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

Lori A. Weaver
Commissioner

Katja S. Fox
Director

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April 4, 2025

Her Excellency, Governor Kelly A. Ayotte
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 New Hampshire Alcohol and Drug Abuse Counselors Association (VC#170428), Concord, NH, in the amount of \$400,000 to 1) provide training that increases the ability of the behavioral health workforce to engage with, and address the needs of, individuals across the lifespan who are struggling with mental health and substance use disorders with a focus on youth and young adults and 2) expand the workforce through credentialing support, with the option to renew for up to two (2) additional years, effective upon Governor and Council approval through September 29, 2026. 100% Federal Funds.

Funds are available in the following account for State Fiscal Year 2025 and are anticipated to be available in State Fiscal Years 2026 and 2027, 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.

05-95-92-920510-70400000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT, HHS: BEHAVIORAL HEALTH DIV, BUREAU OF DRUG AND ALCOHOL SERVICES, SOR GRANT

State Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
2025	102-500731	Contracts for Prog Svc	92057070	\$24,437
2026	102-500731	Contracts for Prog Svc	92057070	\$88,144
2026	102-500731	Contracts for Prog Svc	TBD	\$228,553
2027	102-500731	Contracts for Prog Svc	TBD	\$58,866
			Total	\$400,000

EXPLANATION

This request is **Sole Source** because the Contractor currently provides a comprehensive array of professional development training for the substance use continuum of care workforce and stakeholders through their existing Training Institute. The Contractor is also the only known

entity in NH that provides credentialing support for substance use prevention, recovery, and treatment providers. The Contractor was named in the State's most recent federal grant application due to its ability to quickly add services to their existing programming; reducing the need for program development and increasing the effectiveness and reach of available funding.

This request is two-fold. First, training provided through this Agreement will focus on the complex needs of youth and young adults, aged 16 through 25 who are struggling with substance misuse and substance use disorders. Service providers will gain tools, insight, and key principles of care to effectively engage youth and young adults in services. Providers, targeted through this Agreement, will include alcohol and other drug prevention, treatment and recovery support providers; primary and mental health care providers; first responders; corrections personnel; educators; community health workers; doulas; public health personnel; faith leaders; and other community stakeholders.

Second, this Agreement expands support and resources for Licensed Drug and Alcohol Counselors and Certified Recovery Support Workers who currently hold and/or individuals who are working towards licensing or certification. Services provided will address supervision needs; provide assistance for application completion and exam preparation and will include the facilitation of study groups and supervision mentorship sessions. Expansion of the existing Credentialing Support Partnership will help increase the provider workforce and access to services. This request will allow the Department and the Contractor to offer trainings that focus on strategies and practices to address the complex needs of youth and young adults, aged 16 through 25, with substance misuse and use disorders, and provide supports and resources through the Credentialing Support Partnership program to address the supervision needs of Licensed Alcohol and Drug Counselors and Certified Recovery Support Workers and to assist application review and exam preparation support for Certified Recovery Support Workers.

Approximately 250 individuals will be served between July 1, 2025, and September 29, 2026.

The Department will monitor services through the monthly review post-event trainee satisfaction surveys and monthly progress reports to ensure contract goals and performance measures are being met and to ensure:

- Completed evaluation sheets are collected from no less than 85% of participants who attend a training event.
- Trainee satisfaction survey results reflect an 85% or higher rating of satisfaction.

As referenced in Exhibit A, Revisions to Standard Agreement Provisions, of the original agreement, the parties have the option to extend the agreement for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval.

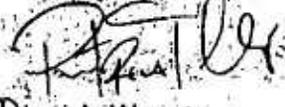
Should the Governor and Council not authorize this request NH's behavioral health workforce and cross-section stakeholders may not have access to training to support their capability to address the needs of the individuals they serve, and Licensed Drug and Alcohol Counselors and Certified Recovery Support Workers may not have access to resources that support their credentialing needs.

Area served: Statewide.

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
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Source of Federal Funds: Assistance Listing Number #93.788, FAIN # H79T1087843.

Respectfully submitted,



Lori A. Weaver
Commissioner

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

Subject: Youth Focused Trainings and Credentialing Support Partnership (SS-2025-DBH-32-YOUTH-01)

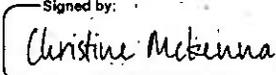
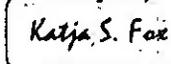
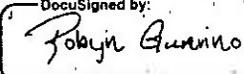
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

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 New Hampshire Alcohol and Drug Abuse Counselors Association		1.4 Contractor Address 130 Pembroke Road, Suite 150, Concord, NH 03301	
1.5 Contractor Phone Number (603) 724-7520	1.6 Account Unit and Class TBD	1.7 Completion Date 9/29/2026	1.8 Price Limitation \$400,000
1.9 Contracting Officer for State Agency Robert W. Moore, Director		1.10 State Agency Telephone Number (603) 271-9631	
1.11 Contractor Signature Signed by:  Date: 4/21/2025		1.12 Name and Title of Contractor Signatory Christine McKenna President	
1.13 State Agency Signature DocuSigned by:  Date: 4/21/2025		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:  On: 4/28/2025			
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____			

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement, 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.

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.

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.

**New Hampshire Department of Health and Human Services
Youth Focused Trainings and Credentialing Support Partnership
EXHIBIT A**

Revisions to Standard Agreement Provisions:

1. Revisions to Form P-37, General Provisions

1.1. 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 two (2) additional years from the Completion Date, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and approval of the Governor and Executive Council.

1.2. Paragraph 12, Assignment/Delegation/Subcontracts, is amended by adding subparagraph 12.5 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.

**New Hampshire Department of Health and Human Services
Youth-Focused Trainings and Credentialing Support Partnership Expansion**

EXHIBIT B

Scope of Services

1. Statement of Work

- 1.1. The Contractor must plan, coordinate, and provide a minimum of 18 professional development training opportunities, with in-person and virtual attendance options. The Contractor must ensure trainings include information on addressing and engaging with youth and young adults aged 16 through 25, as appropriate, and include, but are not limited to, the following topics:
 - 1.1.1. Opioid and stimulant use prevention strategies.
 - 1.1.2. Treatment practices and intervention strategies for individuals with an opioid use disorder or stimulant use disorder (StimUD).
 - 1.1.3. Addressing complex needs of individuals with StimUD, including addressing violence and psychosis.
 - 1.1.4. Assessing and treating co-occurring stimulant use and mental health disorders.
 - 1.1.5. Behavioral health needs of underserved communities.
 - 1.1.6. Understanding and navigating substance use disorder and pregnancy for peer recovery support workers.
 - 1.1.7. Care coordination, care planning, and case management standards of practice.
 - 1.1.8. Contingency management standards of practice and coaching strategies.
- 1.2. The Contractor must ensure services are available statewide.
- 1.3. The Contractor must ensure the services are made available to substance misuse supports and services providers, primary care providers, mental health care providers, first responders, corrections personnel, educators, community health workers, doulas, public health personnel, faith leaders, and other community leaders.
- 1.4. The Contractor must ensure training sessions are consistent with the required professional standards and core competency needs of the workforce which include, but are not limited to, relevant training for:
 - 1.4.1. Certified Prevention Specialists (CPS).
 - 1.4.2. Licensed Alcohol and Drug Counselors (LADC).
 - 1.4.3. Master Licensed Alcohol and Drug Counselors (MLADC).
 - 1.4.4. Certified Recovery Support Workers (CRSW).
- 1.5. The Contractor must provide training participants with training materials and Continuing Education Hours, as applicable to the training audience and its

**New Hampshire Department of Health and Human Services
Youth-Focused Trainings and Credentialing Support Partnership Expansion**

EXHIBIT B

- certification/licensing needs; ensure training is designed for different adult learning styles and levels of knowledge; and is provided using integrated, eLearning tools, when appropriate.
- 1.6. The Contractor must collaborate with the Department to identify and engage presenters to deliver training opportunities identified above.
 - 1.7. The Contractor must collaborate with the Department to ensure each training event is evaluated in accordance with each accrediting body, and other criteria as appropriate, that includes, but is not limited to:
 - 1.7.1. Collecting and analyzing participant evaluation responses for each training session.
 - 1.7.2. Compiling and analyzing aggregate data from evaluation responses monthly.
 - 1.7.3. Sharing evaluation data, monthly, with the Department to ensure the program is meeting its goals and for continuous quality improvement of the training program.
 - 1.8. The Contractor must include trainings identified through this Agreement on the Contractor's website, www.nhadaca.org, which must include:
 - 1.8.1. A calendar of training events offered or sponsored.
 - 1.8.2. The ability for participants to register for training.
 - 1.8.3. In-person or remote access to all training opportunities offered through this Agreement, as applicable.
 - 1.9. The Contractor may collect registration fees from training participants, for training expenses that exceed the amount funded by the Department. The Contractor must ensure a minimum of 10% of revenue generated from registration fees collected are reinvested to enhance the training program, as approved by the Department.
 - 1.10. The Contractor must expand support and resources offered through the Contractor's existing Credentialing Support Partnership (CSP) program. The Contractor must ensure program participation addresses LADC and CRSW supervision needs, CRSW application review, and CRSW exam preparation and includes, but is not limited to, responding to general credentialing questions and facilitating CRSW study groups, CRSW and LADC supervision sessions, and CRSW and LADC supervision mentorship sessions.
 - 1.11. The Contractor must include information about trainings and CSP programming available through this Agreement, in promotional material when exhibiting at workforce events in NH to promote careers in behavioral health.
 - 1.12. The Contractor must participate in meetings with the Department on a quarterly basis, or as otherwise requested by the Department to enhance contract

**New Hampshire Department of Health and Human Services
Youth-Focused Trainings and Credentialing Support Partnership Expansion**

EXHIBIT B

management, improve results, and adjust program delivery and policy based on successful outcomes.

1.13. The Contractor must develop and submit a Work Plan to the Department, utilizing a Department-approved format that details training and CSP planning, development, and scheduling timelines, within 30 working days of the contract effective date.

1.14. Reporting Requirements

1.14.1. The Contractor must provide written monthly progress reports to the Department, by the 15th working day of the following month, regarding accomplishment of contract goals and performance measures. The Contractor must ensure reports include, but are not limited to:

1.14.1.1. A summary of the work performed during the previous month.

1.14.1.2. Training data, including number of trainings offered during the previous month; number of attendees per training; attendee job title/position per training; scheduled trainings for the following month; and a summary of training evaluation results from services provided during the previous month.

1.14.1.3. CSP Program data, including number and type of assistance and support, identified in Section 1.10, requested and provided; number of attendees; and program participant credentials, as applicable.

1.15. Performance Measures

1.15.1. The Contractor must collect a completed evaluation sheet from no less than 85% of participants who attend a training event.

1.15.2. The Department will monitor performance of the contract by trainee satisfaction survey results that reflect an 85% or higher rating of meeting the participant's needs as identified in post-event trainee evaluation results submitted.

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

1.16. Contract End-of-Life Transition Services

1.16.1. General Requirements

1.16.1.1. If applicable, upon early termination or expiration of the Agreement the parties agree to cooperate in good faith to effectuate a secure transition of the services ("Transition Services") from the Contractor to the Department and, if

**New Hampshire Department of Health and Human Services
Youth-Focused Trainings and Credentialing Support Partnership Expansion
EXHIBIT B**

applicable, the new Contractor ("Recipient") engaged by the Department to assume the services. 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 Recipient to develop a Data Transition Plan (DTP). The Department shall provide the DTP template to the Contractor.

1.16.1.2. The Contractor must 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.

1.16.1.3. 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.

1.16.1.4. 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.

1.16.1.5. In the event 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.

1.16.1.6. In the event the Contractor has comingled Department Data and the destruction or Transition of said data is not feasible, the Department and Contractor will jointly

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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.

1.16.2. Completion of Transition Services

1.16.2.1. Each service in 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.

1.16.2.2. 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.

1.16.3. Disagreement over Transition Services Results

1.16.3.1. 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.

2. Exhibits Incorporated

2.1. The Contractor must comply with all Exhibit D Federal Requirements, which are attached hereto and incorporated by reference herein.

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

SS-2025-DBH-32-YOUTH-01

B-2.1

Contractor Initials

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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 in 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 reports, protocols, guidelines, brochures, posters, and resource directories.

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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 further review, 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.

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EXHIBIT C**

Payment Terms

1. This Agreement is funded by:
 - 1.1. 100% Federal funds through the State Opioid Response (SOR) grant, awarded by the DHHS Substance Abuse and Mental Health Services Administration (SAMHSA), ALN 93.788, as awarded on:
 - 1.1.1. September 24, 2024, FAIN H79T1087843.
2. For the purposes of this Agreement the Department has identified:
 - 2.1. The Contractor as a Subrecipient, based on criteria specified in 2 CFR 200.331;
 - 2.2. The Agreement as NON-R&D, in accordance with 2 CFR §200.332.
 - 2.3. The Indirect Cost Rate for this Agreement in the attached Budget Sheet(s).
3. Payment shall be on a cost reimbursement basis for actual allowable expenditures incurred under this Agreement, and shall be in accordance with the approved line items, as specified in Exhibits C-1, Training and Credentialing Support Budget.
4. The Contractor shall submit an invoice with supporting backup documentation in a form and secure manner satisfactory to the Department by the 15th working day of the following month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The Contractor shall ensure each invoice:
 - 4.1. Is completed, dated and returned to the Department in order to initiate payment. Invoices shall be net any other revenue received towards the services billed in fulfillment of this agreement;
 - 4.2. Has backup documentation, including:
 - 4.2.1. General Ledger showing all revenue and expenses for the contract;
 - 4.2.2. Timesheets and/or time cards that support the hours employees worked for wages reported under this contract;
 - 4.2.2.1. Per 45 CFR Part 75.430(i)(1) Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed; and
 - 4.2.2.2. Attestation and time tracking templates, which are available to the Department upon request;
 - 4.2.3. Invoices supporting expenses reported which do not include unallowable expenses, per federal grant guidelines, including:

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- 4.2.3.1. SOR 4 Notice of Funding Opportunity, page 31: <https://www.samhsa.gov/sites/default/files/grants/pdf/fy-2024-sor-nofo.pdf>; and
 - 4.2.3.2. SAMHSA's Standards for Financial Management and Standard Funding Restrictions, page 36: [FY 2024 Substance Abuse and Mental Health Services Administration \(SAMHSA\) Notice of Funding Opportunity \(NOFO\) Application Guide](#).
 - 4.2.4. Receipts for expenses within the applicable state fiscal year;
 - 4.2.5. Cost center reports;
 - 4.2.6. Profit and loss report;
 - 4.2.7. Remittance Advices from the insurances billed. Remittance Advices do not need to be supplied with the invoice, but should be retained to be available upon request;
 - 4.2.8. Information requested by the Department verifying allocation or offset based on third party revenue received; and
 - 4.2.9. Summaries of client services revenue and operating revenue and other financial information as requested by the Department.
- 4.3. Is assigned an electronic signature and is emailed to invoicesforcontracts@dhhs.nh.gov or mailed to:
- Financial Manager
Department of Health and Human Services
105 Pleasant Street
Concord, NH 03301
5. The Department shall make payments to the Contractor within thirty (30) calendar days only upon receipt and approval of the submitted invoice and required supporting documentation.
 6. The final invoice and any required supporting documentation shall be due to the Department no later than forty (40) calendar days after the contract completion date specified in Form P-37, General Provisions Block 1.7 Completion Date.
 7. Notwithstanding Paragraph 18 of the General Provisions Form P-37, changes limited to adjusting direct and indirect cost amounts within the price limitation between budget class lines, as well as adjusting encumbrances between State Fiscal Years 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.

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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 is subject to a Single Audit pursuant to 2 CFR 200.501 Audit Requirements.

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 the U.S. Securities 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. The Contractor, regardless of the funding source and/or whether Conditions A, B, or C exist, may be required to submit annual financial audits performed by an independent CPA upon request by the Department.

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, within sixty (60) days.

9. If applicable, the Contractor must request disposition instructions from the Department for any equipment, as defined in 2 CFR 200.313, purchased using funds provided under this Agreement, including information technology systems.

Exhibit C-1, Training and Credentialing Support Budget

New Hampshire Department of Health and Human Services
Contractor Name: New Hampshire Drug Abuse and Counselors Association
Budget Request for: Training and Credentialing Support
Budget Period: 5/1/25-9/29/26
Indirect Cost Rate (if applicable) 14.77%

Line Item	5/1/2025 - 6/30/2025		7/1/25-9/29/25		9/30/25-6/30/26		7/1/26-9/29/26	
	Training	CSP	Training	CSP	Training	CSP	Training	CSP
1. Salary & Wages	\$2,656	\$12,855	\$4,061	\$20,385	\$10,575	\$63,122	\$3,525	\$20,921
2. Fringe Benefits	\$584	\$2,828	\$893	\$4,485	\$2,327	\$13,887	\$776	\$4,603
3. Consultants	\$500	\$500	\$4,000	\$1,503	\$11,000	\$3,900	\$2,400	\$1,200
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5.(a) Supplies - Educational	\$0	\$0	\$215	\$900	\$1,100	\$1,500	\$378	\$302
5.(b) Supplies - Lab	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5.(e) Supplies - Office	\$145	\$142	\$256	\$500	\$634	\$1,082	\$59	\$500
6. Travel	\$25	\$25	\$49	\$1,999	\$150	\$9,000	\$50	\$200
7. Software	\$0	\$0	\$0	\$0	\$120	\$120	\$0	\$0
8. (a) Other - Marketing/Communications	\$57	\$143	\$86	\$215	\$258	\$645	\$86	\$215
8. (b) Other - Education and Training	\$0	\$0	\$0	\$1,200	\$0	\$1,500	\$0	\$900
8. (c) Other - Other (specify below)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other (Learning Management System)	\$152	\$180	\$228	\$570	\$684	\$1,710	\$228	\$570
does not apply	\$0	\$0	\$0	\$2,500	\$1,200	\$5,000	\$0	\$537
Other (Managed IT and Data Security)	\$131	\$328	\$197	\$492	\$591	\$1,477	\$197	\$492
Other (SOR Targetted)	\$0	\$0	\$760	\$1,000	\$1,000	\$5,000	\$0	\$1,000
Other (Subscriptions/Memberships)	\$0	\$0	\$0	\$480	\$0	\$1,970	\$0	\$120
Other (Room Rental)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other (please specify)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9. Subrecipient Contracts	\$0	\$0	\$0	\$30,000	\$0	\$60,000	\$0	\$12,000
Total Direct Costs -	\$4,250	\$17,001	\$10,745	\$66,229	\$29,639	\$169,913	\$7,699	\$43,560
Total Indirect Costs	\$637	\$2,549	\$1,611	\$9,559	\$4,265	\$24,736	\$1,154	\$6,453
Subtotals -	\$4,887	\$19,550	\$12,356	\$75,788	\$33,904	\$194,649	\$8,853	\$50,013
							TOTAL \$	400,000

Contractor Initials: 
 Date: 4/21/2025

New Hampshire Department of Health and Human Services Exhibit D – Federal Requirements

SECTION A: CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

ALTERNATIVE I - FOR CONTRACTORS OTHER THAN INDIVIDUALS

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

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

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

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

New Hampshire Department of Health and Human Services Exhibit D – Federal Requirements

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

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

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

New Hampshire Department of Health and Human Services Exhibit D – Federal Requirements

SECTION B: CERTIFICATION REGARDING LOBBYING

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

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

Programs (indicate applicable program covered):

- *Temporary Assistance to Needy Families under Title IV-A
- *Child Support Enforcement Program under Title IV-D
- *Social Services Block Grant Program under Title XX
- *Medicaid Program under Title XIX
- *Community Services Block Grant under Title VI
- *Child Care Development Block Grant under Title IV

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

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, loan, or cooperative agreement (and by specific mention sub-contractor).
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, loan, or cooperative agreement (and by specific mention sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, see <https://omb.report/ocr/201009-0348-022/doc/20388401>).
3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

New Hampshire Department of Health and Human Services Exhibit D – Federal Requirements

SECTION C: CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Office of the President, Executive Order 12549 and 12689 and 45 CFR Part 76 regarding Debarment, Suspension, and Other Responsibility Matters, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this Agreement, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this Agreement is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See <https://www.govinfo.gov/app/details/CFR-2004-title45-vol1/CFR-2004-title45-vol1-part76/context>.
6. The prospective primary participant agrees by submitting this Agreement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties) <https://www.ecfr.gov/current/title-22/chapter-V/part-513>.

New Hampshire Department of Health and Human Services Exhibit D – Federal Requirements

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, DHHS may terminate this transaction for cause or default.

PRIMARY COVERED TRANSACTIONS

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

LOWER TIER COVERED TRANSACTIONS

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

New Hampshire Department of Health and Human Services Exhibit D – Federal Requirements

SECTION D: CERTIFICATION OF COMPLIANCE WITH FEDERAL REQUIREMENTS

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

The Contractor will comply, and will require any subcontractors to comply, with any applicable federal requirements, which may include but are not limited to:

1. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).
2. The Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
3. The Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
4. The Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
5. The Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
6. The Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
7. The Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
8. The Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
9. 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
10. 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.
11. The Clean Air Act (42 U.S.C. 7401-7671q.) which seeks to protect human health and the environment from emissions that pollute ambient, or outdoor, air.

v1 6/23

Exhibit D
Federal Requirements

Contractor's Initials

Date 4/21/2025

Initial


New Hampshire Department of Health and Human Services Exhibit D – Federal Requirements

12. The Clean Water Act (33 U.S.C. 1251-1387) which establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters.
13. Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) (41 U.S.C. 1908) which establishes administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
14. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708) which establishes that all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).
15. Rights to Inventions Made Under a Contract or Agreement 37 CFR § 401.2 (a) which establishes the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

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

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

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

1. By signing and submitting this Agreement, the Contractor agrees to comply with the provisions indicated above.

New Hampshire Department of Health and Human Services Exhibit D – Federal Requirements

SECTION E: CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

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

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

New Hampshire Department of Health and Human Services Exhibit D – Federal Requirements

SECTION F: CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) COMPLIANCE

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$30,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$30,000 or more. If the initial award is below \$30,000 but subsequent grant modifications result in a total award equal to or over \$30,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any sub award or contract award subject to the FFATA reporting requirements:

1. Name of entity
2. Amount of award
3. Funding agency
4. NAICS code for contracts / CFDA program number for grants
5. Program source
6. Award title descriptive of the purpose of the funding action
7. Location of the entity
8. Principle place of performance
9. Unique Entity Identifier (SAM UEI; DUNS#)
10. Total compensation and names of the top five executives if:
 - 10.1. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
 - 10.2. Compensation information is not already available through reporting to the SEC.
Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

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

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

New Hampshire Department of Health and Human Services Exhibit D – Federal Requirements

FORM A

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

- The UEI (SAM.gov) number for your entity is: M1GLYK4NHZLS
- In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO YES

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

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

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

NO YES

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

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

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

Name: _____	Amount: _____

Contractor Name: NH Alcohol and Drug Abuse Counselors Associatio

4/21/2025
Date:

Signed by:
Christine McKenna
Name: Christine McKenna
Title: President

v1 6/23
Exhibit D
Federal Requirements
Contractor's Initials CM
Date 4/21/2025

State of New Hampshire

Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that NEW HAMPSHIRE ALCOHOL AND DRUG ABUSE COUNSELORS ASSOCIATION is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on November 26, 1985. 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: 89242

Certificate Number: 0006673542



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 22nd day of April A.D. 2024.

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

David M. Scanlan
Secretary of State

CERTIFICATE OF AUTHORITY

I, Emily Carrara 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 New Hampshire Alcohol and Drug Abuse Counselors Association.
(Corporation/LLC Name)
2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on January 23, 2025, at which a quorum of the Directors/shareholders were present and voting.
(Date)

VOTED: That Christine McKenna, President, Carol Furlong, President Elect or Diane Fontneau, Immediate Past
(Name and Title of Contract Signatory)

President (may list more than one person) are duly authorized on behalf of New Hampshire Alcohol and Drug
(Name of Corporation/ LLC)

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

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority 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: 3/25/25



Signature of Elected Officer
Name: Emily Carrara
Title: Secretary



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/01/2025

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 Byse Insurance - Laconia 67 Water Street Unit 201 Laconia NH 03246		CONTACT NAME: Lisa Ikerd PHONE (A/C, No, Ext): (603) 673-1201 E-MAIL ADDRESS: Lisa@hpminsurance.com FAX (A/C, No): (603) 524-0748	
INSURED NH ALCOHOL & DRUG ABUSE COUNSELERS (SEE ENDT) 130 PEMBROKE RD STE 150 130 Pembroke Road, Ste: 150 CONCORD NH 03301		INSURER(S) AFFORDING COVERAGE INSURER A: Continental Casualty Company NAIC # 20443 INSURER B: Travelers Property Casualty Co of America (A/R) INSURER C: Hanover Insurance Company 22292 INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL255141861 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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6025655757	06/30/2024	06/30/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMPROP AGG \$ 4,000,000 BAIL \$ 1,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			6025655757	06/30/2024	06/30/2025	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
L	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	6JUB-0413N90-8-25	05/03/2025	05/03/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Professional Liability			LHVH29508304	06/30/2024	06/30/2025	General Aggregate \$3,000,000 Professional Liability \$1,000,000 Privacy & Security Liability \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Work performed during the policy period. Certificate Holder is included as additional insured as per written contract or agreement and per SB146932G (10-19) endorsement attached to the policy.

CERTIFICATE HOLDER State of NH Department of Health and Human Services 129 Pleasant Street Concord NH 03301-3857	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 <i>Lisa M. Ikerd</i>
--	--

Mission: NHADACA's mission is to provide quality education, workforce development, advocacy, ethical standards and leadership for addiction professionals. We empower efforts in prevention, treatment and recovery.

NEW HAMPSHIRE ALCOHOL AND DRUG
ABUSE COUNSELORS ASSOCIATION

FINANCIAL STATEMENTS

DECEMBER 31, 2023 and 2022

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ROWLEY & ASSOCIATES, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

46 NORTH STATE STREET
CONCORD, NEW HAMPSHIRE 03301
TELEPHONE (603) 228-5400
FAX # (603) 226-3532

MEMBER
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

MEMBER OF THE PRIVATE
COMPANIES PRACTICE SECTION

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
New Hampshire Alcohol and Drug Abuse Counselors Association
Concord, New Hampshire 03301

Opinion

We have audited the accompanying financial statements of New Hampshire Alcohol and Drug Abuse Counselors Association (the Association), which comprise the statement of financial position as of December 31, 2023 and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of New Hampshire Alcohol and Drug Abuse Counselors Association as of December 31, 2023 and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of New Hampshire Alcohol and Drug Abuse Counselors Association and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about New Hampshire Alcohol and Drug Abuse Counselors Association's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with generally accepted auditing standards, we:

Exercise professional judgment and maintain professional skepticism throughout the audit.

Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of New Hampshire Alcohol and Drug Abuse Counselor's internal control. Accordingly, no such opinion is expressed.

Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about New Hampshire Alcohol and Drug Abuse Counselors Association's ability to continue as a going concern for a reasonable period of time.

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

Report on Summarized Comparative Information

We have previously audited New Hampshire Alcohol and Drug Abuse Counselors Association's 2022 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated June 13, 2023. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2022, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Rowley & Associates, P.C.

Rowley & Associates, P.C.
Concord, New Hampshire
July 12, 2024

NEW HAMPSHIRE ALCOHOL AND DRUG
 ABUSE COUNSELORS ASSOCIATION
 STATEMENT OF FINANCIAL POSITION
 DECEMBER 31, 2023 WITH COMPARATIVE TOTALS FOR 2022
 See Independent Auditors' Report

	<u>Net Assets Without Donor Restrictions</u>	<u>Net Assets With Donor Restrictions</u>	<u>2023</u>	<u>2022</u>
ASSETS				
CURRENT ASSETS				
Cash and cash equivalents	\$ 92,327	\$ 65,856	\$ 158,183	\$ 159,923
Accounts receivable	238,936	-	238,936	159,929
Prepaid expense	3,361	-	3,361	6,010
	<u>334,624</u>	<u>65,856</u>	<u>400,480</u>	<u>325,862</u>
FURNITURE AND EQUIPMENT, at cost	113,147	-	113,147	92,699
Less accumulated depreciation	(78,813)	-	(78,813)	(69,725)
	<u>34,334</u>	<u>-</u>	<u>34,334</u>	<u>22,974</u>
LONG TERM ASSETS				
Security deposit	2,800	-	2,800	2,800
Right of use asset	366,649	-	366,649	406,940
	<u>369,449</u>	<u>-</u>	<u>369,449</u>	<u>409,740</u>
Total Assets	<u>738,407</u>	<u>65,856</u>	<u>804,263</u>	<u>758,576</u>
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Accounts payable	14	-	14	2,118
Accrued expenses	9,119	-	9,119	9,041
Deferred revenue	5,730	-	5,730	6,350
Lease liability - Operating lease	52,140	-	52,140	52,140
	<u>67,003</u>	<u>-</u>	<u>67,003</u>	<u>69,649</u>
LONG-TERM LIABILITIES				
Lease liability -long term portion	309,927	-	309,927	354,800
	<u>309,927</u>	<u>-</u>	<u>309,927</u>	<u>354,800</u>
NET ASSETS				
Without donor restrictions	361,477	-	361,477	288,608
With donor restrictions	-	65,856	65,856	45,519
	<u>361,477</u>	<u>65,856</u>	<u>427,333</u>	<u>334,127</u>
Total liabilities and net assets	<u>\$ 738,407</u>	<u>\$ 65,856</u>	<u>\$ 804,263</u>	<u>\$ 758,576</u>

See Notes to Financial Statements

NEW HAMPSHIRE ALCOHOL AND DRUG
ABUSE COUNSELORS ASSOCIATION

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2023
WITH COMPARATIVE TOTALS FOR 2022

See Independent Auditors' Report

	2023			2022 Total
	Net Assets Without Donor Restrictions	Net Assets With Donor Restrictions	Total	
Operating Revenue				
Grant revenue	\$ 873,514	\$ 71,156	\$ 944,670	\$ 748,263
Contributions, in-kind	2,125	-	2,125	5,250
Contributions, noncash	443	-	443	253
Training fees	107,558	-	107,558	119,000
Membership fees	10,426	-	10,426	11,033
Total Operating Revenue	994,066	71,156	1,065,222	883,799
Net assets released from donor imposed restrictions	50,819	(50,819)		
Expenses				
Program expenses	973,609	-	973,609	788,913
Administrative expenses	60,817	-	60,817	48,042
Fundraising	7,365	-	7,365	3,194
Total Expenses	1,041,791	-	1,041,791	840,149
Operating Increase (Decrease) in Net Assets	3,094	20,337	23,431	43,650
Non-Operating Income				
Room rental	1,750	-	1,750	925
Loss on disposal fixed asset	-	-	-	(448)
Interest	79	-	79	46
Employee Retention Credit	-	-	-	63,786
Charitable gaming proceeds net fees of \$6,000 and \$12,000	25,992	-	25,992	31,052
Behavioral health summit	39,963	-	39,963	-
Other revenue	1,991	-	1,991	2,384
Total Non-Operating Income	69,775	-	69,775	97,745
Net Increase in Net Assets	72,869	20,337	93,206	141,395
Net assets, beginning of year	288,608	45,519	334,127	192,732
Net assets, end of year	\$ 361,477	\$ 65,856	\$ 427,333	\$ 334,127

See Notes to Financial Statements

NEW HAMPSHIRE ALCOHOL AND DRUG
 ABUSE COUNSELORS ASSOCIATION
 SCHEDULE OF FUNCTIONAL EXPENSES
 YEAR ENDED DECEMBER 31, 2023 WITH COMPARATIVE TOTALS FOR
 THE YEAR ENDED DECEMBER 31, 2022.
 See Independent Auditors' Report

	Program Services	Management and General	Fundraising	Total 2023	Total 2022
Salaries and wages	\$ 459,876	\$ 29,354	\$ -	\$ 489,230	\$ 301,980
Employee benefits	54,062	3,451	-	57,513	32,728
Payroll taxes	36,566	2,334	-	38,900	24,658
Scholarships/sponsorships	13,450	-	-	13,450	45,083
Registration fees	28,409	1,813	-	30,222	39,427
Training	47,069	3,004	-	50,073	10,321
Legal and accounting fees	11,387	727	-	12,114	11,242
Professional services	175,302	11,190	-	186,492	155,180
Trainer fees	11,932	762	-	12,694	85,408
Conferences and meetings	7,182	458	-	7,640	7,543
Insurance	4,628	295	-	4,923	3,229
Travel expenses	23,161	1,478	-	24,639	8,283
Office supplies and expenses	19,187	1,225	-	20,412	32,719
Repairs & maintenance	211	14	-	225	7,879
Postage	844	54	-	898	271
Telephone	1,412	90	-	1,502	1,910
Education	282	18	-	300	760
Marketing & communication	7,365	-	7,365	14,730	4,389
Data security	10,397	664	-	11,061	2,285
Board expenses	2,684	171	-	2,855	808
Occupancy expenses	44,705	2,854	-	47,559	53,315
Depreciation	8,542	545	-	9,087	5,816
Miscellaneous expenses	4,956	316	-	5,272	4,915
	<u>\$ 973,609</u>	<u>\$ 60,817</u>	<u>\$ 7,365</u>	<u>\$ 1,041,791</u>	<u>\$ 840,149</u>

See Notes to Financial Statements

NEW HAMPSHIRE ALCOHOL AND DRUG
ABUSE COUNSELORS ASSOCIATION

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2023 AND 2022
See Independent Auditors' Report

	<u>2023</u>	<u>2022</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase in net assets	\$ 93,206	\$ 141,395
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Loss on sale of equipment	-	448
Depreciation	9,087	5,816
Amortization - operating lease	40,291	-
(Increase) decrease in operating assets:		
Accounts receivable	(79,007)	(113,959)
Prepaid expenses	2,649	(2,327)
Increase (decrease) in operating liabilities:		
Accounts payable	(2,104)	(4,113)
Accrued expenses	78	4,743
Deferred revenue	(620)	(7,745)
	<u>63,580</u>	<u>24,258</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Net cash paid for furniture & equipment	<u>(20,448)</u>	<u>(16,769)</u>
Net cash (used) by investing activities	<u>(20,448)</u>	<u>(16,769)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Repayment of operating lease	<u>(44,872)</u>	<u>-</u>
Net cash (used) by financing activities	<u>(44,872)</u>	<u>-</u>
Net increase (decrease) in cash and cash equivalents	(1,740)	7,489
Cash and cash equivalents, beginning of year	<u>159,923</u>	<u>152,434</u>
Cash and cash equivalents, end of year	<u>\$ 158,183</u>	<u>\$ 159,923</u>

See Notes to Financial Statements

**NEW HAMPSHIRE ALCOHOL AND DRUG
ABUSE COUNSELORS ASSOCIATION**

**STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2023 AND 2022**

See Independent Auditors' Report

	<u>2023</u>	<u>2022</u>
SUPPLEMENTARY SCHEDULE OF CASH FLOW INFORMATION		
In-kind contributions	\$ <u>2,125</u>	\$ <u>5,250</u>
Non-cash contributions	\$ <u>443</u>	\$ <u>253</u>

See Notes to Financial Statements

**NEW HAMPSHIRE ALCOHOL AND DRUG ABUSE COUNSELORS ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023 and 2022**

NOTE 1 NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

New Hampshire Alcohol and Drug Abuse Counselors Association's (the Association) mission is to provide quality education, workforce development, advocacy, ethical standards and leadership for addiction professionals. The Association empowers efforts in prevention, treatment and recovery. The Association is supported primarily through private funding and public support.

Significant Accounting Policies

The financial statements of the Association have been prepared in conformity with Generally Accepted Accounting Principles (GAAP) as applied to not-for-profits. The Financial Accounting Standards Board (FASB) is the accepted standard-setting body for establishing accounting and financial reporting principles for not-for-profits. The more significant of the FASB's generally accepted accounting principles applicable to the Association, and the Association's conformity with such principles, are described below. These disclosures are an integral part of the Association's financial statements.

Basis of Presentation

The Organization maintains its accounting records on the accrual basis of accounting whereby revenues are recorded when earned and expenses are recorded when the obligation is incurred. The Organization reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

Net Assets without Donor Restrictions – These net assets generally result from revenues generated by receiving contributions that have no donor restrictions, providing services, and receiving interest from operating investments, less expenses incurred in providing program-related services, raising contributions, and performing administrative functions.

Net Assets with Donor Restrictions – These net assets result from gifts of cash and other assets that are received with donor stipulations that limit the use of the donated assets, either temporarily or permanently, until the donor restriction expires, that is until the stipulated time restriction ends or the purpose of the restriction is accomplished, the net assets are restricted.

Cash Equivalents

For purposes of reporting cash flows, the Association considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents, excluding amounts the use of which is limited by Board designation or restriction. At December 31, 2023 and 2022, the Association had no cash equivalents.

Revenue and Revenue Recognition

Revenue is recognized when earned. Program service fees and payments under cost-reimbursable contracts received in advance are deferred to the applicable period in which the related services are performed, or expenditures are incurred, respectively. Contributions are recognized when cash or other assets are received.

NEW HAMPSHIRE ALCOHOL AND DRUG ABUSE COUNSELORS ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023 and 2022

NOTE 1. NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Donated Materials and Services

The Association records the value of donated goods and services when there is an objective basis available to measure their value. For the years ended December 31, 2023 and 2022, in-kind and non-cash contributions were \$2,125 and \$5,250 and \$443 and \$253, respectively. All contributed services were considered without donor restriction and were valued at fair-market-value.

Equipment

Equipment is recorded at cost of purchase or, if contributed, at fair market value at the date of donation. If donors stipulate how long the assets must be used, the contributions are recorded as net assets with donor restriction support. In the absence of such stipulation, contributions of equipment are recorded as net assets without donor restriction support. The Association depreciates equipment over a 5-7 year useful life using the straight-line method. Depreciation expense was \$9,087 and \$5,816 for the years ended December 31, 2023 and 2022. Equipment purchases with a cost under \$500 are not capitalized.

Income Taxes

The Association has been notified by the Internal Revenue Service that it is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. The Association is further classified as an organization that is not a private foundation under Section 509(a)(3) of the Code. The most significant tax positions of the Organization are its assertion that it is exempt from income taxes and its determination of whether any amounts are subject to unrelated business tax (UBIT). The Organization follows the guidance of Accounting Standards Codification (ASC) 740, Accounting for Income Taxes, related to uncertain income taxes, which prescribes a threshold of more likely than not for recognition and recognition of tax positions taken or expected to be taken in a tax return. All significant tax positions have been considered by management. It has been determined that it is more likely than not that all tax positions would be sustained upon examination by taxing authorities. Accordingly, no provision for income taxes has been recorded.

Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Comparative Financial Information

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Association's financial statements for the year ended December 31, 2022, from which the summarized information was derived.

Reclassification

Certain 2022 amounts have been reclassified to conform with the 2023 financial statement presentation.

**NEW HAMPSHIRE ALCOHOL AND DRUG ABUSE COUNSELORS ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023 and 2022**

NOTE 1. NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Financial Instruments

The carrying value of cash and cash equivalents, accounts receivable, prepaid expense, deferred revenue, accounts payable, and accrued expenses are stated at carrying cost at December 31, 2023 and 2022, which approximates fair value due to the relatively short maturity of these instruments.

Cost Allocation and Functional Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the statements of activities and functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited based on estimates that are based on their relationship to those activities, consistently applied. Those expenses include payroll and payroll related expenses and occupancy costs. Occupancy costs are allocated based on square footage. Payroll and payroll related expenses are based on estimates of time and effort. Other cost allocations are based on the relationship between the expenditure and the activities benefited.

Leases

In February, 2016, the FASB issued ASU 2016-02, Leases (Topic 842). Under the new guidance, a lessee is required to recognize assets and liabilities for leases with lease terms of more than twelve months. Consistent with current GAAP, the recognition, measurement, and presentation of expenses and cash flows arising from a lease by a lessee primarily depends on its classification as a finance or operating lease. However, unlike current GAAP—which required only capital leases to be recognized on the statement of financial position—the new ASU requires both types of leases to be recognized on the statement of financial position. This standard was implemented as of December 31, 2022.

NOTE 2. COMMITMENTS AND CONTINGENCIES

The Association receives a substantial amount of its support from government agencies. A significant reduction in the level of this support, if this were to occur, may have an effect on the Association's programs and activities. Grants often require the fulfillment of certain conditions as set forth in the instrument of the grant. Failure to fulfill the conditions could result in the return of funds to grantors. Although the return of funds is a possibility, the board of directors deems the contingency unlikely, since by accepting the grants and their terms, it has made a commitment to fulfill the provisions of the grant.

Approximately 80% and 50% of total support was derived from a single grant from the State of New Hampshire for years ended December 31, 2023 and 2022, respectively.

**NEW HAMPSHIRE ALCOHOL AND DRUG ABUSE COUNSELORS ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023 and 2022**

NOTE 3 CONCENTRATION OF RISK

The Association maintains cash balances in several accounts at a local bank. These accounts are insured by the Federal Deposit Insurance Corporation up to \$250,000. At various times throughout the year, the Association may have cash balances at the financial institution that exceeds the insured amount. Management does not believe this concentration of cash results in a high level of risk for the Association. At December 31, 2023 and 2022 the Association had no uninsured cash balances.

NOTE 4 FAIR VALUE MEASUREMENTS

Fair values of assets measured on a recurring basis at December 31 were as follows:

	<u>Fair Value</u>	Other Unobservable Inputs <u>Level (2)</u>
<u>2023</u>		
Accounts receivable	<u>\$ 238,936</u>	<u>\$ 238,936</u>
<u>2022</u>		
Accounts receivable	<u>\$ 159,929</u>	<u>\$ 159,929</u>

The fair value of the accounts receivable are estimated at the present value of expected future cash flows.

NOTE 5 COMPENSATED ABSENCES

Employees of the Organization are entitled to paid vacation depending on job classification, length of services and other factors. The statement of financial position reflects accrued vacation earned, but unpaid as of December 31, 2023 and 2022 in the amount of \$9,119 and \$9,041, respectively.

NOTE 6 LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The Association has a policy to structure its financial assets to be available as its general expenditures, liabilities and other obligations come due. The Association's primary sources of support are grants and training fees. Most of that support is held for the purpose of supporting the Association's budget. The Association had the following financial assets that could be readily made available within one year to fund expenses without limitations:

	<u>2023</u>	<u>2022</u>
Cash and cash equivalents	\$ 158,183	\$ 159,923
Accounts receivable	238,936	159,929
Less amounts subject to donor imposed restriction	<u>(65,856)</u>	<u>(45,519)</u>
	<u>\$ 331,263</u>	<u>\$ 274,333</u>

**NEW HAMPSHIRE ALCOHOL AND DRUG ABUSE COUNSELORS ASSOCIATION
 NOTES TO FINANCIAL STATEMENTS
 DECEMBER 31, 2023 and 2022**

NOTE 7 BOARD DESIGNATED NET ASSETS

The Association has net assets designated for various future projects and events. These funds are comprised of the following as of December 31:

	<u>2023</u>	<u>2022</u>
Cash reserve account	\$ <u>59,806</u>	\$ <u>50,588</u>

NOTE 8 NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions are restricted for the following purposes or periods at December 31:

Subject to expenditure for specific purpose:	<u>2023</u>	<u>2022</u>
Bank of NH Grant	\$ 1,885	\$ 2,025
JSI TTP001 Contract	42,614	-
JSI CBP001 Contract	-	5,777
JSI PNH001 Contract	-	10,074
NH Problem Gambling	6,685	7,373
Dobles Foundation	14,502	19,796
Train it forward	<u>170</u>	<u>474</u>
Total net assets with donor restrictions	\$ <u>65,856</u>	\$ <u>45,519</u>

NOTE 9 LEASE COMMITMENT

The Organization leases office facilities under a long-term operating lease agreement originating in June, 2023 and expiring in 2032. Base rent for the lease is established at \$4,345 with three percent increases every three years. The weighted-average discount rate is based on the discount rate implicit in the lease. The organization has elected the option to use the risk-free rate determined using a period comparable to the lease terms as the discount rate for leases where the implicit rate is not readily determinable. The risk-free rate option has been applied to the office facility class of assets. The entity elected the practical expedient to not reassess whether any expired, existing contracts, contained leases and any indirect costs for existing leases.

Total right-of-use assets and lease liabilities at December 31, 2023 are as follows:

Lease Assets – Classification in Statement of Financial Position

Operating right-of-use-assets	\$ 366,649
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Lease Liabilities – Classification in Statement of Financial Position:

Operating lease liability	\$ 362,067
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NEW HAMPSHIRE ALCOHOL AND DRUG ABUSE COUNSELORS ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023 and 2022

NOTE 9 LEASE COMMITMENT (CONTINUED)

The weighted-average remaining lease term and weighted-average discount rate are as follows:

Weighted-average remaining lease term in years	<u>2023</u>
Operating leases	9.1
Weighted-average discount rate	<u>2023</u>
Operating leases	5.2%

Amortization expense recognized under operating leases was \$40,291 and \$0 and rent expense related to this lease was \$7,268 and \$53,315 as of December 31, 2023 and 2022, respectively. These expenses are categorized as occupancy costs on the statement of functional expenses.

The future minimum lease payments under finance leases with terms greater than one year as of December 31:

	<u>Operating</u>
2024	\$ 52,140
2025	52,920
2026	53,700
2027	53,700
2028	54,750
Thereafter	<u>190,650</u>
Total lease payments	457,860
NPV discount	<u>(95,793)</u>
Present value of lease liabilities	362,067
Less current portion	<u>(52,140)</u>
Long-term portion, lease liability	<u>\$ 309,927</u>

NOTE 10 DEFERRED REVENUE

NHADACA receives registration fees for future events. NHADACA had deferred revenue of \$5,730 and \$6,350 for the years ended December 31, 2023 and 2022, respectively.

NOTE 11 SUBSEQUENT EVENTS

Management has evaluated subsequent events through July 12, 2024, the date on which the financial statements were available to be issued to determine if any are of such significance to require disclosure. It has been determined that no subsequent events matching this criterion occurred during this period.

NHADACA Board List January 2024

Member	Board Position	Home address and phone	Business Address	Email address		
Diane Fontneau	Immediate Past President		Dismas Home of NH 102 Fourth St Manchester, NH 03102	[REDACTED]		
Christine McKenna	President		GNCA/Keystone Hall 133 Epping Road, Unit B Exeter, NH 03833	c.mckenna@nhpartnership.org		
Carol Furlong	President Elect		Retired	[REDACTED]		
Emily Carrara	Secretary		Amoskeag Health 145 Hollis St Manchester, NH 03101	ecarrara@amoskeaghealth.org		
Christopher Foster	Treasurer		Executive Healthcare Consulting 13 Overlook Dr Raymond, NH 03077	[REDACTED]		
Jim Michaels	North Country Representative		Seacoast Mental Health 30 Magnolia Lane Exeter, NH 03833	[REDACTED]		
Sara Dupont	Lakes Region Representative		Plymouth State University 16 Highland St Plymouth NH 03264	Sara.dupont@plymouth.edu		

NHADACA Board List January 2024

Julia Gamache	Central Rep		Journey Counseling Services 1193 Hooksett Rd., Unit 2 Hooksett, NH 03106	journeycounselingnh@gmail.com		
Cheryle Pacapelli	Southern Representative		Harbor Care 45 High St Nashua, NH 03060	c.pacapelli@harborcarenh.org		
Maury Elsasser	Seacoast Representative		PursueCare 4 Meadow Lane South Berwick, ME 03908			
Elena VanZandt	Connecticut Valley Representative		HALO Educational Systems 44 Roberts Rd Canaan, NH 03741	elenavanzandt@HALOeducationalsystems.com		
Phoëbe Axtman	At Large Representative		Be One Counseling 22 Bridge Street, Suite 19 Concord, NH 03301	phoebe.axtman@beonecounseling.com		
Bobby Ringuette	At Large Representative		Greater Nashua Mental Health 7 Prospect St Nashua, NH 03060	ringuetteb@gnmhc.org		
IvySue Hranac	At Large Representative		A Meaningful Journey, PLLC 60 Hanson St Unit2 Rochester, NH 03867			
Robert Meshna	Student Representative		The Doorway of Greater Nashua 268 Main St Nashua, NH 03060	Rob.Meshna@unh.edu		

EMILY S. KANNENBERG

EDUCATION

University of New Hampshire Graduate School <i>Master of Public Health</i>	Manchester, New Hampshire	May 2020 GPA: 3.7
University of New Hampshire <i>Dual Major: Communication & Women's Studies</i> <i>Minors: Psychology & Race, Culture, Power</i>	Durham, New Hampshire	May 2015 GPA: 3.5
Regent's University <i>Study Abroad</i>	London, United Kingdom	Spring 2014

EXPERIENCE

- New Hampshire Alcohol & Drug Abuse Counselors Association** July 2021- Present
Training Director
- Direct and support the general functions of the New Hampshire Training Institute on Addictive Disorders
 - Organize and implement training events within contract budget guidelines
 - Contract reporting
 - Supervise, evaluate, and delegate tasks to training staff
 - Other duties as assigned
- Southern New Hampshire Services** Jan. 2019-June 2021
New Hampshire Works for Recovery Career Navigator
- Helped to implement and assisted in the success of a grant project aimed at helping individuals affected by the opioid crisis find sustainable, long-term employment
 - Assisted, guided, and counseled clients with various career-oriented tasks including career exploration, job search, job training research, job search, resume and cover letter preparation, and interviewing skills
 - Guided clients through the process of applying for, managing the stresses of, and successfully completing educational programs such as community college courses and other career preparation training
 - Adjusted to and successfully met grant deliverables despite unexpected changes due to the COVID-19 pandemic
- Riverbend Community Mental Health** June 2015-Jan. 2019
Program Assistant II
- Functioned as a Program Assistant for both the Community Support Program and the Integrated Center for Health and demonstrated efficiency under pressure in fast-paced programs supporting clients with severe and persistent mental illness
 - Completed various administrative tasks including answering and triaging calls, completing initial orientation appointments, assisting with program admissions, verifying and discussing client insurance and fees, maintaining accurate medical records, data entry, and reconciliation research
 - Provided part-time support to both the Residential Program and the Medication Support Program

SKILLS

- Computer applications including Microsoft, Apple, and Google programs
- Customer service
- Cultural and racial awareness and sensitivity
- Social media expertise
- Strong understanding of intersectionality
- Strong communicator
- Detail-oriented
- Self-motivated
- Basic health screening activities
- Critical thinking
- Strong writing and written communication
- Experience with various case management platforms

Erin V Masury

Work Experience:

NHADACA, Program Coordinator, November 2023 to Present

Manage/Assist with participant, funder and contractor related communications.

Support the general functions of Clinical Supervisors and the overall workforce development program.

Recruit program candidates, contact potential participating agencies and completing all needed agreements, confidentiality and enrollment documentation.

Administrative duties.

Monitor, testify and report on NH legislation that may impact substance use workforce and substance use licensure; attending and testifying at legislative hearings and sessions.

Complete contract compliance reports and assist Executive Director with various reports for auditing purposes.

Headrest, Director of Residential Services, January 2019 to August 2023

Recruiting and hiring residential program staff.

Ensure comprehensive orientation and training for program staff.

Provide on-going supervision for staff.

Monitoring daily performance issues within program and assuring adherences to agency policies and procedures.

Oversee the collection of all data in accordance with applicable contracts, regulations, and state laws.

Participate in community collaborations relevant to the effective operation of the residential program.

In collaboration with other program staff and clients, ensure the safety of residents living at Headrest. Health and safety functions include but are not limited to administering drug testing (urine analysis) upon intake and on-going random drug screening; supervising and documenting administration of residents' medications in accordance with policies and procedures, supervising emergency building evacuations.

Becket Family Services, Youth Counselor/Community Leader, July 2015 to January 2019

Mentoring challenged teenagers to overcome struggles.

Establishing boundaries and coping skills for teenagers.

Leading indoor and outdoor activities to provide positive experiences.

Maintaining a safe and therapeutic environment for students and faculty.

Programming activities and daily interaction with students.

Developing and supervising subordinate staff.

Training for program staff.

S-Formulators, July 2014 to July 2015

Managed closely held natural body care business.

Responsible for international and domestic shipping logistics.

Directed all material operations.

Developing new products.

Directed trade shows and developed market strategy.

New Horizons for New Hampshire, Reception/Shelter Staff/HMIS Administrator, April 2010 to July 2014

Administered services to at-risk and homeless population in a major metropolitan area.

Developed fund raising strategy and outreach to support not for profit objectives.

Scheduled and directed delivery of community service and supervised volunteers.

Supervised residents.

Developed policy and interacted with governmental oversight and regulation.

Stonefalls Gardens, Sales/Gardener, April 2005 to July 2017

Led sales team.

Designed display gardens.

Bookkeeping.

Implemented customer reward system.

Education:

Hamilton College, Bachelor of Science in Business Management, 2004.

Skills:

Highly organized.

Working knowledge in Microsoft Office/Excel/PowerPoint.

Excellent communication skills.

Able to multitask.

Leadership skills.

Able to work well with others as well as independently.

Certifications:

CRSW

CRSW Supervising CRSW's

CAROL J. FURLONG, LCMHC, MAC, MBA

SKILLS / ABILITIES / ACHIEVEMENTS PROFILE

Administration: Seasoned professional with progressive experience in diverse healthcare and educational environments, including operations, budget control, marketing, quality assurance, risk management, utilization review, facility design and management, human resources, and strategic planning.

Management: Self-starter with strong planning, controlling, organizing and leadership skills. Effectively manages resources and ensures compliance with established policies and procedures. Skilled in identifying and troubleshooting problem areas and implementing solutions. Developed comprehensive Quality Management program. Restructured billing, triage and customer service systems resulting in improved productivity and efficiency. Extensive managed care experience.

Communication: Articulate speaker and effective negotiator. Has spoken nationally and internationally. Writes with strength, clarity and style. Natural ability to work with others. Consistently develops good rapport with staff, professionals, staff managers and community. Works well as part of a team or independently. Wrote and published several training and procedural manuals. Extensive experience working with homeless individuals, individuals with co-occurring disorder, the deaf and hard of hearing population, those in the LGBTQ community and minority populations.

PROFESSIONAL EXPERIENCE

DIRECTOR OF SUBSTANCE USE SERVICES/SUD CONSULTANT

2017 - 2023

Developed and managed SUD programs – Hillsborough County North Drug Court, including co-occurring IOP, a co-occurring Partial Hospitalization Program, four primary care practice MAT programs, SUD services in the Emergency Room to include CRSW/MLADC and the MOM Grant- providing community collaboration to insure effective treatment for pregnant and post-partum women. Attend community meetings to increase the effectiveness of community care collaboration. Worked extensively with homeless individuals, individuals with co-occurring disorder, those in the LGBTQ community and minority populations, insuring an understanding of culturally appropriate and de-stigmatizing language. Co-wrote and developed SAMHSA MAT grant for incarcerated individuals.

VICE PRESIDENT OF OPERATIONS

2005-2017

Harbor Homes, Inc.

Nashua, NH

Managed over 250 clinical, residential and administrative staff and coordinated a continuum of service delivery for those experiencing physical illness, mental illness, homelessness and other populations. Continuously expanded a fully integrated FQHC for homeless adding dental, MAT, and Medical Respite services along with primary care and Behavioral Health services. Developed Mobile Crisis Response Team for Greater Nashua area. Initiated and developed the state's Facilitating Organization Grant that was responsible for the development of Recovery Support Organizations in NH.

DIRECTOR OF COMMUNITY SUPPORT SERVICES DEPARTMENT

2003 - 2005

Community Council of Nashua

Nashua, NH

Developed and updated program plans, assured monitoring of implementation and implemented corrective actions as indicated. Provided education/consultation to staff, other agencies or community groups. Provided supervision to a clinical staff of approximately 40 therapists, case managers and MIMS workers. Developed Regional Planning of adult services. Assured quality/appropriateness of critical aspects of care through ongoing monitoring.

DIRECTOR OF OUTCOMES & SYSTEM IMPROVEMENT

1999-2003

Community Council of Nashua

Nashua, NH

Developed and maintained a Quality Management Program complying with NCQA and JCAHO standards. Monitored utilization review, evaluated medical necessity, and continuation of care services. Developed effective medical records protocols. Directed training for the agency. Coordinated efforts resulting in highly successful JCAHO survey, (among the top 5% in the country). Coordinated Customer Service and complaints process.

Heather C. Smith, LCMHC, MLADC, R-DMT

EDUCATION & LICENSES

Antioch University New England, Keene, NH Graduated April 2011

Master of Arts in Dance/Movement Therapy and Clinical Mental Health Counseling

University of Louisiana at Lafayette, Lafayette, LA Graduated May 2007

Bachelor of Fine Arts in Performing Arts in Dance, Minor in Biology; Cumulative GPA: 3.5; Cum Laude

*Registered-Dance/Movement Therapist (American Dance Therapy Association)

*Licensed Clinical Mental Health Counselor – NH Board of Mental Health Practice #1141

*Master-level Licensed Alcohol and Drug Counselor – NH Board of Alcohol & other Drug Professionals #0576

*Approved Supervisor for candidates seeking LCMHC, MLADC, CRSW

CLINICAL EXPERIENCE:

NH Alcohol and Drug Abuse Counselors Association-Concord, NH (May 2023-present)

Clinical Supervisor-Credentialing Support Partnership

- Provide remote clinical supervision toward LADC and MLADC licensure to caseloads of up to 8 candidates from various NH agencies to ensure understanding of relevant clinical and practice issues and quality implementation of treatment services.
- Provide individual and group clinical supervision to licensure candidates in alignment with the 12 Core Functions.
- Commit up to 5 hours per week per licensure candidate in providing direct supervision individually or in groups, case/chart review, direct observation with clients, and consultation with onsite supervisors.
- Guide licensure candidates in the completion of all required licensure documentation.
- Ensure compliance with state certification/licensing standards, contractual obligations, and agency policies and guidelines.

True Colors Counseling, PLLC-Troy, NH (August 2019-present)

Owner/Therapist

- Provide individual therapy, focus primarily on SUD and COD
- Provide external clinical supervision for licensure/certification to LCMHC, MLADC, CRSW candidates
- Approved Impaired Driving Service Provider

PATH Behavioral Health Care—Northeast Region (August 2021—April 2022)

NE Regional Clinical Supervisor

- Provide supervision of clinical staff and ensures compliance with state and federal regulations, CARF standards, and clinic and corporate policies and procedures;
- Monitors therapists' compliance with productivity requirements and develops improvement plans
- Ensures quality patient care; conducts treatment plan reviews and chart audits, assesses levels of care for patients
- Available for crisis interventions and work as a liaison in the community
- Ensures ethical and profession conduct is conducted by clinical staff

Greater Nashua Mental Health Center—Nashua, NH (May 2019—August 2021)

Director of Substance Use Disorder Services

- Oversees fiscal and programmatic operation of the SUD department
- Oversees the hiring, training, and supervision of department staff as well as provides clinical services
- Provides consult and education to all staff of the agency, other agencies and the public
- Serves as spokesperson for the department when interfacing within the agency and the community

Avenues Recovery Extended Care (formerly New England RAW)—Concord, NH (03/2017—04/2019)

Clinical Director (April 2018-April 2019)

- Oversee clinical aspect of the agency including but not limited to:
- Provide supervision to clinicians, case managers, and those seeking CRSW, LADC, and MLADC credentials
- Review all client charts for compliance
- Provide trainings/education to all staff
- Inspect that decisions of client care are ethical and that confidentiality and boundaries are upheld

Primary Therapist (March 2017-April 2018)

- Provide individual and group therapy services to a caseload of up to 8 clients in a dual diagnosis ASAM level II.5 setting
- Provide weekly check-ins with the client's family members upon consent of the client
- Attend daily morning meetings with day time management
- Attend weekly clinical meetings
- Maintain documentation deadlines including treatment plans, ASAM documents, Bio-psycho-social assessments, suicide risk, and trauma screenings

Phoenix House-Keene Center—Keene, NH (September 2014 - March 2017)

Program Coordinator for Outpatient Services & UR Support (Aug. 2016-March 2017)

- Created a program that supports members of the community as well as participants of the Cheshire County Drug Court.
- Conduct Bio-Psycho-Social, ASI, ASAM and other assessments necessary to provide pre-authorizations and concurrent reviews to insurance companies.
- Provide treatment planning sessions and group therapy for IOP and OP groups.
- Oversee communication amongst the outpatient team is followed through and everyone is working together in order to create a smooth entry and exit for clients in the program.
- Collaborate with outside services, such as providing weekly updates both written and verbally to the CCDC team, act as the representative from treatment to the CCDC, refer clients to outpatient individual therapy and other services the client is willing to participate in that supports continuing care.

Clinical Coordinator for Cheshire County Drug Court (CCDC) (Dec. 2015-Aug. 2016)

- Assessed program needs and recommended changes to enhance and increase effectiveness
- Supervised other clinical staff conducting individual and group therapy to participants of the CCDC.
- Provided individual and Evidenced Based group therapies to participants of the CCDC.
- Formatted weekly updates and sent to the CCDC program coordinator to place in participants' weekly reports.
- Met with the CCDC Program Coordinator and Case manager weekly to discuss sanctions, incentives, and therapeutic interventions for each participant.
- Participated in weekly CCDC team meetings which included the judge, attorneys, probation officers, representatives from the CCHOC and other professional members of the community.
- Conducted GAIN assessments and follow-ups.
- Met with participants at the CCHOC for individual counseling and/or assessments when necessary.

Senior Primary Counselor for Boarding and Community IOP (Sept. 2014-Dec. 2015)

- Maintained a high caseload of adult clients with Co-occurring Diagnoses, providing Individual, Family, and Group Therapy
- Completed Bio-Psycho-Social, Addiction Severity Index and ASAM Assessments for insurance authorizations
- Engaged in On-call rotation
- Prepared paperless Interpretive Summaries, Discharge Summaries, Treatment Plans, Aftercare and Transition plans
- Coordinated Family Night for Community IOP with guest speakers/commitment speakers
- Collaborated with Alternative Sentencing Programs, Probation Officers, and DCYF case managers
- Actively participated in twice daily change of shifts, weekly group and individual supervision

Monadnock Family Services/Child, Adolescent and Family services—Keene, NH (July 2013 – end Aug. 2014)**Keene Community Based Clinician**

- Maintained a caseload of 25+ clients from ages 5-21, providing Home, School and Office based Individual and Family Therapy as well as Functional Support Services
- Prepared paperless individualized treatment plans, quarterly reviews, Targeted Case Management, and Eligibility Certifications in a timely manner
- Led treatment teams of case managers, community support staff, and other services a client may have
- Actively participated in Team Meetings, Reflective Team, and Group Supervisions

Brattleboro Retreat—Brattleboro, VT (May 2011 - Nov. 2012)**Program Coordinator/Creative Arts Therapist**

- Populations served: children's inpatient, adolescent inpatient, adult co-occurring disorders inpatient, adult basic psych, LGBT adult inpatient, adult intensive inpatient, uniformed services program-outpatient
- Implemented programming on the newly established Adult Intensive Unit- an inpatient, mostly involuntary unit for patients diagnosed with schizophrenia disorders and bipolar disorders in acute state of psychosis
- Led psycho-educational, experiential, and recreational groups daily (on- and off-unit)
- Part of a daily multidisciplinary treatment team, created treatment plans, managed case documentation, formulated therapeutic assessments, and provided group notes
- Developed a rewards program in which patients nominate one another for "community roles" on the unit
- Worked with aftercare providers to set up a sensory room for a specific patient's needs
- Chosen to implement TS assessment format for EHR transfer and EHR trainer to TS staff
- Provided support for other milieu staff.

PROFESSIONAL SOCIETIES & SPECIAL INTERESTS:

- American Dance Therapy Association (ADTA)-Active Professional Member
- National Association for Alcoholism and Drug Abuse Counselors (NAADAC)-Active professional member
- NH Chapter (NHADACA) – Active professional member
- Alpha Omicron Pi Fraternity-Boston Alumnae Chapter -Active Alumnae Member
- New England American Dance Therapy Association. (Sept, 2010-April 2011)- AUNE Student Representative

CHRISTINE M. MCKENNA

licensed social worker—criminal justice consultant—teacher—social advocate

PROFILE

- Over thirty years experience in the criminal justice and human service systems.
- Organized, highly motivated, and detail-directed problem solver.
- Proven ability to work in unison with staff, volunteers, community stakeholders, criminal justice professionals.
- Goal-oriented individual with strong leadership capabilities.
- Experienced with community programs as a department liaison to address social needs.
- College level teaching experience in human services and criminal justice curriculum

EXPERIENCE

PROGRAM DIRECTOR, ROCKINGHAM COUNTY, HARBOR CARE/GNCA KEYSTONE HALL, EXETER, NH,

2016-CURRENT

Monitor drug court activities thru a multi-disciplinary team approach, including liaison to the state, county and team members to include, but not limited to the monitoring of compliance with ALL RISE best practices and components for treatment courts including the compiling data and preparing reports to the team/state/county/federal entities. Supervise clinical and case manager members of the team to ensure fidelity to treatment models are adhered to and administered in accordance with best practices, and in compliance with state and agency policy/CARF accreditation criteria. Engage in treatment (group/individual), including conducting screenings/assessments with participants in accordance with best practices and curriculum. Monitor and report to fiscal agents on drug court expenditures. Maintenance of all clinical licensure requirements (LICSW/MLADC) per State of New Hampshire requirements. Additional certifications/trainings to include trauma, personality disorders, DBT, EMDR. Contribute to Keystone Hall leadership team with trainings and projects to enhance treatment delivery systems, monitor/maintain and report on accreditation standards.

PROGRAM SUPERVISOR - HILLSBOROUGH COUNTY HOUSE OF CORRECTION - SATCO & MAT/LADC

2020-CURRENT

Supervise staff contracted to provide substance use disorder programming/services at the Hillsborough County House of Correction. This includes MAT services, IOP and case management services. Liaison to the jail in criminal justice programming and substance use disorder treatment services.

PROGRAM COORDINATOR, NEW HOPE PROGRAM, KEYSTONE HALL, MANCHESTER, NH 03103, 2015 - 2016

Development and implementation of a federally funded program for justice involved individuals in the Hillsborough County/North jurisdiction. Position involves being a liaison to a criminal justice team to advise on system and strategies during the program implementation. Advise team members and community stakeholders on current treatment practices while incorporating current trends and knowledge in the fields of addiction, justice, mental health and social service practice. Additional responsibilities include regular performance measure tracking reporting to federal source as well as working with other technical training assistance entities to ensure program compliance.

Supervision of a case manager includes monitoring community resource referrals, screening/assessments, treatment plans and drug testing policies/procedures.

RE-ENTRY CLINICIAN, STRAFFORD COUNTY COMMUNITY CORRECTIONS,
DOVER, NH 2012 - 2014

Programming of inmates and community corrections offenders to include cognitive behavioral interventions to assist in rehabilitation and re-entry efforts.

CHIEF PROBATION/PAROLE OFFICER, ROCKINGHAM COUNTY, N.H.
DEPARTMENT OF CORRECTIONS, EXETER, NH 2007-2012

Supervision of a district office and two sub-offices that manages approximately 1000 offenders. Monitors, audits and reviews collections, supervision cases, presentence investigation reports, annulments and workload analysis in a large district office. Evaluates personnel performance and initiates necessary action consistent with performance measures and outcomes. Liaison to the community, courts, criminal justice agencies and treatment providers on probation/parole matters. Training, develop and supervise employees in accordance with certification and accreditation policies. Collaboration with key agencies in developing solutions within communities including mental health court, drug court, and STAR program at the Rockingham County Jail. Prepared presentence investigation reports for sentencing hearings. Assist in the development, coordination and implementation of training department training initiatives.

SENIOR PROBATION/PAROLE OFFICER, NEW HAMPSHIRE DEPARTMENT OF
CORRECTIONS, DOVER/MANCHESTER 1995-2007

Enforcement of court and parole board orders for offenders on probation and parole. Prepared documentation and reports for the court and parole board. Investigated home and employment for parole release. Prepared sentencing recommendations for the court. Prepared violations for court and parole board review. Attended hearings at the court and parole board to seek resolutions for violations. Provided referral services to individuals under supervision for treatment and education. Developed and implemented a women's group for female offenders. This group is educational based providing solutions in decision making and life skills from a gender specific perspective.

ADJUNCT FACULTY, SPRINGFIELD COLLEGE, MCINTOSH COLLEGE, GREAT BAY
COMMUNITY COLLEGE, RIVIER COLLEGE, GRANITE STATE COLLEGE, NEW
HAMPSHIRE 2003-2020

Adjunct faculty member in criminal justice and human services programs.

CORPORATE TRAINER, BALANCING LIFE ISSUES 2019-2023
MENTAL HEALTH, SUBSTANCE USE, WELLNESS, SUICIDE PREVENTION.

ALL RISE (formerly National Association for Drug Court Professionals (NADCP))

Faculty member 2023

BETTERHELP - Online Therapist - 2022-CURRENT

EDUCATION

SIMMONS UNIVERSITY, BOSTON, MA - current student, Doctorate in Social Work

BOSTON UNIVERSITY, BOSTON, MA - MASTER OF SOCIAL WORK, 2015

SPRINGFIELD COLLEGE, MANCHESTER, NH - M.S., ORGANIZATION, MANAGEMENT AND LEADERSHIP/
2004

COLLEGE FOR LIFELONG LEARNING, PORTSMOUTH, NH - B.S., BEHAVIORAL SCIENCE, 1995

LICENSE/CERTIFICATION

2018 - State of NH - Master Licensed Alcohol and Drug Counselor

2019 - State of NH - Licensed Independent Clinical Social Worker

2019 - Evergreen Certifications - Certified Clinical Trauma Professional

RELEVANT EXPERIENCE/SKILLS

Assisted in the implementation of Domestic Violence Programs in Manchester, NH 1995-1999 and Strafford County (1999 - 2001).

Chair of the Domestic Violence councils in both Dover and Manchester District Court Councils (1993-1996).

Created Women's Group in Strafford County for female offenders for gender specific programming.

Instructor NHDOC.

Governor's Commission on Domestic and Sexual Violence

Mental Health Court coordination - Rockingham County (Portsmouth Pilot)

Rockingham County Drug Court (founding member)

Vice-Chair Board of Directors, NH Task Force on Women & Recovery (2007 - 2010)

Board of Directors, Hyder Family Hospice House, Dover, NH (2014-2017, 2019-)

Adjunct Faculty Member for McIntosh College, Springfield College and Great Bay Community College. Self directed and supervised in the management of students

Sole proprietor - CmcKenna Consulting. Providing evaluations/sentencing memorandums for courts

VOLUNTEER/COMMUNITY

Seacoast Suicide Prevention Coalition - 2012- - 2014. Co-facilitation/suicide survivor group and coordination of suicide prevention efforts on the NH seacoast.

Seacoast Hospice, a Division of Beacon - 2009 - 2012, 2018-Specialization in bereavement work.

Friends of Hyder Family Hospice House - 2015 - 2017, 2019-2023, Board of Directors

Dover Adult Learning Center, Board of Directors (2010 - 2011)

Leadership Seacoast, Class of 2009

NASW - NH, Board of Directors (2012)

Seacoast Suicide Prevention Coalition (2012)

New England Association of Recovery Court Professionals, 2015-current, Board of Directors

NHADACA (NH Affiliated of NAADC) - Board member, 2020, Secretary, 2020, President-Elect, 2023

NAADAC - JEDI committee member 2024

AWARDS

NH Task Force on Women and Recovery - June 2006. Recognition for community work with addicted and recovering women.

NH Children's Trust Fund - February 2008, Hero Award

NICHOLAS D. PFEIFER, LICSW, MLADC

WORK EXPERIENCE

Clinical Supervisor New Hampshire Alcohol and Drug Abuse Counselors Association - Concord, NH. Provide remote individual and group clinical supervision to LADC and MLADC candidates; Ensure provision of direct and indirect supervision to fulfill licensing application requirements; Provide guidance, support and mentorship with interpreting and understand State regulatory rules and laws surrounding credentialing through the supervision and application process; Teach clinicians about the 12 Core Functions that guide the addiction counselors scope of practice; Complete administrative duties for program development, Ensure compliance with state certification/licensing standards, contractual obligations, and agency policies and guidelines. February 2023 - Present.

Head of Counseling & Psychological Services/Clinical Director - NH Better Life Partners - Hanover, NH. Managed clinical services for SUD and Co-Occurring services in 4 states; Provided direct oversight to state clinical directors; Work with Quality/Compliance to ensure that all clinical services meet requirements for state-specific regulatory standards and CARF standards; Completed program/agency development and initiatives with other departments; Worked directly with Chief Health Officer to ensure collaborative/integrated care models; Managed daily clinical services in New Hampshire including providing clinical supervision, providing trainings, staff scheduling, and 120+ group counseling sessions weekly; Engaged with community partners and the State to identify and collaborate on identified needs for the SUD population in the state; Assisted in development of policies and procedures. May 2020 - October 2022.

Consultant/Owner Cairn Consulting, LLC - Loudon, NH. Provide clinical and administrative consultation services to agencies treating substance use disorders (SUD) and co-occurring disorders; Conduct clinical and administrative reviews; Provide clinical supervision and trainings; Review services and provide recommendations for QA/QI and adherence to regulation standards; Assist in development of policies and procedures. May 2019 - Present.

Adjunct Faculty New England College, School of Graduate and Professional Studies - Henniker, NH. Teach graduate courses at various cohorts for Master's in Counseling program (Substance Abuse and Addiction, Intern Seminar); Develop and present course curriculum; Review and grade papers. July 2010 - July 2020.

Chief Executive Officer Southeastern New Hampshire Services - Dover, NH. Directly responsible for the administration, development, management and operations of Substance Use Disorder (SUD) agency; Direct oversight of multiple levels of care for treatment (ASAM Levels 3.5, 3.1, 2.1, & 1), Impaired Driver Care Management Program (IDCMP), and Community Navigator program/project; Established policies and procedures; Direct oversight of all aspects of annual budget (State/Federal funds, private foundation and trusts, grant writing and fundraising); Responsible for building visibility of agency, programs, and public policy positions; Ensured that mission and strategic plan are carried out under guidance from Board of Trustees; Recruited, developed, and managed all staff; Provided direct supervision and leadership to the Management Team; Assisted the Board of Trustees in financial planning and funding of program initiatives; Served as member of the Executive Committee for NH Integrated Delivery Network (IDN 6). August 2018 - May 2019.

Clinical Director Southeastern New Hampshire Services - Dover, NH. Directly supervised clinical programs and personnel; QA/QI in development and maintenance of all clinical programs; Engaged in program development and operational changes; Assisted in management of internal policies and procedures; Oversight and provision of trainings on clinical and operational topics; Maintained compliance with federal, state, and local regulations; Ensured effective provision of clinical services to all programs; Assisted in preparation of annual operating budget; Reported on program development, fiscal budgetary status, and proposed operational changes; Ensured efficacy of clinical approaches and standards in all programs; Worked with IDN 6 with SUD projects and served as a member of the Clinical Advisory Team. January 2017 - May 2019.

Clinical SUD Coordinator Beacon Health Strategies - Manchester, NH. Established/Coordinated benefit for Substance Use Disorders (SUD) for health plan (Well Sense) as a Managed Care Organization (MCO) for expanded Medicaid in

NH; Worked with co-workers/supervisors to provide ongoing development of knowledge with SUD; Conducted SUD program site reviews and assessed compliance with State and Beacon rules and regulations for programming; Established and maintained professional relationships with the State of NH, residential SUD programs, and other facilities/providers of services (outpatient, residential, IOP/PHP, Outpatient, etc.); Communicated with supervisors and health plan regarding expansion of SUD services; Utilized clinical knowledge/experience to conduct utilization reviews with agencies for approval of appropriate SUD treatment; Worked with members to establish services with treating issues related to SUD; Completed reports and maintain clinical/administrative documentation. October 2014 - December 2016.

Fee-for-Service Clinician Riverbend Community Mental Health Center - Concord, NH. Provided individual psychotherapy for adult outpatient clients; Completed intake assessments and evaluations on new clients; Formed diagnostic formulations and individual service plans with clients; Maintained clinical documentation; Established and maintained relationships with referral sources and community supports. April 2013 - October 2014.

Clinical Supervisor Center for Life Management - Derry, NH. Direct oversight of clinical operations of the Assertive Community Treatment (ACT) team; Coordinated, consulted and supervised substance abuse and dual diagnosis services throughout the agency; Provided individual and group psychotherapy services to adult clients; Completed assessments and evaluations with new clients for SUD and/or Co-Occurring Disorders; Formed diagnostic formulations and individual service plans with clients; Provide individual and group supervision to clinicians; Established and maintained relationships with referral sources and community supports. October 2010 - October 2014.

Adult Outpatient Clinician Center for Life Management - Derry, NH. Provided individual and group psychotherapy for adult outpatient clients; Communicated with clinical and medical staff regarding clients and clinical practice; Completed intake assessments and evaluations on new clients; Formed diagnostic formulations and individual service plans with clients; Provided individual and group supervision to agency employees and interns; Provided case and program consultation for delivery of substance abuse and co-occurring disorder services; Completed substance abuse assessments/evaluations. August 2007 - October 2010.

Program Director WestBridge Community Services - Manchester, NH. Coordinated staffing of residential dual disorders program to ensure required level of service to clients; Provided direct supervision to staff; Worked with other members of the leadership team to provide ongoing program development; Provided individual and group counseling; Facilitated and co-facilitate Family Education and Support sessions; Reviewed all admissions documentation for completeness; Ensured program compliance with local, state and federal regulations; Identified and took corrective actions to address maintenance issues with facility; Communicated with the treatment team daily on participant progress; Supported staff in understanding and assisting participant needs. October 2005 - February 2007.

Outpatient Therapist/LADC Carroll County Mental Health - Wolfeboro, NH. Performed formal substance abuse assessments for courts and multiple offender programs; Worked with clients on an ongoing basis and assisted with the development of treatment plans; Counseled clients in individual and family formats to work towards established goals; Maintained working relationships with agencies and resources; Responded to client crises and emergencies; Documented developments and important events in accordance with clinical policies. August 2003 - August 2004.

Program Supervisor Child and Family Services - Manchester, NH. Developed and supervised outpatient/intensive outpatient substance abuse treatment program; Recruited and trained program staff; Provided daily supervision of clinical team; Coordinated team's efforts for interdisciplinary approach to treatment; Facilitated team meetings and intra and inter agency communications; Oversaw the development of the treatment protocols and schedule of services; Reported to the Community Advisory Board on program development, service volume and resource allocation challenges; Worked closely with consulting medical services to insure that individual treatment plans were appropriate; Insured that all program counselors implemented individual treatment plans; Served as primary counselor for up to six clients, providing individual, group and family counseling; Documented and maintained

individual client records; Supervised all clinical documentation by conducting chart program reviews. August 2002 - June 2003:

Program Director Phoenix House, Phoenix Academy at Dublin - Dublin, NH. Planned, implemented and managed staffing to ensure required level of service to clients; Ensured training and clinical supervision were provided; Directed and evaluated contract utilization and programming to meet requirements and achieve contract renewal; Ensured program compliance with local, state and federal regulations; Oversaw community mobilization and local fundraising activities; Developed budget and monitored and reported to supervisor on budget line items; Conducted and monitored the occurrence of case conferences and staff, safety, and quality assurance meetings; Led staff to understand and cooperatively undertake actions to meet client needs. January 2001 - August 2002.

EDUCATION

Master of Social Work University of New Hampshire, Durham, NH. 2005.

Bachelor of Arts in Personality/Social Psychology Keene State College, Keene, NH. 1997.

Associate of Science in Human Services/Mental Health New Hampshire Technical Institute, Concord, NH. 1995.

RELEVANT LICENSES/BOARDS/COMMITTEES/AWARDS

- NH Licensed Independent Clinical Social Worker (LICSW #1547) - State of New Hampshire. Since 2010.
- NH Master Licensed Alcohol and Drug Counselor (MLADC #531) - State of New Hampshire. Since 2002.
- State of NH Board of Licensing for Alcohol and Other Drug Use Professionals. March 2017 - February 2020.
- Well Sense Health Plan - Provider Advisory Committee. February 2017 - January 2021.
- Recipient of the Lifetime Achievement Award - NH Alcohol & Drug Abuse Counselors Association. November 2018.

REFERENCES

Available upon request.

DIANNE P. CASTRUCCI

LICENSURE

Master Licensed Alcohol and Drug Counselor

EDUCATION

Master of Education Degree, May 1993

Concentration: Counselor Education: Human Services

Bachelor of Science Degree, May 1989

Major: Elementary Education Minors: Psychology and Human Services
Plymouth State College, Plymouth, N.H.

EXPERIENCE

Executive Director, NH Alcohol & Drug Abuse Counselors Association,
Concord, N.H. — June 2012 – Present

Promoted to Executive Director in June 2012, the Chief Executive Officer of NHADACA reports to the Board of Directors, provides leadership and direction in the development and delivery of all activities and is responsible for the organization's consistent achievement of its mission and financial objectives.

- ensures the organizational operations and activities are provided in the highest quality manner within the organization's fiscal and human resource limitations.
- administers all grants, contracts, and agreements and informs the Board of Directors of these and other commitments.
- ensures the fiscal integrity and stability of the organization.
- staffs the day-to-day operations and provides leadership to staff and volunteers.
- serves as a spokesperson for the organization in public settings, consistent with the mission, policies, and activities of the organization.

Training Institute Director, NH Alcohol & Drug Abuse Counselors Association/ NH Training Institute on Addictive Disorders, Gilford, N.H. — Feb. 2004 – June 2012
Coordinates logistics of workforce development opportunities for substance use-prevention, intervention and treatment professionals throughout New Hampshire.

- consults with treatment and prevention professionals to identify specific training topic needs and local or regional trainers with expertise on that topic.
- contacts trainers, contracts their services and coordinates travel arrangements.
- maintains participant database including attendance, tuition and CE information.
- coordinates functions associated with presenting major conference and training workshops of various sizes, and at various locations, statewide.

Board Administrator, NH Board of Licensing for Alcohol & Other Drug Use Professionals, Concord, N.H. — September 2011 – March 2012

Write Board correspondence, create agenda for and keep minutes at Board meetings, organize professional packets for review, maintain databases, arrange and order testing, database auditing, other administrative functions as assigned by the chairperson of the board.

Substance Use Outpatient Counselor, Horizons Counseling Center,
Gilford, N.H. — January 2006 – May 2013

Provide substance use counseling services related to evaluation and group treatment to individuals in an outpatient setting and facilitate various psycho-educational groups including Project ADAPT to be held at, and in coordination, with the Belknap County Department of Corrections.

Dianne Castrucci

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Exit Counselor, Community Alcohol Information Program, Inc., Boscawen, Nashua and Laconia, N.H. — July 2003 – November 2005

Conduct exit interviews for clients at the completion of the CAIP, Impaired Driver Intervention Program for DWI first offenders. Attended PRI training October 2003.

- diagnosed, and referred as appropriate, DWI first offenders for alcohol dependence and/or alcohol abuse upon file review and structured exit interview.

Licensed Substance Use Outpatient Counselor, James Foster & Associates, Manchester, N.H. — October 2003 – July 2004

Provide substance abuse services related to evaluation and brief treatment of individuals in an outpatient setting.

Corrections Counselor/Case Manager, NH Department of Corrections, Lakes Region Facility, Laconia, N.H. — December 1998 – February 2004

Providing clinical services of inmates participating in a modified therapeutic community treatment program (Summit House/Level 3 Substance Abuse Services).

- chaired and participated on, professional development committees to determine staff training needs and involvement, VOITIS grant fund use, as well as planning and coordination of multiple substance abuse training events for DOC staff.
- supervised inmates in lectures, clinical groups, community meetings, clinical staffing, individual counseling sessions and other clinical group activities.
- prepared/maintained clinical charts including evaluations, discharge summaries, treatment transfer information for parole and aftercare recommendations.

Antioch New England Adjunct Faculty, Summit House Program, Lakes Region Facility, Laconia, N.H. — May 2000 – May 2002

Field supervise and train graduate interns from the Antioch Graduate School of New England in methods and practice of substance abuse counseling.

- interview, accept or deny, teach/train and supervise master's level interns.
- communicate with professional seminar leaders.

Substance Use Counselor, N.H. Bureau of Substance Abuse Services, Multiple Offender Program, Laconia, N.H. — December 1993 – December 1998

Working as a clinical team member providing assessment, education and intervention services to individuals convicted of multiple DWIs.

- conducted intake/orientation, education, individual and group counseling, evaluation and assessment services relevant to client's substance use, medical, psychological, legal and social history.
- represented the program at official hearings of the Dept. of Motor Vehicles.

OTHER ACTIVITIES

Legislative Commission on Primary Care Workforce Issues 2018-Present

NH Governor's Commission Treatment Task Force 2018-2022

NH LADC Board Peer Review Committee April 2013- March 2019

Associate Member of the Elearning Guild October 2012-2014

Member of National Association of Forensics Counselors 2002-2012

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: NH Alcohol and Drug Abuse Counselors Association

NAME	JOB TITLE	ANNUAL AMOUNT PAID FROM THIS CONTRACT	ANNUAL SALARY
Dianne Castrucci	Executive Director	\$12,669.28	\$97,456.00
Emily Kannenberg	Training Director	\$2,024.01	\$67,467.00
Erin Masury	Program Coordinator	\$18,900.00	\$63,000.00
Nick Pfeifer	Clinical Supervisor	\$25,948.80	\$86,496.00
Heather Smith	Clinical Supervisor	\$25,948.80	\$86,496.00
Christine McKenna	Board President	\$0.00	\$0.00
Carol Furlong	Board President Elect	\$0.00	\$0.00