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Lori A. Weaver
Commissioner

Katja 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
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May 29, 2024

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** contract with The Prevention Certification Board of New Hampshire (VC#168487), Bow, NH, in the amount of $24,000 to provide the Prevention Specialist Mentorship Program, with the option to renew for up to five (5) additional years, effective July 1, 2024, upon Governor and Council approval through June 30, 2026. 100% Other Funds (Governor's Commission).

Funds are available in the following account for State Fiscal Year 2025 and are anticipated to be available in State Fiscal Year 2026, 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 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SVS. HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS (100% OTHER FUNDS)

State Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
2025	102-500731	Contracts for Prog Svc	92058501	$12,000
2026	102-500731	Contracts for Prog Svc	92058501	$12,000
			Total	**$24,000**

EXPLANATION

This request is **Sole Source** because the Department is implementing the funding actions taken by the Governor's Commission on Alcohol and Other Drugs. On December 15, 2023, the 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. The Contractor is the only Prevention Certification Board in New Hampshire that provides administration, specialized, and evidence-based professional development for credentialing the prevention workforce in New Hampshire.

The purpose of this request is for the Contractor to provide oversight of a Prevention Specialist Mentorship Program, which provides professional development and accreditation opportunities for those working in the prevention field, including beginner level Certified Prevention Specialists and Advanced Certified Prevention Specialists. The Prevention Specialist Mentorship Program certifications ensure the training of the Alcohol and Other Drugs Continuum of Care workforce.

Approximately 75 individuals will be served annually.

The Contractor will provide administration for the Prevention Certification Board of New Hampshire by creating and maintaining a pathway for the prevention workforce to collaborate and earn their credentialing as a Certified Prevention Specialist and Advanced Certified Prevention Specialist. The Prevention Certification Board is responsible for reviewing and approving continuing education for Certified Prevention Specialists and Advanced Certified Prevention Specialists for various types of training events as well as establishing mentorship opportunities to support mentees' persistence with short- and long-term professional development goals.

The Department will monitor contracted services by reviewing the quarterly reports provided by the Contractor.

As referenced in Exhibit A, Revisions to Standard Agreement Provisions, of attached agreement, the parties have the option to extend the agreement for up five (5) 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 Prevention Certification Board of New Hampshire and Mentorship Program would not be able to operate, which may reduce prevention workforce development efforts, decrease the oversight of prevention certification, and reduce the utilization of the latest evidence-based practices within New Hampshire.

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

FORM NUMBER P-37 (version 2/23/2023)

Subject: Workforce Development for Drug & Alcohol Prevention Providers (SS-2025-DBH-03-WORKF-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

1. 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 The Prevention Certification Board of New Hampshire		1.4 Contractor Address 501 South Street 2nd Floor Bow, NH 03304	
1.5 Contractor Phone Number (603) 573-3371	1.6 Account Unit and Class TBD	1.7 Completion Date 6/30/2026	1.8 Price Limitation $24,000
1.9 Contracting Officer for State Agency Robert W. Moore, Director		1.10 State Agency Telephone Number (603) 271-9631	
1.11 Contractor Signature DocuSigned by: Marissa E Carlson FFA81C9584DE428... Date: 5/29/2024		1.12 Name and Title of Contractor Signatory Marissa E Carlson Board President	
1.13 State Agency Signature DocuSigned by: Katja S. Fox ED9D05B04C634A2... Date: 5/29/2024		1.14 Name and Title of State Agency Signatory Katja S. Fox Director	
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: DocuSigned by: Robyn Guarino 74873484494146B... On: 6/5/2024			
1.17 Approval by the Governor and Executive Council *(if applicable)* G&C Item number:		G&C Meeting Date:	

Contractor Initials DS MEL
Date 5/29/2024

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, 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.

3.3 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. 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 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, 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 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. 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.

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 The State's liability under this Agreement shall be limited to monetary damages not to exceed the total fees paid. The Contractor agrees that it has an adequate remedy at law for any breach of this Agreement by the State and hereby waives any right to specific performance or other equitable remedies against the State.

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 and the Governor's order on Respect and Civility in the Workplace, Executive order 2020-01. 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 age, sex, sexual orientation, race, color, marital status, physical or mental disability, religious creed, national origin, gender identity, or gender expression, and will take affirmative action to prevent such discrimination, unless exempt by state or federal law. The Contractor shall ensure any subcontractors comply with these nondiscrimination requirements.

6.3 No payments or transfers of value by Contractor or its representatives in connection with this Agreement have or shall be made which have the purpose or effect of public or commercial bribery, or acceptance of or acquiescence in extortion, kickbacks, or other unlawful or improper means of obtaining business.

6.4. 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 this Agreement and all rules, regulations and orders pertaining to 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 The Contracting Officer specified in block 1.9, or any successor, shall be the State's point of contact pertaining to this Agreement.

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Contractor Initials
Date 5/29/2024

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) calendar days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) calendar 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.

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) calendar 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) calendar 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. In addition, at the State's discretion, the Contractor shall, within fifteen (15) calendar days of notice of early termination, develop and submit to the State a transition plan for Services under the Agreement.

10. PROPERTY OWNERSHIP/DISCLOSURE.

10.1 As used in this Agreement, the word "Property" shall mean all data, 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 Disclosure of data, information and other records shall be governed by N.H. RSA chapter 91-A and/or other applicable law. Disclosure 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 Contractor shall provide the State written notice at least fifteen (15) calendar days before any proposed assignment, delegation, or other transfer of any interest in this Agreement. No such assignment, delegation, or other transfer shall be effective without the written consent of the State.

12.2. For purposes of paragraph 12, 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.

12.3 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State.

12.4 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. The Contractor shall indemnify, defend, and hold harmless the State, its officers, and employees from and against all actions, claims, damages, demands, judgments, fines, liabilities, losses, and other expenses, including, without limitation, reasonable attorneys' fees, arising out of or relating to this Agreement directly or indirectly arising from death, personal injury, property damage, intellectual property infringement, or other claims asserted against the State, its officers, or employees caused by the acts or omissions of negligence, reckless or willful misconduct, or fraud by the Contractor, its employees, agents, or subcontractors. 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 State's sovereign immunity, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

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Contractor Initials MEL

Date 5/29/2024

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 any successor, a certificate(s) of insurance for all insurance required under this Agreement. At the request of the Contracting Officer, or any successor, the Contractor shall provide certificate(s) of insurance for all renewal(s) of insurance required under this Agreement. 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 any successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. A State's failure to enforce its rights with respect to any single or continuing breach of this Agreement shall not act as a waiver of the right of the State to later enforce any such rights or to enforce any other or any subsequent breach.

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

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

19. CHOICE OF LAW AND FORUM.

19.1 This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire except where the Federal supremacy clause requires otherwise. 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.

19.2 Any actions arising out of this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration, but must, instead, be brought and maintained in the Merrimack County Superior Court of New Hampshire which shall have exclusive jurisdiction thereof.

20. CONFLICTING TERMS. In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and any other portion of this Agreement including any attachments thereto, the terms of the P-37 (as modified in EXHIBIT A) shall control.

21. THIRD PARTIES. This Agreement is being entered into for the sole benefit of the parties hereto, and nothing herein, express or implied, is intended to or will confer any legal or equitable right, benefit, or remedy of any nature upon any other person.

22. 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.

23. SPECIAL PROVISIONS. Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

24. FURTHER ASSURANCES. The Contractor, along with its agents and affiliates, shall, at its own cost and expense, execute any additional documents and take such further actions as may be reasonably required to carry out the provisions of this Agreement and give effect to the transactions contemplated hereby.

25. 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.

26. 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.

DS

Contractor Initials MEL

Date 5/29/2024

New Hampshire Department of Health and Human Services
Workforce Development for Drug & Alcohol Prevention Providers

EXHIBIT A

Revisions to Standard Agreement Provisions

1. Revisions to Form P-37, General Provisions

1.1. Paragraph 3, Subparagraph 3.1, Effective Date/Completion of Services, is amended as follows:

3.1. Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall become effective on July 1, 2024 ("Effective Date").

1.2. Paragraph 3, Effective Date/Completion of Services, is amended by deleting subparagraph 3.3 in its entirety and replacing it as follows:

3.3. Contractor must complete all Services by the Completion Date specified in block 1.7. The parties may extend the Agreement for up to five (5) 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.

1.3. Paragraph 12, Assignment/Delegation/Subcontracts, is amended by adding subparagraph 12.5 as follows:

12.5. 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 if applicable, a Business Associate Agreement in accordance with the Health Insurance Portability and Accountability Act. Written agreements shall specify how corrective action shall be managed. 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.

1.4. Paragraph 14, Subparagraph 14.1.1, Insurance, is deleted and the following subparagraph is added:

14.1.1 director's and officer's liability insurance in an amount of not less than $1,000,000; and proof of the subcontractor's comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than $1,000,000 per claim and $2,000,000 aggregate or excess, as issued to JSI Research & Training Institute, Inc. The Contractor is a volunteer board who will use the services of JSI Research & Training Institute, Inc. to complete the Scope of Services in Exhibit B; and

New Hampshire Department of Health and Human Services
Worforce Development for Drug & Alcohol Prevention Providers

EXHIBIT B

Scope of Services

1. Statement of Work

1.1. The Contractor must provide oversight of the Prevention Specialist Mentorship Program, which provides professional development and credentialling opportunities for Prevention Specialist, statewide, and includes:

1.1.1. A research component to determine professional development needs and opportunities.

1.1.2. Identification of current evidenced-based professional mentoring programs that can be used as models.

1.1.3. Provision of professional development needs and opportunities to the Department with evidenced-based mentoring programs that can be used as models.

1.2. The Contractor must ensure the Prevention Specialist Mentorship Program includes:

1.2.1. Certified Prevention Specialist designation, which is a beginning-level certification based in prevention science knowledge and understanding; and

1.2.2. Advanced Certified Prevention Specialist for those possessing current Certified Prevention Specialists designation and are seeking a more advanced certification that involves a focus on organizational leadership and management skills.

1.3. The Contractor must review and approve or reject prevention specialist Certified Prevention Specialist and Advanced Certified Prevention Specialist applications. The Contractor must:

1.3.1. Maintain applicant records and continuing education credentials/credits;

1.3.2. Safeguard the confidentiality and privacy of applicant and continuing education certification or recertification records maintained as required by state and federal laws;

1.3.3. Ensure oversight of the prevention certification process in affiliation with the International Certification & Reciprocity Consortium (IC &RC); and

1.3.4. Ensure the applicants' knowledge, skills and abilities conform to IC&RC standards set in Prevention Performance Domains and educational disciplines. The Contractor must:

1.3.4.1. Determine prevention certification application fees;

1.3.4.2. Collect initial and renewal application fees;

1.3.4.3. Re-invest 5% of application fees into Prevention Specialist Mentorship Program;

1.3.4.4. Administer the appropriate written examination to initial applicants, as approved by the IC&RC; and

1.3.4.5. Ensure applicants seeking recertification every two (2) years have completed a minimum of 40 hours of continuing education in prevention services.

1.4. The Contractor must seek to expand the number of certified prevention professionals in New Hampshire, by conducting activities that include, but are not limited to:

1.4.1. Communicating the esteem and value of this professional designation, the Certified Prevention Specialist, by increasing marketing efforts to reach a broad base of professionals.

1.4.2. Ensuring all written and electronic materials distributed to the broad base of professionals in Section 1.6.1 include the NH Department of Health and Human Services logo and link to the Bureau of Drug and Alcohol Services website.

1.5. The Contractor must provide information regarding IC&RC approved trainings that meet specific certification competencies, and privacy and confidentiality training consistent with all federal and state laws, to prevention specialists seeking additional information on resources and training opportunities as appropriate. The Contractor must:

1.5.1. Maintain current documents related to the certification processes on the NH Prevention Certification website and through regular communications via email listserv;

1.5.2. Develop and post a webinar on the Prevention Certification website to include information on standards and processes to obtain credentials in order to attain certification as a prevention specialist in NH;

1.5.3. Maintain an affiliation with the IC&RC by ensuring a NH Prevention Certification Board member and/or administrator attends a minimum of one (1) IC&RC semiannual meeting per year in order to update the Department and the prevention workforce of any changes in the prevention field and to ensure NH certification standards and processes align with the IC&RC; and

1.5.4. Collaborate with the NH Prevention Workforce Development Contractor, Training and Technical Assistance vendors to determine acceptable credentialing trainings and appropriate credits.

1.6. The Contractor must engage stakeholders to participate in technical assistance

and training activities that will meet the needs of the mentorship program, through:

1.6.1. On-line platforms;

1.6.2. Contact lists;

1.6.3. Provider's Association mailing list;

1.6.4. Partnership for Success grantee mailing list; and

1.6.5. Regional public health networks membership lists.

1.7. The Contractor must utilize topic-based mentorships that are facilitated by skilled trainers in groups or workshops. The Contractor must:

1.7.1. Work with partners to locate additional space for meetings or trainings, when necessary;

1.7.2. Conduct registration through an online platform approved by the Department;

1.7.3. Process and track registration; and

1.7.4. Print, copy, and distribute mentorship printed materials.

1.8. The Contractor must have mentorship opportunities and information accessible online and by hard copy. The Contractor must ensure:

1.8.1. Online program materials align with information available on websites identified by the Department.

1.9. The Contractor must implement a mentorship program that supports short- and long-range goals established by mentees and mentors. The Contractor must ensure:

1.9.1. Both topic-based and individual mentorships are available to meet the needs of drug and alcohol prevention specialist professionals who are seeking basic, intermediate or advanced mentorship opportunities; and

1.9.2. The mentorship program increases retention in the prevention specialist professional fields.

1.10. The Contractor's mentorship program plan must include:

1.10.1. A comprehensive orientation to guide mentors and mentees through the program;

1.10.2. Program requirements of goal setting with measurable outcomes for participants;

1.10.3. A process to match mentors and mentees;

1.10.4. Evaluation tools for mentors and mentees; and

1.10.5. Incentives for both mentees and mentors, which must include, but not be limited to six (6) Continuing Education Units (CEUs) toward individual certification as a prevention professional.

1.11. The Contractor must maintain ongoing communication and collaboration with the Department and other stakeholders. The Contractor must:

1.11.1. Provide any proposed changes to the mentorship plan to the Department for approval prior to implementation of a revised mentorship program.

1.11.2. Provide an outreach plan for additional outreach to potential mentors and mentees that shall be implemented, if the Department approved plan in Section 1.11.1 does not produce a sufficient number of mentors or mentees to execute a mentorship plan.

1.12. The Contractor must maintain an affiliation/membership with the International IC&RC, to promote internationally recognized credentials and examinations for prevention, substance use disorder and recovery professionals.

1.13. The Contractor must provide a current Prevention Board organizational chart and members list to the Department that includes, but is not limited to:

1.13.1. Board of Directors.

1.13.2. Professional Development Workgroup.

1.14. The Contractor must develop and implement a business plan that diversifies its funding and sponsorships in order to sustain the Prevention Certification Specialist Board, as requested by and as approved by the Department.

1.15. The Contractor must provide proof of IC&RC membership to the Department no later than sixty (60) days from the contract effective date and yearly thereafter.

1.16. The Contractor must provide an updated stakeholder communications plan to the Department no later than sixty (60) days from the contract effective date.

1.17. The Contractor must provide a final evidenced based professional mentorship plan to the Department for approval within sixty (60) days of the contract effective date.

1.18. The Contractor must provide a sustainability plan to the Department no later than 90 days prior to the Completion Date, as approved by the Department.

1.19. The Contractor must participate in meetings with the Department on a quarterly basis, or as otherwise requested by the Department.

1.20. Reporting

1.20.1. The Contractor must submit quarterly reports to the Department for

the workforce assessment scope of work that may be informed and developed from evaluation results, interviews, collected feedback, and/or group discussions.

1.20.2. The Contractor must submit quarterly reports to the Department, post-implementation of the approved mentorship program, indicating:

1.20.2.1. The number of applications for certification received for prevention certification and further credentialing and actions taken on each type of application;

1.20.2.2. A list of current training activities approved for credentialing;

1.20.2.3. The number and type of marketing venues used to raise awareness and increase the number of certified prevention professionals in NH;

1.20.2.4. The number of topical mentorships offered;

1.20.2.5. The number of mentor/mentee matches;

1.20.2.6. The number of requests for mentorship opportunities received;

1.20.2.7. A sample of completed mentor and mentee program evaluations conducted at the conclusion of mentorships; and

1.20.2.8. Evaluation results for both workforce assessment and mentoring scope of work.

1.20.3. The Contractor must provide quarterly reports as referenced in Section 1.18.2. to the Department no later than the twenty first business day after each quarter.

1.20.4. The Contractor may be required to provide other key data and metrics to the Department in a format specified by the Department.

1.21. Background Checks

1.21.1. Prior to permitting any individual to provide services under this Agreement, the Contractor must ensure that said individual has undergone:

1.21.1.1. A criminal background check, at the Contractor's expense, and has no convictions for crimes that represent evidence of behavior that could endanger individuals served under this Agreement;

1.21.1.2. A name search of the Department's Bureau of Elderly and Adult Services (BEAS) State Registry, pursuant to RSA 161-F:49,

with results indicating no evidence of behavior that could endanger individuals served under this Agreement; and

1.21.1.3. A name search of the Department's Division for Children, Youth and Families (DCYF) Central Registry pursuant to RSA 169-C:35, with results indicating no evidence of behavior that could endanger individuals served under this Agreement.

1.22. Confidential Data

1.22.1. The Contractor must meet all information security and privacy requirements as set by the Department and in accordance with the Department's Information Security Requirements Exhibit as referenced below.

1.22.2. The Contractor must ensure any individuals involved in delivering services through this Agreement contract sign an attestation agreeing to access, view, store, and discuss Confidential Data in accordance with federal and state laws and regulations and the Department's Information Security Requirements Exhibit. The Contractor must ensure said individuals have a justifiable business need to access confidential data. The Contractor must provide attestations upon Department request.

1.23. Contract End-of-Life Transition Services

1.23.1. General Requirements

1.23.1.1. If applicable, upon termination or expiration of the Agreement the parties agree to cooperate in good faith to effectuate a smooth secure transition of the Services from the Contractor to the Department and, if applicable, the Contractor engaged by the Department to assume the Services previously performed by the Contractor for this section the new Contractor shall be known as "Recipient"). Ninety (90) days prior to the end-of the contract or unless otherwise specified by the Department, the Contractor must begin working with the Department and if applicable, the new Recipient to develop a Data Transition Plan (DTP). The Department shall provide the DTP template to the Contractor.

1.23.1.2. The Contractor must use reasonable efforts to assist the Recipient, in connection with the transition from the performance of Services by the Contractor and its End Users to the performance of such Services. This may include assistance with the secure transfer of records (electronic and hard copy), transition of historical data

(electronic and hard copy), the transition of any such Service from the hardware, software, network and telecommunications equipment and internet-related information technology infrastructure ("Internal IT Systems") of Contractor to the Internal IT Systems of the Recipient and cooperation with and assistance to any third-party consultants engaged by Recipient in connection with the Transition Services.

1.23.1.3. If a system, database, hardware, software, and/or software licenses (Tools) was purchased or created to manage, track, and/or store Department Data in relationship to this contract said Tools will be inventoried and returned to the Department, along with the inventory document, once transition of Department Data is complete.

1.23.1.4. The internal planning of the Transition Services by the Contractor and its End Users shall be provided to the Department and if applicable the Recipient in a timely manner. Any such Transition Services shall be deemed to be Services for purposes of this Agreement.

1.23.1.5. Should the data Transition extend beyond the end of the Agreement, the Contractor agrees that the Information Security Requirements, and if applicable, the Department's Business Associate Agreement terms and conditions remain in effect until the Data Transition is accepted as complete by the Department.

1.23.1.6. In the event where the Contractor has comingled Department Data and the destruction or Transition of said data is not feasible, the Department and Contractor will jointly evaluate regulatory and professional standards for retention requirements prior to destruction, refer to the terms and conditions of the Department's DHHS Information Security Requirements Exhibit.

1.23.2. Completion of Transition Services

1.23.2.1. Each service or Transition phase shall be deemed completed (and the Transition process finalized) at the end of 15 business days after the product, resulting from the Service, is delivered to the Department and/or the Recipient in accordance with the mutually agreed upon Transition plan, unless within said 15 business day term

the Contractor notifies the Department of an issue requiring additional time to complete said product.

1.23.2.2. Once all parties agree the data has been migrated the Contractor will have 30 days to destroy the data per the terms and conditions of the Department's Information Security Requirements Exhibit.

1.23.3. Disagreement over Transition Services Results

1.23.4. In the event the Department is not satisfied with the results of the Transition Service, the Department shall notify the Contractor, in writing, stating the reason for the lack of satisfaction within 15 business days of the final product or at any time during the data Transition process. The Parties shall discuss the actions to be taken to resolve the disagreement or issue. If an agreement is not reached, at any time the Department shall be entitled to initiate actions in accordance with the Agreement.

1.24. Website and Social Media

1.24.1. The Contractor must work with the Department's Communications Bureau to ensure that any social media or website designed, created, or managed on behalf of the Department meets all Department and NH DoIT website and social media requirements and policies.

1.24.2. The Contractor agrees Protected Health Information (PHI), Personally Identifiable Information (PII), or other Confidential Information solicited either by social media or the website that is maintained, stored or captured must not be further disclosed unless expressly provided in the Contract. The solicitation or disclosure of PHI, PII, or other Confidential Information is subject to the terms of the Department's Information Security Requirements Exhibit, the Business Associate Agreement signed by the parties, and all applicable Department and federal law, rules, and agreements. Unless specifically required by the Agreement and unless clear notice is provided to users of the website or social media, the Contractor agrees that site visitation must not be tracked, disclosed or used for website or social media analytics or marketing.

1.24.3. State of New Hampshire's Website Copyright

1.24.3.1. All right, title and interest in the State WWW site, including copyright to all Data and information, shall remain with the State of New Hampshire. The State of New Hampshire shall also retain all right, title and interest in any user interfaces and computer instructions embedded within the

WWW pages. All WWW pages and any other Data or information shall, where applicable, display the State of New Hampshire's copyright.

2. Exhibits Incorporated

2.1. The Contractor must manage all confidential data related to this Agreement in accordance with the terms of Exhibit D, DHHS Information Security Requirements.

3. Additional Terms

3.1. Impacts Resulting from Court Orders or Legislative Changes

3.1.1. 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.

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

3.2.1. The Contractor must submit:

3.2.1.1. A detailed description of the language assistance services, within ten (10) days of the Effective Date of the Agreement, 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.

3.2.1.2. A written attestation, within 45 days of the Effective Date of the Agreement and annually thereafter, that all personnel involved the provision of services to individuals under this Agreement have completed, within the last 12 months, the Contractor Required Training Video on Civil Rights-related Provisions in DHHS Procurement Processes, which is accessible on the Department's website (https://www.dhhs.nh.gov/doing-business-dhhs/civil-right-compliance-dhhs-vendors); and

3.2.1.3. The Department's Federal Civil Rights Compliance Checklist within ten (10) days of the Effective Date of the Agreement. The Federal Civil Rights Compliance Checklist must have been completed within the last 12 months and is accessible on the Department's website

(https://www.dhhs.nh.gov/doing-business-dhhs/civil-right-compliance-dhhs-vendors).

3.3. Credits and Copyright Ownership

3.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Agreement must include the following statement, "The preparation of this (report, document etc.) was financed under an 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."

3.3.2. All materials produced or purchased under the Agreement must have prior approval from the Department before printing, production, distribution or use.

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

3.3.3.1. Brochures.

3.3.3.2. Resource directories.

3.3.3.3. Protocols or guidelines.

3.3.3.4. Posters.

3.3.3.5. Reports.

3.3.4. The Contractor must not reproduce any materials produced under the Agreement without prior written approval from the Department.

4. Records

4.1. The Contractor must keep records that include, but are not limited to:

4.1.1. 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.

4.1.2. 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.

4.2. During the term of this Agreement and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives must have access to all reports and records maintained pursuant to the Agreement for purposes of audit, examination, excerpts and transcripts.

4.3. If, upon review of the Final Expenditure Report the Department must disallow any expenses claimed by the Contractor as costs hereunder, the Department retains 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
Workforce Development for Drug & Alcohol Prevention Providers
EXHIBIT C

Payment Terms

1. This Agreement is funded by:
   1.1. 100% Other funds (Governor's Commission).
2. For the purposes of this Agreement the Department has identified:
   2.1. The Contractor as a Subrecipient, in accordance with 2 CFR 200.331.
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 Exhibits C-1, Budget through C-2, Budget.
4. The Contractor shall submit an invoice with supporting documentation to the Department no later than the fifteenth (15th) working day of the month following the month in which the services were provided. The Contractor shall ensure each invoice:
   4.1. Includes the Contractor's Vendor Number issued upon registering with New Hampshire Department of Administrative Services.
   4.2. Is submitted in a form that is provided by or otherwise acceptable to the Department.
   4.3. Identifies and requests payment for allowable costs incurred in the previous month.
   4.4. Includes supporting documentation of allowable costs with each invoice that may include, but are not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
   4.5. Is completed, dated and returned to the Department with the supporting documentation for allowable expenses to initiate payment.
   4.6. Is assigned an electronic signature, includes supporting documentation, and is emailed to dbhinvoicesbdas@dhhs.nh.gov or mailed to:

   Financial Manager
   Department of Health and Human Services
   129 Pleasant Street
   Concord, NH 03301
5. The Department shall make payments to the Contractor within thirty (30) days of receipt of each invoice and supporting documentation for authorized expenses, subsequent to approval of the submitted invoice.
6. The final invoice and supporting documentation for authorized expenses 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.

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

8. Audits

8.1. The Contractor must email an annual audit to dhhs.act@dhhs.nh.gov if any of the following conditions exist:

8.1.1. 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.

8.1.2. Condition B - The Contractor is subject to audit pursuant to the requirements of NH RSA 7:28, III-b.

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

8.2. If Condition A exists, the Contractor shall submit an annual Single Audit performed by an independent Certified Public Accountant (CPA) to dhhs.act@dhhs.nh.gov 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.

8.2.1. The Contractor shall submit a copy of any Single Audit findings and any associated corrective action plans. The Contractor shall submit quarterly progress reports on the status of implementation of the corrective action plan.

8.3. 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.

8.4. 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 upon request.

8.5. In addition to, and not in any way in limitation of obligations of the Agreement, 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

Agreement to which exception has been taken, or which have been disallowed because of such an exception.

Exhibit C-1, Budget

New Hampshire Department of Health and Human Services	
Contractor Name:	The Prevention Certification Board of New Hampshire
Budget Request for:	Workforce Development for Drug & Alcohol Prevention Providers
Budget Period	7/1/2024 - 6/30/2025
Indirect Cost Rate (if applicable)	0
Line Item	**Program Cost - Funded by DHHS**
1. Salary & Wages	$0
2. Fringe Benefits	$0
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	$900
8. (b) Other - Education and Training	$0
8. (c) Other - Other (specify below)	$0
Other (International Certification & Recip	$1,650
Other (Insurance - Board Liability)	$450
Other (please specify)	$0
Other (please specify)	$0
9. Subrecipient Contracts	$9,000
Total Direct Costs	$12,000
Total Indirect Costs	$0
TOTAL	$12,000

Contractor Initials: DS MEL

Date: 5/29/2024

Exhibit C-2, Budget

New Hampshire Department of Health and Human Services	
Contractor Name:	The Prevention Certification Board of New Hampshire
Budget Request for:	Workforce Development for Drug & Alcohol Prevention Providers
Budget Period	7/1/2025 - 6/30/2026
Indirect Cost Rate (if applicable)	0

Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	$0
2. Fringe Benefits	$0
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	$900
8.(b) Other - Education and Training	$0
8. (c) Other - Other (specify below)	$0
Other (International Certification & Recip	$1,650
Other (Insurance - Board Liability)	$450
Other (please specify)	$0
Other (please specify)	$0
9. Subrecipient Contracts	$9,000
Total Direct Costs	$12,000
Total Indirect Costs	$0
TOTAL	$12,000

Contractor Initials: MEL (DS)

Date: 5/29/2024

New Hampshire Department of Health and Human Services

Exhibit D

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

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or misplacement of hardcopy documents, and misrouting of physical or electronic 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.

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2. The Contractor must not disclose any Confidential Information in response to a 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.

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8. Open Wireless Networks. End User may not transmit Confidential Data via an open 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, antihacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a whole, must have aggressive intrusion-detection and firewall protection.

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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

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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

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/doit/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.

Contractor Initials DS MEL

Date 5/29/2024

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.

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;

DS
MEL
Contractor Initials _____

5/29/2024
Date _____

4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and
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

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 THE PREVENTION CERTIFICATION BOARD OF NEW HAMPSHIRE is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on July 12, 2005. 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: **540512**

Certificate Number: **0006695686**

IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 29th day of May A.D. 2024.

David M. Scanlan

Secretary of State

CERTIFICATE OF AUTHORITY

I, Julie Yerkes, 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 The Prevention Certification Board of New Hampshire
(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 May 29, 2024, at which a quorum of the Directors/shareholders were present and voting.
(Date)

VOTED: That Marissa Carlson (may list more than one person)
(Name and Title of Contract Signatory)

is duly authorized on behalf of The Prevention Certification Board of New Hampshire 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: 5/30/24

Signature of Elected Officer

Name: Julie Yerkes

Title: Vice President

THE
PREVENTION CERTIFICATION BOARD
OF NEW HAMPSHIRE

May 29, 2024

Edward Sisson
Bureau of Contracts and Procurement
NH Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301-3857

Dear Edward,

Enclosed are the requested documents for The Prevention Board of New Hampshire contract with NH DHHS related to the SFY2025 amendment.

One item that I wanted to point out was that in the original contract the board was allowed an exception to permit use of our contractor's certificate of liability insurance. Our administrative contractor is JSI Research and Training Institute, Inc./dba Community Health Institute. The majority of work is done by our contractor and the board is an all-volunteer board. Our administrative location is at the JSI Research and Training Institute /Community Health Institute in Bow, NH. This exception was granted per our workforce development contract and exhibit C-1 was revised to allow this exception.

Sincerely,

Marissa E. Carlson

Marissa Carlson, Administrator
The Prevention Certification Board of New Hampshire

The Prevention Certification Board of NH
501 South Street, 2nd Floor
Bow, NH 03304
603-573-3356
nhpreventcert@gmail.com
www.nhpreventcert.org

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/30/2024

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).

PRODUCER Cross Insurance-Manchester 1100 Elm Street Manchester NH 03101	CONTACT NAME: Heidi Boylan PHONE (A/C, No, Ext): (603) 669-3218 FAX (A/C, No): (603) 645-4331 E-MAIL ADDRESS: manch.certs@crossagency.com
INSURED The Prevention Certification Board of New Hampshire c/o Community Health Institute 501 S. Street, 2nd Floor Bow NH 03304	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Executive Risk Specialty Ins. Co. INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 24-25 D&O **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [X] CLAIMS-MADE [ ] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			EKO3515881	04/14/2024	04/14/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Director & Officer	$ $ $ $ $ $ $ 1,000,000
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N [ ] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
A	Directors & Officers			EKO3515881	04/14/2024	04/14/2025	Limit of Liability Deductible	1,000,000 1,000

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

CERTIFICATE HOLDER

State of New Hampshire Department of Health & Human Services
129 Pleasant Street
Concord NH 03301

CANCELLATION

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

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/26/2023

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).

PRODUCER AHT Insurance, A Baldwin Risk Partner 458 South Ave Whitman MA 02382 License#: CA#0658748	CONTACT NAME: PHONE (A/C, No, Ext): 800-648-4807 FAX (A/C, No): 781-447-7230 E-MAIL ADDRESS:
INSURED JSI Research & Training Institute, Inc. John Snow, Inc. World Education, Inc. 44 Farnsworth Street Boston MA 02210-1206 JOHNSNO-01	INSURER(S) AFFORDING COVERAGE / NAIC # INSURER A : Federal Insurance Company 20281 INSURER B : ACE American Insurance Company 22667 INSURER C : Great Northern Insurance Compa 20303 INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 314957123 **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
C	X COMMERCIAL GENERAL LIABILITY			35873320	9/9/2023	10/1/2024	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
A	AUTOMOBILE LIABILITY			73546634	9/9/2023	10/1/2024	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$ 1,000,000
	OWNED AUTOS ONLY X SCHEDULED AUTOS						BODILY INJURY (Per accident)	$ 1,000,000
	X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$ 1,000,000
								$
A	X UMBRELLA LIAB X OCCUR			79861066	9/9/2023	10/1/2024	EACH OCCURRENCE	$ 20,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 20,000,000
	DED RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N			71733182	9/9/2023	10/1/2024	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
B	Errors & Omissions/Cyber			D96621772	11/30/2023	10/1/2024	Per Occurence Aggregate	5,000,000 5,000,000

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

CERTIFICATE HOLDER

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

CANCELLATION

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

Prevention Certification Board of NH

Mission:

The mission of the Prevention Certification Board of New Hampshire is to prevent the misuse of alcohol, tobacco, and other drugs by providing a professional prevention credential which:

- Ensures that individuals working in communities to reduce risk and promote health have current and comprehensive knowledge, skills, and attitudes to carry out successful prevention approaches;
- Recognizes and supports a broad public health approach to behavioral health and wellness;
- Protects consumers served by credentialed professionals.

IRS

Confirmation

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** THE PREVENTION CERTIFICATION BOARD OF NEW HAMPSHIRE
- **EIN:** 342046599
- **Tax Year:** 2023
- **Tax Year Start Date:** 01-01-2023
- **Tax Year End Date:** 12-31-2023
- **Submission ID:** 10065520240937634433
- **Filing Status Date:** 04-02-2024
- **Filing Status:** Accepted

MANAGE FORM 990-N SUBMISSIONS

Table of Contents

Form NHCT-12: Annual Report

version 2.12

(Submission #: HQ3-4EZG-D5EJT, version 1)

Details

Submitted	5/13/2024 (0 days ago) by Hannah Owen
Alternate Identifier	The Prevention Certification Board of New Hampshire
Submission ID	HQ3-4EZG-D5EJT
Status	Submitted

Fees

Fee	$75.00
Payments/Adjustments	($75.00)
Balance Due	$0.00 (Paid)

Form Input

Charitable Trust Information

Charitable Entity Information

Entity Name
The Prevention Certification Board of New Hampshire

Registration Number Lookup

If you don't remember your registration number click on the link
Registration number

NH Charitable Trusts Unit Registration number
16188

Report is for fiscal year end date (MM/DD/YYYY)
12/31/2023

Is this report a consolidated report for multiple years because you received a suspension of your annual requirement?
No

Entity's Address

501 South Street, 2nd Floor
Bow, NH 03304

Has the entity changed its address this year?
No

Entity's Website
https://nhpreventcert.org

Has the entity changed its name this year?
No

Contact Information

Contact Name
Hannah Owen

Contact Address
501 South Street, 2nd Floor
Bow, NH 03304

Contact Telephone Number
603-573-3356

Contact Email Address
hannah_owen@jsi.com

Charitable Trust Questionnaire

1. Did the entity submit a request to extend the deadline to file the annual report with payment of the $75.00 fee required by RSA 7:28-a, II?
No

2. Is the entity a private foundation? (private foundations file Internal Revenue Service Form 990-PF)
No

3. Did the entity file with the Internal Revenue Service a Form 990, Form 990-EZ, or Form 990-PF for the reporting period?
No

4. For New Hampshire-based charitable trusts only, did revenue equal or exceed $500,000 during the reporting period?
No

5. Is the entity a New Hampshire nonprofit corporation (RSA 292) or otherwise headquartered in New Hampshire? (If yes, and the entity is not a private foundation, complete Form NHCT-12, Schedule C.)
No

6. Does the entity issue/offer Charitable Gift Annuities to New Hampshire citizens? (If yes, complete Form NHCT-12, Schedule D.)
No

7. Is this the entity's final report (i.e. is your entity dissolving, withdrawing from registration)? (If yes, complete Form NHCT-12, Schedule E.)
No

8. Note that all charitable trusts are required to submit a governing board list (see Form NHCT-12, Schedule B.)

NHCT-12: Schedule A - Financial Report

Financial Report

A. Employer identification number (EIN)
34-2046599

B. Internal Revenue Service Tax Exemption Status
Other: 501(c)(6)

Part I. Statement of Program Service Accomplishments

Complete the items below

C. Describe the entity's primary charitable purpose
The board provides oversight for Prevention Specialist certification, recertification and advanced certification..

D. Describe briefly, for each of the entity's largest programs (measured by expenses), the services provided and the number of persons benefited. (These program expense amounts must be included in Part II, lines F8 through F16).

Description of Program	Program Expenses
JSI Research & Training Institute contractor for administrative services to approximately 60 certified individuals in NH and board members	$6000.00
IC&RC annual meeting	$2418.02
IC&RC membership dues	$1500.00

Part II. Revenue and Expenses

Complete the items below

E. Revenue

1. Donations and grants received (not fundraising events)
0.00

2. Program service revenue (received in exchange for services)
11,833.98

3. Membership fees
2,899.32

4. Interest and Dividends
0.00

5. Gross receipts from special fundraising events and activities
0.00

6. Other revenue
0.00

7. Total Revenue
14,733.30

F. Expenses

8. Cash and benefit amounts paid to unrelated persons or groups
0.00

9. Cash and benefit amounts paid to or for directors or members
0.00

10. Compensation of officers, directors & key employees
0.00

11. Other salaries & wages
0.00

12. Payroll taxes & employee benefits
0.00

13. Professional fees and other payments to independent contractors
6,000.00

14. Occupancy, rent, utilities, insurance
450.00

15. Printing, publications, postage, office supplies, IT
145.20

16. Other expenses
5,624.34

17. Total Expenses
12,219.54

G. Net income (or net loss)
2,513.76

Part III. Balance Sheet

Complete the items below

H. Assets

1. Cash, savings, investments
0.00

2. Real estate less any depreciation
0.00

3. Other property and equipment less any depreciation
0.00

4. Pledges, grants, accounts receivable
0.00

5. Other assets
0.00

6. Total Assets (program will add lines 1-5)
0.00

I. Liabilities

7. Accounts payable
0.00

8. Loans, grants payable
0.00

9. Other liabilities
0.00

10. Total Liabilities (program will add lines 7-9)
0.00

J. Fund balance/Net worth (program will subtract line 10 from line 6)
0.00

K. Amount of fund balance that is donor restricted
0.00

L. Fund Balance/net worth at prior year end (prior year's Line J)
0.00

M. Change in Fund Balance (subtract line L from line J)
0.00

N. Explain reason for change in fund balance (Line M)
NONE PROVIDED

Part IV. Other Information

Complete items below

O. Did the entity experience any significant thefts, embezzlements, or other diversions of assets during the reporting year? If yes, explain.
No

NHCT-12: Schedule B - Governing Board

Instructions

For entities based in New Hampshire, provide all of the information set forth below either by entering requested information in the table below or uploading a pre-established list containing the same information.

For entities not based in New Hampshire, complete the names and titles of the governing board on this Schedule B or upload a board list containing the names and titles of the governing board.

Officers and Directors

Name	Title	Home address-street	City/Town	State	Zip Code	Daytime telephone number	Email address	Average hours per week devoted to position	Compensation and benefits paid (enter 0 if none)
Marissa Carlson	President	27 Taft Street	North Adams	MA	01247	978-206-1188	mcarlson.ti@gmail.com	6	0
Julie Yerkes	Vice President	29 Westbourne Road	Concord	NH	03301	603-573-3377	julie_yerkes@jsi.com	4	0
Carrie McFadden	Treasurer	1087 Beauty Hill Road	Barnstead	NH	03218	603-225-7060	carriemcfadden@gmail.com	4	0
Sarah Shanahan	Secretary	27 Pine Road	North Hampton	NH	03862	603-994-7233	sarah@havennh.org	3	0

Board Members
NONE PROVIDED
Comment
Our board is an all volunteer board and is not paid.

Third-Party Filing

If you are a third-party filer filing on behalf of a charitable entity, please have an authorized representative complete Form NHCT-50: Authorization for Electronic Filing by Agent, and attach.
No

Certification

I hereby certify that the information in this report is true and correct to the best of my knowledge and belief subject to the penalty of making unsworn false statements under RSA 641:3 and RSA 641:8.

The certification must be signed by the president or treasurer of the governing board, or a trustee of an express trust.

Electronically signed by
Carrie C. McFadden

Title
Treasurer

Date
05/13/2024

NHCT-12 (September 2022)

Status History

	User	Processing Status
4/24/2024 12:02:01 PM	Hannah Owen	Draft
5/13/2024 1:42:03 PM	Hannah Owen	Submitting
5/13/2024 1:42:16 PM	Hannah Owen	Submitted

Processing Steps

Step Name	Assigned To/Completed By	Date Completed
Form Submitted	Hannah Owen	5/13/2024 1:42:16 PM

Prevention Certification Board of NH

Board of Directors:

Marissa Carlson, CPS, President
NH Teen Institute
[redacted]

Julie Yerkes, CPS, Vice President
JSI Research and Training Institute, Inc. dba
Community Health Institute
[redacted]

Carrie McFadden, MPH, Treasurer
Peer Support Community Partners
[redacted]

Sarah Shanahan, Secretary
Haven NH
[redacted]

Marissa Carlson

[redacted]

QUALIFICATIONS

Experience leading nonprofit organizations to achieve their youth development and artistic missions
Trainer for youth and adults, with experience in curriculum design as well as implementation
Computer experience includes Word, Excel, Salesforce, FileMaker Pro, SPSS (statistics), MEDIC+, Publisher, and internet research

EDUCATION

M.S. Nonprofit Management, Bay Path University, Longmeadow, MA
B.A. Psychology, Pomona College, Claremont, CA
Psi Chi: International Honor Society in Psychology

ADDITIONAL CERTIFICATIONS & TRAININGS

- Certified Prevention Specialist (CPS)
- Trainer of SAMHSA-developed curricula including:
  - SPF Application for Prevention Success Training (SAPST)
  - Ethics in Prevention
  - Advanced Prevention Ethics
  - A Provider's Introduction to Substance Abuse Treatment for Lesbian, Gay, Bisexual, and Transgender Individuals (2nd Edition)
  - Prevention Core Competencies
- Trained in Youth Leadership Institute's (YLI) "Environmental Prevention & Youth Initiated Projects"

EMPLOYMENT

2012 - Executive Director, New Hampshire Teen Institute
2009 – 2012 Program Director, New Hampshire Teen Institute

- Coordinating and training 175+ volunteer staff from NH and the greater Northeast for 5 overnight and numerous day-long programs around the state of NH each year.
- Engaging in regular organizational mission, vision, and strategic plan update & review in collaboration with the Board of Directors.
- Developing & implementing curricula that promote healthy choices and substance misuse prevention through capacity building, youth development, and youth & adult partnerships.
- Collaborating with coalition staff, teachers, SAPs, guidance counselors, and other youth-work professionals from NH's regional prevention networks to connect & enroll eligible students in our programs.
- Developing the organization's annual budget and individual program budgets in collaboration with key staff & stakeholders
- Co-advising the volunteer Program Advisory Committee, a youth-adult collaboration focused on the continued efficacy and efficiency of our programming.
- Acting as the organizational liaison between our volunteer staff & participants and the facilities staff at the program sites we utilize.
- Heading all aspects of the multi-year Service to Science application process to achieve endorsement of the Summer Leadership Program as an evidence-based prevention program, including research, evaluation, and data entry & analysis.

- Managing paid, intern, and volunteer staff in both office and program settings.
- Working at the state and regional levels to position NH Teen Institute as the foremost name in youth leadership development and empowerment programming.

2004 – 2009 Admissions Intake Coordinator, Hillcrest Educational Centers
- Processing new referrals for 4 residential and one day program for psychiatrically-involved students ages 6-18
- Coordinating prospective student interviews with admissions colleagues, state agencies (DSS, DMH, etc.), school districts, other treatment providers, and families
- Making travel arrangements for admissions and program staff
- Fielding initial treatment and programmatic inquiries from parents, social workers, special education coordinators, attorneys, and juvenile justice staff
- Educating new Hillcrest staff on the admissions process during biweekly orientations
- Coordinating annual student calendar art contest with 150 students, and overseeing layout, publication, and distribution of the 2500 resulting calendars

2003 - 2004 Substitute Counselor/Clinic Coordinator, Tapestry Health Systems
2002 – 2003 Office Manager, Tapestry Health Systems
- Coordinating the daily operations of THS' 3 Berkshire County medical clinics
- Counseling clients seeking emergency contraception or medical assistance
- Overseeing files and required paperwork for the offices' participation in the "Keeping Teens Healthy" program of the Mass. Dept. of Public Health
- Managing staff members in the absence of the Health Services Manager

2001 -2003 Assistant Director of Programming, Exploration School, Inc.
The Exploration Intermediate Program is an academic enrichment summer program for 8th- and 9th-graders, with 650 students in each of two 3-week sessions. As a member of the 8-person administrative team, I worked to coordinate the program and its 100 staff members. Individually, I was also responsible for:
- Coordinating 2-4 evening activities (performances, trips, sports events, etc.) for the students
- Overseeing the A/V needs for classes, activities, and events, and supervising the two A/V coordinators
- Coordinating the arrivals and departures of students at Logan Airport
- Co-managing other staff in the Programming Office

ORGANIZATIONS

2022 - NH Center for Nonprofits DEI Advisory Committee - Member
2019 - New England Prevention Technology Transfer Center Advisory Council - Member
2017–2020 NH Training Institute on Addictive Disorders' Training Advisory Committee – Member
2015 - NH Prevention delegate to the International Credentialing & Reciprocity Consortium (IC&RC), Chair of the IC&RC Prevention Specialist credential committee (2020-2023), Board of Directors member & Chair of the IC&RC Credentialing Committee (2023-
2013 - NH Prevention Certification Board – Secretary, President
Lead Board Member on NH Prevention Workforce Development program (2016-2020)
2013-2022 NH Governor's Commission Prevention Task Force – Member, Co-Chair (2021-2022)
2004 - Mill City Productions – Associate Artistic Director (2013-2022)
Founding company member & Artistic Director (2004-2010)
1997-2002 Young Americans - Company member
National & international tours in Fall 1999 and Fall 2001

JULIE YERKES, ED. M., CPS

EDUCATION

HARVARD GRADUATE SCHOOL OF EDUCATION, CAMBRIDGE, MA
Ed. M. Human Development and Psychology: Risk and Prevention

MIDDLEBURY COLLEGE, MIDDLEBURY, VT.
B.A. English and Italian; Concentration: Secondary Education

EXPERIENCE

JSI, Boston, Massachusetts
Prevention Programs Manager, January 2020 - present
Provide Substance Misuse Prevention content knowledge and expertise for statewide technical assistance resource center on a variety of substance use prevention projects. Consult on the development, implementation and evaluation of evidence-based policies, programs, and practices in substance misuse prevention services. Direct the Community Engagement for the Partnership@ drugfreeNH, convening stakeholders from across the state to increase substance use prevention communication knowledge, skills, and best practices. Facilitate NH Service to Science, a process through which innovative prevention programs can demonstrate effectiveness and earn the designation of Evidence Base Program. Provide TA to programs seeking Service to Science designation.

NH Teen Institute, Manchester, New Hampshire
Parent Education Coordinator, July 2017 – January 2020
Networked and built relationships with prevention professionals, schools, community groups, and prevention coalitions across New Hampshire. Organized parent education program in each of the 13 regional public health networks. Collected data and engaged in program evaluation as part of program fidelity efforts and outcome tracking. Oversaw management and reporting requirements of state and/or local contracts. Stayed current on ATOD trends, research, and best practices. Presented at state and national conferences. Provided professional development for individuals working with youth.

School of Creative and Performing Arts, New York, New York
Associate Director, January 2008 – July 2017
Identified gaps in services and adjusted systems to meet changing needs of clients and staff. Developed and streamlined systems to increase quality, efficiency, and consistency of programming while minimizing risk. Researched rules, regulations, and best practices and developed educational and training materials for faculty and staff. Developed systems to address student health issues and staff responsiveness. Coordinated operational areas in order to meet the mission of the school and program objectives. Ensured successful high-quality implementation of program across four campuses, focusing on student safety and wellbeing, positive relationship with host universities, and professional satisfaction for staff. Provided technical assistance, training, and advisement to campus directors.

New Hampshire Institute of Politics, Manchester, NH
Civic Education Programs Manager, November 2005 – January 2008
Developed and enhanced school- and community- based prevention programs. Created and implemented professional development opportunities for teachers and school administrators. Worked with individual and groups of students to enhance their leadership skills. Researched, tracked, and monitored trends within state and national prevention and education fields. Represented the NHIOP at state and national meetings and conferences.

The Medical Foundation, Boston, Massachusetts
Prevention Specialist Intern, September 2002 – July 2003
Developed and implemented ATOD and violence prevention curricula in middle and high schools and community health centers in underserved urban communities. Supported student development throughout prevention training program. Facilitated group cohesion and created a respectful community among students from diverse cultural and economic backgrounds. Built relationships with school administrators and faculty in order to successfully integrate youth development programs into the school schedule.

JULIE YERKES

[redacted]

The New England School of English, Cambridge, Massachusetts
Teacher of English as a Foreign Language and Assistant Academic Director, May 2000 – August 2005
Advised students to maximize their learning and achieve academic goals. Led monthly teacher development meetings. Taught intensive English language program for students and professionals representing over 15 countries. Customized curriculum and used various teaching techniques to meet students' individual needs. Promoted understanding and tolerance of diverse abilities, views, and cultures.

TRAINING | CERTIFICATIONS

- New Hampshire Prevention Certification Board, Concord, New Hampshire
  Certified Prevention Specialist, 2018—present
- Prevention Solutions @ EDC, Waltham, Massachusetts
  Substance Abuse Prevention Skills Training, Facilitator, 2020

PROFESSIONALS AFFILIATIONS | MEMBERSHIP

- New Hampshire Prevention Certification, *Board member, 2020*
- New England Prevention Technology Transfer Center, Advisory Council member, 2020

Carrie C. McFadden

PROFESSIONAL EXPERIENCE

Peer Support Community Partners, Watertown, MA (Remote)
COO **January 2024-Present**

- Lead and manage all aspects of daily operations, ensuring smooth and efficient functioning across departments. Partner with the CEO to develop and execute strategic plans, translating vision into actionable initiatives. Foster a collaborative work environment by bridging communication gaps between projects and/or staff. Lead cross-functional teams to achieve key objectives, such as developing an organizational asset library. Provide clear and concise communication across the organization, keeping everyone informed and aligned. Implement data-driven decision making to identify areas for improvement and optimize processes.

Office Manager/Program Coordinator **August 2022-December 2023**

- Provided remote office oversight of day-to-day tasks. Supported staff and directors. Coordinated communication between departments. Provided project management and event planning for the annual grief conference.

Foundation for Healthy Communities, 125 Airport Road, Concord, NH 03301
Project Coordinator **May 2020-August 2022**

- Responsible for supporting the development and implementation of the Foundation for Healthy Communities project, *Improving Hospital Inpatient Management of Opioid Use Disorders in Rural Communities.* The project developed strategies to advance rural hospital inpatient and discharge management of patients with opioid use disorders and created a patient- and family-centered continuum of care.

NH Training Institute on Addictive Disorders, 130 Pembroke Road, Concord, NH 03301
Training Director **November 2015-March 2020**

- Developed, coordinated and supported multiple workforce development training initiatives based on contract specific priorities. Oversaw registration platform, continuing education requirements, onsite coordination for events and event wrap-up. Increased training opportunities threefold during my tenure.

Maine Center for Disease Control, 91 Camden St., Rockland, ME 04841
Public Health District Liaison **September '13 – November 2015**

- Liaison for the Midcoast District covering Sagadahoc, Lincoln, Knox and Waldo counties. Oversaw public health unit located in Rockland including infectious disease epidemiology, public health nursing, health and water inspection. Served as the connecting point for the public and funded Healthy Maine Partnerships with the Maine CDC. Served on the Midcoast District Coordinating Council and oversaw the meeting planning and logistics. Contact for Public Health Emergency Preparedness in the Midcoast District and regularly participated in training and exercises.

Athenahealth, 3 Hatley Road, Belfast, ME 04949
Enrollment Analyst **December '12 – September '13**

- Supported small physician group credentialing with payers nationwide. Researched, analyzed and implemented credentialing and contracting for physician groups and individual providers. Worked collaboratively with enrollment team members in information gathering, teaching and improving work processes.

New England Institute of Addiction Studies, 6 East Chestnut Street, Augusta, ME 04332
Coordinator for Summer Programs **March '07 – December 2012**

- Supported multiple professional training and development events; the largest serving approximately 600 participants. Developed and implemented programs regionally and statewide based on identified workforce development priorities. Collected, analyzed and managed evaluation data for ongoing and continuous program improvement. Developed computer and manual based systems to support programs. Served as a primary contact for customer relations and faculty support. Developed and arranged for continuing education applications. Supervised on-site operations, registration and volunteers

The Women's Project / PROP, 510 Cumberland Ave., Portland, ME 04101
Therapeutic Case Manager **October '07 – August '08**

- Offered support/networking for women dealing with an addiction, their own or others. Maintained records and appropriate documentation on clients. Performed an intake on all clients to identify barriers to treatment. Performed monthly check-ins with clients, worked with client's goals. Traveled to clients' homes.

Program Coordinator, Fetal Alcohol Spectrum Disorders **January '05 – March '07**

- Developed and maintained strong working relationships with all sectors of the FASD continuum of prevention and treatment services. Provided coordination and support to FASD Task Force. Supported program planning and designed strategies to assure fulfillment of project goals. Ensured project activities were coordinated and focused on project goals and objectives. Managed the development of reports to funding organizations. Participated in project sustainability activities.

Medical Care Development, Inc., 11 Parkwood Drive, Augusta, ME 04333
Project Director, Performance Improvement **November '02 - June '04**

- Developed, implemented and monitored the performance improvement program. Coordinated and developed process, policies and procedures for performance improvement. Coordinated the process of data collection, monitoring, analyzing and reporting of improvement activities. Facilitated the implementation of programmatic changes that result from improvement activities. Developed and coordinated the company Leadership Development Program.

Project Director, Partnership For A Tobacco-Free Maine Network Initiative **January '01-October '02**

- Oversaw statewide partnership efforts in recruitment and networking for 31 Healthy Maine Partnerships. Administered statewide information line that distributed over 3,000 educational materials in addition to 80,000 promotional materials annually. Oversaw web site development and two statewide quarterly newsletters. Developed and coordinated Partnership For A Tobacco-Free Maine's Tobacco Education Clearinghouse. Assisted in creative development of statewide, multi-faceted media/marketing campaigns with marketing firm. Successfully developed and expanded Maine's first statewide anti-tobacco youth advocacy network.

Sebasticook Valley Hospital, 99 Grove St., Pittsfield, Maine 04967 **December 1998-2000**
Quality Improvement Coordinator

- Coordinated and oversaw hospital wide and medical staff QI program. Organized and maintained QI documentation and provided technical assistance on QI projects and data management techniques. Educated new employees, department managers, QI committee members and Board on QI process. Assisted hospital departments in preparation for state licensing survey. Prepared grant proposals for hospital programs as applicable.

Office of Policy and Legal Analysis, Maine State Legislature, Augusta, ME **December 1996-1998**
Legislative Analyst

- Staffed the Joint Standing Committee on Business and Economic Development. Drafted legislation,

amendments and legislative reports. Conducted policy research in the areas of business, professional and occupational regulation, economic development, health and human services, judiciary, and criminal justice. Prepared and presented policy and budget information for the committee's decision making. Provided technical assistance on budgetary, program evaluation and rules review matters

Researcher **October 1992-1996**

- Provided technical support for committees and study commissions of the Maine Legislature. Drafted, reviewed and summarized legislation.

EDUCATION

Yale School of Medicine, Department of Epidemiology and Public Health, New Haven, CT. Master's in Public Health, 1992; concentration in Health Policy and Resources

Trinity College, Burlington, VT. Bachelor of Science; double concentration in Biology and Psychology, 1990, *Cum Laude*

WORK QUALITIES

- Excellent communication skills
- Highly organized, task-oriented with excellent time management skills
- Strong interpersonal skills and professional demeanor in relating to diverse groups
- Work well independently with minimal supervision
- Sense of humor
- Flexible

Sarah Shanahan

Education Master of Arts in Teaching, University of New Hampshire, Durham, NH
Bachelor of Fine Arts in Theatre Studies, Emerson College, Boston, MA

Licenses NH EEC: Elementary Education (K-8), Theatre; HQT
American Society for Training and Development (ASTD) Certified Professional Trainer

Awards NSVRC Visionary Voice Award for Violence Prevention (2011)
NH Children's Trust Fund Unsung Hero Award (2009)

Experience

HAVEN
Education & Training Director July 2016-Present

- Coordinates the marketing and scheduling of all education & training programs
- Develops and delivers programs for parents, teachers and community partners
- Integrates new technologies into programs and presentations
- Partners with local, regional and statewide organizations to deliver workshops to professionals
- Writes grants and proposals to fund programming and operating costs
- Supervises interns, staff and volunteers

Media Power Youth, Manchester, NH Sept. 2012- June 2016
Education and Training Manager

- Implemented NH Governor's statewide Violence Prevention through Media Literacy initiative
- Trained over 200 teachers to implement media literacy programming in their classrooms
- Coordinated the marketing and scheduling of all programs and trainings
- Developed and delivered media literacy programs for parents, teachers and students across the state
- Integrated new technologies into programs and presentations
- Designed an online course
- Partnered with local, regional and statewide organizations to deliver workshops to youth
- Wrote grants and proposals to fund programming and operating costs
- Developed partnerships with appropriate private, public and state entities to secure funding and opportunities for Media Power Youth programming
- Supervised interns, staff and volunteers

Sexual Assault Support Services, Portsmouth, NH Sept. 2001-Sept. 2012
Educator

- Delivered age appropriate programs to over 100,000 elementary, middle and high school students
- Used multiple forms of media/technology to enhance school presentations
- Developed evidence and research based middle & high school violence prevention curriculum
- Developed evidence and research based elementary Personal Body Safety curriculum
- Developed statewide assessment tool for violence prevention programs
- Trained and supervised interns, volunteers and education staff
- Scheduled, coordinated and evaluated school programs
- Conducted teacher, staff and parent trainings at schools and conferences
- Presented media literacy workshops at state, regional and national conferences
- Wrote and performed Personal Body Safety puppet shows

OTHER EXPERIENCE & SKILLS

Educational Theatre, Acting/Singing,Theatre Instruction/Directing/Technical theatre , Songwriting, Playwriting, Girl Scouts, Pi Lambda Theta (National Honor Society in Education), Mensa

NH Department of Health and Human Services

KEY PERSONNEL

List those primarily responsible for meeting the terms and conditions of the agreement.

Job descriptions not required for vacant positions.

Contractor Name: The Prevention Certification Board of NH

NAME	JOB TITLE	ANNUAL AMOUNT PAID FROM THIS CONTRACT	ANNUAL SALARY
Marissa Carlson	President	$0.00	$0.00
Julie Yerkes	Vice President	$0.00	$0.00
Carrie McFadden	Treasurer	$0.00	$0.00
Sarah Shanahan	Secretary	$0.00	$0.00