - 8.7.5. Number of individual attended
- 8.8. The Contractor shall submit to the Department a report on information collected, including evaluations, at all Cancer related meetings within 30 days of the meeting.
- 8.9. The Contractor shall provide an annual report of information collected from all trainings to the Department by June 15th annually.
- 8.10. The Contractor shall maintain income and expenditure records and provide to the Department for review upon request.

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8.11. The Contractor shall submit an Annual Evaluation Report no later than thirty (30) days prior to the end of the State Fiscal Year that includes, but is not limited to:

8.11.1. A summary of the free breast and cervical cancer screening program's awareness campaign to educate women.

8.11.2. A summary of the WISEWOMAN program's awareness activities.

8.11.3. Examination of the level of fulfillment of project objectives as specified.

8.11.4. Problems encountered in the implementation of the campaign and how they were remedied.

8.11.5. Awareness achieved and projects and innovations implemented based on specific methods of implementation determined at the project "kick-off" meetings and when the work plan is updated.

8.12. The Contractor shall submit a Final Evaluation Report within (thirty) 30 days of the end of the contract period, that includes the same detail as identified for the Annual Evaluation Report in Subsection 8.11. above.

9. Performance Measures

9.1. The Department will monitor performance of the selected Vendor by ensuring that the following performance indicators are achieved annually and monitored monthly to measure the effectiveness of the agreement:

9.1.1. Four percent (4%) annual increase in referrals and enrollment in the Breast and Cervical Cancer Program.

9.1.2. Ten percent (10%) annual increase in enrollment in evidence-based programs (e.g. WISEWOMAN, Diabetes Self-Management Education and Support, National Diabetes Prevention Program, Blood Pressure Self-Monitoring Program)

9.1.3. Ten percent (10%) annual increase in the number of collaborative practice agreements between providers and pharmacists

9.1.4. A decrease or no increase in the baseline data percentage of adults diagnosed with arthritis.

9.1.5. An increase in the percentage of adults diagnosed with arthritis in New Hampshire, and among individuals with pre-diabetes and diabetes, reporting walking as one their top two (2) forms of exercise.

9.1.6. CEU documentation provided to one hundred percent (100%) of training participants and completed in accordance with credentialing body regulations.

9.1.7. Training evaluations distributed to one hundred percent (100%) of

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- training participants.
- 9.1.8. Minimum attendance of ten (10) attendees for each Arthritis Community Engagement sessions.
 - 9.1.9. Minimum of ten (10) attendees for each Arthritis training event for healthcare providers.
 - 9.2. The Contractor agrees to participate in training for staff, as deemed necessary by the Department, on topics identified by the Department.
 - 9.3. The Contractor agrees to deliver ongoing training to their staff as deemed necessary in consultation with the Department. Copies of attendee sheets shall be provided to the Department within one week of attendance.
 - 9.4. The Contractor agrees to monthly site reviews, conducted by the Department onsite or virtually, of program operations to assess compliance with applicable contract objectives, as needed that shall include, but is not limited to, the review of the:
 - 9.4.1. Operations
 - 9.4.2. Contract issues
 - 9.4.3. Subcontractor(s) performance and/or issues
 - 9.4.4. Any needed corrective action plans
 - 9.4.5. Any progress or issues with any existing corrective action plans
 - 9.4.6.
 - 9.5. Notwithstanding Paragraph 8, Event of Default/Remedies and Paragraph 9, Termination, of the General Provisions (Form P-37) of the contract, the selected Contractor shall annually develop and submit a Corrective Action Plan to the Department for any performance measure(s) not achieved, by May 30th of each year of the contract.
 - 9.6. The Department seeks to actively and regularly collaborate with providers to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.
 - 9.7. The Department may collect other key data and metrics from Contractor(s), including client-level demographic, performance, and service data.
 - 9.8. The Department may identify expectations for active and regular collaboration, including key performance measures, in the resulting contract. Where applicable, Contractor(s) must collect and share data with the Department in a format specified by the Department.
 - 9.9. The Contractor shall actively and regularly collaborate with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.

**New Hampshire Department of Health and Human Services
Professional Education and Promotion to Prevent and
Manage Chronic Disease**



EXHIBIT B

9.10. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.

9.11. Where applicable, the Contractor shall collect and share data with the Department in a format specified by the Department.

10. Additional Terms

10.1. Impacts Resulting from Court Orders or Legislative Changes

10.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

10.2. Federal Civil Rights Laws Compliance: Culturally and Linguistically Appropriate Programs and Services

10.2.1. The Contractor shall submit, within ten (10) days of the contract effective date, a detailed description of the communication access and language assistance services to be provided to ensure meaningful access to programs and/or services to individuals with limited English proficiency; individuals who are deaf or have hearing loss; individuals who are blind or have low vision; and individuals who have speech challenges.

10.3. Credits and Copyright Ownership

10.3.1. 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, "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."

10.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution or use.

10.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:

10.3.3.1. Brochures.

10.3.3.2. Resource directories.

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

- 10.3.3.3. Protocols or guidelines.
- 10.3.3.4. Posters.
- 10.3.3.5. Reports.
- 10.3.4. The Contractor shall not reproduce any materials produced under the contract without prior written approval from the Department.
- 10.3.5. hearing in accordance with Department regulations.

11. Records

- 11.1. The Contractor shall keep records that include, but are not limited to:
 - 11.1.1. Books, records, documents and other electronic or physical 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.
 - 11.1.2. All records must 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.
- 11.2. 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. 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.

**New Hampshire Department of Health and Human Services Professional Education and Promotion to Prevent and
Manage Chronic Disease
EXHIBIT B-1 Work Plan**

OBJECTIVE 1: Provide efficient and effective contract management with DPHS contract leads for Diabetes, Heart, Arthritis and Cancer initiatives.		
Activities	Timeline	Evaluation/ Quality Measure
Launch contract work paperwork.	No more than 1 week after contract approval	Contract signed
Meet with each program lead to review contract activities, work plan, subcontracts, roles and responsibilities and timeline and discuss any proposed modifications to the work plan.	No more than 30 days after contract approval	Agenda, revised work plan, modifications documented and minutes
Complete contract paperwork.	No more than 14 days after notification of contract	Required paperwork submitted
Work with program leads to operationalize the reporting of performance measures and set baselines and target.	No more than 30 days after contract approval	Minutes
Develop budget tracking, project tracking using cloud-based collaboration tool.	No more than 30 days after notification of contract	Air table, Trello boards and budget spread-sheets created
Establish regular management meetings (remote or in-person) with contract leads to review activities, training, interventions, challenges, progress and funding.	Monthly	Meetings scheduled and implemented
Pay invoices and track expenses as needed.	Monthly	POs filed, variance reports
Invoice DPHS monthly by the 19th of each month.	Monthly	Invoice paid
Submit quarterly narrative reports to DPHS that include progress and challenges against the work plan deliverables, suggested improvements, summary of events.	Quarterly: June, September, December	Quarterly reports
Submit annual summary report of all training events across programs.	June 30, 2021	Submitted annual summary report
Maintain audit ready accounting files in accordance with accounting procedures and practices.	Ongoing	Accounting files with backup paperwork

**New Hampshire Department of Health and Human Services Professional Education and Promotion to Prevent and
Manage Chronic Disease
EXHIBIT B-1 Work Plan**

Ensure all printed material reflect the approved statement with the attribution of program funds.	Ongoing	Approved documents
Get written prior approval of written, video or audio materials prior to distribution.	Ongoing	Approval filed
Identify subcontractors and submit commitment letter	Within 30 days of contract approval	Subcontractor approval
Submit annual evaluation report for cancer campaign.	June 30, 2021	Submitted evaluation report based on performed work
Establish subcontracts with vendors as directed by DPHS	Contract Start Date – June, 2021	Subcontracts approved
Purchase stipends as needed to support the implementation of evidence-based interventions in the community.	Contract Start Date – June, 2021	Invoice paid
Submit work plan for activities for each program from July 1, 2021- June 30, 2022	May 31, 2021	Submitted annual work plan
Revise budgets as requested by programs	Ongoing	Revised budgets approved by Contracting/Billing Unit
OBJECTIVE 2: Work across Diabetes, Heart, Arthritis and Cancer programs to efficiently and effectively plan, promote, convene, and coordinate general event logistics for intended audiences.		
Activities	Timeline	Evaluation/ Quality Measure
Work with DPHS to assess the feasibility of offering professional development events or other learning opportunities during SFY 2021	Within 30 days of contract approval	Minutes

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**New Hampshire Department of Health and Human Services Professional Education and Promotion to Prevent and
Manage Chronic Disease
EXHIBIT B-1 Work Plan**

Coordinate communication and contracting for speakers or subject matter experts for scheduled events (i.e. directions, event details).	Ongoing	Minutes, signed contracts
Work with DPHS staff to coordinate planning committee(s) for events as needed.	As needed for events	Minutes, contact list
Complete application to secure appropriate continuing education credits as needed (i.e. speaker CV, Conflict of Interest, Objectives, Description, and Evaluation.)	As needed for events	Completed application
Secure meeting space if needed.	As needed for events	Contract with facility
Coordinate necessary technology.	As needed for events	Contract
Coordinate details of electronic registration of participants including pre assessment if needed.	As needed for events	Registration opened, # of registrants
Collect and track registration fee if needed.	As needed for events	Income collected
Open income line on contract to collect fee.	As needed for events	Task# for income line
Disseminate and compile post event evaluation from participants.	As needed for events	Summary of evaluations
Arrange accommodations for speakers as needed and as budget allows if needed.	As needed for events	Consultant forms
Coordinate refreshments in accordance with US Office of Management and Budget guide lines if needed.	As needed for events	Contract with vendor
Staff event(s) as needed.	As needed for events	Attendance
Purchase mailing lists for audiences as needed.	As needed for events	Invoice
Promote event(s) via email, listserves and other online methods as needed.	As needed for events	Email
Create, copy and coordinate mailing of promotional material.	As needed for events	Flyer

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**New Hampshire Department of Health and Human Services Professional Education and Promotion to Prevent and
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EXHIBIT B-1 Work Plan**

Coordinate closed captioning or other accessible communication as needed.	As needed for events	Invoice and contract
Coordinate debrief of each event to review evaluation summary and planning success/challenges and inform the development of future learning events	As needed for events	Minutes
Submit final summary report of training events.	As needed for events	Approved report
Handle outreach to and communication with all event exhibitors if feasible.	As needed for events	Emails
Collect exhibitor fees.	As needed for events	Balance in account
Provide exhibitors with a vendor prospectus of each sponsored event.	As needed for events	Event prospectus
OBJECTIVE 3: Work with Diabetes and Heart Contract leads to develop and promote workforce development opportunities.		
Activities	Timeline	Evaluation/ Quality Measure
Work with Diabetes and Heart staff to identify their training needs for up to 2 per year professional development learning activities in subsequent years for target professionals.	Within 30 days of contract approval	Training plan
Coordinate the logistics for 1 or 2 virtual learning events including promotion, planning, hosting, evaluation, accessible services.	Between April - June 2021	Training Plan
Complete the application for professional education units as necessary.	As needed for events	Application completed
Develop plan to host and offer trainings/networking events for NDPP coaches, Advisory group.	April 2021 & June 2021	Post event survey
Work with Diabetes and Heart staff to assist with training and promotion of evidence-based strategies to prevent and manage chronic conditions.	Contract Start Date - June 2021	Activities identified
Identify strategies to improve access to and participation in ADA and ADCES, DMES program in underserved areas.	Ongoing with program staff	Minutes

**New Hampshire Department of Health and Human Services Professional Education and Promotion to Prevent and
Manage Chronic Disease
EXHIBIT B-1 Work Plan**

Work with Diabetes and Heart staff to increase engagement of pharmacies to offer medication therapy management.	Ongoing with program staff	Minutes
Explore ways to increase screening of at-risk patients and referral of NDDP among health systems.	Ongoing with program staff	Minutes
Support efforts to promote adoption of evidence -based quality measures among healthcare providers.	Ongoing with program staff	Minutes
Support staff (1) promote use of self-measured blood pressure monitoring link and (2) link to clinical support.	Ongoing with program staff	Minutes
Support staff to implement referral of at-risk patients to community programs or CDC resources.	Ongoing with program staff	Minutes
OBJECTIVE 4: Work with Arthritis program staff to (1) coordinate and facilitate arthritis community engagement sessions to inform planning efforts and (2) support Walk with Ease provider training.		
Activities	Timeline	Evaluation/ Quality Measure
Schedule exploratory meeting with program staff to understand the purpose and intent of community engagement sessions and identify best format to solicit stakeholder input (i.e. focus group, interview, consumer / provider survey).	April 2020	Minutes
Draft multi-faceted community engagement plan including objectives, recruitment and outreach of key stakeholders.	April – June 2020	Plan drafted
Draft invitation language.	April 2020	Invitation drafted
Identify each community engagement session.	Ongoing	Minutes
Depending on the approved approach and budget for community Engagement, assist program staff with event script or research questions for survey.	April 2021	Script suggestion drafted
Coordinate logistics of Walk with Ease provider training to provide stipends as budgeted.	By June 2020	Invoices

**New Hampshire Department of Health and Human Services Professional Education and Promotion to Prevent and
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EXHIBIT B-1 Work Plan**

OBJECTIVE 5: Increase awareness of the NH Healthy Lives. Breast and Cervical Cancer Program (BCCP) reaching (1) individuals in targeted areas in NH and (2) individuals identifying as LGBTQI.		
Activities	Timeline	Evaluation/ Quality Measure
Meet with program staff to explore goal, objective, call to action, and intended audience of BCCP campaign.	Within 30 days of contract approval	Minutes with action items
Support Marketing consultant to support the development of a strategic marketing and communication plan for BCCP campaign in targeting areas and to LGBTQ individuals including core strategy and tactics and key performance indicators (KPI).	Within 60-days of G & C contract approval	Plan approved
Retain Marketing consultant as directed by DPHS.	By June 2020	Consultant approved
Draft plan to conduct formative research as feasible	TBD	Report
Identified media as budget allows.	TBD	Invoices
Establish social accounts as feasible.	TBD	Accounts
Work with Marketing consultant to identify monthly on KPIs to report.	As needed	Report submitted
Develop new content as needed based on feedback and improvement process.	As needed	Content approved
Gain prior approval on all campaign materials prior to distribution.	Ongoing	Approval files
Work with Marketing consultant to submit campaign performance report one month after campaign launch, then quarterly.	Ongoing	Report submitted
Submit annual report on effectiveness of BCCP awareness campaign including: summary of placement and promotions, impressions bought and delivered, post-buy analyses and additional metrics such as # of clicks, followers, likes, and comments for social, and # of placements and potential impressions for traditional (based on plan). KPIs, reach and frequency of media and recommendations for improvement.	June 30, 2021	Report submitted

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**New Hampshire Department of Health and Human Services Professional Education and Promotion to Prevent and
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EXHIBIT B-1 Work Plan**

Submit report on all information collected of any cancer related meeting such as evaluations within 30-days of meeting(s).	Within 30-days of meeting	Report Submitted
OBJECTIVE 6: Develop and implement a public awareness campaign to increase referrals to and enrollment in the WISEWOMAN program.		
Activities	Timeline	Evaluation/ Quality Measure
Meet with program staff to explore goal, objective, call to action, and intended audience of WISEWOMAN campaign.	April 2020	Minutes
Draft strategy.	30 days from signed contract	Strategy report
Retain Marketing consultant as directed by DPHS.	Within 30 days of contract approval	Consultant approved
Perform environmental scan of WISEWOMAN social marketing activities and campaigns in up to 5 other states.	60 days from signed contract	Brief report
Prepare application to JSI's Institutional Review Board for human subject research for formative research w expected exempt status approval if needed.	60 days from signed contract	Application
Work with Marketing consultant and DPHS to determine the need for formative research to determine knowledge, attitudes, and behaviors (KAP) of intended audience for WISEWOMAN (i.e. individuals between 40- 64 years who are enrolled in BCCP) in subsequent contract years.	60 days from signed contract	Brief report
Draft plan to conduct formative research to assess factors that help or hinder enrollment into WISEWOMAN services from those eligible for services and referral sources as needed.	60 days from signed contract	Brief report of findings

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**New Hampshire Department of Health and Human Services Professional Education and Promotion to Prevent and
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EXHIBIT B-1 Work Plan**

Support consultant to draft strategic marketing and communication plan with key messages, strategies and tactics, KPI, and call-to-action.	100 days from signed contract	Plan approved
Explore the need with Marketing consultant and DPHS staff to gather audience insight on key messages from those eligible for services and referral sources.	100 days from signed contract	Summary of findings
Work with Marketing consultant to draft materials based on prior efforts and audience insights.	130 days from signed	Materials approved
Draft plan to test social media (A/B testing) to optimize placement of digital advertisements in subsequent contract years as needed.	50 days from Market Plan approval	Results
Work with Marketing consultant to identify media to purchase with vendors based on marketing plan.	130 days from signed contract	Invoices and in kind documented
Develop and create media assets such as digital and print ad, outreach flyer, social media content.	150 days from signed contract	Assets approved
Work with Marketing consultant to submit annual report on effectiveness of WISEWOMAN awareness campaign including: summary of placement and pro-motions, impressions bought and delivered, post-buy analyses and additional metrics such as # of clicks, followers, likes, and comments for social, and # of placements and potential impressions for traditional (based on plan). KPIs, reach and frequency of media and recommendations for improvement.	June 20, 2021	Report approved

**New Hampshire Department of Health and Human Services
Professional Education and Promotion to Prevent and
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EXHIBIT C

Payment Terms

1. This Agreement is funded by 100% Federal Funds from:
 - 1.1. Improve the Health of Americans Through Prevention and Management of Diabetes and Heart Disease, and Stroke; as awarded on August 25, 2020, by the Centers for Disease Control and Prevention (CDC), Prevention and Management of Diabetes and Heart Disease in NH, CFDS #93.426, FAIN NU58DP006515;
 - 1.2. Assistance Programs for Chronic Disease Prevention and Control; National Center for Chronic Disease Prevention and Health Promotion as awarded on October 19, 2020, by the CDC, New Hampshire Public Health Approaches to Addressing Arthritis, CFDA #93.945, FAIN# NU58DP006448
 - 1.3. Assistance Programs for Cancer Prevention and Control Programs for State, Territorial and Tribal Organizations, as awarded on August 24, 2020, by the CDC, New Hampshire Breast & Cervical Cancer, Comprehensive Cancer & Cance Registry Programs, CFDA#93.898, FAIN NU58DP006298; and
 - 1.4. WELL-INTEGRATED SCREENING AND EVALUATION FOR WOMEN ACROSS THE NATION (WISEWOMAN), as awarded on November 30, 2020, by the CDC, New Hampshire WISEWOMAN, CFDA #93.436, FAIN NU58DP006836
2. For the purposes of this Agreement:
 - 2.1. The Department has identified the Contractor as a Subrecipient , in accordance with 2 CFR 200.330.
 - 2.2. The Department has identified this Contract as NON-R&D, in accordance with 2 CFR §200.87.
 - 2.3. The de minimis Indirect Cost Rate of 10% applies in accordance with 2 CFR §200.414.
3. 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 Exhibits C-1, Budget through Exhibit C-18, Budget. The Contractor shall:
 - 3.1. Meet the in-kind match of an amount equal to a minimum of 25% of the funding in this contract from the federal WISEWOMAN grant listed in Section 1.4, in compliance with the funding requirements listed in Section 1.
 - 3.2. Ensure the annual required match is in non-federal contributions either in cash or in-kind related directly to carrying out the WISEWOMAN

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**New Hampshire Department of Health and Human Services
Professional Education and Promotion to Prevent and
Manage Chronic Disease**



EXHIBIT C

activities and goals that may include an in-kind match of non-NH DHHS funded contributions of time, equipment, space, or dollars.

- 3.3. Submit bi-annual reports of itemized matching funds to the Department no later than December 15th and June 15th annually.
4. The Contractor shall submit an invoice in a form satisfactory to the Department by the fifteenth (15th) working day of the following month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The Contractor shall ensure the invoice is completed, dated and returned to the Department in order to initiate payment.
5. The Contractor shall provide backup documentation with each monthly invoice that includes, but is not limited to:
 - 5.1. General Ledger including all revenue and expenses for this contract.
6. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed to DPHSContractBilling@dhhs.nh.gov, or invoices may be mailed to:

Financial Manager
Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301
7. The Department 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, subject to Paragraph 4 of the General Provisions Form Number P-37 of this Agreement.
8. The final invoice shall be due to the Department no later than forty (40) days after the contract completion date specified in Form P-37, General Provisions Block 1.7 Completion Date.
9. The Contractor must provide the services in Exhibit B, Scope of Services, in compliance with funding requirements.
10. The Contractor agrees that funding under this Agreement may be withheld, in whole or in part in the event of non-compliance with the terms and conditions of Exhibit B, Scope of Services.
11. 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.
12. Notwithstanding Paragraph 17 of the General Provisions Form P-37, changes limited to adjusting amounts within the price limitation and adjusting encumbrances between State Fiscal Years and budget class lines through the

**New Hampshire Department of Health and Human Services
Professional Education and Promotion to Prevent and
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EXHIBIT C

Budget Office may be made by written agreement of both parties, without obtaining approval of the Governor and Executive Council, if needed and justified.

13. Audits

13.1. The Contractor is required to submit an annual audit to the Department if any of the following conditions exist:

13.1.1. Condition A - The Contractor expended \$750,000 or more in federal funds received as a subrecipient pursuant to 2 CFR Part 200, during the most recently completed fiscal year.

13.1.2. Condition B - The Contractor is subject to audit pursuant to the requirements of NH RSA 7:28, III-b, pertaining to charitable organizations receiving support of \$1,000,000 or more.

13.1.3. Condition C - The Contractor is a public company and required by Security and Exchange Commission (SEC) regulations to submit an annual financial audit.

13.2. If Condition A exists, the Contractor shall submit an annual single audit performed by an independent Certified Public Accountant (CPA) to the Department within 120 days after the close of the Contractor's fiscal year, conducted in accordance with the requirements of 2 CFR Part 200, Subpart F of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards.

13.3. If Condition B or Condition C exists, the Contractor shall submit an annual financial audit performed by an independent CPA within 120 days after the close of the Contractor's fiscal year.

13.4. Any Contractor that receives an amount equal to or greater than \$250,000 from the Department during a single fiscal year, regardless of the funding source, may be required, at a minimum, to submit annual financial audits performed by an independent CPA if the Department's risk assessment determination indicates the Contractor is high-risk.

13.5. 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.

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New Hampshire Department of Health and Human Services

Bidder/Program Name: JSI Research & Training Institute, Inc. (JSI) d.b.a Community Health Institute

Budget Request for: NH DHHS Professional Education and Promotion to Prevent and Manage Chronic Diseases
DIABETES

Budget Period: G & C Approval - June 30, 2021

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	\$ 23,684.00	\$ -	\$ 23,684.00	\$ -	\$ -	\$ -	\$ 23,684.00	\$ -	\$ 23,684.00
2. Employee Benefits	\$ 7,863.00	\$ -	\$ 7,863.00	\$ -	\$ -	\$ -	\$ 7,863.00	\$ -	\$ 7,863.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ 1,137.00	\$ 1,137.00	\$ -	\$ -	\$ -	\$ -	\$ 1,137.00	\$ 1,137.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ 2,652.00	\$ -	\$ 2,652.00	\$ -	\$ -	\$ -	\$ 2,652.00	\$ -	\$ 2,652.00
8. Current Expenses	\$ -	\$ 2,132.00	\$ 2,132.00	\$ -	\$ -	\$ -	\$ -	\$ 2,132.00	\$ 2,132.00
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communica	\$ 32,500.00	\$ -	\$ 32,500.00	\$ -	\$ -	\$ -	\$ 32,500.00	\$ -	\$ 32,500.00
11. Staff Education and Tr	\$ -	\$ 474.00	\$ 474.00	\$ -	\$ -	\$ -	\$ -	\$ 474.00	\$ 474.00
12. Subcontracts/Agreeme	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Diabetes Events - Venue &	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
Indirect costs	\$ -	\$ 7,058.00	\$ 7,058.00	\$ -	\$ -	\$ -	\$ -	\$ 7,058.00	\$ 7,058.00
TOTAL	\$ 71,699.00	\$ 10,801.00	\$ 82,500.00	\$ -	\$ -	\$ -	\$ 71,699.00	\$ 10,801.00	\$ 82,500.00

General Indirect As A Percent of Direct 15.1%

New Hampshire Department of Health and Human Services

Bidder/Program Name: JSI Research & Training Institute, Inc. (JSI) d.b.a Community Health Institute

Budget Request for: NH DHHS Professional Education and Promotion to Prevent and Manage Chronic Diseases
 HEART

Budget Period: G & C Approval - June 30, 2021

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	\$ 23,421.00	\$ -	\$ 23,421.00	\$ -	\$ -	\$ -	\$ 23,421.00	\$ -	\$ 23,421.00
2. Employee Benefits	\$ 7,776.00	\$ -	\$ 7,776.00	\$ -	\$ -	\$ -	\$ 7,776.00	\$ -	\$ 7,776.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ 1,124.00	\$ 1,124.00	\$ -	\$ -	\$ -	\$ -	\$ 1,124.00	\$ 1,124.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ 2,623.00	\$ -	\$ 2,623.00	\$ -	\$ -	\$ -	\$ 2,623.00	\$ -	\$ 2,623.00
8. Current Expenses	\$ -	\$ 2,108.00	\$ 2,108.00	\$ -	\$ -	\$ -	\$ -	\$ 2,108.00	\$ 2,108.00
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communi	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -	\$ 30,000.00
11. Staff Education and	\$ -	\$ 468.00	\$ 468.00	\$ -	\$ -	\$ -	\$ -	\$ 468.00	\$ 468.00
12. Subcontracts/Agree	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other:									
Heart Events Venue & M	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
General Indirect costs	\$ -	\$ 6,980.00	\$ 6,980.00	\$ -	\$ -	\$ -	\$ -	\$ 6,980.00	\$ 6,980.00
TOTAL	\$ 71,820.00	\$ 10,680.00	\$ 82,500.00	\$ -	\$ -	\$ -	\$ 71,820.00	\$ 10,680.00	\$ 82,500.00

General Indirect AS A Percent of Direct 14.9%

Contractor Initials 

Date 3/30/2021

New Hampshire Department of Health and Human Services

Bidder/Program Name: JSI Research & Training Institute, Inc. (JSI) d.b.a Community Health Institute

Budget Request for: NH DHHS Professional Education and Promotion to Prevent and Manage Chronic Diseases
 ARTHRITIS

Budget Period: G & C Approval - June 30, 2021

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	\$ 6,924.00	\$ -	\$ 6,924.00	\$ -	\$ -	\$ -	\$ 6,924.00	\$ -	\$ 6,924.00
2. Employee Benefits	\$ 2,299.00	\$ -	\$ 2,299.00	\$ -	\$ -	\$ -	\$ 2,299.00	\$ -	\$ 2,299.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ 332.00	\$ 332.00	\$ -	\$ -	\$ -	\$ -	\$ 332.00	\$ 332.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ 776.00	\$ -	\$ 776.00	\$ -	\$ -	\$ -	\$ 776.00	\$ -	\$ 776.00
8. Current Expenses	\$ -	\$ 623.00	\$ 623.00	\$ -	\$ -	\$ -	\$ -	\$ 623.00	\$ 623.00
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communic	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and	\$ -	\$ 138.00	\$ 138.00	\$ -	\$ -	\$ -	\$ -	\$ 138.00	\$ 138.00
12. Subcontracts/Agreem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives for Focus Gro	\$ 345.00	\$ -	\$ 345.00	\$ -	\$ -	\$ -	\$ 345.00	\$ -	\$ 345.00
Stipend for Walk with Eas	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
General Indirect costs	\$ -	\$ 2,063.00	\$ 2,063.00	\$ -	\$ -	\$ -	\$ -	\$ 2,063.00	\$ 2,063.00
TOTAL	\$ 11,844.00	\$ 3,156.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 11,844.00	\$ 3,156.00	\$ 15,000.00

General Indirect As A Percent of Direct 26.6%

New Hampshire Department of Health and Human Services

Bidder/Program Name: JSI Research & Training Institute, Inc. (JSI) d.b.a Community Health Institute

Budget Request for: NH DHHS Professional Education and Promotion to Prevent and Manage Chronic Diseases
BCCP

Budget Period: G & C Approval - June 30, 2021

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	\$ 7,938.00	\$ -	\$ 7,938.00	\$ -	\$ -	\$ -	\$ 7,938.00	\$ -	\$ 7,938.00
2. Employee Benefits	\$ 2,636.00	\$ -	\$ 2,636.00	\$ -	\$ -	\$ -	\$ 2,636.00	\$ -	\$ 2,636.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ 381.00	\$ 381.00	\$ -	\$ -	\$ -	\$ -	\$ 381.00	\$ 381.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ 889.00	\$ -	\$ 889.00	\$ -	\$ -	\$ -	\$ 889.00	\$ -	\$ 889.00
8. Current Expenses	\$ -	\$ 715.00	\$ 715.00	\$ -	\$ -	\$ -	\$ -	\$ 715.00	\$ 715.00
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 7,000.00	\$ -	\$ 7,000.00	\$ -	\$ -	\$ -	\$ 7,000.00	\$ -	\$ 7,000.00
11. Staff Education and Training	\$ -	\$ 159.00	\$ 159.00	\$ -	\$ -	\$ -	\$ -	\$ 159.00	\$ 159.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing - Purchase & Place Media	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00
General Indirect As A Percent of Direct	\$ -	\$ 3,023.00	\$ 3,023.00	\$ -	\$ -	\$ -	\$ -	\$ 3,023.00	\$ 3,023.00
TOTAL	\$ 20,963.00	\$ 4,278.00	\$ 25,241.00	\$ -	\$ -	\$ -	\$ 20,963.00	\$ 4,278.00	\$ 25,241.00

General Indirect As A Percent of Direct 20.4%

New Hampshire Department of Health and Human Services

Bidder/Program Name: JSI Research & Training Institute, Inc. (JSI) d.b.a Community Health Institute

Budget Request for: NH DHHS Professional Education and Promotion to Prevent and Manage Chronic Diseases
COMP CANCER

Budget Period: G & C Approval - June 30, 2021

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	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
2. Employee Benefits	\$ 333.00	\$ -	\$ 333.00	\$ -	\$ -	\$ -	\$ 333.00	\$ -	\$ 333.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ 48.00	\$ 48.00	\$ -	\$ -	\$ -	\$ -	\$ 48.00	\$ 48.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ 112.00	\$ -	\$ 112.00	\$ -	\$ -	\$ -	\$ 112.00	\$ -	\$ 112.00
8. Current Expenses	\$ -	\$ 90.00	\$ 90.00	\$ -	\$ -	\$ -	\$ -	\$ 90.00	\$ 90.00
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ 20.00	\$ 20.00	\$ -	\$ -	\$ -	\$ -	\$ 20.00	\$ 20.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandat	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Survivorship Event - Food & Venue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cancer Collaborative Meeting	\$ 2,897.00	\$ -	\$ 2,897.00	\$ -	\$ -	\$ -	\$ 2,897.00	\$ -	\$ 2,897.00
General Indirect costs	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
TOTAL	\$ 4,342.00	\$ 658.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 4,342.00	\$ 658.00	\$ 5,000.00

survivorship events won't be taking place

General Indirect As A Percent of Direct 15.2%

New Hampshire Department of Health and Human Services									
Bidder/Program Name: JSI Research & Training Institute, Inc. (JSI) d.b.a Community Health Institute									
Budget Request for: NH DHHS Professional Education and Promotion to Prevent and Manage Chronic Diseases WISEWOMAN									
Budget Period: G & C Approval - June 30, 2021									
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	\$ 13,733.00	\$ -	\$ 13,733.00	\$ -	\$ -	\$ -	\$ 13,733.00	\$ -	\$ 13,733.00
2. Employee Benefits	\$ 4,560.00	\$ -	\$ 4,560.00	\$ -	\$ -	\$ -	\$ 4,560.00	\$ -	\$ 4,560.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ 661.00	\$ 661.00	\$ -	\$ -	\$ -	\$ -	\$ 661.00	\$ 661.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
7. Occupancy	\$ 1,539.00	\$ -	\$ 1,539.00	\$ -	\$ -	\$ -	\$ 1,539.00	\$ -	\$ 1,539.00
8. Current Expenses	\$ -	\$ 1,237.00	\$ 1,237.00	\$ -	\$ -	\$ -	\$ -	\$ 1,237.00	\$ 1,237.00
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communication	\$ 17,500.00	\$ -	\$ 17,500.00	\$ -	\$ -	\$ -	\$ 17,500.00	\$ -	\$ 17,500.00
11. Staff Education and Training	\$ -	\$ 276.00	\$ 276.00	\$ -	\$ -	\$ -	\$ -	\$ 276.00	\$ 276.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Media Campaign & Print Mater	\$ 30,700.00	\$ -	\$ 30,700.00	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 15,700.00	\$ -	\$ 15,700.00
Photo/Video License	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ 300.00
Website Plugins & Support	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
General Indirect costs	\$ -	\$ 4,094.00	\$ 4,094.00	\$ -	\$ -	\$ -	\$ -	\$ 4,094.00	\$ 4,094.00
TOTAL	\$ 68,732.00	\$ 6,268.00	\$ 75,000.00	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 53,732.00	\$ 6,268.00	\$ 60,000.00

no survey this FY
no FG this FY
no testing

General Indirect As A Percent of Direct 9.1%

OS
LR

Contractor Initials
Date 3/30/2021

New Hampshire Department of Health and Human Services									
Bidder/Program Name: JSI Research & Training Institute, Inc. (JSI) d.b.a Community Health Institute									
Budget Request for: NH DHHS Professional Education and Promotion to Prevent and Manage Chronic Diseases									
DIABETES									
Budget Period: July 1, 2021 - June 30, 2022									
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	\$ 33,158.00	\$ -	\$ 33,158.00	\$ -	\$ -	\$ -	\$ 33,158.00	\$ -	\$ 33,158.00
2. Employee Benefits	\$ 11,008.00	\$ -	\$ 11,008.00	\$ -	\$ -	\$ -	\$ 11,008.00	\$ -	\$ 11,008.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ 1,592.00	\$ 1,592.00	\$ -	\$ -	\$ -	\$ -	\$ 1,592.00	\$ 1,592.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ 3,714.00	\$ -	\$ 3,714.00	\$ -	\$ -	\$ -	\$ 3,714.00	\$ -	\$ 3,714.00
8. Current Expenses	\$ -	\$ 2,984.00	\$ 2,984.00	\$ -	\$ -	\$ -	\$ -	\$ 2,984.00	\$ 2,984.00
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communica	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00
11. Staff Education and Tr	\$ -	\$ 663.00	\$ 663.00	\$ -	\$ -	\$ -	\$ -	\$ 663.00	\$ 663.00
12. Subcontracts/Agreeme	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other: Diabetes Stiper	\$ 23,000.00	\$ -	\$ 23,000.00	\$ -	\$ -	\$ -	\$ 23,000.00	\$ -	\$ 23,000.00
2 Diabetes Events - Venue	\$ 19,000.00	\$ -	\$ 19,000.00	\$ -	\$ -	\$ -	\$ 19,000.00	\$ -	\$ 19,000.00
General Indirect Costs	\$ -	\$ 9,881.00	\$ 9,881.00	\$ -	\$ -	\$ -	\$ -	\$ 9,881.00	\$ 9,881.00
TOTAL	\$ 99,880.00	\$ 15,120.00	\$ 115,000.00	\$ -	\$ -	\$ -	\$ 99,880.00	\$ 15,120.00	\$ 115,000.00

General Indirect As A Percent of Direct 15.1%

New Hampshire Department of Health and Human Services									
Bidder/Program Name: JSI Research & Training Institute, Inc. (JSI) d.b.a Community Health Institute									
Budget Request for: NH DHHS Professional Education and Promotion to Prevent and Manage Chronic Diseases									
HEART									
Budget Period: July 1, 2021 - June 30, 2022									
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	\$ 33,158.00	\$ -	\$ 33,158.00	\$ -	\$ -	\$ -	\$ 33,158.00	\$ -	\$ 33,158.00
2. Employee Benefits	\$ 11,008.00	\$ -	\$ 11,008.00	\$ -	\$ -	\$ -	\$ 11,008.00	\$ -	\$ 11,008.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ 1,592.00	\$ 1,592.00	\$ -	\$ -	\$ -	\$ -	\$ 1,592.00	\$ 1,592.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ 3,714.00	\$ -	\$ 3,714.00	\$ -	\$ -	\$ -	\$ 3,714.00	\$ -	\$ 3,714.00
8. Current Expenses	\$ -	\$ 2,984.00	\$ 2,984.00	\$ -	\$ -	\$ -	\$ -	\$ 2,984.00	\$ 2,984.00
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communi	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00
11. Staff Education and	\$ -	\$ 663.00	\$ 663.00	\$ -	\$ -	\$ -	\$ -	\$ 663.00	\$ 663.00
12. Subcontracts/Agree	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other: Heart Stipend	\$ 23,500.00	\$ -	\$ 23,500.00	\$ -	\$ -	\$ -	\$ 23,500.00	\$ -	\$ 23,500.00
Heart Events - Venue &	\$ 18,500.00	\$ -	\$ 18,500.00	\$ -	\$ -	\$ -	\$ 18,500.00	\$ -	\$ 18,500.00
General Indirect Costs	\$ -	\$ 9,881.00	\$ 9,881.00	\$ -	\$ -	\$ -	\$ -	\$ 9,881.00	\$ 9,881.00
TOTAL	\$ 99,880.00	\$ 15,120.00	\$ 115,000.00	\$ -	\$ -	\$ -	\$ 99,880.00	\$ 15,120.00	\$ 115,000.00

General Indirect As A Percent of Direct 15.1%


 Contractor Initials _____
 Date 3/30/2021

New Hampshire Department of Health and Human Services

Bidder/Program Name: JSI Research & Training Institute, Inc. (JSI) d.b.a Community Health Institute

Budget Request for: NH DHHS Professional Education and Promotion to Prevent and Manage Chronic Diseases
ARTHRITIS

Budget Period: July 1, 2021 - June 30, 2022

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	\$ 6,924.00	\$ -	\$ 6,924.00	\$ -	\$ -	\$ -	\$ 6,924.00	\$ -	\$ 6,924.00
2. Employee Benefits	\$ 2,299.00	\$ -	\$ 2,299.00	\$ -	\$ -	\$ -	\$ 2,299.00	\$ -	\$ 2,299.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ 332.00	\$ 332.00	\$ -	\$ -	\$ -	\$ -	\$ 332.00	\$ 332.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ 776.00	\$ -	\$ 776.00	\$ -	\$ -	\$ -	\$ 776.00	\$ -	\$ 776.00
8. Current Expenses	\$ -	\$ 623.00	\$ 623.00	\$ -	\$ -	\$ -	\$ -	\$ 623.00	\$ 623.00
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communic	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and	\$ -	\$ 138.00	\$ 138.00	\$ -	\$ -	\$ -	\$ -	\$ 138.00	\$ 138.00
12. Subcontracts/Agreem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives for Focus Grou	\$ 345.00	\$ -	\$ 345.00	\$ -	\$ -	\$ -	\$ 345.00	\$ -	\$ 345.00
Stipeend for Walk with Ea	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
General Indirect	\$ -	\$ 2,063.00	\$ 2,063.00	\$ -	\$ -	\$ -	\$ -	\$ 2,063.00	\$ 2,063.00
TOTAL	\$ 11,844.00	\$ 3,156.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 11,844.00	\$ 3,156.00	\$ 15,000.00

General Indirect As A Percent of Direct 26.6%

New Hampshire Department of Health and Human Services

Bidder/Program Name: JSI Research & Training Institute, Inc. (JSI) d.b.a Community Health Institute

**Budget Request for: NH DHHS Professional Education and Promotion to Prevent and Manage Chronic Diseases
BCCP**

Budget Period: July 1, 2021 - June 30, 2022

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	\$ 11,622.00	\$ -	\$ 11,622.00	\$ -	\$ -	\$ -	\$ 11,622.00	\$ -	\$ 11,622.00
2. Employee Benefits	\$ 3,859.00	\$ -	\$ 3,859.00	\$ -	\$ -	\$ -	\$ 3,859.00	\$ -	\$ 3,859.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ 558.00	\$ 558.00	\$ -	\$ -	\$ -	\$ -	\$ 558.00	\$ 558.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ 1,302.00	\$ -	\$ 1,302.00	\$ -	\$ -	\$ -	\$ 1,302.00	\$ -	\$ 1,302.00
8. Current Expenses	\$ -	\$ 1,046.00	\$ 1,046.00	\$ -	\$ -	\$ -	\$ -	\$ 1,046.00	\$ 1,046.00
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 16,000.00	\$ -	\$ 16,000.00	\$ -	\$ -	\$ -	\$ 16,000.00	\$ -	\$ 16,000.00
11. Staff Education and Training	\$ -	\$ 231.00	\$ 231.00	\$ -	\$ -	\$ -	\$ -	\$ 231.00	\$ 231.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing - Purchase & Place Media	\$ 12,500.00	\$ -	\$ 12,500.00	\$ -	\$ -	\$ -	\$ 12,500.00	\$ -	\$ 12,500.00
General Indirect Costs	\$ -	\$ 5,123.00	\$ 5,123.00	\$ -	\$ -	\$ -	\$ -	\$ 5,123.00	\$ 5,123.00
TOTAL	\$ 45,283.00	\$ 6,958.00	\$ 52,241.00	\$ -	\$ -	\$ -	\$ 45,283.00	\$ 6,958.00	\$ 52,241.00

General Indirect As A Percent of Direct

15.4%

OS
LR

New Hampshire Department of Health and Human Services									
Bidder/Program Name: JSI Research & Training Institute, Inc. (JSI) d.b.a Community Health Institute									
Budget Request for: NH DHHS Professional Education and Promotion to Prevent and Manage Chronic Diseases COMP CANCER									
Budget Period: July 1, 2021 - June 30, 2022									
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	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
2. Employee Benefits	\$ 333.00	\$ -	\$ 333.00	\$ -	\$ -	\$ -	\$ 333.00	\$ -	\$ 333.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ 48.00	\$ 48.00	\$ -	\$ -	\$ -	\$ -	\$ 48.00	\$ 48.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ 112.00	\$ -	\$ 112.00	\$ -	\$ -	\$ -	\$ 112.00	\$ -	\$ 112.00
8. Current Expenses	\$ -	\$ 90.00	\$ 90.00	\$ -	\$ -	\$ -	\$ -	\$ 90.00	\$ 90.00
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ 20.00	\$ 20.00	\$ -	\$ -	\$ -	\$ -	\$ 20.00	\$ 20.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandat	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Survivorship Event - Food & Venue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cancer Collaborative Meetings	\$ 2,897.00	\$ -	\$ 2,897.00	\$ -	\$ -	\$ -	\$ 2,897.00	\$ -	\$ 2,897.00
CEU'S	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Indirect Costs	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
TOTAL	\$ 4,342.00	\$ 658.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 4,342.00	\$ 658.00	\$ 5,000.00

General Indirect As A Percent of Direct 15.2%

New Hampshire Department of Health and Human Services									
Bidder/Program Name: JSI Research & Training Institute, Inc. (JSI) d.b.a Community Health Institute									
Budget Request for: NH DHHS Professional Education and Promotion to Prevent and Manage Chronic Diseases WISEWOMAN									
Budget Period: July 1, 2021 - June 30, 2022									
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	\$ 14,105.00	\$ -	\$ 14,105.00	\$ -	\$ -	\$ -	\$ 14,105.00	\$ -	\$ 14,105.00
2. Employee Benefits	\$ 4,683.00	\$ -	\$ 4,683.00	\$ -	\$ -	\$ -	\$ 4,683.00	\$ -	\$ 4,683.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ 677.00	\$ 677.00	\$ -	\$ -	\$ -	\$ -	\$ 677.00	\$ 677.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ 300.00
7. Occupancy	\$ 1,580.00	\$ -	\$ 1,580.00	\$ -	\$ -	\$ -	\$ 1,580.00	\$ -	\$ 1,580.00
8. Current Expenses	\$ -	\$ 1,270.00	\$ 1,270.00	\$ -	\$ -	\$ -	\$ -	\$ 1,270.00	\$ 1,270.00
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
11. Staff Education and Training	\$ -	\$ 282.00	\$ 282.00	\$ -	\$ -	\$ -	\$ -	\$ 282.00	\$ 282.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Media Campaign & Print Materi	\$ 35,000.00	\$ -	\$ 35,000.00	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 20,000.00	\$ -	\$ 20,000.00
Pre-Post Survey	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00
Virtual Focus Groups	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
Phot/Video License	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ 300.00
A/B Testing	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
Website Plugins & Support	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00
General Indirect costs	\$ -	\$ 4,203.00	\$ 4,203.00	\$ -	\$ -	\$ -	\$ -	\$ 4,203.00	\$ 4,203.00
TOTAL	\$ 68,568.00	\$ 6,432.00	\$ 75,000.00	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 63,568.00	\$ 6,432.00	\$ 70,000.00

General Indirect As A Percent of Direct 9.4%

New Hampshire Department of Health and Human Services									
Bidder/Program Name: JSI Research & Training Institute, Inc. (JSI) d.b.a Community Health Institute									
Budget Request for: NH DHHS Professional Education and Promotion to Prevent and Manage Chronic Diseases									
DIABETES									
Budget Period: 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	\$ 33,158.00	\$ -	\$ 33,158.00	\$ -	\$ -	\$ -	\$ 33,158.00	\$ -	\$ 33,158.00
2. Employee Benefits	\$ 11,008.00	\$ -	\$ 11,008.00	\$ -	\$ -	\$ -	\$ 11,008.00	\$ -	\$ 11,008.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ 1,592.00	\$ 1,592.00	\$ -	\$ -	\$ -	\$ -	\$ 1,592.00	\$ 1,592.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ 3,714.00	\$ -	\$ 3,714.00	\$ -	\$ -	\$ -	\$ 3,714.00	\$ -	\$ 3,714.00
8. Current Expenses	\$ -	\$ 2,984.00	\$ 2,984.00	\$ -	\$ -	\$ -	\$ -	\$ 2,984.00	\$ 2,984.00
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communica	\$ 17,000.00	\$ -	\$ 17,000.00	\$ -	\$ -	\$ -	\$ 17,000.00	\$ -	\$ 17,000.00
11. Staff Education and Tr	\$ -	\$ 663.00	\$ 663.00	\$ -	\$ -	\$ -	\$ -	\$ 663.00	\$ 663.00
12. Subcontracts/Agreeme	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other: Diabetes Stiper	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00
Diabetes Events - Venue a	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00
general Indirect Costs	\$ -	\$ 9,881.00	\$ 9,881.00	\$ -	\$ -	\$ -	\$ -	\$ 9,881.00	\$ 9,881.00
TOTAL	\$ 99,880.00	\$ 15,120.00	\$ 115,000.00	\$ -	\$ -	\$ -	\$ 99,880.00	\$ 15,120.00	\$ 115,000.00

General Indirect As A Percent of Direct 15.1%

New Hampshire Department of Health and Human Services

Bidder/Program Name: JSI Research & Training Institute, Inc. (JSI) d.b.a Community Health Institute

Budget Request for: NH DHHS Professional Education and Promotion to Prevent and Manage Chronic Diseases
 HEART

Budget Period: 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	\$ 33,158.00	\$ -	\$ 33,158.00	\$ -	\$ -	\$ -	\$ 33,158.00	\$ -	\$ 33,158.00
2. Employee Benefits	\$ 11,008.00	\$ -	\$ 11,008.00	\$ -	\$ -	\$ -	\$ 11,008.00	\$ -	\$ 11,008.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ 1,592.00	\$ 1,592.00	\$ -	\$ -	\$ -	\$ -	\$ 1,592.00	\$ 1,592.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ 3,714.00	\$ -	\$ 3,714.00	\$ -	\$ -	\$ -	\$ 3,714.00	\$ -	\$ 3,714.00
8. Current Expenses	\$ -	\$ 2,984.00	\$ 2,984.00	\$ -	\$ -	\$ -	\$ -	\$ 2,984.00	\$ 2,984.00
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communi	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
11. Staff Education and	\$ -	\$ 663.00	\$ 663.00	\$ -	\$ -	\$ -	\$ -	\$ 663.00	\$ 663.00
12. Subcontracts/Agree	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other: Heart Stipend	\$ 23,500.00	\$ -	\$ 23,500.00	\$ -	\$ -	\$ -	\$ 23,500.00	\$ -	\$ 23,500.00
Heart Events Venue & m	\$ 20,500.00	\$ -	\$ 20,500.00	\$ -	\$ -	\$ -	\$ 20,500.00	\$ -	\$ 20,500.00
General Indirect Costs	\$ -	\$ 9,881.00	\$ 9,881.00	\$ -	\$ -	\$ -	\$ -	\$ 9,881.00	\$ 9,881.00
TOTAL	\$ 99,880.00	\$ 15,120.00	\$ 115,000.00	\$ -	\$ -	\$ -	\$ 99,880.00	\$ 15,120.00	\$ 115,000.00

General Indirect As A Percent of Direct 15.1%

New Hampshire Department of Health and Human Services

Bidder/Program Name: JSI Research & Training Institute, Inc. (JSI) d.b.a Community Health Institute

Budget Request for: NH DHHS Professional Education and Promotion to Prevent and Manage Chronic Diseases
ARTHRITIS

Budget Period: 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	\$ 6,924.00	\$ -	\$ 6,924.00	\$ -	\$ -	\$ -	\$ 6,924.00	\$ -	\$ 6,924.00
2. Employee Benefits	\$ 2,299.00	\$ -	\$ 2,299.00	\$ -	\$ -	\$ -	\$ 2,299.00	\$ -	\$ 2,299.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ 332.00	\$ 332.00	\$ -	\$ -	\$ -	\$ -	\$ 332.00	\$ 332.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ 776.00	\$ -	\$ 776.00	\$ -	\$ -	\$ -	\$ 776.00	\$ -	\$ 776.00
8. Current Expenses	\$ -	\$ 623.00	\$ 623.00	\$ -	\$ -	\$ -	\$ -	\$ 623.00	\$ 623.00
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communic	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and T	\$ -	\$ 138.00	\$ 138.00	\$ -	\$ -	\$ -	\$ -	\$ 138.00	\$ 138.00
12. Subcontracts/Agreem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives for Focus Grou	\$ 345.00	\$ -	\$ 345.00	\$ -	\$ -	\$ -	\$ 345.00	\$ -	\$ 345.00
Stipeend for Walk with Ea	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
General Indirect Costs	\$ -	\$ 2,063.00	\$ 2,063.00	\$ -	\$ -	\$ -	\$ -	\$ 2,063.00	\$ 2,063.00
TOTAL	\$ 11,844.00	\$ 3,156.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 11,844.00	\$ 3,156.00	\$ 15,000.00

General Indirect As A Percent of Direct 26.6%


Contractor Initials _____
Date 3/30/2021

New Hampshire Department of Health and Human Services

Bidder/Program Name: JSI Research & Training Institute, Inc. (JSI) d.b.a Community Health Institute

**Budget Request for: NH DHHS Professional Education and Promotion to Prevent and Manage Chronic Diseases
BCCP**

Budget Period: 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	\$ 11,622.00	\$ -	\$ 11,622.00	\$ -	\$ -	\$ -	\$ 11,622.00	\$ -	\$ 11,622.00
2. Employee Benefits	\$ 3,859.00	\$ -	\$ 3,859.00	\$ -	\$ -	\$ -	\$ 3,859.00	\$ -	\$ 3,859.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ 558.00	\$ 558.00	\$ -	\$ -	\$ -	\$ -	\$ 558.00	\$ 558.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ 1,302.00	\$ -	\$ 1,302.00	\$ -	\$ -	\$ -	\$ 1,302.00	\$ -	\$ 1,302.00
8. Current Expenses	\$ -	\$ 1,046.00	\$ 1,046.00	\$ -	\$ -	\$ -	\$ -	\$ 1,046.00	\$ 1,046.00
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 16,000.00	\$ -	\$ 16,000.00	\$ -	\$ -	\$ -	\$ 16,000.00	\$ -	\$ 16,000.00
11. Staff Education and Training	\$ -	\$ 231.00	\$ 231.00	\$ -	\$ -	\$ -	\$ -	\$ 231.00	\$ 231.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing - Purchase & Place Media	\$ 12,500.00	\$ -	\$ 12,500.00	\$ -	\$ -	\$ -	\$ 12,500.00	\$ -	\$ 12,500.00
General Indirect Costs	\$ -	\$ 5,123.00	\$ 5,123.00	\$ -	\$ -	\$ -	\$ -	\$ 5,123.00	\$ 5,123.00
TOTAL	\$ 45,283.00	\$ 6,958.00	\$ 52,241.00	\$ -	\$ -	\$ -	\$ 45,283.00	\$ 6,958.00	\$ 52,241.00

General Indirect As A Percent of Direct 15.4%

New Hampshire Department of Health and Human Services

Bidder/Program Name: JSI Research & Training Institute, Inc. (JSI) d.b.a Community Health Institute

**Budget Request for: NH DHHS Professional Education and Promotion to Prevent and Manage Chronic Diseases
COMP CANCER**

Budget Period: 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	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
2. Employee Benefits	\$ 333.00	\$ -	\$ 333.00	\$ -	\$ -	\$ -	\$ 333.00	\$ -	\$ 333.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ 48.00	\$ 48.00	\$ -	\$ -	\$ -	\$ -	\$ 48.00	\$ 48.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ 112.00	\$ -	\$ 112.00	\$ -	\$ -	\$ -	\$ 112.00	\$ -	\$ 112.00
8. Current Expenses	\$ -	\$ 90.00	\$ 90.00	\$ -	\$ -	\$ -	\$ -	\$ 90.00	\$ 90.00
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ 20.00	\$ 20.00	\$ -	\$ -	\$ -	\$ -	\$ 20.00	\$ 20.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandated)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Survivorship Event - Food & Venue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cancer Collaborative Meetings	\$ 2,897.00	\$ -	\$ 2,897.00	\$ -	\$ -	\$ -	\$ 2,897.00	\$ -	\$ 2,897.00
CEU'S	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Indirect Costs	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
TOTAL	\$ 4,342.00	\$ 658.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 4,342.00	\$ 658.00	\$ 5,000.00

General Indirect As A Percent of Direct 15.2%

New Hampshire Department of Health and Human Services

Bidder/Program Name: JSI Research & Training Institute, Inc. (JSI) d.b.a Community Health Institute

Budget Request for: NH DHHS Professional Education and Promotion to Prevent and Manage Chronic Diseases
WISEWOMAN

Budget Period: 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	\$ 16,842.00	\$ -	\$ 16,842.00	\$ -	\$ -	\$ -	\$ 16,842.00	\$ -	\$ 16,842.00
2. Employee Benefits	\$ 5,592.00	\$ -	\$ 5,592.00	\$ -	\$ -	\$ -	\$ 5,592.00	\$ -	\$ 5,592.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ 808.00	\$ 808.00	\$ -	\$ -	\$ -	\$ -	\$ 808.00	\$ 808.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ 300.00
7. Occupancy	\$ 1,886.00	\$ -	\$ 1,886.00	\$ -	\$ -	\$ -	\$ 1,886.00	\$ -	\$ 1,886.00
8. Current Expenses	\$ -	\$ 1,516.00	\$ 1,516.00	\$ -	\$ -	\$ -	\$ -	\$ 1,516.00	\$ 1,516.00
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 5,500.00	\$ -	\$ 5,500.00	\$ -	\$ -	\$ -	\$ 5,500.00	\$ -	\$ 5,500.00
11. Staff Education and Training	\$ -	\$ 336.00	\$ 336.00	\$ -	\$ -	\$ -	\$ -	\$ 336.00	\$ 336.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Media Campaign & Print Material	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00
Pre-Post Survey	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00
Virtual Focus Groups	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
Phot/Video License	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ 300.00
A/B Testing	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ 300.00
Website Plugins & Support	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00
General Indirect Costs	\$ -	\$ 5,020.00	\$ 5,020.00	\$ -	\$ -	\$ -	\$ -	\$ 5,020.00	\$ 5,020.00
TOTAL	\$ 67,320.00	\$ 7,680.00	\$ 75,000.00	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 52,320.00	\$ 7,680.00	\$ 60,000.00

General Indirect As A Percent of Direct 11.4%

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 GRANTEES OTHER THAN INDIVIDUALS

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

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

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

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



New Hampshire Department of Health and Human Services
Exhibit D

- has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
 - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.
2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

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

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

Vendor Name:

3/30/2021

Date

DocuSigned by:

 Name: Katie Robert
 Title: Director



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:

3/30/2021

Date

DocuSigned by:

Katie Robert

Name: Katie Robert

Title: Director

DS
KR

Vendor Initials

Date 3/30/2021



New Hampshire Department of Health and Human Services
Exhibit F

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

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Order 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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New Hampshire Department of Health and Human Services
Exhibit F

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

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

PRIMARY COVERED TRANSACTIONS

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

LOWER TIER COVERED TRANSACTIONS

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

Contractor Name:

3/30/2021

Date

DocuSigned by:
Katie Robert
Name: Katie Robert
Title: Director

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

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

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

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

Exhibit G

Contractor Initials

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



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

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

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

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

Contractor Name:

3/30/2021

Date

DocuSigned by:

Katie Robert

Name: Katie Robert

Title: Director

Exhibit G

Contractor Initials

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



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

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

Contractor Name:

3/30/2021

Date

DocuSigned by:

Katie Robert

Name: Katie Robert

Title: Director



New Hampshire Department of Health and Human Services

Exhibit I

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT
BUSINESS ASSOCIATE AGREEMENT

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

(1) **Definitions.**

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

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Date 3/30/2021



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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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 (I). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI

3/2014

Contractor Initials

Date 3/30/2021



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 Associate

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Contractor Initials LR

Date 3/30/2021



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.

(5) Termination for Cause

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

(6) Miscellaneous

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

3/2014

Contractor Initials

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Date 3/30/2021



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

JSI Research & Training Institute, Inc.

The State by:

Name of the Contractor

Lisa M. Morris

Katie Robert

Signature of Authorized Representative

Signature of Authorized Representative

Lisa M. Morris

Katie Robert

Name of Authorized Representative
Director, Division of Public Health Svcs.

Name of Authorized Representative
Director

Title of Authorized Representative

Title of Authorized Representative

4/2/2021

3/30/2021

Date

Date

Contractor Initials DR

Date 3/30/2021



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

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

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

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

Contractor Name:

3/30/2021

Date

DocuSigned by:

 Name: Katie Robert
 Title: Director



New Hampshire Department of Health and Human Services
Exhibit J

FORM A

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

1. The DUNS number for your entity is: 145729117

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

NO YES

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

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

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

NO YES

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

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

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

Name: _____	Amount: _____

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

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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- 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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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/HITECH 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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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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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 Departments 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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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/doi/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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- 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 DHHS 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. DHHS 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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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.

Appendix A

[Project Name] - Event Checklist			
Event Name			
Description			
Client Contact Information			
Date/Time			
Venue			
-Name			
-Address			
-Contact Name			
-Contact Phone #			
-Contact Email			
Task	Owner	Description	Status
Vendor Reservation/Contract			
Complete subcontracts			
Identify vendors			
Vendor/Subcontractor payment forms received			
Finalize food/beverage needs			
Finalize AV needs (venue / JSI)			
Order supplies as needed			
Gather JSI supplies (badges, posters, banners)			
Save the date			
Registration email/invite			
Registration link			
Finalize attendee list			
Finalize CART services			
Open registration			
Email confirmation/special instructions to attendees			
Prepare meeting packets			
CCUs - applications			
Prepare evaluations (electronic / hardcopy)			
Create sign-in sheet			
Additional information			

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