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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
*DIVISION FOR BEHAVIORAL HEALTH*

Lori A. Weaver  
Commissioner

Katja S. Fox  
Director

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9544 1-800-852-3345 Ext. 9544  
Fax: 603-271-4332 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

September 26, 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 for Behavioral Health, to enter into a **Sole Source** amendment to an existing contract with New Hampshire Coalition of Recovery Residences (VC #311995), Concord, NH to continue providing certification and support services for recovery homes and to continue administration of a rental assistance program for New Hampshire residents who are entering recovery homes in New Hampshire by exercising a contract renewal option by increasing the price limitation by \$267,000 from \$2,263,000 to \$2,530,000 and extending the completion date from October 31, 2023 to June 30, 2024, effective November 1, 2023, upon Governor and Council approval. 100% Other Funding (Governor's Commission on Alcohol and Other Drugs).

The original contract was approved by Governor and Executive Council on October 23, 2019, Item #16, amended on August 5, 2020, Item #19, amended on June 16, 2021, Item #31, amended on December 8, 2021, Item #8, amended on May 4, 2022, Item #19, and most recently amended on May 31, 2023, Item #21.

Funds are available in the following accounts for State Fiscal Years 2024 and 2025, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

**See attached fiscal details**

**EXPLANATION**

This request is **Sole Source** because MOP 150 requires all amendments to agreements previously approved as sole source to be identified as sole source. The Department, is requesting to extend the contract until June 30, 2024 to allow the Department time to post a solicitation and enter into a new agreement for these services.

The purpose of this request is for the Contractor to continue to certify recovery homes to ensure the National Alliance of Recovery Residences standards for safety, ethical, and quality are met. National Alliance of Recovery Residences standards focuses on resident's well-being using social model recovery practices.

Approximately 15 recovery houses will be certified through June 30, 2024. Rental assistance will be awarded to approximately 180 individuals. The Contractor has certified 92 recovery houses and 1,091 individuals have been awarded rental assistance.

The Contractor will continue to develop and support a strong coalition of recovery home operators, peer leaders, recovery advocates, and community volunteers to provide peer support and peer review of homes as well as referral networks between homes. This will include providing targeted technical assistance to operators who are willing to establish recovery homes in underserved geographic areas and/or accommodate critical need populations such as persons receiving medication-assisted recovery services.

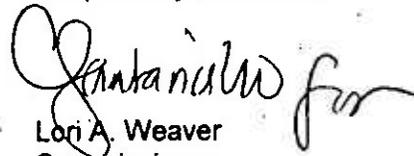
As referenced in Exhibit C-1 of the original agreement, the parties have the option to extend the agreement for up to four (4) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for eight (8) months of the one (1) year and eight (8) months available.

Should the Governor and Council not authorize this request, New Hampshire may not have a documented certification process to ensure that recovery housing is safe, ethical, and meets minimum standards set by the National Accreditation of Recovery Residences.

Area served: Statewide.

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

Respectfully submitted,

  
Lori A. Weaver  
Commissioner

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

**05-95-920920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS - 100% Other Funds**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102-500731	Contracts for Prog.Svc	92058501	\$375,000	\$0	\$375,000
2021	102-500731	Contracts for Prog Svc	92058501	\$375,000	\$0	\$375,000
2022	074-500585	Community Grants	92058501	\$400,000	\$0	\$400,000
2023	074-500585	Community Grants	92058501	\$400,000	\$0	\$400,000
2024	074-500589	Community Grants	92058501	\$133,000	\$267,000	\$400,000
		<b>Sub Total</b>		<b>\$1,683,000</b>	<b>\$267,000</b>	<b>\$1,950,000</b>

**05-95-92-920510-7040000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SERVICES DEPT OF, HHS: DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS, STATE OPIOD RESPONSE GRANT - 100% Federal Funds**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	074-500585	Community Grants	92057046	\$230,000	\$0	\$230,000
		<b>Sub Total</b>		<b>\$230,000</b>	<b>\$0</b>	<b>\$230,000</b>

**05-95-92-920510-19810000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS, SABG ADDITIONAL - 100% Federal Funds**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2022	074-500585	Community Grants	92055501	\$90,000	\$0	\$90,000
2023	074-500585	Community Grants	92055501	\$260,000	\$0	\$260,000
		<b>Sub Total</b>		<b>\$350,000</b>	<b>\$0</b>	<b>\$350,000</b>
		<b>TOTAL</b>		<b>\$2,263,000</b>	<b>\$267,000</b>	<b>\$2,530,000</b>

**State of New Hampshire  
Department of Health and Human Services  
Amendment #6**

This Amendment to the Recovery Housing Certification and Rental Assistance contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and New Hampshire Coalition of Recovery Residences (NHCORR) ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on October 23, 2019, (Item #16), as amended on August 5, 2020, (Item #19), as amended on June 16, 2021, (Item #31), as amended on December 8, 2021 (Item #8), as amended on May 4, 2022 (item #19), and as amended most recently on May 31, 2023 (item # 21), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

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

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2024
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$2,530,000
3. Modify Exhibit A, Amendment #5, Scope of Services, Section 2, Scope of Work, Subsection 2.3., Paragraph 2.3.1., by adding Subparagraph 2.3.1.3 to read:  
2.3.1.3. An interview with residents as appropriate.
4. Modify Exhibit A, Amendment #5, Scope of Services, Section 2, Scope of Work, Subsection 2.3., Paragraph 2.3.2., to read:  
2.3.2. The use of standardized assessment tools covering all National Alliance of Recovery Residences standards.
5. Modify Exhibit A, Amendment #5, Scope of Services, Section 2, Scope of Work, Subsection 2.3., Paragraph 2.3.3., to read:  
2.3.3. Securing evidence, from each certified recovery home, that the recovery home meets local health and safety standards and other requirements as indicated by local authorities.
6. Modify Exhibit A, Amendment #5, Scope of Services, Section 2, Scope of Work, Subsection 2.9., by adding Paragraph 2.9.5., to read:  
2.9.5. Procedures for immediate investigation of any concern, grievance or complaint that involves illegal activities, threats, imminent risk of harm, violations of consumer protection laws, and notifying the Department of actions taken.
7. Modify Exhibit A, Amendment #5, Scope of Services, Section 5, Deliverables, Subsection 5.4. to read:  
5.4. The Contractor shall certify no less than fifteen (15) recovery houses by June 30, 2024, and shall provide to each certified recovery home a Certification Portfolio, in print or electronic form, as described in Exhibit A-2, Certification Process.
8. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 2, to read:  
2. This agreement is funded as follows:

- 2.1. 9.09 % Federal Funds State Opioid Response as awarded on September 23, 2022 by the United States Department of Health and Human Services (HHS), CFDA #93.788, FAIN# 11083326
  - 2.2. 13.83 % Federal Funds Block Grants for Prevention and Treatment of Substance Abuse as awarded on February 10, 2022 by the United States Department of Health and Human Services (HHS), CFDA #93.959, FAIN# TI083509
  - 2.3. 77.08% Other Funds (Governor's Commission on Alcohol and Other Drugs Funds)
9. Modify Exhibit B-5, Amendment #5, Budget Sheet, by replacing it in its entirety with Exhibit B-5, Amendment #6, SFY 2024 Budget, which is attached hereto and incorporated by reference herein.

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

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

State of New Hampshire  
Department of Health and Human Services

9/29/2023

\_\_\_\_\_  
Date

DocuSigned by:  
*Katja S. Fox*  
60006804C83412  
\_\_\_\_\_  
Name: Katja S. Fox  
Title: director

New Hampshire Coalition of Recovery Residences

9/26/2023

\_\_\_\_\_  
Date

DocuSigned by:  
*Kim Bock*  
B27411587CB843C  
\_\_\_\_\_  
Name: Kim Bock  
Title: Executive Director

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

OFFICE OF THE ATTORNEY GENERAL

10/2/2023

Date

DocuSigned by:  
*Robyn Guarino*  
748734844941480  
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:



# 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 NEW HAMPSHIRE COALITION OF RECOVERY RESIDENCES (NHCORR) is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on February 13, 2019. 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: 812870

Certificate Number: 0006220027



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 1st day of May A.D. 2023.

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

David M. Scanlan  
Secretary of State

CERTIFICATE OF AUTHORITY

Michelle Leclerc hereby certify that:  
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of NHCORR  
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on 9/12, 2023, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

VOTED: That Kim Bock Executive Director may list more than one person)  
(Name and Title of Contract Signatory)

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

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

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority was **valid thirty (30) days prior to and 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: 10/3/2023

Michelle Leclerc  
Signature of Elected Officer  
Name: Michelle Leclerc  
Title: Secretary



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/20/2023

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

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

<b>PRODUCER</b> The Insurance Doctor LLC 453 Second Street  Manchester NH 03102	<b>CONTACT NAME:</b> Steven Draper <b>PHONE (A/C, No, Ext):</b> (603) 647-5617 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> steve@theinsdoc.com														
<b>INSURED</b> New Hampshire Coalition of Recovery Residences 2 1/2 BEACON ST  CONCORD NH 03301	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: AnTrust North America</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: AnTrust North America		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

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

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

INSR LTR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			WPP2021193 00	09/05/2023	09/05/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WWC3624334	01/13/2023	01/13/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

<b>CERTIFICATE HOLDER</b>  State of NH Department of Health and Human Services  129 Pleasant St.  Concord NH 03301-3857	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Steven R. Draper</i>
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## **From NHCORR Bylaws**

### **Article 1: Name, Mission, and Affiliation**

New Hampshire Coalition of Recovery Residences (hereafter referred to as NHCORR or the Coalition) is a state-wide grass roots organization established in 2017 to harness the collective energy, passion, wisdom, and talent of recovery housing providers, support staff and volunteers, residents, and recovery advocates. Our Coalition is committed to building strong recovery communities, providing educational outreach, eliminating barriers to recovery-supportive housing, and promoting best practices for New Hampshire's recovery homes according to quality standards published by the National Alliance for Recovery Residences. Our membership promotes safe, ethical, affordable recovery housing; fights stigma; champions the civil rights of people in early recovery from addiction and alcoholism; and builds a collaborative voice to raise awareness about and lobby against discriminatory regulation of sober living homes throughout New Hampshire cities and towns.

NHCORR provides an avenue by which concerns, questions, and complaints about certified recovery homes can be reviewed and mediated.

The NHCORR mission and its values is driven by our collective concern for and support of the recovery home resident and his/her thriving recovery.

NHCORR is the New Hampshire affiliate of the National Alliance of Recovery Residences (NARR).









**New Hampshire Coalition of Recovery Residences  
Income Statement by Fund  
for the period of 07/01/2022 to 06/30/2023**

Acct #	Account Name	General Fund	Governors									
			Governors Comm. Fund Operating	Governors Comm. Fund Housing Assistance	NHHFA Bridge Loan Fund	NHCF Fund Housing Assistance	Spalding Fund	SABG Housing Assistance	RH Emergency Fund	Memorial Fund	Fund-raising	
5715	Training Supplies	0.00	1,334.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5740	Trainers	0.00	810.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total 5700 - Trainings</b>	<b>0.00</b>	<b>2,831.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
5800	Board Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5801	Board Education/Travel	368.81	1,776.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5805	General Board Expense	2,346.29	2,696.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5806	Board Awards	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total 5800 - Board Expenses</b>	<b>3,215.10</b>	<b>4,472.74</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
5950	NHCORR Housing Asst - Gen Fund	23.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6000	Grant Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6005	Housing Assistance Scholarship Gov C	0.00	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6013	SABG Housing Asst Payments	0.00	0.00	0.00	0.00	0.00	0.00	260,000.00	0.00	0.00	0.00	0.00
	<b>Total 6000 - Grant Payments</b>	<b>0.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>260,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
6205	Spalding Housing Asst Payment	0.00	0.00	0.00	0.00	0.00	2,600.00	0.00	0.00	0.00	0.00	0.00
6301	RH Emergency Fund Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00
6500	Fundraising Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6501	Fundraising Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,624.79
6505	Payment Processing Fee - Fundraising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	293.93
	<b>Total 6500 - Fundraising Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,918.72</b>
	<b>Total Expense</b>	<b>12,666.25</b>	<b>280,922.80</b>	<b>100,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,600.00</b>	<b>260,000.00</b>	<b>1,500.00</b>	<b>7.94</b>	<b>3,918.72</b>	
	<b>Net Income (Loss)</b>	<b>24,273.49</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-500.00</b>	<b>850.00</b>	<b>22,145.36</b>	

Summary



**New Hampshire Coalition of Recovery Residences  
Income Statement by Fund  
for the period of 07/01/2022 to 06/30/2023**

Acct #	Account Name	Governors									
		General Fund	Governors Comm. Fund Operating	Governors Comm. Fund Housing Assistance	NHHFA Bridge Loan Fund	NHCF Fund Housing Assistance	Spalding Fund	SABG Housing Assistance	RH Emergency Fund	Memorial Fund	Fund-raising
	Beginning Fund Balance	196,610.95	0.00	0.00	5,075.66	182.26	0.00	0.00	0.00	0.00	5,858.27
	+ Other Fund Balance Movements	6,705.50	0.00	0.00	-5,075.66	-182.26	0.00	0.00	5,075.66	0.00	-6,828.88
	+ Net Income / (Loss)	24,273.49	0.00	0.00	0.00	0.00	0.00	0.00	-500.00	850.00	22,145.36
	= Ending Fund Balance	<b>227,589.94</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,575.66</b>	<b>850.00</b>	<b>21,174.75</b>



New Hampshire Coalition of Recovery Residences

Balance Sheet  
as of 06/30/2023

Account Number	Account Name	Amount
<b>Assets</b>		
1000	Checking-FSB	\$185,766.79
1002	Triangle CU Account	\$25.00
1005	Petty Cash	\$100.00
1015	Prepaid Expenses	\$0.00
1015.1	Prepaid Software Expenses	\$6,382.02
1015.2	Prepaid Insurance Expenses	\$949.05
1015.5	Prepaid Expenses - Other	\$442.43
Total for 1015 - Prepaid Expenses		<u>\$7,773.50</u>
1100	Accounts Receivable	\$68,233.61
Total for 1100 - Accounts Receivable		<u>\$68,233.61</u>
<b>Total Assets</b>		<u><b>\$261,898.90</b></u>
<b>Liabilities</b>		
2100	Accounts Payable	\$553.73
2150	Net Salaries Payable	\$5,474.30
2151	Payroll Tax Liability	\$1,680.52
<b>Total Liabilities</b>		<u><b>\$7,708.55</b></u>
<b>Equity</b>		
3000	General Fund - Fund Balance	\$227,589.94
3500	Fundraising - Fund Balance	\$21,174.75
3301	RH Emergency Fund - Fund Balance	\$4,575.66
3350	Memorial Fund - Fund Balance	\$850.00
<b>Total Equity</b>		<u><b>\$254,190.35</b></u>
<b>Total Liabilities + Total Equity</b>		<u><u><b>\$261,898.90</b></u></u>



Board of Directors 3/21/23

Steve	Draper	Treasurer
Jonathan	Gerson	Member at Large
Michelle	Leclerc	Secretary
Adam	Moulton	Member at Large
Kristine	Paquette	Chair
Mallory	Rinker	Member at Large
Anthony	Salvucci	Member at Large
Ryan	Gagne	Member at Large
Henry	Tipping	Member at Large
Andy	Moser	Member at Large
Monica	Edgar	Member at Large

# Kim Bock

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## Summary

- Broad financial background with nonprofits including positions as treasurer, financial auditor, finance committee chair, member and trustee member.
- Excellent, broad communication skills including public speaking, teaching, facilitating and writing for diverse student, professional and general audiences.
- Extensive expertise in nonprofit board and hands-on leadership.

## Education

**BS CHEMICAL ENGINEERING | WORCESTER POLYTECHNIC INSTITUTE**

**JD | UNIVERSITY OF MAINE SCHOOL OF LAW**

## Skills & Abilities

- **Finance** – 18 years of experience with nonprofit finances, including positions as treasurer, finance chair, finance reviewer for nonprofits with simple and complex accounting systems. Develop and present budgets to board and membership, convert nonprofit from DOS based account system to powerful windows platform, prepare, prepare and deliver financial reports to boards and committees.
- **Public Speaking** – develop and make monthly presentations to large and small target audiences for Canine Companions for Independence seeking donations and applicants for service dog users and puppy raisers.
- **Leadership** – Positions as President and Treasurer of several nonprofit organizations. Work with executive committees, boards and members at large to develop financial and operational plans and successfully implement those plans.

## Experience

**CHEMISTRY LAB INSTRUCTOR | ST ANSELM COLLEGE | 2006 - PRESENT**

- Develop, write and teach STEM labs to chemistry and non science major college students.

**PROJECT LEADER, TECHSPORERS | UNH | 2018 - PRESENT**

- Develop and lead project based STEM course for middle school students

**PROJECT LEADER, STEM DISCOVER LAB | UNH COOPERATIVE EXT. | 2019 - PRESENT**

- Develop and lead project based STEM course for middle school students

**ACADEMIC TUTOR, US DEPT OF EDUCATION MIGRANTS PROGRAM | 2018 - PRESENT**

- Tutor migrant families in math and English.

**TITLE IV ADVISOR, DIOCESE OF NH | 2019 - PRESENT**

- Advocate for a party in a complaint of Clergy Misconduct within the Diocese of NH, Me and VT.

# Dawn S. Catalanotti

## Summary

- Extensive experience in records management, membership database maintenance and bookkeeping
- Detail oriented with strong communication skills working with broad audiences.
- Independent but collaborative work skills in maintaining books, putting together reports, newsletters and excellent at working with diverse personalities
- Over 15 years' experience with Narcotics Anonymous through supporting a family member

## Experience

### Church of Our Saviour

January 2006 – Present

#### Parish Administrator (Jun 2014-Present)

- Coordinate and communicate the programs and activities of the parish by publications, correspondence, telephone and electronic means; Perform all routine office tasks and manage office and parish supplies
- Assist parish officers, vestry, committee chairs and parishioners in the performance of their respective missions in support of the parish
- Prepare weekly worship bulletins, parish mailings, Annual and Parochial reports, weekly and monthly newsletters
- Coordinate church activities by maintaining the church calendar, scheduling lay ministers and other volunteers, and coordinating the use of the church building by outside groups.
- Maintain parish membership database

#### Bookkeeper (Jan 2006-Present)

- Proof and post all weekly donations/general income and invoices/electronic payments; print checks and prepare for mailing
- Process and record payroll. Make monthly 941 deposits, prepare quarterly 941 reports, W-2's/W-3, and 1099's/1096. Maintain confidential employee records. Complete annual Worker's Comp. audit.
- Reconcile all bank accounts; generate monthly financial reports
- Maintain all records for annual Diocesan required audit.
- Maintain member giving records, envelope (giving) numbers, and confidential pledge records.

Served as Treasurer 2003 - 2006

### The Frame Depot

October 2006 - Present

#### Bookkeeper

- Reconcile and record weekly cash and credit card sales; make weekly bank deposit
- Perform all payroll duties including: 940/941 deposits, 940 and 941 reports, NH State Unemployment Tax, W-2/W-3, annual Worker's Compensation report
- Reconcile bank and credit card accounts; Record invoices to A/P, pay all invoices in a timely manner
- Provide Tax-Preparer with end-of-year Balance Sheet & Profit & Loss report

#### Additional Bookkeeping Clients

Twin Valley Farm – Dave Hartwell  
JM on the Level – John Marois

2010 - present  
2018 - present

## Education

University of New Hampshire

1989-1993

Bachelors of Science in Business Administration – Cum Laude

**Dawn S. Catalanotti**

**Additional Employment**

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**Cabletron Systems**

**Jan 1994 – Jan 1998**

**Development Firmware Test Engineer**

**Jan 1995-Jan 1998**

- Responsible for testing firmware on specific Network Management devices for engineering
- Ran weekly MR (Modification Request) meetings providing details and prioritized reported "bugs"
- Created detailed test plans for all functionality; modified automated test scripts as needed
- Verified: new functionality, customer problems – including recreating configurations, existing bugs on other platforms applicable to current tested device

**Release Engineer**

**Jan 1994-Jan 1995**

- Facilitated the transfer of firmware and software products from engineering into production
- Distributed internal test versions to all internal groups, maintained archives of past releases
- Required developing positive working relationships, and coordinating with a wide variety of groups: SQA, Development, Product Support, Internal Test, Manufacturing, and Upper Management

**Skills & Interests**

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Microsoft Office, Excel, Powerpoint; Quickbooks; Church Windows (fund accounting/membership software)  
Love horses & riding, outdoor activities; Assistant coach for ConVal High School Equestrian Team 2016-2020

Contractor Name  
Key Personnel

Name	Job Title	Salary Amount Paid from this Contract
Kim Bock	Executive Director	78,000
Dawn Catalanotti	Certification Specialist	62,000

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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR BEHAVIORAL HEALTH

Lori A. Weaver  
Interim Commissioner

Katja S. Fox  
Director

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9544 1-800-852-3345 Ext. 9544  
Fax: 603-271-4332 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

May 2, 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 for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to enter into a **Sole Source** amendment to an existing contract with New Hampshire Coalition of Recovery Residences (VC#311995), Concord, NH, to continue providing certification and support services for recovery homes and to continue administration of a rental assistance program for New Hampshire residents who are entering recovery homes in New Hampshire, by exercising a contract renewal option, by increasing the price limitation by \$133,000 from \$2,130,000 to \$2,263,000 and by extending the completion date from June 30, 2023 to October 31, 2023, effective upon Governor and Council approval. 100 % Other Funding.

The original contract was approved by Governor and Executive Council on October 23, 2019, Item #16, amended on August 5, 2020, Item #19, amended on June 16, 2021, Item #31, amended on December 8, 2021, Item #8, and most recently amended on May 4, 2022, Item #19.

Funds are anticipated to be available in State Fiscal Year 2024, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

**05-95-92-920510-33820000 HEAL TH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS; HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2020	102-500731	Contracts for Prog Svc	92058501	\$375,000	\$ 0	\$375,000
2021	102-500731	Contracts for Prog Svc	92058501	\$375,000	\$ 0	\$375,000
2022	074-500585	Community Grants	92058501	\$400,000	\$ 0	\$400,000
2023	074-500585	Community Grants	92058501	\$400,000	\$ 0	\$400,000

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

2024	074-500589	Welfare Programs	92058501	\$0	\$133,000	\$133,000
			<b>Subtotal</b>	<b>\$1,550,000</b>	<b>\$133,000</b>	<b>\$1,683,000</b>

**05-95-92-920510-7040000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SERVICES DEPT OF, HHS: DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS, STATE OPIOD RESPONSE GRANT (100% FEDERAL FUNDS)**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2022	074-500585	Community Grants	92057046	\$230,000	\$0	\$230,000
			<b>Subtotal</b>	<b>\$230,000</b>	<b>\$0</b>	<b>\$230,000</b>

**05-95-92-920510-19810000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS, SABG ADDITIONAL (100% FEDERAL FUNDS)**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2022	074-500585	Community Grants	92055501	\$90,000	\$0	\$90,000
2023	074-500585	Community Grants	92055501	\$260,000	\$0	\$260,000
			<b>Subtotal</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$350,000</b>
			<b>TOTAL</b>	<b>\$2,130,000</b>	<b>\$133,000</b>	<b>\$2,263,000</b>

#### EXPLANATION

This request is **Sole Source** because MOP 150 requires all amendments to agreements previously approved as sole source to be identified as sole source. On February 10, 2023, the Governor's Commission on Alcohol and Other Drugs (Commission) recommended and approved the funding allocation for this Agreement. The Department carries out the administrative functions of the Commission in accordance with RSA 12-J. Additionally, the Contractor is the only authorized contractor able to perform the services, as the Contractor is the New Hampshire affiliate of the National Association of Recovery Residences (NARR), and is the only organization in New Hampshire that certifies recovery homes to meet nationally recognized NARR quality standards for safety, recovery support, and ethical operation.

The purpose of this request is for the Contractor to continue to certify that recovery homes statewide meet the National Alliance of Recovery Residences (NARR) standards for safe, ethical, quality operation that focuses on residents' well-being using social model recovery practices. The

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

Contractor will continue to implement training, technical assistance, tracking of recovery home capacity, and ombudsman services to investigate and address complaints about certified recovery homes. The Contractor will also continue to administer an established rental assistance program for New Hampshire residents who are entering recovery homes.

Approximately 5 recovery houses will be certified through October 31, 2023. Rental assistance shall be awarded to approximately 60 individuals. Currently NHCORR has certified 91 recovery houses and approximately 925 individuals have been awarded rental assistance.

The Contractor will continue to develop and support a strong coalition of recovery home operators, peer leaders, recovery advocates, and community volunteers to provide peer support and peer review of homes as well as referral networks between homes. This will include providing targeted technical assistance to operators who are willing to establish recovery homes in underserved geographic areas and/or accommodate critical need populations such as persons receiving medication-assisted recovery services. This amendment reinforces the established housing certification system and promotes further accessibility to meet essential housing needs through the rental assistance program.

The Department will continue monitoring services using the following performance measures:

- 60% of recovery homes eligible for certification will complete the certification process within one-year.
- 60% of recovery homes eligible for recertification will successfully complete the recertification process.
- 90% of all rental assistance applications will receive a response within five (5) business days.

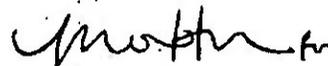
As referenced in Exhibit C-1 of the original agreement, the parties have the option to extend the agreement for up to four (4) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for four (4) months of the two (2) years available.

Should the Governor and Council not authorize this request, New Hampshire may not have a documented certification process to ensure that recovery housing is safe, ethical, and meets minimum standards set by the National Accreditation of Recovery Residences.

Area served: Statewide.

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

Respectfully submitted,



Lori A. Weaver  
Interim Commissioner

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

This Amendment to the Recovery Housing Certification and Rental Assistance contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and New Hampshire Coalition of Recovery Residences (NHCORR) ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on October 23, 2019, (Item #16), as amended on August 5, 2020, (Item #19), and amended on June 16, 2021, (Item #31), and amended on December 8, 2021 (Item #8), and most recently amended on May 4, 2022 (item #19), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

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

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

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
October 31, 2023
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$2,263,000
3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Robert W. Moore, Director.
4. Modify Exhibit A, Scope of Services Amendment #3, by replacing in its entirety with Exhibit A, Amendment #5, Scope of Services, which is attached hereto and incorporated by reference herein.
5. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 2, to read:
  2. This agreement is funded as follows:
    - 2.1. 10.1 % Federal Funds State Opioid Response as awarded on September 23, 2022 by the United States Department of Health and Human Services (HHS), CFDA #93.788, FAIN# 11083326
    - 2.2. 15.5% Federal Funds Block Grants for Prevention and Treatment of Substance Abuse as awarded on February 10, 2022 by the United States Department of Health and Human Services (HHS), CFDA #93.959, FAIN# TI083509
    - 2.3. 74.4% Other Funds (Governor's Commission on Alcohol and Other Drugs Funds)
6. Add Exhibit B-5, Amendment #5, SFY 2024 Budget, which is attached hereto and incorporated by reference herein.

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

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

State of New Hampshire  
Department of Health and Human Services

5/3/2023

Date

DocuSigned by:

*Katja S. Fox*

67805504C83442

Name: Katja S. Fox

Title: director

New Hampshire Coalition of Recovery House Residences

DocuSigned by:

*Kim Bock*

027411587C8443C

Name: Kim Bock

Title: executive Director

5/2/2023

Date

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

OFFICE OF THE ATTORNEY GENERAL

5/5/2023

Date

DocuSigned by:  
*Robyn Guarino*

Name: Robyn Guarino

Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

**New Hampshire Department of Health and Human Services  
Recovery Housing Certification and Rental Assistance  
EXHIBIT A**

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**Scope of Services**

**1. Provisions Applicable to All Services**

- 1.1. The Contractor shall submit a detailed description of the language assistance services they will provide to persons with limited English proficiency to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
- 1.2. The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or federal or state court orders may have an impact on the Services described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

**2. Scope of Work**

- 2.1. The Contractor shall provide support to recovery homes statewide that are seeking certification as Social Model recovery homes based on current National Alliance for Recovery Residences (NARR) standards, as described in Exhibit A- 1, NARR Standard 3.0. The Contractor shall ensure support includes, but is not limited to:
  - 2.1.1. Technical assistance to recovery homes seeking Social Model recovery home certification.
  - 2.1.2. A data system, as approved by the Department, capable of:
    - 2.1.2.1. Monitoring certification and recertification of recovery homes.
    - 2.1.2.2. Monitoring capacity of certified recovery homes.
  - 2.1.3. Developing and publishing a Recovery Housing Operators manual.
- 2.2. The Contractor shall provide a training program for recovery housing operators to meet certification standards that is available in-person and via remote access. The Contractor shall ensure the training program includes, but is not limited to:
  - 2.2.1. A description of the Contractor's organization, and NARR.
  - 2.2.2. A definition of recovery housing.
  - 2.2.3. An overview of the application process for certification as a Social Model recovery home.
  - 2.2.4. The Contractor's responsibilities in the certification process.
  - 2.2.5. A description of peer review as it pertains to the certification.
  - 2.2.6. An explanation of the certification requirements for each level of recovery housing.

**New Hampshire Department of Health and Human Services  
Recovery Housing Certification and Rental Assistance  
EXHIBIT A**

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- 2.2.7. A description of The Social Model of Recovery, which may include, but is not limited to:
  - 2.2.7.1. Basics of the Social Model.
  - 2.2.7.2. A definition of Homelike Environment
  - 2.2.7.3. How to determine if a recovery home is implementing the Social Model.
  - 2.2.7.4. Best practices for quality improvement plans for policies, procedures and documents.
- 2.2.8. An overview of the physical inspection criteria for recovery home certification.
- 2.2.9. The process for handling identified concerns, grievances and complaints, including assurances that there will be no retributions, intimidation, or any negative consequences as the result of a resident raising a concern, grievance or complaint.
- 2.3. The Contractor shall develop and implement a fair, consistent and sustainable certification and recertification, in Exhibit A-1, Certification Processes, and best practices, operational, and/or procedural standards as indicated by the Department, which includes, but is not limited to:
  - 2.3.1. An introductory visit to the recovery home by a member of the Contractor's Certification Review Team, which must include, but is not limited to:
    - 2.3.1.1. A meeting with the recovery home's leadership team.
    - 2.3.1.2. A walkthrough of the premises by the Contractor's Certification Review Team member.
  - 2.3.2. The use of standardized assessment tools.
  - 2.3.3. Requesting evidence provided from each certified recovery home that the recovery home, or some aspect of the recovery home's operation, has been licensed, inspected, approved, or certified by a recognized authority with legally mandated oversight of the recovery home or some aspect of its operation, when applicable.
  - 2.3.4. Creation of a Certification Portfolio, in print or electronic form, as described in Exhibit A-2, for each certified recovery home.
- 2.4. The Contractor shall provide and/or secure training resources on best practices to recovery home operators, leadership, and staff as needed during the contract period, which may include, but is not limited to providing training on:

2.4.1. Understanding and complying with all local, state and federal laws

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**New Hampshire Department of Health and Human Services  
Recovery Housing Certification and Rental Assistance  
EXHIBIT A**

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- and regulations including those concerning discrimination,
- 2.4.2. Cultural competency.
  - 2.4.3. Helping Recovery House Residents Understand and Accept Other Recovery Paths,
  - 2.4.4. Working with, and providing accommodations for, unique populations and residents with disabilities or special needs,
  - 2.4.5. Toxicology and drug testing.
  - 2.4.6. Medication Assisted Treatment/Medication Assisted Recovery (MAT/MAR).
  - 2.4.7. Supporting residents and their recovery path choice,
  - 2.4.8. Naloxone administration.
  - 2.4.9. Good neighbor practices.
- 2.5. The Contractor shall provide targeted technical assistance to recovery home operators establishing recovery homes in underserved geographic areas to provide guidance on addressing specific needs for each geographic region, which may include, but is not limited to providing consultation for policies and procedures to respond to concerns from the local community.
- 2.6. The Contractor shall provide and/or secure targeted technical assistance as needed, which shall include best practices, and other relevant information, concerning work with unique populations, to recovery house operators establishing recovery homes to accommodate critical need populations, which may include, but are not limited to:
- 2.6.1. Individuals engaged in MAT/MAR.
  - 2.6.2. Individuals identifying as lesbian, gay, bisexual, transsexual, questioning, intersex, and asexual (LGBTQIA).
- 2.7. The Contractor shall develop and maintain a process for information on recovery homes availability and bi-directional referrals with recovery community organizations (RCOs).
- 2.8. The Contractor shall assist recovery home operators to establish a relationship with access points to substance use disorder services known as the Doorways (<https://www.thedoorway.nh.gov/hubmap>).
- 2.9. The Contractor shall provide ombudsman services and develop a process, as approved by the Department, to qualify, review, mediate and/or refer to appropriate authorities concerns, grievances and complaints about a certified recovery house, which includes, but is not limited to:
- 2.9.1. Policies and procedures that ensure impartial investigations of

**New Hampshire Department of Health and Human Services  
Recovery Housing Certification and Rental Assistance  
EXHIBIT A**

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- complaints,
- 2.9.2. Procedures that ensure confidentiality of complaints, and protection from retribution, intimidation, or negative consequences,
  - 2.9.3. Procedures for recording complaints that include the date the complaint was received, the recovery house and address the complaint was lodged against, the nature of the concern, grievance or complaint, and actions taken as a result of the investigation,
  - 2.9.4. Procedure to ensure distribution of the Department's New Hampshire Grievance and Complaints Process for Certified Recovery House Residents document to all residents of certified recovery houses residents
- 2.10. The Contractor shall develop and implement a process, as approved by the Department, that requires certified recovery houses to receive training to mitigate further concerns and complaints regarding recovery housing and processes.
- 2.11. The Contractor shall recertify each certified recovery home on an annual basis, using the same process that is used for certification.
- 2.12. The Contractor shall establish a rental assistance program that assists with offsetting payments for Recovery Housing rental payments. The Contractor shall:
- 2.12.1. Provide a written description of the program to the Department for approval.
  - 2.12.2. Make information on the program available to potential applicants through referral resources which may include, but not be limited to certified recovery homes, RCOs, and Doorways.
- 2.13. The Contractor shall maintain active participation in NARR affiliate and national activities.

### **3. Reporting**

- 3.1. The Contractor shall submit written reports to the Department on a quarterly basis, no later than three (3) weeks after the end of each quarter, and other reports are requested.
- 3.2. The Contractor shall ensure that each quarterly report includes, but is not limited to:
  - 3.2.1. A narrative overview and description of contract activities performed during the previous three (3) months, which includes, but is not limited

**New Hampshire Department of Health and Human Services  
Recovery Housing Certification and Rental Assistance  
EXHIBIT A**

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to:

- 3.2.2. A description of each reported concern or complaint, as qualified by the ombudsman, for each recovery house operator and home, that includes the date, the concerns or complaints that were received, nature of the complaint and the recovery house and address indicated in the concern or complaint, and action taken as a result of the investigation.
- 3.2.3. A description of the resolution for each reported qualified concern or complaint, which may include, but is not limited to:
  - 3.2.3.1. Mediation.
  - 3.2.3.2. Referral to an outside agency or practitioner.
  - 3.2.3.3. Required improvements to services.
  - 3.2.3.4. Probation.
  - 3.2.3.5. Revocation of certification.
- 3.2.4. The number of recovery homes currently certified.
- 3.2.5. The number of recovery homes in process of certification.
- 3.2.6. The capacity, geographic regions and recovery practices of each certified recovery home.
- 3.2.7. The number of people receiving rental assistance and the total amount of awards per recovery home.
- 3.2.8. The number and type of training sessions provided for each recovery home, which must include, but is not limited to:
  - 3.2.8.1. Date of Training.
  - 3.2.8.2. A description of the topic for each training session.
  - 3.2.8.3. Total number of attendees for each training class.
  - 3.2.8.4. Identification of recovery homes and what position (house operator, house manager, peer staff) attending the training.
- 3.2.9. The total number and type of technical assistance activities provided to recovery homes.

**4. Performance Measures**

- 4.1. The Contractor shall ensure a minimum of:
  - 4.1.1. 60% of homes that are eligible for certification complete the certification process within one year.
  - 4.1.2. 60% of homes eligible for re-certification successfully complete the

**New Hampshire Department of Health and Human Services  
Recovery Housing Certification and Rental Assistance  
EXHIBIT A**

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recertification process:

- 4.1.3. 95% of qualified concerns and complaints receive a response.
- 4.1.4. 80% of all rental assistance applications receive a response within five (5) business days.

**5. Deliverables**

- 5.1. The Contractor shall deliver a description of and content index of the online Recovery Housing Operator's Manual, with approval from the Department of the final draft, and make the manual available to operators of each recovery home that is certified or in the process of certification no later than April 1, 2022.
- 5.2. The Contractor provide a Certification Workbook, in print or electronic form, to each recovery home operator that requests certification.
- 5.3. The Contractor shall provide a NARR Standard Guide, in print or electronic form, to each recovery home operator that requests certification.
- 5.4. The Contractor shall certify no less than twenty-two (22) recovery homes by March 14, 2023, and shall provide to each certified recovery home a Certification Portfolio, in print or electronic form, as described in Exhibit A-2, Certification Process.
- 5.5. The Contractor shall provide edits and updates to the Recovery Operation Manual to address emerging Laws and regulations relevant to recovery housing and best practices, operational, and/or procedural standards as indicated by the Department.

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

Contractor Name: New Hampshire Coalition of Recovery Residences

Project Title: Certification & Supports for Recovery Homes

4166.67

Budget Period: July 1, 2023 through June 30, 2024

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	\$ 84,088.00	\$ -	\$ 84,088.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2. Employee Benefits	\$ 10,213.00	\$ -	\$ 10,213.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3. Consultants	\$ 360.00	\$ -	\$ 360.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 6,700.00	\$ -	\$ 6,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ 5,320.00	\$ -	\$ 5,320.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ 7,191.00	\$ -	\$ 7,191.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 4,120.00	\$ -	\$ 4,120.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Meetings/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specify details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Assistance	\$ 33,000.00	\$ -	\$ 33,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 133,000.00	\$ -	\$ 133,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Indirect As A Percent of Direct

0.0%



5/2/2023

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MACLorl A. Sbardicchio  
Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
GOVERNOR'S COMMISSION ON ALCOHOL & OTHER DRUGS

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9564 1-800-804-0909  
Fax: 603-271-6105 TDD Access: 1-800-735-2964 www.dhhs.nh.gov/dchcs/bdas

March 30, 2022

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to amend an existing contract with the New Hampshire Coalition of Recovery Residences (VC#311995), Concord, NH, to continue providing certification and support services for recovery homes and to continue administration of a rental assistance program for New Hampshire residents who are entering recovery homes in New Hampshire, by increasing the price limitation by \$400,000 from \$1,730,000 to \$2,130,000 and by extending the completion date from March 14, 2023, to June 30, 2023, effective July 1, 2022 subject to Governor and Council approval. 100% Other Funds (Governor's Commission).

The original contract was approved by Governor and Executive Council on October 23, 2019, Item #16, amended on August 5, 2020, Item #19, amended on June 16, 2021, Item #31, and most recently amended on December 8, 2021, Item #8.

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

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2020	102-500731	Contracts for Prog Svc	92058501	\$375,000	\$0	\$375,000
2021	102-500731	Contracts for Prog Svc	92058501	\$375,000	\$0	\$375,000
2022	074-500585	Community Grants	92058501	\$400,000	\$0	\$400,000
2023	074-500585	Community Grants	92058501	\$0	\$400,000	\$400,000
			<i>Subtotal</i>	<b>\$1,150,000</b>	<b>\$400,000</b>	<b>\$1,550,000</b>

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

**05-96-92-920510-70400000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS  
DEPT OF, HHS: DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS,  
STATE OPIOID RESPONSE GRANT (100% FEDERAL FUNDS)**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2022	074-500585	Community Grants	92057046	\$230,000	\$0	\$230,000
			<b>Subtotal</b>	<b>\$230,000</b>	<b>\$0</b>	<b>\$230,000</b>

**05-96-92-920510-19810000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS  
DEPT OF, HHS: DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS,  
SABG ADDITIONAL (100% FEDERAL FUNDS)**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2022	074-500585	Community Grants	92055501	\$90,000	\$0	\$90,000
2023	074-500585	Community Grants	92055501	\$260,000	\$0	\$260,000
			<b>Subtotal</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$350,000</b>
			<b>Total Contract</b>	<b>\$1,730,000</b>	<b>\$400,000</b>	<b>\$2,130,000</b>

**EXPLANATION**

The purpose of this request is to continue implementing a system for certification of recovery homes, including training; technical assistance; tracking of recovery home capacity; and ombudsman services to investigate and address complaints about certified recovery homes. The Contractor will also continue to administer an established rental assistance program for New Hampshire residents who are entering recovery homes.

Approximately 22 recovery houses will be certified through June 30, 2023.

The Contractor will continue to certify that recovery homes statewide meet the National Alliance of Recovery Residences (NARR) standards for safe, ethical, quality operation that focuses on residents' well-being using social model recovery practices. These standards include a peer-supported, substance free, stable environment to bring about positive and lasting changes in lifestyle in support of individuals' recovery. Additionally, the Contractor will continue to develop and support a strong coalition of recovery home operators, peer leaders, recovery advocates, and community volunteers to provide peer support and peer review of homes as well as referral networks between homes. This will include providing targeted technical assistance to operators who are willing to establish recovery homes in underserved geographic areas and/or accommodate critical need populations such as persons receiving medication-assisted recovery services.

Recovery housing is an essential need for many people in early recovery from substance use disorders as stable and supportive housing provides a necessary foundation for achieving

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

and sustaining recovery from substance use disorders. Prior to the services funded through these contracts, New Hampshire had no system to encourage the development of recovery housing that met national standards and ensured safe, ethical housing practices focused on resident well-being and a social model of recovery support. This amendment reinforces the established housing certification system and promotes further accessibility to meet essential housing needs through the rental assistance program, whereas the previous amendments and the original contract had greater emphasis on the implementation of the housing certification system and rental assistance program development.

The Department will continue monitoring services using the following performance measures:

- 60% of recovery homes eligible for certification will complete the certification process within one-year.
- 60% of recovery homes eligible for recertification will successfully complete the recertification process.
- 90% of all rental assistance applications will receive a response within five (5) business days.

As referenced in Exhibit C-1 of the original agreement, the parties have the option to extend the agreement for up to four (4) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Contractor has met or exceeded performance measure expectations, particularly in the number of recovery houses completing the certification process (26 new recovery houses, which was 90% of those applying in the first two quarters), and in recovery houses completing the recertification process (80% of recovery houses eligible for recertification completed the certification process through the first two quarters of State Fiscal Year). The Department is exercising its option to renew services for four (4) months of the remaining two (2) years and four (4) months available.

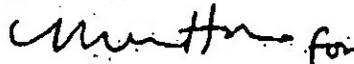
Should the Governor and Council not authorize this request, New Hampshire may not have a documented certification process to ensure that recovery housing is safe, ethical, and meets minimum standards set by the National Accreditation of Recovery Residences.

Area served: Statewide

Source of Federal Funds: Assistance Listing Number #93.788, FAIN #TI083326 and Assistance Listing Number #93.959, FAIN #TI083509.

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

Respectfully submitted,



Lori A. Shibinette  
Commissioner

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Leah A. Shibiakette  
Commissioner

**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**GOVERNOR'S COMMISSION ON ALCOHOL & OTHER DRUGS**

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9564 1-800-804-0909  
Fax: 603-271-6105 TDD Access: 1-800-735-2964 www.dhhs.nh.gov/dcbcs/bdas

November 9, 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 for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to amend an existing contract with New Hampshire Coalition of Recovery Residences (VC#311995), Concord, New Hampshire, for continuation of services to certify and support recovery homes in New Hampshire, and to further develop and administer a rental assistance program for residents who are entering recovery homes, by increasing the price limitation by \$350,000 from \$1,380,000 to \$1,730,000 and by extending the completion date from June 30, 2022 to March 14, 2023, effective upon Governor and Council approval. 100% Federal Funds.

The original contract was approved by Governor and Council on October 23, 2019, Item #16, amended on August 5, 2020, item #19, and most recently amended on June 16, 2021, item #31.

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

**05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS (100% Other Funds)**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2020	102-500731	Contracts for Prog Svc	92058501	\$375,000	\$0	\$375,000
2021	102-500731	Contracts for Prog Svc	92058501	\$375,000	\$0	\$375,000
2022	102-500731	Contracts for Prog Svc	92057048	\$400,000	\$0	\$400,000
			Subtotal	\$1,150,000	\$0	\$1,150,000

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

**05-95-92-920510-70400000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS  
DEPT OF, HHS: DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS,  
STATE OPIOID RESPONSE GRANT (100% FEDERAL FUNDS)**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2022	102-500731	Contracts for Prog Svc	92058501	\$230,000	\$0	\$230,000
			Subtotal	\$230,000	\$0	\$230,000

**05-95-92-920510-19810000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS  
DEPT OF, HHS: DIV FOR BEHAVIORAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS,  
SABG ADDITIONAL (100% FEDERAL FUNDS)**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2022	074-500585	Community Grants	92055501	\$0	\$90,000	\$90,000
2023	074-500585	Community Grants	92055501	\$0	\$260,000	\$260,000
			Subtotal	\$0	\$350,000	\$350,000
			Total	\$1,380,000	\$350,000	\$1,730,000

**EXPLANATION**

The purpose of this request is to continue development and implementation of a system for certification of recovery homes, including training, technical assistance, and tracking of capacity, and ombudsman services, to investigate and address complaints about certified recovery homes. The Contractor will also continue to manage an established rental assistance program for residents who are entering recovery homes.

Approximately 22 recovery homes will be certified during State Fiscal Years 2022 and 2023.

The Contractor will certify that recovery homes statewide meet the National Alliance of Recovery Residences (NARR) standards for safe, ethical, quality operation that focuses on residents' well-being using social model recovery practices. Additionally, the Contractor will continue to develop and support a strong coalition of recovery home operations, home leadership members, recovery advocates, and community volunteers to provide peer support and peer review of homes as well as referral networks between homes. This will include providing targeted technical assistance to operators who are willing to establish recovery homes in underserved geographic areas and/or accommodate critical need populations such as persons receiving medication assisted recovery services.

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

Recovery housing is an essential need for many people in early recovery from substance use disorders. Prior to these agreements, New Hampshire had no system to encourage the development of recovery housing that met national standards and ensured the quality of safe, ethical housing practices focused on resident well-being and a social model of recovery support. This amendment reinforces the established housing certification system and promotes further accessibility to meet essential housing needs through the rental assistance program, whereas the previous amendments and the original contract had greater emphasis on the implementation of the housing certification system and rental assistance program development.

The Department will monitor services using the following performance measures:

- 60% of homes that are eligible for certification must complete the process within one year.
- 60% of homes eligible for re-certification successfully must complete the recertification process.
- 100% of qualified concerns and complaints must receive a response.
- 90% of all rental assistance applications must receive a response within five (5) business days.

As referenced in Exhibit C-1 of the original agreement, the parties have the option to extend the agreement for up to four (4) 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 eight-and-a-half (8.5) months of the three (3) years available.

Should the Governor and Council not authorize this request, New Hampshire may not have a documented certification process to ensure that recovery housing is safe, ethical and meets minimum standards set by NARR.

Area served: Statewide.

Source of Federal Funds: Assistance Listing Number #93.788, FAIN #T1081685,  
Assistance Listing Number #93.959, FAIN #T1083509.

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

Respectfully submitted,

  
on behalf of Commissioner Shiblette

Lori A. Shiblette  
Commissioner

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Lori A. Sibbonte  
Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
GOVERNOR'S COMMISSION ON ALCOHOL & OTHER DRUGS

119 PLEASANT STREET, CONCORD, NH 03301  
603-271-9564 1-800-804-0909  
Fax: 603-271-6105 TOD Access: 1-800-735-2964 www.dhhs.nh.gov/dcbcs/bdas

June 10, 2021

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

REQUESTED ACTION

- 1) Authorize the Department of Health and Human Services, Division for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to amend an existing contract with New Hampshire Coalition of Recovery Residences (VC#311995), Concord, NH to continue to provide services to certify and support recovery homes in New Hampshire, and to develop and administer a rental assistance program for residents who are entering recovery homes, by exercising a contract renewal option by increasing the price limitation by \$630,000 from \$750,000 to \$1,380,000 and extending the completion date from June 30, 2021 to June 30, 2022 effective upon Governor and Council approval. 16.67% Federal Funds, 83.33% Other Funds (Governor's Commission).
- 2) Further authorize an advance payment in the amount of \$70,000 to the New Hampshire Coalition of Recovery Residences, in accordance with the terms of the contract amendment effective upon Governor and Council approval. 100% Federal Funds

The original contract was approved by Governor and Council on October 23, 2019, item #16 and most recently amended with Governor and Council approval on August 5, 2020, item #19.

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

05-85-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL; GOVERNOR COMMISSION FUNDS (100% Other Funds)

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2020	102-500731	Contracts for Prog Svc	92058501	\$375,000	\$0	\$375,000
2021	102-500731	Contracts for Prog Svc	92058501	\$375,000	\$0	\$375,000
2022	102-500731	Contracts for Prog Svc	92057046	\$0	\$400,000	\$400,000

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

			Subtotal	\$750,000	\$400,000	\$1,150,000
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05-95-92-920510-70400000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS  
DEPT OF, HHS: DIV.FOR BEHAVIORIAL HEALTH, BUREAU OF DRUG & ALCOHOL SVCS,  
STATE OPIOID RESPONSE GRANT (100% FEDERAL FUNDS)

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2022	102-500731	Contracts for Prog Svc	92058501	\$0	\$230,000	\$230,000
			Subtotal	\$0	\$230,000	\$230,000
			Total	\$750,000	\$630,000	\$1,380,000

**EXPLANATION**

The purpose of this request is to continue development and implementation of a system for certification of recovery homes, including training, technical assistance and tracking of capacity, and ombudsman services, to investigate and address complaints about certified recovery homes. The Contractor will also manage an established rental assistance program for residents who are entering recovery homes. Pursuant to RSA 172-B:2, the Commissioner of the Department of Health and Human Services designated New Hampshire Coalition of Recovery Residences (NHCORR) as the New Hampshire's certifying body for the National Alliance of Recovery Residences (NARR) standards. NHCORR is the only agency in New Hampshire with the experience and service capacity to administer the recovery housing rental assistance program. On June 21, 2019, the Governor's Commission on Alcohol and Other Drugs voted to fund NHCORR. Per RSA 12-J, the Department carries out the administrative functions of the Governor's Commission on Alcohol and Other Drugs.

The purpose of the advance payment is to assure that NHCORR will be able to provide recovery housing assistance for State Opioid Response program clients without having to use Governor's Commission funding. NHCORR is a relatively new organization that is working to develop other funding sources, which are not yet in place. The advance will enable NHCORR to provide services immediately for the increased number of clients that the State Opioid Response programs will be sending them for recovery house rental assistance, which is paid out at the point the client enters the recovery house. The advance provides a monetary source to provide this assistance, with the amount given reconciled over the course of the contract.

Approximately 15 recovery homes will be certified from June 30, 2021 through June 30, 2022.

The Contractor will certify that recovery homes statewide meet the NARR standards for safe, ethical, quality operation that focuses on residents' well-being using social model recovery practices. Additionally, the Contractor will continue to develop and support a strong coalition of recovery home operations, home leadership members, recovery advocates, and community volunteers to provide peer support and peer review of homes as well as referral network between homes. This will include providing targeted technical assistance to operators who are willing to establish recovery homes in underserved geographic areas and/or accommodate critical need

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

populations such as persons receiving medication assisted recovery services, and lesbian, gay, bisexual, transgender, questioning, intersex, and asexual persons.

Recovery housing is an essential need for many people in early recovery from substance use disorders. Previous to this contract, New Hampshire had no system to encourage the development of recovery housing that met national standards and assured the quality of safe, ethical housing practices focused on resident well-being and a social model of recovery support. This contract encouraged that development and provided accountability and accessibility to meet this essential housing need.

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

- 80% of homes that are eligible for certification must complete the process within one year.
- 60% of homes eligible for re-certification successfully must complete the recertification process.
- 100% of qualified concerns and complaints must receive a response.
- 90% of all rental assistance applications must receive a response within five (5) business days.

As referenced in Exhibit C-1 of this of the original contract, the parties have the option to extend the agreement for up to four (4) 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 one (1) of the four (4) years available.

Should the Governor and Council not authorize this request, New Hampshire may not have a documented certification process to ensure that recovery housing is safe, ethical and meets minimum standards set by NARR.

Area served: Statewide.

Source of Funds: CFDA #93.788 FAIN T1081885

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

Respectfully submitted,



Lori A. Shibinette  
Commissioner

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Leah A. Sabharwal  
Comptroller

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
GOVERNOR'S COMMISSION ON ALCOHOL & OTHER DRUGS

139 PLEASANT STREET, CONCORD, NH 03301  
603-371-9564 1-800-804-0909  
Fax: 603-371-6105 TDD Access: 1-800-735-1964 www.dhhs.nh.gov/drocs/bdss

July 17, 2020

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

REQUESTED ACTION

- 1) Authorize the Department of Health and Human Services, Division for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to amend an existing Sole Source agreement with New Hampshire Coalition of Recovery Residences (VC#311895), Concord, NH by adjusting the payment terms for the provision of services to certify and support recovery homes in New Hampshire, and to develop and administer a rental assistance program for residents who are entering recovery homes, with no change to the price limitation of \$750,000 and no change to the contract completion date of June 30, 2021 effective upon Governor and Council approval. 100% Other Funds (Governor's Commission Funds).
- 2) Further authorize an advance payment in the amount of \$42,905 to the New Hampshire Coalition of Recovery Residences, in accordance with the terms of the contract amendment, effective upon Governor and Council approval. 100% Other Funds (Governor's Commission Funds).

The original contract was approved by Governor and Council on October 23, 2019, Item #16.

EXPLANATION

This request is Sole Source because the contract was originally approved as sole source and MOP 150 requires any subsequent amendments to be identified as sole source. Additionally, the vendor is the only vendor able to provide the necessary services. On June 21, 2019, the Governor's Commission on Alcohol and other Drugs voted to fund NHCORR. Per RSA 12-J, the Department carries out the administrative functions of the Commission.

The purpose of this request is to make adjustments to budget line items and provide an advance payment to the Contractor for State Fiscal Year 2021 activities, as funding in this contract is the Contractor's only source of revenue and the Contractor is the only organization in New Hampshire that certifies recovery homes to meet nationally recognized standards for the National Association of Recovery Residences.

Approximately forty (40) recovery homes will be certified from July 1, 2020 through June 30, 2021.

Recovery housing is an essential need for many people in early recovery from substance use disorders. Currently, New Hampshire has no system to encourage the development of recovery housing that meets national standards and ensures the quality of safe, ethical housing practices focused on resident well-being and a social model of recovery support. This contract encourages

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

that development and provides accountability and accessibility to meet essential housing needs of individuals in recovery.

The Department monitors contracted services using the following performance measures:

- 60% of homes that are eligible for certification must complete the process within one (1) year.
- 60% of homes eligible for re-certification successfully must complete the recertification process.
- 100% of qualified concerns and complaints must receive a response.
- 90% of all rental assistance applications must receive a response within five (5) business days.

As referenced in Exhibit C-1 of the original contract, the parties have the option to extend the agreement for up to four (4) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is not exercising its option to renew at this time.

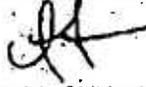
Should the Governor and Council not authorize this request New Hampshire may continue to lack sufficient adequate housing for people in need of recovery from substance use disorders, and may not have a documented certification process to ensure that recovery housing is safe, ethical and meets minimum standards set by National Alliance for Recovery Residences.

Area served: Statewide

Source of Funds: 100% Other Funds (Governor's Commission Funds).

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

Respectfully submitted,

  
Lori A. Shibanette  
Commissioner

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Jeffrey A. Meyers  
Commissioner

Karla S. Fox  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR BEHAVIORAL HEALTH

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9544 1-800-852-3345 Ext. 9544  
Fax: 603-271-4332 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 26, 2019

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 for Behavioral Health, to enter into a sole source agreement with New Hampshire Coalition on Recovery Residences (NHCORR) Vendor # TBD, 188 King St. Boscawen, NH 03303, to provide services to certify and support recovery homes in New Hampshire, and to develop and administer a rental assistance program for residents who are entering recovery homes, in an amount not to exceed \$750,000 effective upon Governor and Executive Council approval through June 30, 2021, 100% Other Funds (Governor's Commission Funds).

Funds to support this request are anticipated to be available in the following account for State Fiscal Years 2020 and 2021 upon the availability and continued appropriation of funds in the future operating budget, with authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office, if needed and justified.

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS

State Fiscal Year	Class/Account	Class Title	Job Number	Total Amount
2020	102-500731	Contracts for Prog Svc	92058501	\$375,000
2021	102-500731	Contracts for Prog Svc	92058501	\$375,000
			Total	\$750,000

**EXPLANATION**

This request is sole source because on June 21, 2019, the Governor's Commission on Alcohol and other Drugs voted to fund NHCORR. Per RSA 12-J, the Department carries out the administrative functions of the Commission. The Contractor is the New Hampshire affiliate of the

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National Association of Recovery Residences (NARR), and is the only organization in New Hampshire that certifies recovery homes to meet nationally recognized NARR quality standards for safety, recovery support, and ethical operation.

The purpose of this request is to develop and implement a system for certification of recovery homes, including training, technical assistance and tracking of capacity, and ombudsman services, to investigate and address complaints about certified recovery homes. The Contractor will also establish and manage a rental assistance program for residents who are entering recovery homes.

Approximately 40 recovery homes will be certified from October 1, 2019 through June 30, 2021.

The Contractor will certify that recovery homes statewide meet the NARR standards for safe, ethical, quality operation that focuses on residents' well-being using social model recovery practices. Additionally, the Contractor will develop and support a strong coalition of recovery home operators, home leadership members, recovery advocates, and community volunteers to provide peer support and peer review of homes as well as referral networks between homes. This will include providing targeted technical assistance to operators who are willing to establish recovery homes in underserved geographic areas and/or accommodate critical need populations such as persons receiving medication assisted recovery services, and lesbian, gay, bisexual, transgender, questioning, intersex, and asexual (LGBTQIA) persons.

Recovery housing is an essential need for many people in early recovery from substance use disorders. Currently, New Hampshire has no system to encourage the development of recovery housing that meet national standards and assures the quality of safe, ethical housing practices focused on resident well-being and a social model of recovery support. This contract would encourage that development and provide accountability and accessibility to meet this essential housing need.

The Department will monitor the effectiveness of the Contractor and the delivery of services under this agreement, and has set the following performance measures:

- 60% of homes that are eligible for certification must complete the process within one year.
- 60% of homes eligible for re-certification successfully must complete the recertification process.
- 100% of qualified concerns and complaints must receive a response.
- 80% of all rental assistance applications must receive a response within 5 business days.

As referenced in Exhibit C-1 of this contract, the parties have the option to extend contract services for up to four (4) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval from the Governor and Executive Council.

Should the Governor and Executive Council not authorize this request, New Hampshire may continue to lack sufficient adequate housing for people in need of recovery from substance use disorders, and may not have a documented certification process to ensure that recovery

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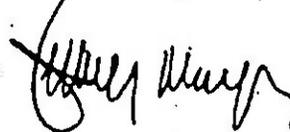
housing is safe, ethical and meets minimum standards set by NARR.

Area served: Statewide.

Source of Funds: 100% Other Funds (Governor's Commission Funds).

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

Respectfully submitted,



Jeffrey A. Meyers  
Commissioner