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STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF LONG TERM SUPPORTS AND SERVICES

Lori A. Weaver
Commissioner

Melissa A. Hardy
Director

105 PLEASANT STREET, CONCORD, NH 03301
603-271-5034 1-800-852-3345 Ext. 5034
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May 2, 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 of Long Term Supports and Services, to enter into a contract with New Hampshire Coalition for Citizens with Disabilities, Inc. dba Parent Information Center (VC# 177245), Concord, NH, in the amount of $1,078,000 to operate a statewide Family to Family Health Information Center to provide support to children and youth with special health care needs (CYSHCN) and their families with information and referral, needs assessments, and coordination of services, as well as education and training to families, providers and other organizations within the system of care, with the option to renew for up to four (4) additional years, effective July 1, 2025, upon Governor and Council approval through June 30, 2027. 72.17% Federal Funds. 27.83% General Funds.

Funds are anticipated to be available in the following accounts for State Fiscal Years 2026 and 2027, upon availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

EXPLANATION

The purpose of this request is to support CYSHCN and their families by operating a statewide Family to Family Health Information Center, both via telephone and in-person, that provides service information and referrals, needs assessments, coordination of services, and navigation of care options. The Contractor will also provide education and training to families, providers, community agencies, managed care organizations, and Department staff, with a focus on ensuring continuity of developmental and age-appropriate healthcare for CYSHCN. In addition, the Contractor will promote a well-functioning system of supports and services in which all CYSHCN receive coordinated, ongoing, comprehensive healthcare. The Contractor operates as a family-led organization that includes individuals or families who have lived experience as caregivers for CYSHCN, enabling these services to include family voice and be more responsive to family needs. The Contractor will also provide free educational materials and resources to families; develop a newsletter to be distributed to approximately 8,000 individuals electronically, as well as other materials related to early childhood development; conduct awareness events to inform communities and families about children's developmental milestones; and provide training to certify individuals to conduct developmental screenings with children ages zero (0) to five (5).

The population to be served includes CYSHCN, ages zero (0) to twenty-one (21) years, who have or are at risk for chronic physical, developmental, behavioral, or emotional conditions, and who also require health and related services of a type or amount beyond that required by children generally, and their families/caregivers. The services will also support individuals and/or professionals who provide services to CYSHCN and their families.

Approximately 1,300 unduplicated individuals will be served annually.

The Department will monitor services by reviewing quarterly and annual reports; outreach and encounter data; training summaries and attendance data; quality assurance activities, including risk assessments, kick-off and monthly status meetings, monthly fiscal review and program effectiveness by reviewing performance measures outlined in the contract.

The Department selected the Contractor through a competitive bid process using a Request for Applications (RFA) that was posted on the Department's website from February 21, 2025, through April 2, 2025. The Department received one (1) response that was reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

As referenced in Exhibit A of the attached agreement, the parties have the option to extend the agreement for up to four (4) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

Should the Governor and Council not authorize this request, CYSHCN and their families will not have access to services for resources and referrals and assistance in navigating their different care options, limiting the ability of families to access the care they require. Additionally, the lack of training and technical assistance would limit the ability of service providers to meet the needs of CYSHCN and their families.

Area served: Statewide.

Source of Federal Funds: ALN #93.994, FAIN #B0440148, ALN #93.575, FAIN #2501NHCCDD, ALN #93.870, FAIN #X1053631.

Respectfully submitted,

Lori A. Weaver
Commissioner

Fiscal Details
RFA-2025-DLTSS-01-FAMIL-01

05-95-093-930510-36760000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DLTSS-DEVELOPMENT SERVICES; BUR OF FAMILY CENTERED SERVICES, SPECIAL MEDICAL SERVICES

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2026	074-500589	Grants for Pub Asst and Relief	93051200	$250,000	$0	$250,000
2027	074-500589	Grants for Pub Asst and Relief	93051200	$250,000	$0	$250,000
			Subtotal	***$500,000***	***$0***	***$500,000***

05-95-093-930010-59470000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DLTSS-DEVELOPMENT SERVICES, DIV OF DEVELOPMENTAL SVCS, PROGRAM SUPPORT

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2026	102-500731	Contracts for Program Services	93005947	$70,000	$0	$70,000
2027	102-500731	Contracts for Program Services	93005947	$70,000	$0	$70,000
			Subtotal	***$140,000***	***$0***	***$140,000***

05-95-045-451110-23360000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIV ECONOMIC STABILITY, CHILD DEVELOPMENT, CHILD CARE DEVLP-QUALITY ASSUR

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2026	074-500589	Grants for Pub Asst and Relief	42117708	$100,000	$0	$100,000
2027	074-500589	Grants for Pub Asst and Relief	42117708	$100,000	$0	$100,000
			Subtotal	***$200,000***	***$0***	***$200,000***

05-95-090-902010-58960000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIV PUBLIC HEALTH, BUREAU OF FAMILY HEALTH AND NUTRITION, HOME VISITING FORMULA GRANT

2026	074-500589	Grants for Pub Asst and Relief	90083211	$9,750	$0	$9,750
2026	074-500589	Grants for Pub Asst and Relief	90083212	$29,250	$0	$29,250
2027	074-500589	Grants for Pub Asst and Relief	90083212	$9,750	$0	$9,750
2027	074-500589	Grants for Pub Asst and Relief	90083213	$29,250	$0	$29,250
			Subtotal	***$78,000***	***$0***	***$78,000***

05-95-090-902010-70470000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIV PUBLIC HEALTH, BUREAU OF FAMILY HEALTH AND NUTRITION, COMMUNITY COLLABORATION						
100% GF						
2026	102-500731	Contracts for Program Services	90070475	$30,000	$0	$30,000
2027	102-500731	Contracts for Program Services	90070475	$30,000	$0	$30,000
			Subtotal	***$60,000***	***$0***	***$60,000***

05-95-090-902010-70470000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIV PUBLIC HEALTH, BUREAU OF FAMILY HEALTH AND NUTRITION, COMMUNITY COLLABORATION						
100% GF						
2026	102-500731	Contracts for Program Services	90070473	$25,000	$0	$25,000
2027	102-500731	Contracts for Program Services	90070473	$25,000	$0	$25,000
			Subtotal	***$50,000***	***$0***	***$50,000***

05-95-090-902010-51900000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIV PUBLIC HEALTH, BUREAU OF FAMILY HEALTH AND NUTRITION, MATERNAL CHILD HEALTH						
100% GF						
2026	102-500731	Contracts for Program Services	90004019	$25,000	$0	$25,000
2027	102-500731	Grants for Pub Asst and Relief	90004019	$25,000	$0	$25,000
			Subtotal	***$50,000***	***$0***	***$50,000***
			Total	***$1,078,000***	***$0***	***$1,078,000***

Docusign Envelope ID: 648FD357-28B9-48FC-A4E6-3B76CAF3CABE

New Hampshire Department of Health and Human Services
Division of Finance and Procurement
Bureau of Contracts and Procurement

Project ID #	**RFA-2025-DLTSS-01-FAMIL**
Project Title	**Family to Family Health Information Center Services**

	Maximum Points Available	New Hampshire Coalition for Citizens with Disabilities, Inc. dba Parent Information Center		
Technical				
Q1 - Ability	**350**	300		
Q2 - Experience	**200**	185		
Q3 - Organizational Staffing Plan	**150**	135		
Q4 - Delivering Professional Development	**300**	290		
Subtotal - Technical	**1000**	**910**		
TOTAL POINTS	**1000**	**910**		

	Reviewer Name	**Title**
1	Kathleen Gray	Family Support Administrator
2	Laurie Heath	Financial Manager
3	Audrey Gerkin	Systems of Care Specialist
4	Virginia Jones	Family Support Program Specialist

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

Subject: RFA-2025-DLTSS-01-FAMIL-01 / Family to Family Health Information Center Services

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 Coalition for Citizens with Disabilities, Inc. dba Parent Information Center		1.4 Contractor Address 54 Old Suncook Rd, Concord, NH 03301	
1.5 Contractor Phone Number (603) 224-7005	1.6 Account Unit and Class TBD	1.7 Completion Date June 30, 2027	1.8 Price Limitation $1,078,000
1.9 Contracting Officer for State Agency Robert W. Moore, Director		1.10 State Agency Telephone Number (603) 271-9631	
1.11 Contractor Signature DocuSigned by: Michelle Lewis 7EAA3EF38184D2	Date: 5/9/2025	1.12 Name and Title of Contractor Signatory Michelle Lewis Executive Director	
1.13 State Agency Signature DocuSigned by: Melissa Hardy 1323A24040DE495	Date: 5/12/2025	1.14 Name and Title of State Agency Signatory Melissa Hardy Director, DLTSS	
1.15 Approval by the N.H. Department of Administration, Division of Personnel *(if applicable)* By:		Director, On:	
1.16 Approval by the Attorney General (Form, Substance and Execution) *(if applicable)* By: DocuSigned by: Robyn Guarino 74873484494148D		On: 5/13/2025	
1.17 Approval by the Governor and Executive Council *(if applicable)* G&C Item number:		G&C Meeting Date:	

Contractor Initials DS ML
Date ~~5/9/2025~~

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.

Contractor Initials ML
Date 5/9/2025

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.

Contractor Initials ML

Date 5/9/2025

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.

Contractor Initials ML
Date 5/9/2025

New Hampshire Department of Health and Human Services
Family to Family Health Information Center Services

EXHIBIT A

Revisions to Standard Agreement Provisions

1. Revisions to Form P-37, General Provisions

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

   3.1. Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall become effective on July 1, 2025 ("Effective Date").

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

   3.3. Contractor must complete all Services by the Completion Date specified in block 1.7. The parties may extend the Agreement for up to four (4) additional years from the Completion Date, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and approval of the Governor and Executive Council.

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

   12.5. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions. The Contractor shall have written agreements with all subcontractors, specifying the work to be performed, and if applicable, a Business Associate Agreement in accordance with the Health Insurance Portability and Accountability Act. Written agreements shall specify how corrective action shall be managed. The Contractor shall manage the subcontractor's performance on an ongoing basis and take corrective action as necessary. The Contractor shall annually provide the State with a list of all subcontractors provided for under this Agreement and notify the State of any inadequate subcontractor performance.

DS
Contractor Initials ML
Date 5/9/2025

Scope of Services

1. Statement of Work

1.1. The Contractor must provide Family to Family Health Information Center Services to promote a well-functioning system of care to serve the following covered populations:

1.1.1. Children and Youth with Special Health Care Needs (CYSHCN), as defined in RSA 132:13, II, ages zero (0) to twenty-one (21) years, who have or are at risk for chronic physical, developmental, behavioral, or emotional conditions and who also require health and related services of a type or amount beyond that required by children generally.

1.1.2. Parents and caregivers of CYSHCN seeking information and/or support to navigate the system of care which serves their family member(s).

1.1.3. Individuals and/or professionals who provide services to CYSHCN and their families.

1.1.4. Expectant families and/or families with children ages zero (0) to eighteen (18), priority populations that include: 1) low income, 2) a parent under age twenty-one (21), 3) a history of child abuse or neglect, or involvement with child protective services, (4) household with a history of substance misuse or with members who need substance misuse treatment, 5) users of tobacco in the home, 6) children or caregivers who have low student achievement, 7) children who have developmental delays or disabilities, 8) Individuals who are serving or have served in the Armed Forces, including those with multiple deployments.

1.2. The Contractor must maintain a minimum of one staff member during regular business days/hours, in person, onsite at the Department's designed office space, to ensure both the Department and the Contractor have access to all materials and resources available relative to Children with Special Health Care Needs (CYSHCN) and their families.

1.3. The Contractor must ensure services are available statewide.

1.4. The Contractor must submit a Work Plan which addresses all services for approval by the Department within thirty (30) calendar days of the Effective Date of this Agreement.

1.5. **Family to Family Health Information Center**

1.5.1. The Contractor must provide a statewide Family to Family Health Information Center for children and youth, from birth to 21 years of age, with or at risk for special health care needs and their families.

1.5.2. The Contractor must utilize the Department's toll-free 1-800 telephone number to assist families who call the Family to Family Health

Information Center and conduct follow-up telephone calls to families to assess their level of satisfaction with the services provided.

1.5.3. The Contractor must ensure Title V programs and efforts for CYSHCN are family-centered and include, but are not limited to:

1.5.3.1. Offering constructive feedback regarding families' experiences with the Department's health care service delivery system and recommendations for improvement.

1.5.3.2. Establishing and maintaining regular contact with other parent advisory and support groups.

1.5.3.3. Identifying gaps in data needs and creating solutions for strengthening family feedback.

1.5.3.4. Convening a minimum of one (1) forum of family members who are caregivers of a child with special health care needs, annually, to collect annotative feedback of their experiences with the Department.

1.5.3.5. Conducting an annual satisfaction survey that includes key questions to ascertain families' experiences and the impact of the service delivery systems.

1.5.3.6. Maintaining participation in the Council for Youth with Chronic Conditions.

1.5.3.7. Maintaining linkages with community support groups, which include, but are not limited to parent groups and hospital or practice-based groups.

1.5.4. The Contractor must participate in meetings with staff from the Department, NH Department of Education, local service organizations, and other professional organizations, as agreed upon with the Department, to:

1.5.4.1. Ensure that CYSHCN and their unique needs are adequately represented in system design, planning and service delivery across the system of care in New Hampshire;

1.5.4.2. Provide information about the needs and strengths of families of CYSHCN;

1.5.4.3. Identify how the current configuration of the service system impacts families;

1.5.4.4. Facilitate the coordination of services;

1.5.4.5. Improve the quality of services and effecting system change; and

1.5.4.6. Ensure family leadership and voice in Early Childhood Comprehensive Systems (ECCS) initiatives.

1.5.5. The Contractor must:

1.5.5.1. Collect qualitative information about families' needs and strengths through outreach to families of children and youth

with the widest range of disabilities and special health care needs.

1.5.5.2. Provide technical assistance to Department staff regarding consumer, family and/or young adult issues.

1.5.5.3. Participate in the review and development of Department policies, procedures and proposed changes in services to ensure maintenance of consumer participation in decision-making.

1.5.5.4. Assist in the evaluation of Department programs and activities, and with recruiting additional parents to participate in the evaluation of Department programs and activities, including the Title V Maternal and Child Health Block Grant and the Title V Needs Assessment process, Family Engagement and Advisory procedures and strategies.

1.5.5.5. Maintain an existing website, which provides resources and information which families can access, including New Hampshire specific issues related to public and private health care financing systems, community services and family and/or youth needs.

1.5.6. The Contractor must participate in meetings with the Department on a monthly basis, or as otherwise requested by the Department, which include, but are not limited to:

1.5.6.1. A review of all objectives to ensure they are being met.
1.5.6.2. A review of the Work Plan.
1.5.6.3. A review of past and current scheduled activities.

1.5.7. The Contractor must ensure that families of children with deafness and/or blindness receive information and referral (I&R) about appropriate organizations and agencies.

1.5.8. The Contractor must provide information about resources to families receiving early intervention services and/or who have children birth to three (3) years of age.

1.5.9. The Contractor must ensure families of children impacted by genetic and newborn screening services are included in needs assessment activities.

1.5.10. The Contractor must provide information and support to youth and families transitioning from pediatric healthcare to the adult healthcare system.

1.5.11. The Contractor must provide information, referrals and support to families, using a variety of methods, including, but not limited to:

1.5.11.1. Phone consultation;
1.5.11.2. A lending library;
1.5.11.3. Virtual calls/meetings;

1.5.11.4. In-person informational and training events; and
1.5.11.5. Maintaining an active social media presence.

1.6. **Youth Health Care Transition Support**

1.6.1. The Contractor must provide services to ensure the continuity of developmental and age-appropriate healthcare for youth with special healthcare needs, for ages 0-21 years, their families, caregivers, care coordinators, and healthcare providers.

1.6.2. The Contractor must promote a health care transition policy for health care providers and practices that serve CYSHCN which includes, but is not limited to:

1.6.2.1. Utilizing existing relationships with the New Hampshire Chapter of the American Academy of Pediatrics (the New Hampshire Pediatric Society, "NHPS") and New Hampshire Pediatric Improvement Partnership (NHPIP) to increase outreach potential.

1.6.2.2. Utilizing various formats, including a variety of mediums, to disseminate health care transition information and resources.

1.6.2.3. Providing workforce development activities to providers/practices supporting families across the service system including, but not limited to:

1.6.2.3.1. Health care and family support coordinators;
1.6.2.3.2. Health care providers;
1.6.2.3.3. Managed Care Organizations (MCOs);
1.6.2.3.4. Department staff; and
1.6.2.3.5. Other community-based organizations.

1.6.3. The Contractor must maintain an advisory group of a variety of stakeholders who will serve in an advisory capacity to the Contractor on topics related to YHCT Services, including, but not limited to:

1.6.3.1. Youth and family participants.
1.6.3.2. Representation from Medicaid Managed Care Organizations.
1.6.3.3. Bureau for Family Centered Services (BFCS).
1.6.3.4. NH Family Voices.
1.6.3.5. Primary health care practices.

1.6.4. The Contractor must participate in opportunities to promote youth health care transition practices that result in a positive impact on services for CYSHCN, as requested and approved by the Department.

1.6.5. The Contractor must implement Work Plan goals, strategies, and outcomes that include, but are not limited to:

1.6.5.1. Promoting evidence-based and evidence-informed health care transition policies and practices.

1.6.5.2. Providing technical assistance to support the implementation of the Six Core Elements™ of transition into health care transition, in accordance with the Got Transitions© recommendations.

1.6.5.3. Participating in opportunities to promote health care transition practices as requested and approved by the Department, which includes:

1.6.5.3.1. Meeting with Department leadership to outline existing and new opportunities.

1.6.5.3.2. Disseminating family surveys to address questions and concerns, on an ongoing basis.

1.6.5.3.3. Providing staff training as part of ongoing workforce development.

1.6.5.3.4. Enhancing access to care relative to MCO's, which includes:

1.6.5.3.4.1. Identifying the role and promoting the engagement of MCO's in health care transition planning for CYSHCN in all workforce development and TA, on an ongoing basis.

1.6.5.3.4.2. Engaging MCO members of the advisory group in additional activities as identified by the Contractor.

1.6.5.3.4.3. Participating in the State's Transition Community of Practice (CoP).

1.6.5.3.4.4. Providing outreach to MCOs to engage Care Managers in system-wide activities related to the transition of youth from pediatric to adult health care.

1.6.5.3.4.5. Collaborating with the Department to develop and establish guidance and training for Contractors designated by the Department.

1.6.5.3.4.6. Providing consultation and technical assistance to the Department, and Contractors designated by the Department.

1.6.5.3.4.7. Collaborating with the Department to assess programmatic needs and make recommendations that support

a well-functioning system of care for CYSHCN.

1.6.5.3.4.8. Supporting quality improvement and monitoring efforts that promote transition-related activities.

1.6.5.3.5. Consulting with the Department at least four (4) times per year to share information regarding Youth Health Care Transition Services, and ensuring on-going communication with the Department and coordination of activities with other initiatives to improve care for CYSHCN.

1.7. **Council for Youth with Chronic Conditions (CYCC) Support**

1.7.1. The Contractor must provide administrative support to the Council for Youth with Chronic Conditions (CYCC) which includes, but is not limited to:

1.7.1.1. Meeting scheduling and facilitation.
1.7.1.2. Recording of minutes taken at meeting.
1.7.1.3. Distribution and maintenance of minutes.
1.7.1.4. Meeting preparation and follow-up.
1.7.1.5. Maintaining budget and parent stipends.

1.7.2. The Contractor must employ a minimum of a .3 full-time equivalent (FTE) employee to provide administrative support to the CYCC.

1.7.3. The Contractor must develop a Memorandum of Understanding (MOU) with the CYCC that outlines the roles and responsibilities of each party, agreed to and signed by each party.

1.8. **Birth through 8 (B-8) Family and Community Advisory Team Coordination**

1.8.1. The Contractor must provide a Coordinator to the B-8 Family and Community Advisory Team, ("Team") to provide administrative support that includes:

1.8.1.1. Convening Team meetings;
1.8.1.2. Co-leading the Team in partnership with the Chair who is identified by the B-8 Family and Community Advisory Team;
1.8.1.3. Organizing and publicizing Team meetings in a manner that supports maximum meeting participation;
1.8.1.4. Providing Team members with information to access team meetings remotely;
1.8.1.5. Recording Team meeting notes;
1.8.1.6. Presenting Team meeting materials; and
1.8.1.7. Conducting other duties, as defined by the Charter referenced below.

1.8.2. The Contractor must ensure that the Coordinator has knowledge and experience of family engagement, family leadership principles best practices, and experiences leading multi-disciplinary groups.

1.8.3. The Contractor must ensure the Coordinator co-leads the B-8 Family and Community Advisory Team, which includes:

1.8.3.1. Ensuring families and communities have opportunities which are responsive and contribute to their lived experiences relative to the evolution of systems and services that will directly affect their lives;

1.8.3.2. Promoting parent knowledge and choice through sustained family and community engagement, support, resources, and feedback;

1.8.3.3. Utilizing the principles of Boundary Spanning Leadership; and

1.8.3.4. Promoting access to and building commitment for quality early childhood programs and services.

1.8.4. The Contractor must ensure the Coordinator assists the B-8 Family and Community Advisory Team to develop, review, implement, and refine a Charter that:

1.8.4.1. Identifies the leadership and activities of the Team;

1.8.4.2. Requires membership to be at a minimum of 51% parents and/or caregivers of children ages birth through eight (8) years;

1.8.4.3. Reflect the changing needs of communities and families; and

1.8.4.4. Is reviewed by the B-8 Family and Community Advisory Team and by the Department.

1.8.5. The Contractor must ensure the Coordinator supports and facilitates the work of the B-8 Family and Community Advisory Team to implement its Charter that includes, but is not limited to:

1.8.5.1. Strengthening NH's early childhood infrastructure in all environments;

1.8.5.2. Building capacity of families, professional and non-professional caregivers and educators, statewide, in order to meet the health and educational needs of children;

1.8.5.3. Ensuring an integrated and coordinated early childhood governance structure across Department programs that is connected to local communities by conducting ongoing needs assessments and engaging in strategic planning activities including but not limited to:

1.8.5.3.1. Engaging in the Title V Needs Assessment Activities;

1.8.5.3.2. Engaging in the Statewide Early Childhood Needs Assessment activities; and
1.8.5.3.3. Engaging in the Statewide Early Childhood Strategic Planning.

1.8.5.4. Promoting parental knowledge and choice through sustained family and community engagement, support, resources, and feedback;
1.8.5.5. Coordinating with the other groups to ensure the work in the early care and education systems includes input from local/regional forums that support parents, professional caregivers, educators, and community members in order to ensure the sharing of best practices;
1.8.5.6. Expanding access and improving transitions across the span of early childhood supports, services, and educational environments for children and their families; and
1.8.5.7. Participating in the development and implementation of an integrated and comprehensive plan for early childhood in New Hampshire.

1.8.6. The Contractor must ensure family membership is maintained in the B-8 Family and Community Advisory Team, consisting of individuals from different backgrounds and expertise which may include, but are not limited to:

1.8.6.1. Families with children with special medical needs.
1.8.6.2. Families in rural areas.
1.8.6.3. Families of all backgrounds.
1.8.6.4. Expectant families and those with children under the age of eight (8) years.
1.8.6.5. Families experiencing parental incarceration.
1.8.6.6. Kinship Families.
1.8.6.7. Families accessing childcare and childcare scholarship.
1.8.6.8. Families receiving services through the Bureau of Family Health and Nutrition (BFHN) and BFCS identified programs.

1.8.7. The Contractor must facilitate engagement and communication between members of the B-8 Family and Community Advisory Team, the Council for Thriving Children, and stakeholders in order to strengthen the early childhood infrastructure.
1.8.8. The Contractor must ensure the Coordinator assists the B-8 Family and Community Advisory Team in:

1.8.8.1. Maintaining and creating partnerships with agencies, statewide, to increase the ability to coordinate services in all geographic areas;

1.8.8.2. Developing and furthering partnerships with key system of care community partners and early childhood care and education partners including, but not limited to:

1.8.8.2.1. Out-of-school-time care programs;
1.8.8.2.2. Businesses;
1.8.8.2.3. Childcare providers;
1.8.8.2.4. Child welfare services;
1.8.8.2.5. Developmental services and supports;
1.8.8.2.6. Early intervention programs;
1.8.8.2.7. Family support services and programs;
1.8.8.2.8. WIC healthy foods/nutrition education;
1.8.8.2.9. Funders;
1.8.8.2.10. Head Start;
1.8.8.2.11. Higher education;
1.8.8.2.12. Kindergarten through grade three (3) teachers;
1.8.8.2.13. Physical health and behavioral services; and
1.8.8.2.14. Preschool special education teachers.

1.8.8.3. Fostering awareness of the importance of early childhood programs that support healthy child development among public and policy leaders;

1.8.8.4. Developing recommendations to increase the overall participation of children in existing child care and early childhood education programs, including outreach to underrepresented and special populations;

1.8.8.5. Producing an annual report with details relative to the B-8 Family and Community Advisory Team including, but not limited to:

1.8.8.5.1. Outcomes of assessments, which may include Boundary Spanning Leadership assessments;
1.8.8.5.2. Accomplishments from the prior year; and
1.8.8.5.3. Identification of community needs and gaps in services and supports.

1.8.8.6. Priority setting based on convened meetings, data and review of needs and gaps in services and supports.

1.9. **Watch Me Grow (WMG) Coordination**

1.9.1. The Contractor must provide a Coordinator, to convene a minimum of ten (10) monthly WMG Steering Committee meetings per year and one (1) annual Stakeholder meeting, in coordination with Department staff.

1.9.2. The Contractor must ensure the Coordinator:

1.9.2.1. Organizes and publicizes meetings in a manner that supports maximum meeting participation;
1.9.2.2. Provides the Steering Committee members and Stakeholders with information on how to access meetings remotely and/or attend meetings in person;
1.9.2.3. Records and distributes WMG Steering Committee meeting and Stakeholder meeting notes;
1.9.2.4. Presents meeting materials to Steering Committee members and Stakeholders;
1.9.2.5. Monitors participation of WMG Steering Committee members and Stakeholders during their respective meetings; and
1.9.2.6. Collects, analyzes, and reports on data collected, utilizing a Department-provided template, in the monthly WMG Steering Committee meetings and the annual Stakeholder meeting in order to evaluate the effectiveness of the WMG system.

1.9.3. The Contractor must review and evaluate information related to early childhood developmental screening gathered from a variety of sources including, but not limited to:

1.9.3.1. Ages & Stages Questionnaire (ASQ), which may be completed independently by families or by trained WMG partners.
1.9.3.2. Family Centered Early Supports and Services.
1.9.3.3. Nationally published data.

1.9.4. The Contractor must make recommendations to the Department and the WMG Steering Committee related to quality assurance and continuous quality improvement.

1.9.5. The Contractor must provide early childhood developmental screening education and training to WMG partners and other stakeholders. The Contractor must ensure education and training includes, but is not limited to:

1.9.5.1. Child development.
1.9.5.2. Early childhood developmental screening and surveillance.
1.9.5.3. Communicating with families regarding developmental screening, for early childhood providers.
1.9.5.4. The importance of developmental milestones and screenings and how to access screening and other resources, for families.

1.9.6. The Contractor must collaborate with the Department to provide Help Me Grow training resources, and utilize the Help Me Grow national model, which utilizes and builds on existing resources in order to develop and enhance a comprehensive approach to early childhood system building, including:

1.9.6.1. Centralized Access Point;
1.9.6.2. Family and Community Outreach;
1.9.6.3. Data Collection and Analysis; and
1.9.6.4. Child Health Provider Outreach.

1.10. **Maternal Infant and Early Childhood Home Visiting (MIECHV) Family Engagement and Advisory support**

1.10.1. The Contractor must provide Family Leadership and Family Advisory support for the NH MIECHV program that includes, but is not limited to:

1.10.1.1. Consulting with Parent/Caregiver advisory groups and getting informal feedback on products and policies for the NH MIECHV program sites, as requested;
1.10.1.2. Consulting with the NH MIECHV teams to ensure program activities and outputs reflect positively on the individuals and communities being served, and participating in planning meetings, as requested;
1.10.1.3. Consulting on the development of home visiting program policies and procedures related to family engagement; and
1.10.1.4. Consulting on the development of strategies to increase early enrollment and retention of families eligible for the Healthy Families America (HFA) program.

1.10.2. The Contractor must provide advisory support that strengthens maternal and early childhood health and increases access to family-centered care for children prenatal to five (5) years of age through care coordination and centralized intake and referral systems.

1.11. **Bureau of Family Health and Nutrition (BFHN) Family Engagement and Advisory Support**

1.11.1. The Contractor must leverage their role as support to the B-8 Advisory to support the BFHN family engagement goals and provide strategies for family engagement and advise on program delivery.
1.11.2. The Contractor must engage Parent/Caregiver advisory groups for the Comprehensive Family Support Services (CFSS) sites, as requested, by BFHN staff and:

1.11.2.1. Consult with the CFSS team to ensure program activities and outputs reflect positively on the individuals and communities being served, and participating in planning meetings, as requested.
1.11.2.2. Consult with the CFSS team in the development of home visiting program policies and procedures related to family engagement.

1.11.2.3. Consult with BFHN in the development of strategies to increase early enrollment and retention of families eligible for BFHN programs including but not limited to CFSS and WIC programs.

1.11.2.4. Provide annual training and support for up to five (5) home visiting locations to implement the Parent Café Strengthening Protective Factors model. Locations can be found on the Department's home visiting website: https://www.dhhs.nh.gov/ecfch/home-visiting

1.11.2.5. Provide technical assistance to home visiting agencies and BFHN staff in the maintenance and development of Parent/Family Advisory Councils.

1.12. **Title V Needs Assessment Activities**

1.12.1. The Contractor must conduct focus groups, consisting of underserved rural, racial and ethnic populations to understand the current needs of families and inform the Title V Maternal and Child Health Block Grant needs assessment. The Contractor must:

1.12.1.1. Gather family input, including areas of concern and recommendations relative to communication tips that can support centralized referral and intake implementation and care coordination for successful family engagement.

1.12.1.2. Make recommendations for marketing and communication to families about access to needed services, health care access and immunization and/or vaccination and referral follow through with the identified ECCS programs.

1.12.1.3. Identify barriers to accessing services and supports related to the System of Care for children with and without special healthcare needs and their families.

1.12.2. The Contractor must work with the Department to create a survey that gathers family input on adverse childhood experiences, such as child abuse, a parent with mental health or substance use concerns.

1.13. **Staffing**

1.13.1. The Contractor must operate as a parent-led organization.

1.13.2. The Contractor must ensure all staff have personal experience as a caregiver for CYSHCN.

1.13.3. The Contractor must employ individuals whose qualifications meet their job description(s), with hiring criteria emphasizing the importance of having personal experience as a caregiver for CYSHCN.

1.13.4. The Contractor must notify the Department in writing in the event a position becomes vacant and include the plan to ensure uninterrupted services.

1.13.5. The Contractor must notify the Department in writing, at least one (1) week prior to a new employee's start date, ensuring the notification includes the full name of the employee, the official start date, the work telephone number, email address, and resume.

1.13.6. The Contractor must recruit for and maintain a workforce that represents the population being served.

1.13.7. The Contractor must establish and maintain program personnel policies and procedures that include, but are not limited to:

1.13.7.1. Selecting and dismissing staff, volunteers and others.

1.13.7.2. Delivering or coordinating services under the provider's direction.

1.13.7.3. Supporting students/interns interested in working with CYSHCN.

1.13.7.4. Verifying staff, volunteer and student trainee/intern qualifications.

1.13.7.5. Descriptions of how they are accessible and available to all agency staff and BFCS.

2. Reporting Requirements

2.1. The Contractor must submit quarterly reports to the Department in a format designated by the Department, which include but are not limited to:

2.1.1. Training provided, with a brief description of content, and number of participants;

2.1.2. Number of unique activities consulted on during the reporting period, including a brief description;

2.1.3. Number of B-8 Advisory Family and Community Advisory meetings held, with attached agendas and attendees;

2.1.4. Number and location of Parent Cafes facilitated, including number of attendees;

2.1.5. Number of ASQs (Social-Emotional and ASQ-3) completed including, but not limited to:

2.1.5.1. Date ranges ASQ was completed;

2.1.5.2. Age ranges programs serve;

2.1.5.3. Profession type administering screening;

2.1.5.4. Number of individuals screened;

2.1.5.5. Total number of screenings administered; and

2.1.5.6. Referrals made based on results of screening.

2.1.6. Number of developmental referrals made based on ASQ scoring.

2.2. The Contractor must submit annual reports, in a format provided by the Department, which include, but are not limited to:

2.2.1. Outreach and encounter statistics.

2.2.2. Quality assurance activities.
2.2.3. Progress made and efforts undertaken to meet goals and objectives for required services in quantitative terms, including statistical measures for evaluating successful outcomes.
2.2.4. Overall progress toward program goals and supporting statistical information.
2.2.5. Program effectiveness.
2.2.6. Future plans and goals.
2.2.7. Supporting documentation related to the outreach activities and efforts that address the National and State Performance Measures selected in the Title V Block Grant.
2.2.8. Additional information as requested by the Department at any time during the contract period.

2.3. The Contractor must submit a report on the focus groups and surveys completed in a format designated by the Department.

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

2.5. **Performance Measures**

2.5.1. The Contractor must ensure 85% of respondents to the annual survey indicate their ability to manage their child's health condition at home improved as a result of education/guidance provided by the Family to Family Health Information Center.
2.5.2. The Contractor must ensure 85% of training participants who respond to post training evaluations rate training as excellent or very good.
2.5.3. The Contractor must increase the number of individuals from WMG Partner organizations who are trained in the use of the Ages and Stages Questionnaire (ASQ) and the Ages and Stages Questionnaire: Social-Emotional (ASQ-SE), from a baseline of 29 to 60.

3. Additional Requirements

3.1. Background Checks

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

3.1.1.1. A criminal background check, at the Contractor's expense, and has no convictions for crimes that represent evidence of behavior that could endanger individuals served under this Agreement;
3.1.1.2. A name search of the Department's Bureau of Elderly and Adult Services (BEAS) State Registry, pursuant to RSA 161-F:49, with results indicating no evidence of behavior that

could endanger individuals served under this Agreement; and

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

3.2. Confidential Data

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

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

3.3. Privacy Impact Assessment

3.3.1. Upon request, the Contractor must allow and assist the Department in conducting a Privacy Impact Assessment (PIA) of its system(s)/application(s)/web portal(s)/website(s) or Department system(s)/application(s)/web portal(s)/website(s) hosted by the Contractor, if Personally Identifiable Information (PII) is collected, used, accessed, shared, or stored. To conduct the PIA the Contractor must provide the Department access to applicable systems and documentation sufficient to allow the Department to assess, at minimum, the following:

3.3.1.1. How PII is gathered and stored;

3.3.1.2. Who will have access to PII;

3.3.1.3. How PII will be used in the system;

3.3.1.4. How individual consent will be achieved and revoked; and

3.3.1.5. Privacy practices.

3.3.2. The Department may conduct follow-up PIAs in the event there are either significant process changes or new technologies impacting the collection, processing or storage of PII.

3.4. Department Owned Devices, Systems and Network Usage

3.4.1. Contractor End Users, defined in the Department's Information Security Requirements Exhibit that is incorporated into this Agreement, authorized by the Department's Information Security Office to use a Department issued device (e.g. computer, tablet, mobile telephone) or access the Department network in the fulfilment of this Agreement, must:

3.4.1.1. Sign and abide by applicable Department and New Hampshire Department of Information Technology (NH DoIT) use agreements, policies, standards, procedures and guidelines, and complete applicable trainings as required;

3.4.1.2. Use the information that they have permission to access solely for conducting official Department business and agree that all other use or access is strictly forbidden including, but not limited, to personal or other private and non-Department use, and that at no time shall they access or attempt to access information without having the express authority of the Department to do so;

3.4.1.3. Not access or attempt to access information in a manner inconsistent with the approved policies, procedures, and/or agreement relating to system entry/access;

3.4.1.4. Not copy, share, distribute, sub-license, modify, reverse engineer, rent, or sell software licensed, developed, or being evaluated by the Department, and at all times must use utmost care to protect and keep such software strictly confidential in accordance with the license or any other agreement executed by the Department;

3.4.1.5. Only use equipment, software, or subscription(s) authorized by the Department's Information Security Office or designee;

3.4.1.6. Not install non-standard software on any Department equipment unless authorized by the Department's Information Security Office or designee;

3.4.1.7. Agree that email and other electronic communication messages created, sent, and received on a Department-issued email system are the property of the Department of New Hampshire and to be used for business purposes only. Email is defined as "internal email systems" or "Department-funded email systems."

3.4.1.8. Agree that use of email must follow Department and NH DoIT policies, standards, and/or guidelines; and

3.4.1.9. Agree when utilizing the Department's email system:

3.4.1.9.1. To only use a Department email address assigned to them with a "@ affiliate.DHHS.NH.Gov".

3.4.1.9.2. Include in the signature lines information identifying the End User as a non-Department workforce member; and

3.4.1.9.3. Ensure the following confidentiality notice is embedded underneath the signature line:

CONFIDENTIALITY NOTICE: "This message may contain information that is privileged and confidential and is intended only for the use of the individual(s) to whom it is addressed. If you receive this message in error, please notify the sender immediately and delete this electronic message and any attachments from your system. Thank you for your cooperation."

3.4.1.10. Contractor End Users with a Department issued email, access or potential access to Confidential Data, and/or a workspace in a Department building/facility, must:

3.4.1.10.1. Complete the Department's Annual Information Security & Compliance Awareness Training prior to accessing, viewing, handling, hearing, or transmitting Department Data or Confidential Data.

3.4.1.10.2. Sign the Department's Business Use and Confidentiality Agreement and Asset Use Agreement, and the NH DoIT Department wide Computer Use Agreement upon execution of the Agreement and annually thereafter.

3.4.1.10.3. Only access the Department's intranet to view the Department's Policies and Procedures and Information Security webpages.

3.4.1.11. Contractor agrees, if any End User is found to be in violation of any of the above terms and conditions, said End User may face removal from the Agreement and/or

criminal and/or civil prosecution, if the act constitutes a violation of law.

3.4.1.12. Contractor agrees to notify the Department a minimum of three business days prior to any upcoming transfers or terminations of End Users who possess Department credentials and/or badges or who have system privileges. If End Users who possess Department credentials and/or badges or who have system privileges resign or are dismissed without advance notice, the Contractor agrees to notify the Department's Information Security Office or designee immediately.

3.4.2. Workspace Requirement

3.4.2.1. If applicable, the Department will work with Contractor to determine requirements for providing necessary workspace and State equipment for its End Users.

3.5. Contract End-of-Life Transition Services

3.5.1. General Requirements

3.5.1.1. 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 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.

3.5.1.2. 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.

3.5.1.3. 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.

3.5.1.4. 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.

3.5.1.5. 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.

3.5.1.6. 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 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.

3.5.2. Completion of Transition Services

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

3.5.2.2. 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.

3.5.3. Disagreement over Transition Services Results

3.5.3.1. 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.

3.6. Website and Social Media

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

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

3.6.3. State of New Hampshire's Website Copyright

3.6.3.1. All right, title and interest in the State WWW site, including copyright to all data and information, shall remain with the State of New Hampshire. The State of New Hampshire shall also retain all right, title and interest in any user interfaces and computer instructions embedded within the WWW pages. All WWW pages and any other data or information shall, where applicable, display the State of New Hampshire's copyright.

4. Exhibits Incorporated

4.1. The Contractor must comply with all Exhibit D Federal Requirements, which

are attached hereto and incorporated by reference herein.

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

4.3. The Contractor must use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit F, Business Associate Agreement, which has been executed by the parties.

5. Additional Terms

5.1. **Impacts Resulting from Court Orders or Legislative Changes**

5.1.1. 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.

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

5.2.1. The Contractor must submit:

5.2.1.1. 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.

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

5.2.1.3. 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-Contractors).

5.3. **Credits and Copyright Ownership**

5.3.1. 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."

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

5.3.3. 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.

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

5.4. **Operation of Facilities: Compliance with Laws and Regulations**

5.4.1. In the operation of any facilities for providing services, the Contractor must comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which must impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit must be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Agreement the facilities must comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and must be in conformance with local building and zoning codes, by-laws and regulations.

6. Records

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

6.1.1. 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.

6.1.2. 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.

6.1.3. Records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.

6.2. 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.

6.3. 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.

Payment Terms

1. This Agreement is funded by:
   - 1.1. 72.17% Federal funds.
     - 1.1.1. 46.38% Title V Block Grant, as awarded on 10/10/2023, by the Health Resources & Services Administration, ALN 93.994, FAIN B0440148.
     - 1.1.2. 18.55% Child Care Development Block Grant, as awarded on 10/16/2024, by the Administration for Children and Families, ALN 93.575, FAIN 2501NHCCDD.
     - 1.1.3. 7.24% Maternal, Infant and Early Childhood Home Visiting, as awarded on August 27, 2024, by the Health Resources & Services Administration, ALN 93.870, FAIN X1053631.
   - 1.2. 27.83% General funds.
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 Exhibit C-1 Budget through Exhibit C-8 Budget.
4. The Contractor shall submit an invoice to the Department no later than the fifteenth (15th) working day of the month following the month in which the services were provided. The Contractor shall ensure each invoice:
   - 4.1. Includes the Contractor's Vendor Number issued upon registering with New Hampshire Department of Administrative Services.
   - 4.2. Is submitted in a format as provided by or otherwise acceptable to the Department.
   - 4.3. Identifies and requests payment in accordance with Section 3 above.
   - 4.4. Includes supporting documentation with each invoice, including, but not limited to, proof of expenditures, itemized receipts for purchases, time sheets, and payroll records with position or staff detail, as applicable.
   - 4.5. Is completed, dated and returned to the Department to initiate payment.

4.6. Is assigned an electronic signature and is emailed to bfcsinvoices@dhhs.nh.gov or mailed to:

BFCS Financial Manager
Department of Health and Human Services
129 Pleasant Street, Thayer Building
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.

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 Security and Exchange Commission (SEC) regulations to submit an annual financial audit.

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

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

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

8.4. 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 Budget

New Hampshire Department of Health and Human Services		
Contractor Name:	New Hampshire Coalition for Individuals with Disabilities, Inc. dba Parent Information Center	
Budget Request for:	Family to Family Health Information Center and Youth Health Care Transition	
Budget Period:	SFY 2026 - SFY 2027	
Average Indirect Cost Rate (if applicable)	14.63%	
Line Item	Program Cost - Funded by DHHS - SFY 26	Program Cost - Funded by DHHS - SFY 27
1. Salary & Wages	$179,712	$179,712
2. Fringe Benefits	$22,643	$22,643
3. Consultants		
4. Equipment *Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.*		
5.(a) Supplies - Educational		
5.(b) Supplies - Lab		
5.(c) Supplies - Pharmacy		
5.(d) Supplies - Medical		
5.(e) Supplies - Office	$972	$972
6. Travel	$2,650	$2,650
7. Software		
8. (a) Other - Marketing/Communications	$9,300	$9,300
8. (b) Other - Education and Training		
8. (c) Other - Other (specify below)		
Other - Project Participation - Stipends	$1,070	$1,070
Other - Lending Library	$750	$750
Other - Professional Fees	$1,000	$1,000
Other (please specify)		
Other (please specify)		
Other (please specify)		
Other (please specify)		
9. Subrecipient Contracts		
Total Direct Costs	$218,097	$218,097
Total Indirect Costs	$31,903	$31,903
	14.63%	14.63%
Subtotals	$250,000	$250,000
	TOTAL	$500,000

Number of Projected Sub-Contracts

Contractor Initials ML
Date 5/9/2025

Exhibit C-2 Budget

New Hampshire Department of Health and Human Services		
Contractor Name:	New Hampshire Coalition for Individuals with Disabilities, Inc. dba Parent Information Center	
Budget Request for:	Family to Family- CYCC Admin Support	
Budget Period:	SFY 2026 - SFY 2027	
Average Indirect Cost Rate (if applicable)	12.92%	
Line Item	**Program Cost - Funded by DHHS - SFY 26**	**Program Cost - Funded by DHHS - SFY 27**
1. Salary & Wages	$24,908	$24,908
2. Fringe Benefits	$1,918	$1,918
3. Consultants		
4. Equipment *Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.*		
5.(a) Supplies - Educational		
5.(b) Supplies - Lab		
5.(c) Supplies - Pharmacy		
5.(d) Supplies - Medical		
5.(e) Supplies - Office	$1,000	$1,000
6. Travel	$664	$664
7. Software		
8. (a) Other - Marketing/Communications	$15,000	$15,000
8. (b) Other - Education and Training		
8. (c) Other - Other (specify below)		
Other - Program Support Costs - Stipends	$7,500	$7,500
Other - Meeting Expenses	$4,000	$4,000
Other - Postage	$1,000	$1,000
Other - Professional Fees	$6,000	$6,000
Other (please specify)		
Other (please specify)		
Other (please specify)		
9. Subrecipient Contracts		
Total Direct Costs	$61,990	$61,990
Total Indirect Costs	$8,010	$8,010
	12.92%	12.92%
Subtotals	$70,000	$70,000
	TOTAL	$140,000

Number of Projected Sub-Contracts

Contractor Initials ML

Date 5/9/2025

Exhibit C-3 Budget

New Hampshire Department of Health and Human Services		
Contractor Name:	New Hampshire Coalition for Citizens with Disabilities, Inc. dba Parent Information Center	
Budget Request for:	Family to Family - Watch Me Grow	
Budget Period:	SFY 2026 - SFY 2027	
Average Indirect Cost Rate (if applicable)	14.67%	
Line Item	**Program Cost - Funded by DHHS - SFY 26**	**Program Cost - Funded by DHHS - SFY 27**
1. Salary & Wages	$48,308	$48,308
2. Fringe Benefits	$10,493	$10,493
3. Consultants		
4. Equipment *Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.*		
5.(a) Supplies - Educational		
5.(b) Supplies - Lab		
5.(c) Supplies - Pharmacy		
5.(d) Supplies - Medical		
5.(e) Supplies - Office	$1,103	$1,103
6. Travel	$500	$500
7. Software		
8. (a) Other - Marketing/Communications	$3,000	$3,000
8. (b) Other - Education and Training	$500	$500
8. (c) Other - Other (specify below)		
Other - Professional Fees	$500	$500
Other - Stipends and Meeting Expenses	$500	$500
Other - Materials Purchase	$500	$500
Other (please specify)		
Other (please specify)		
Other (please specify)		
Other (please specify)		
9. Subrecipient Contracts		
Total Direct Costs	$65,404	$65,404
Total Indirect Costs	$9,596	$9,596
	14.67%	14.67%
Subtotals	$75,000	$75,000
	TOTAL	$150,000

Number of Projected Sub-Contracts

Contractor Initials DS ML

Date 5/9/2025

Exhibit C-4 Budget

New Hampshire Department of Health and Human Services		
Contractor Name:	New Hampshire Coalition for Individuals with Disabilities, Inc. dba Parent Information Center	
Budget Request for:	Family to Family - Child Care B8 Advisory	
Budget Period:	SFY 2026 - SFY 2027	
Average Indirect Cost Rate (if applicable)	13.70%	
Line Item	**Program Cost - Funded by DHHS - SFY 26**	**Program Cost - Funded by DHHS - SFY 27**
1. Salary & Wages	$14,950	$14,950
2. Fringe Benefits	$3,321	$3,321
3. Consultants		
4. Equipment *Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.*		
5.(a) Supplies - Educational		
5.(b) Supplies - Lab		
5.(c) Supplies - Pharmacy		
5.(d) Supplies - Medical		
5.(e) Supplies - Office	$250	$250
6. Travel	$250	$250
7. Software		
8. (a) Other - Marketing/Communications	$1,467	$1,467
8. (b) Other - Education and Training		
8. (c) Other - Other (specify below)		
Other - Program Support - Stipends	$1,500	$1,500
Other - Professional Fees	$250	$250
Other (please specify)		
Other (please specify)		
Other (please specify)		
Other (please specify)		
Other (please specify)		
9. Subrecipient Contracts		
Total Direct Costs	$21,988	$21,988
Total Indirect Costs	$3,012	$3,012
	13.70%	13.70%
Subtotals	$25,000	$25,000
	TOTAL	$50,000

Number of Projected Sub-Contracts

Exhibit C-5 Budget

New Hampshire Department of Health and Human Services		
Contractor Name:	New Hampshire Coalition for Individuals with Disabilities, Inc. dba Parent Information Center	
Budget Request for:	Family to Family - MIECHV Advisory	
Budget Period:	SFY 2026 - SFY 2027	
Average Indirect Cost Rate (if applicable)	14.70%	
Line Item	**Program Cost - Funded by DHHS - SFY 26**	**Program Cost - Funded by DHHS - SFY 27**
1. Salary & Wages	$20,592	$20,592
2. Fringe Benefits	$2,836	$2,836
3. Consultants		
4. Equipment *Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.*		
5.(a) Supplies - Educational		
5.(b) Supplies - Lab		
5.(c) Supplies - Pharmacy		
5.(d) Supplies - Medical		
5.(e) Supplies - Office	$1,500	$1,500
6. Travel	$500	$500
7. Software		
8. (a) Other - Marketing/Communications	$2,000	$2,000
8. (b) Other - Education and Training	$5,000	$5,000
8. (c) Other - Other (specify below)		
Other - Professional Fees	$1,574	$1,574
Other (please specify)		
Other (please specify)		
Other (please specify)		
Other (please specify)		
Other (please specify)		
Other (please specify)		
9. Subrecipient Contracts		
Total Direct Costs	$34,002	$34,002
Total Indirect Costs	$4,998	$4,998
	14.70%	14.70%
Subtotals	$39,000	$39,000
	TOTAL	$78,000

Number of Projected Sub-Contracts

Contractor Initials ML

Date 5/9/2025

Exhibit C-6 Budget

New Hampshire Department of Health and Human Services		
Contractor Name:	New Hampshire Coalition for Individuals with Disabilities, Inc. dba Parent Information Center	
Budget Request for:	Family to Family - Parent Café	
Budget Period:	SFY 2026 - SFY 2027	
Average Indirect Cost Rate (if applicable)	14.70%	
Line Item	**Program Cost - Funded by DHHS - SFY 26**	**Program Cost - Funded by DHHS - SFY 27**
1. Salary & Wages	$17,901	$17,901
2. Fringe Benefits	$2,628	$2,628
3. Consultants		
4. Equipment *Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.*		
5.(a) Supplies - Educational		
5.(b) Supplies - Lab		
5.(c) Supplies - Pharmacy		
5.(d) Supplies - Medical		
5.(e) Supplies - Office	$856	$856
6. Travel	$500	$500
7. Software		
8. (a) Other - Marketing/Communications	$620	$620
8. (b) Other - Education and Training	$3,650	$3,650
8. (c) Other - Other (specify below)		
Other (please specify)		
Other (please specify)		
Other (please specify)		
Other (please specify)		
Other (please specify)		
Other (please specify)		
Other (please specify)		
9. Subrecipient Contracts		
Total Direct Costs	$26,155	$26,155
Total Indirect Costs	$3,845	$3,845
	14.70%	14.70%
Subtotals	$30,000	$30,000
	TOTAL	$60,000

Number of Projected Sub-Contracts

Contractor Initials ML

Date 5/9/2025

Exhibit C-7 Budget

New Hampshire Department of Health and Human Services		
Contractor Name:	New Hampshire Coalition for Individuals with Disabilities, Inc. dba Parent Information Center	
Budget Request for:	Family to Family - Public Health B8 Advisory	
Budget Period:	SFY 2026 - SFY 2027	
Average Indirect Cost Rate (if applicable)	13.70%	
Line Item	**Program Cost - Funded by DHHS - SFY 26**	**Program Cost - Funded by DHHS - SFY 27**
1. Salary & Wages	$14,950	$14,950
2. Fringe Benefits	$3,321	$3,321
3. Consultants		
4. Equipment *Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.*		
5.(a) Supplies - Educational		
5.(b) Supplies - Lab		
5.(c) Supplies - Pharmacy		
5.(d) Supplies - Medical		
5.(e) Supplies - Office	$250	$250
6. Travel	$250	$250
7. Software		
8. (a) Other - Marketing/Communications	$1,467	$1,467
8. (b) Other - Education and Training		
8. (c) Other - Other (specify below)		
Other - Program Support - Stipends	$1,500	$1,500
Other - Professional Fees	$250	$250
Other (please specify)		
Other (please specify)		
Other (please specify)		
Other (please specify)		
Other (please specify)		
9. Subrecipient Contracts		
Total Direct Costs	$21,988	$21,988
Total Indirect Costs	$3,012	$3,012
	13.70%	13.70%
Subtotals	$25,000	$25,000
	TOTAL	$50,000

Number of Projected Sub-Contracts

Contractor Initials DS ML

Date 5/9/2025

Exhibit C-8 Budget

New Hampshire Department of Health and Human Services		
Contractor Name:	New Hampshire Coalition for Individuals with Disabilities, Inc. dba Parent Information Center	
Budget Request for:	Family to Family - Title V Needs Assessment	
Budget Period:	SFY 2026 - SFY 2027	
Average Indirect Cost Rate (if applicable)	13.23%	
Line Item	**Program Cost - Funded by DHHS - SFY 26**	**Program Cost - Funded by DHHS - SFY 27**
1. Salary & Wages	$12,700	$12,700
2. Fringe Benefits	$978	$978
3. Consultants		
4. Equipment *Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.*		
5.(a) Supplies - Educational		
5.(b) Supplies - Lab		
5.(c) Supplies - Pharmacy		
5.(d) Supplies - Medical		
5.(e) Supplies - Office	$566	$566
6. Travel	$2,000	$2,000
7. Software		
8. (a) Other - Marketing/Communications	$2,134	$2,134
8. (b) Other - Education and Training		
8. (c) Other - Other (specify below)		
Other - Program Support Costs - Stipends	$2,200	$2,200
Other - Professional Fees	$1,500	$1,500
Other (please specify)		
Other (please specify)		
Other (please specify)		
Other (please specify)		
Other (please specify)		
9. Subrecipient Contracts		
Total Direct Costs	$22,078	$22,078
Total Indirect Costs	$2,922	$2,922
	13.23%	13.23%
Subtotals	$25,000	$25,000
	TOTAL	$50,000

Number of Projected Sub-Contracts

Contractor Initials DS ML

Date 5/9/2025

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;

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/icr/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.

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.

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.

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.

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.

1. The UEI (SAM.gov) number for your entity is: QA4BCGLHCL55

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

   X NO _____ YES

   If the answer to #2 above is NO, stop here
   If the answer to #2 above is YES, please answer the following:

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

   _____ NO _____ YES

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

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

   Name: _____ Amount: _____

   Name: _____ Amount: _____

   Name: _____ Amount: _____

   Name: _____ Amount: _____

   Name: _____ Amount: _____

Contractor Name: NH Coalition for Citizens with Disabilities

5/9/2025
Date:

DocuSigned by:
Michelle Lewis
7EAA2A1A1B1B4D2...
Name: Michelle Lewis
Title: Executive Director

New Hampshire Department of Health and Human Services

Exhibit E

DHHS Information Security Requirements

A. Definitions

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

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, " Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.

2. "Computer Security Incident" shall have the same meaning "Computer Security Incident" in section two (2) of NIST Publication 800-61, Computer Security Incident Handling Guide, National Institute of Standards and Technology, U.S. Department of Commerce.

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

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

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.

5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.

6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss

Contractor Initials DS ML

Date 5/9/2025

or misplacement of hardcopy documents, and misrouting of physical or electronic mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.

8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.

10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.

11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.

12. "Unsecured Protected Health Information" means Protected Health Information that is not secured by a technology standard that renders Protected Health Information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.

I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR

A. Business Use and Disclosure of Confidential Information.

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

2. The Contractor must not disclose any Confidential Information in response to a request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.
3. If DHHS notifies the Contractor that DHHS has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

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

8. Open Wireless Networks. End User may not transmit Confidential Data via an open wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.
9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

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

A. Retention

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

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

B. Disposition

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

IV. PROCEDURES FOR SECURITY

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

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

3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.

4. The Contractor will ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.

5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.

6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the Contractor, including breach notification requirements.

7. The Contractor will work with the Department to sign and comply with all applicable State of New Hampshire and Department system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the Contractor and any applicable sub-contractors prior to system access being authorized.

8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.

9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.

10. The Contractor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the Information Security Office leadership member within the Department.

11. Data Security Breach Liability. In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent

future breach and minimize any damage or loss resulting from the breach. The State shall recover from the Contractor all costs of response and recovery from

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

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.

13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at https://www.nh.gov/doit/vendor/index.htm for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.

14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes a confidential information breach, computer security incident, or suspected breach which affects or includes any State of New Hampshire systems that connect to the State of New Hampshire network.

15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.

16. The Contractor must ensure that all End Users:

    a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.

    b. safeguard this information at all times.

    c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.

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Date 5/9/2025

d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.

e. limit disclosure of the Confidential Information to the extent permitted by law.

f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).

g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.

h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.

i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

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

V. LOSS REPORTING

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

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

1. Identify Incidents;
2. Determine if personally identifiable information is involved in Incidents;
3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;

4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and
5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

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

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov B.

DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

BUSINESS ASSOCIATE AGREEMENT

The Contractor identified in Section 1.3 of the General Provisions of the Agreement (Form P-37) ("Agreement"), and any of its agents who receive use or have access to protected health information (PHI), as defined herein, shall be referred to as the "Business Associate." The State of New Hampshire, Department of Health and Human Services, "Department" shall be referred to as the "Covered Entity," The Contractor and the Department are collectively referred to as "the parties."

The parties agree, to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191, the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162, and 164 (HIPAA), provisions of the HITECH Act, Title XIII, Subtitle D, Parts 1&2 of the American Recovery and Reinvestment Act of 2009, 42 USC 17934, et sec., applicable to business associates, and as applicable, to be bound by the provisions of the Confidentiality of Substance Use Disorder Patient Records, 42 USC s. 290 dd-2, 42 CFR Part 2, (Part 2), as any of these laws and regulations may be amended from time to time.

(1) Definitions

a. The following terms shall have the same meaning as defined in HIPAA, the HITECH Act, and Part 2, as they may be amended from time to time:

"Breach," "Designated Record Set," "Data Aggregation," Designated Record Set," "Health Care Operations," "HITECH Act," "Individual," "Privacy Rule," "Required by law," "Security Rule," and "Secretary."

b. Business Associate Agreement, (BAA) means the Business Associate Agreement that includes privacy and confidentiality requirements of the Business Associate working with PHI and as applicable, Part 2 record(s) on behalf of the Covered Entity under the Agreement.

c. "Constructively Identifiable," means there is a reasonable basis to believe that the information could be used, alone or in combination with other reasonably available information, by an anticipated recipient to identify an individual who is a subject of the information.

d. "Protected Health Information" ("PHI") as used in the Agreement and the BAA, means protected health information defined in HIPAA 45 CFR 160.103, limited to the information created, received, or used by Business Associate from or on behalf of Covered Entity, and includes any Part 2 records, if applicable, as defined below.

e. "Part 2 record" means any patient "Record," relating to a "Patient," and "Patient Identifying Information," as defined in 42 CFR Part 2.11.

f. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.

(2) Business Associate Use and Disclosure of Protected Health Information

a. Business Associate shall not use, disclose, maintain, store, or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under the Agreement. Further, Business Associate, including but not

limited to all its directors, officers, employees, and agents, shall protect any PHI as required by HIPPA and 42 CFR Part 2, and not use, disclose, maintain, store, or transmit PHI in any manner that would constitute a violation of HIPAA or 42 CFR Part 2.

b. Business Associate may use or disclose PHI, as applicable:

I. For the proper management and administration of the Business Associate;

II. As required by law, according to the terms set forth in paragraph c. and d. below;

III. According to the HIPAA minimum necessary standard;

IV. For data aggregation purposes for the health care operations of the Covered Entity; and

V. Data that is de-identified or aggregated and remains constructively identifiable may not be used for any purpose outside the performance of the Agreement.

c. To the extent Business Associate is permitted under the BAA or the Agreement to disclose PHI to any third party or subcontractor prior to making any disclosure, the Business Associate must obtain, a business associate agreement or other agreement with the third party or subcontractor, that complies with HIPAA and ensures that all requirements and restrictions placed on the Business Associate as part of this BAA with the Covered Entity, are included in those business associate agreements with the third party or subcontractor.

d. The Business Associate shall not, disclose any PHI in response to a request or demand for disclosure, such as by a subpoena or court order, on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity can determine how to best protect the PHI. If Covered Entity objects to the disclosure, the Business Associate agrees to refrain from disclosing the PHI and shall cooperate with the Covered Entity in any effort the Covered Entity undertakes to contest the request for disclosure, subpoena, or other legal process. If applicable relating to Part 2 records, the Business Associate shall resist any efforts to access part 2 records in any judicial proceeding.

(3) Obligations and Activities of Business Associate

a. Business Associate shall implement appropriate safeguards to prevent unauthorized use or disclosure of all PHI in accordance with HIPAA Privacy Rule and Security Rule with regard to electronic PHI, and Part 2, as applicable.

b. The Business Associate shall immediately notify the Covered Entity's Privacy Officer at the following email address, DHHSPrivacyOfficer@dhhs.nh.gov after the Business Associate has determined that any use or disclosure not provided for by its contract, including any known or suspected privacy or security incident or breach has occurred potentially exposing or compromising the PHI. This includes inadvertent or accidental uses or disclosures or breaches of unsecured protected health information.

c. In the event of a breach, the Business Associate shall comply with the terms of this Business Associate Agreement, all applicable state and federal laws and regulations and any additional requirements of the Agreement.

d. The Business Associate shall perform a risk assessment, based on the information available at the time it becomes aware of any known or suspected privacy or

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Date 5/9/2025

security breach as described above and communicate the risk assessment to the Covered Entity. The risk assessment shall include, but not be limited to:

I. The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;

II. The unauthorized person who accessed, used, disclosed, or received the protected health information;

III. Whether the protected health information was actually acquired or viewed; and

IV. How the risk of loss of confidentiality to the protected health information has been mitigated.

e. The Business Associate shall complete a risk assessment report at the conclusion of its incident or breach investigation and provide the findings in a written report to the Covered Entity as soon as practicable after the conclusion of the Business Associate's investigation.

f. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the US Secretary of Health and Human Services for purposes of determining the Business Associate's and the Covered Entity's compliance with HIPAA and the Privacy and Security Rule, and Part 2, if applicable.

g. Business Associate shall require all of its business associates that receive, use or have access to PHI under the BAA to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein.

h. Within ten (10) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the BAA and the Agreement.

i. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.

j. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.

k. Business Associate shall document any disclosures of PHI and information related to any disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.

l. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in

accordance with 45 CFR Section 164.528.

m. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within five (5) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.

n. Within thirty (30) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-ups of such PHI in any form or platform.

VI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, or if retention is governed by state or federal law, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible for as long as the Business Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

(4) Obligations of Covered Entity

a. Covered Entity shall post a current version of the Notice of the Privacy Practices on the Covered Entity's website:

https://www.dhhs.nh.gov/oos/hipaa/publications.htm in accordance with 45 CFR Section 164.520.

b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this BAA, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.

c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination of Agreement for Cause

a. In addition to the General Provisions (P-37) of the Agreement, the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a material breach by Business Associate of the Business Associate Agreement. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity.

(6) Miscellaneous

a. Definitions, Laws, and Regulatory References. All laws and regulations used,

herein, shall refer to those laws and regulations as amended from time to time. A reference in the Agreement, as amended to include this Business Associate Agreement, to a Section in HIPAA or 42 Part 2, means the Section as in effect or as amended.

b. **Change in law** - Covered Entity and Business Associate agree to take such action as is necessary from time to time for the Covered Entity and/or Business Associate to comply with the changes in the requirements of HIPAA, 42 CFR Part 2 other applicable federal and state law.

c. **Data Ownership** - The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.

d. **Interpretation** - The parties agree that any ambiguity in the BAA and the Agreement shall be resolved to permit Covered Entity and the Business Associate to comply with HIPAA and 42 CFR Part 2.

e. **Segregation** - If any term or condition of this BAA or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this BAA are declared severable.

f. **Survival** - Provisions in this BAA regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the BAA in section (3) g. and (3) n.l., and the defense and indemnification provisions of the General Provisions (P-37) of the Agreement, shall survive the termination of the BAA.

IN WITNESS WHEREOF, the parties hereto have duly executed this Business Associate Agreement.

Department of Health and Human Services	NH Coalition for Citizens with Disabilities
The State	Name of the Contractor
DocuSigned by: Melissa Hardy 1323A24040DF495...	DocuSigned by: Michelle Lewis 7EAA38F3818B4D2...
Signature of Authorized Representative	Signature of Authorized Representative
Melissa Hardy	Michelle Lewis
Name of Authorized Representative	Name of Authorized Representative
Director, DLTSS	Executive Director
Title of Authorized Representative	Title of Authorized Representative
5/12/2025	5/9/2025
Date	Date

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Contractor Initials ML

Date 5/9/2025

Docusign Envelope ID: 648FD357-28B9-48FC-A4E6-3B76CAF3CABE

State of New Hampshire

Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on October 07, 1975. 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: **63839**

Certificate Number: **0007168484**

IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 25th day of April A.D. 2025.

David M. Scanlan

Secretary of State

Docusign Envelope ID: 648FD357-28B9-48FC-A4E6-3B76CAF3CABE

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 PARENT INFORMATION CENTER is a New Hampshire Trade Name registered to transact business in New Hampshire on June 24, 2015. 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: **728248**

Certificate Number: **0007168483**

IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 25th day of April A.D. 2025.

David M. Scanlan

Secretary of State

Docusign Envelope ID: 648FD357-28B9-48FC-A4E6-3B76CAF3CABE

Certificate of Authority

I, Michele Watson, hereby certify that I am a duly appointed representative of NH Coalition of Citizens with Disabilities, Inc. dba Parent Information Center. I hereby certify that Michelle Lewis, Executive Director is authorized to execute contracts on behalf of NH Coalition of Citizens with Disabilities, Inc. dba Parent Information Center and may bind the organization thereby.

I hereby certify that said authority has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. This authority **remains valid for thirty (30)** days. 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: 05/07/2025

Attest: Michele Watson
Michele Watson (May 7, 2025 10:31 EDT)
(Name & Title of person filling out this form)
Michele Watson

Board Chair

Docusign Envelope ID: 648FD357-28B9-48FC-A4E6-3B76CAF3CABE

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/25/2025

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
Cross Insurance-Manchester
1100 Elm Street
Manchester NH 03101

CONTACT NAME: Connor Mills
PHONE (A/C, No, Ext): (603) 669-3218 FAX (A/C, No): (603) 645-4331
E-MAIL ADDRESS: manch.certs@crossagency.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	Philadelphia Indemnity Ins Co	18058
INSURER B:	AmGuard Ins Co	42390
INSURER C:	Mount Vernon Fire Ins. Co.	26522
INSURER D:		
INSURER E:		
INSURER F:		

INSURED
NH Coalition For Citizens With Disabilities Inc.,
DBA: Parent Information Center
54 Old Suncook Rd
Concord NH 03301-7317

COVERAGES **CERTIFICATE NUMBER:** 25-26 All lines incl D&O **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:			PHPK2623474	01/01/2025	01/01/2026	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			PHPK2623474	01/01/2025	01/01/2026	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			PHUB889100	01/01/2025	01/01/2026	EACH OCCURRENCE	$ 1,000,000
							AGGREGATE	$ 1,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	NHWC610398 (3a.) NH	01/01/2025	01/01/2026	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 500,000
							E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
C	Directors & Officers Liability			NDO2003251S	01/01/2025	01/01/2026	General Aggregate	1,000,000
							Each Occurrence	1,000,000
							Deductible	500

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

Refer to policy for exclusionary endorsements and special provisions.

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

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PARENT INFORMATION Center

NH Coalition for Citizens with Disabilities dba Parent Information Center Mission Statement

The Parent Information Center (PIC) is a statewide family organization that provides families and youth, with a focus on children/youth with disabilities/special health care needs, and the providers who serve them, with the knowledge and support they need to make informed decisions that enhance each child's development and well-being. We achieve positive outcomes through our partnerships with families, youth, educators, organizations, and others."

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NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC. D/B/A PARENT INFORMATION CENTER

FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

FOR THE YEAR ENDED JUNE 30, 2024

(WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED JUNE 30, 2023)

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NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC. D/B/A PARENT INFORMATION CENTER

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CBIZ CPAs

CBIZ CPAs P.C.

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P: 603.882.1111

Independent Auditors' Report

To the Board of Directors
New Hampshire Coalition for Citizens with Disabilities, Inc.
d/b/a Parent Information Center
Concord, NH

Opinion

We have audited the financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center (the "Organization"), which comprise the statement of financial position as of June 30, 2024, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as of June 30, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America ("GAAS"). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Organization 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 the Organization's ability to continue as a going concern for one year after the date that the financial statements are issued.

Auditors' 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 auditors' 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 GAAS 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 GAAS, 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 the Organization'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 the Organization's ability to continue as a going concern for a reasonable period of time.

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

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of program services is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the accompanying supplementary information is fairly stated in all material respects in relation to the financial statements as a whole.

Report on Summarized Comparative Information

The financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center as of and for the year ended June 30, 2023, were audited by Marcum, LLP whose report dated April 11, 2024 expressed an unmodified opinion on those statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2023 is consistent, in all material respects, with the audited financial statements from which it has been derived.

CBIZ CPAs P.C.

Merrimack, NH
April 7, 2025

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NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC. D/B/A PARENT INFORMATION CENTER

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2024

(with summarized comparative totals as of June 30, 2023)

	2024			
	Without Donor Restrictions	With Donor Restrictions	2024 Total	2023 Total
Assets				
Current Assets				
Cash and cash equivalents	$ 95,098	$ 12,466	$ 107,564	$ 477,834
Investments	480,107	--	480,107	--
Grants receivable	89,698	--	89,698	86,559
Accounts receivable	5,750	--	5,750	51,765
Prepaid expenses	8,839	--	8,839	12,776
Total Current Assets	679,492	12,466	691,958	628,934
Noncurrent Assets				
Property and equipment, net	9,086	--	9,086	10,628
Operating lease right-of-use assets	52,280	--	52,280	90,114
Total Noncurrent Assets	61,366	--	61,366	100,742
Total Assets	$ 740,858	$ 12,466	$ 753,324	$ 729,676
Liabilities and Net Assets				
Current Liabilities				
Accounts payable	$ 2,271	$ --	$ 2,271	$ 7,984
Accrued payroll and related liabilities	37,322	--	37,322	37,101
Current portion of operating lease liabiliti	41,976	--	41,976	39,035
Total Current Liabilities	81,569	--	81,569	84,120
Noncurrent Liabilities				
Operating lease liabilities, net of current	11,354	--	11,354	51,829
Total Liabilities	92,923	--	92,923	135,949
Net Assets				
Without donor restrictions:				
Undesignated	400,388	--	400,388	363,953
Board-designated - NH Family Voices	247,547	--	247,547	208,308
With donor restrictions:				
Time and purpose restricted	--	12,466	12,466	21,466
Total Net Assets	647,935	12,466	660,401	593,727
Total Liabilities and Net Assets	$ 740,858	$ 12,466	$ 753,324	$ 729,676

The accompanying notes are an integral part of these financial statements.

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NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC. D/B/A PARENT INFORMATION CENTER

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2024

(with summarized comparative totals for the year ended June 30, 2023)

	2024			
	Without Donor Restrictions	With Donor Restrictions	2024 Total	2023 Total
Support and Revenue				
Support:				
Government grants	$ 715,813	$ --	$ 715,813	$ 746,012
Contributions	110,271	--	110,271	74,240
In-kind contributions (office space)	16,080	--	16,080	11,500
Revenue:				
Program service fees	175,220	--	175,220	252,849
Conferences and workshops	15,453	--	15,453	15,533
Investment income	13,442	--	13,442	1,805
Miscellaneous	2,590	--	2,590	2,977
Net Assets Released From Restrictions	9,000	(9,000)	--	--
Total Support and Revenue	1,057,869	(9,000)	1,048,869	1,104,916
Expenses				
Program services	739,382	--	739,382	790,594
General and administration	238,199	--	238,199	186,924
Fundraising	4,614	--	4,614	5,480
Total Expenses	982,195	--	982,195	982,998
Change in Net Assets	75,674	(9,000)	66,674	121,918
Net Assets, Beginning of Year	572,261	21,466	593,727	471,809
Net Assets, End of Year	$ 647,935	$ 12,466	$ 660,401	$ 593,727

The accompanying notes are an integral part of these financial statements.

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NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC. D/B/A PARENT INFORMATION CENTER

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2024

(with summarized comparative totals for the year ended June 30, 2023)

	2024				
	Program Services	General and Administration	Fundraising	2024 Total	2023 Total
Personnel expense:					
Salary and wages	$ 544,654	$ 122,068	$ --	$ 666,722	$ 624,789
Benefits	41,186	7,490	--	48,676	50,351
Payroll taxes	41,235	10,201	--	51,436	48,296
Professional services	--	22,099	--	22,099	21,254
Contracted services	5,957	600	700	7,257	43,412
Office	4,555	5,883	60	10,498	18,836
Information technology	22,974	13,545	--	36,519	28,379
Occupancy	24,037	41,385	--	65,422	62,101
Travel	15,546	175	54	15,775	10,618
Conferences and seminars	18,627	495	--	19,122	14,576
Depreciation	3,264	--	--	3,264	4,990
Insurance	--	4,873	--	4,873	4,629
Other expenses	9,360	5,751	3,800	18,911	19,763
Printing and reproduction	7,807	1,232	--	9,039	25,522
Equipment, repairs, and maintenance	--	1,887	--	1,887	1,647
Training	180	515	--	695	3,835
Total Expenses By Function	$ 739,382	$ 238,199	$ 4,614	$ 982,195	$ 982,998

The accompanying notes are an integral part of these financial statements.

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NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC. D/B/A PARENT INFORMATION CENTER

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2024

(with summarized comparative totals for the year ended June 30, 2023)

	2024	2023
Cash Flows From Operating Activities		
Change in net assets	$ 66,674	$ 121,918
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	3,264	4,990
Amortization of operating lease right-of-use assets	39,486	31,757
Unrealized losses on investments	784	--
Changes in operating assets and liabilities:		
Grants receivable	(3,139)	89,309
Accounts receivable	46,015	(20,116)
Prepaid expenses	3,937	(5,052)
Accounts payable	(5,713)	(33,091)
Accrued payroll and related liabilities	221	(3,132)
Operating lease liabilities	(39,186)	(31,007)
Net Cash Provided by Operating Activities	112,343	155,576
Cash Flows From Investing Activities		
Purchase of property and equipment	(1,722)	(1,150)
Purchases of investments	(810,749)	--
Proceeds from sale of investments	329,858	--
Net Cash Used in Investing Activities	(482,613)	(1,150)
Net Change in Cash and Cash Equivalents	(370,270)	154,426
Cash and Cash Equivalents, Beginning of Year	477,834	323,408
Cash and Cash Equivalents, End of Year	$ 107,564	$ 477,834

The accompanying notes are an integral part of these financial statements.

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NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC. D/B/A PARENT INFORMATION CENTER

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2024

(with comparative totals for the year ended June 30, 2023)

NOTE 1 - ORGANIZATION

New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center (the Organization) was incorporated in 1975 for the purpose of creating a unified body of citizens, which would promote the general welfare for all citizens with disabilities. The Organization's mission is to provide families and youth, with a focus on children/youth with disabilities/special health care needs, and the providers who serve them with the knowledge and support they need to make informed decisions that enhance each child's development and well-being. The Organization impacts lives through the following major program service areas:

NEW HAMPSHIRE FAMILY VOICES (FV)

This project is funded primarily through the State of New Hampshire, Department of Health and Human Services Bureau of Special Medical Services, to provide assistance to families and professionals through direct contact (telephone, e-mail, and in person), publication development and dissemination, workshops, website, and trainings.

PARENT TRAINING AND INFORMATION CENTER (PTI)

This project is funded by the United States Department of Education, Office of Special Education Programs, to provide information, referral, training, and support to parents of children with disabilities.

RACE 2K

This project is funded through the State of New Hampshire Department of Education, Bureau of Special Education Supports to provide information, support, and technical assistance to school districts and others, including families, to improve outcomes for preschool children with disabilities and their families. This project also collaborates with other State initiatives the impact preschool special education.

OTHER PROGRAMS

Preschool Development Grant (PDG)

This program is funded by a contract with the NH Preschool Development Grant (PDG) administered by the University of New Hampshire to provide family voice training and support, promote family leadership and engagement efforts at all levels of the early childhood system, and implement and expand the Birth through Age 8 Family and Community Team governance quadrant of NH's early childhood advisory council.

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NOTE 1 - ORGANIZATION (CONTINUED)

OTHER PROGRAMS (CONTINUED)

Family to Family (F2F)

This project is funded by the United States Department of Education Health Resources and Services Administration (HRSA) to provide information, education, training, outreach, and peer support to families of children and youth with special healthcare needs and the professionals who serve them.

Youth Health Care Transition Services

This project is funded through the State of New Hampshire, Department of Health and Human Services, Bureau of Family Centered Services to provide youth health care transition planning and support for children, ages 14 to 21 years, with special health care needs; their families; and their providers, statewide. Guided by an advisory council of representative stakeholders, the project focus is to improve health care transition at the individual, provider and system levels.

Prevention Makes Cents (PMC)

This program is funded by a variety of contracts to provide school-based child assault prevention programs for preschool and elementary-aged children as well as multi-week parenting programs and topic-related workshops for parents and professionals.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The following is a summary of significant accounting policies used in preparing and presenting the accompanying financial statements.

BASIS OF FINANCIAL STATEMENT PRESENTATION

The financial statements of the Organization have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP).

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NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

ADOPTION OF NEW ACCOUNTING STANDARD

In June 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Codification (ASC) 326, *Current Expected Credit Losses*, which changed how entities measure credit losses for most financial assets and certain other instruments that are not measured at fair value through net income. The most significant change in this standard is a shift from the incurred loss model to the expected loss model. Under the standard, disclosures are required to provide users of the financial statements with useful information in analyzing an entity's exposure to credit risk and the measurement of credit losses. Financial assets held by the Organization that are subject to the guidance in FASB ASC 326 are accounts receivable. The Organization adopted the standard effective July 1, 2023. The impact of the adoption was not considered material to the financial statements and primarily resulted in new/enhanced disclosure only.

PRIOR YEAR SUMMARIZED FINANCIAL INFORMATION

The accompanying 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 GAAP. Accordingly, such information should be read in conjunction with the audited financial statements for the year ended June 30, 2023, from which the summarized information was derived.

CASH AND CASH EQUIVALENTS

All cash and highly liquid financial instruments with original maturities of three months or less, and which are neither held for nor restricted by donors for long-term purposes, are considered to be cash and cash equivalents.

GRANTS RECEIVABLE

Amounts recorded as grants receivable represent cost-reimbursable contracts and grants, which the incurrence of allowable qualifying expenses and/or the performance of certain requirements have been met or performed. Grants receivable are recorded at net realizable value and are generally due and collectible within one year. The allowance for uncollectible grants receivable is based on historical experience and a review of subsequent collections. Management has determined that no allowance is necessary.

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NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

ACCOUNTS RECEIVABLE AND CREDIT POLICIES

At the end of each reporting period, the Organization estimates the current expected credit loss (CECL) per ASC 326. The Organization utilizes the loss rate methodology to determine historical credit losses. The loss rate method estimate is derived from a review of the Organization's historical write-offs as a percentage of average accounts receivable. The estimate is adjusted for management's assessment of current economic conditions, reasonable and supportable forecasts of future economic conditions, and any other factors deemed relevant. The Organization believes historical loss information is a reasonable starting point for calculating the expected allowance for credit losses, as the Organization's programs have remained consistent since inception. Based on economic indicators, including 2024 and general overall economic conditions, the Organization is not anticipating a change in historical credit loss rate from what it has been in the past. Management has determined that no allowance for credit loss is necessary.

The Organization writes off receivables when there is information that indicates the debtor is facing significant financial difficulty and there is no possibility of recovery. If any recoveries are made from any accounts previously written off, they will be recognized in income or as an offset to credit loss expense in the year of recovery, in accordance with the Organization's accounting policy election. There were no write-offs for the year ended June 30, 2024.

INVESTMENTS

Investments are reported at their fair value in the statement of financial position. Investment purchases are recorded at cost, or if donated, at fair value on the date of donation. Net investment return is reported in the statement of activities and consists of interest and dividend income, realized and unrealized gains and losses, less external investment expenses. The Organization did not pay external investment expenses during the fiscal years ended June 30, 2024 and 2023, respectively.

PROPERTY AND EQUIPMENT, NET

Property and equipment additions over $1,000 are recorded at cost, if purchased, and at fair value at the date of donation, if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from 3 to 10 years.

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NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

PROPERTY AND EQUIPMENT, NET (CONTINUED)

When assets are sold or otherwise disposed of, the cost and related accumulated depreciation is removed, and any resulting gain or loss is included in the statement of activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed.

The carrying values of property and equipment are reviewed for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment in fiscal year 2024 or 2023.

LEASES

The Organization is a lessee in noncancellable operating leases, for office space and equipment. The Organization determines if an arrangement is a lease, or contains a lease, at inception of a contract and when the terms of an existing contract are changed. The Organization recognizes a lease liability and a right-of-use (ROU) asset at the commencement date of the lease. The lease liability is initially and subsequently recognized based on the present value of its future lease payments. Variable payments are included in the future lease payments when those variable payments depend on an index or a rate. The Organization generally does not have access to the rate implicit in the lease and, therefore, the Organization utilizes a risk-free rate as the discount rate at the lease commencement date for all classes of underlying assets.

The ROU asset is subsequently measured throughout the lease term at the amount of the remeasured lease liability (i.e., present value of the remaining lease payments), plus unamortized initial direct costs, plus (minus) any prepaid (accrued) lease payments, less the unamortized balance of lease incentives received, and any impairment recognized. Lease cost for lease payments is recognized on a straight-line basis over the lease term.

The Organization has elected, for all underling classes of assets, to not recognize ROU assets and lease liabilities for short-term leases that have a lease term of 12 months or less at lease commencement, and do not include an option to purchase the underlying asset that the Organization is reasonably certain to exercise. The Organization recognizes lease costs associated with short-term leases on a straight-line basis over the lease term.

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NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

LEASES (CONTINUED)

The Organization has lease agreements with lease and non-lease components, which are generally accounted for separately. The Organization has elected, for all underlying classes of assets, to account for each separate lease component of a contract and its associated non-lease components (repairs and maintenance) as a single lease component. For arrangements accounted for as a single lease component, there may be variability in future lease payments as the amount of the non-lease components is typically revised from one period to the next. These variable lease payments are recognized in operating expenses in the period in which the obligation for those payments was incurred.

NET ASSETS

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor-imposed restrictions.

Net Assets Without Donor Restrictions

Net assets without donor restrictions are net assets available for use in general operations and not subject to donor-imposed restrictions. The Board has designated from net assets without restrictions, net assets for New Hampshire Family Voices.

Net Assets With Donor Restrictions

Net assets with donor restrictions are net assets subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other purposes specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity while permitting the Organization to expend the income generated by the assets in accordance with the provisions of additional donor-imposed stipulations. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. The Organization reports conditional contributions as increases in net assets without donor restrictions if the restrictions and conditions expire simultaneously in the reporting period.

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NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

REVENUE RECOGNITION

Revenue derived from cost-reimbursable contracts and grants is conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures or met performance requirements in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures or meeting performance requirements are reported as refundable advances in the statement of financial position.

Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been met.

Revenue from program services is recognized when the performance obligation of providing the services are met. The performance obligation of training support and coaching, activity planning, and student support, is simultaneously received and consumed by the participants; therefore, the revenue is recognized when the service occurs. Upon receipt of a prepayment from a participant, the Organization recognizes a contract liability in the amount of the prepayment for its performance obligation to provide services in the future.

Revenue from conferences and workshops is recognized when the performance obligation of providing the conference or workshop is met. The performance obligation of providing conferences and workshops is simultaneously received and consumed by the registrants; therefore, the revenue is recognized when the conference or workshop occurs. Upon receipt of a prepayment from a registrant, the Organization recognizes a contract liability in the amount of the prepayment for its performance obligation to provide the conference or workshop in the future.

DONATED SERVICES AND IN-KIND CONTRIBUTIONS

Volunteers contribute significant amounts of time to program services, administration, and fundraising and development activities; however, the financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by GAAP. GAAP allows recognition of contributed services only if (a) the services create or enhance nonfinancial assets, or (b) the services would have been purchased if not provided by contribution, require specialized skills, and are provided by individuals possessing those skills. Donated professional services are recorded at the respective fair value of the services received. Contributed goods are recorded at fair value at the date of donation and as an expense when placed in service or distributed.

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NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

DONATED SERVICES AND IN-KIND CONTRIBUTIONS (CONTINUED)

Donated use of facilities is reported as a contribution and as an expense at the estimated fair value of similar space for rent under similar conditions. If the use of the space is promised unconditionally for a period greater than one year, the amount is reported as a contribution and an unconditional promise to give at the date of the gift, and the expense is reported over the term of use.

FUNCTIONAL ALLOCATION OF EXPENSES

The costs of program and supporting services activities have been summarized on a functional basis in the statement of activities. The statement of functional expenses presents the natural classification detail of expenses by function. Certain categories of expense are attributable to more than one program or supporting function. Accordingly, certain costs have been allocated among the programs and supporting services benefited on a reasonable basis that is consistently applied. Personnel expenses, including salaries and wages, employee benefits, and payroll taxes, are allocated based on actual time and effort. Occupancy expenses are allocated based on the amount of square footage utilized by each function in the office building. Printing and reproduction costs are directly charged if identifiable to a specific function or allocated based on the number of copies made or postage used each month. Information technology costs are directly charged if identifiable with a specific function or allocated based on the amounts that are included in each grant-approved budget.

INCOME TAXES

The Organization has been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Internal Revenue Code (IRC) Section 501(a) as an organization described in IRC Section 501(c)(3), qualifies for charitable contribution deductions, and has been determined not to be a private foundation. The Organization is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, the Organization is subject to income tax on net income that is derived from business activities that are unrelated to its exempt purpose.

The Organization accounts for uncertain tax provisions under FASB ASC 740, *Income Taxes*, which provides a framework for how entities should recognize, measure, present, and disclose uncertain tax positions in their financial statements. The Organization may recognize the tax benefit from an uncertain tax position only if it is more likely than not that the tax position will be sustained on examination by the taxing authorities, based on the technical merits of the position.

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NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

INCOME TAXES (CONTINUED)

Management has reviewed the Organization's reporting and believes they have not taken tax positions that are more likely than not to be determined to be incorrect by the IRS and, therefore, no adjustments or disclosures are required. The Organization is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods pending or in progress.

ESTIMATES

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results may differ from those estimates.

FINANCIAL INSTRUMENTS AND CREDIT RISK

Deposit concentration risk is managed by placing cash with financial institutions believed to be creditworthy. At times, amounts on deposit may exceed insured limits. To date, no losses have been experienced in any of these accounts. Credit risk associated with receivables is considered to be limited due to high historical collection rates and because substantial portions of the outstanding amounts are due from governmental agencies supportive of the Organization's mission. Investments are made by diversified investment managers whose performance is monitored by the Board of Directors. Although the fair value of investments is subject to fluctuation on a year-to-year basis, the Board believes that its investment policies and guidelines are prudent for the long-term welfare of the Organization.

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NOTE 3 - LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the date of the statement of financial position, were comprised of the following at June 30, 2024 and 2023:

	2024	2023
Financial assets at year-end:		
Cash and cash equivalents	$ 107,564	$ 477,834
Investments	480,107	--
Grants receivable	89,698	86,559
Accounts receivable	5,750	51,765
Total financial assets	683,119	616,158
Less amounts not available to be used within one year:		
Board-designated net assets for Family Voices not likely to be expended in less than one year	(247,547)	(208,308)
Net assets with donor restrictions - purpose restrictions not expected to be met in less than one year	(12,466)	(21,466)
Total financial assets available within one year	$ 423,106	$ 386,384

To help manage unanticipated liquidity needs, the Organization has established a line credit in the amount of $50,000 (Note 6).

The Organization regularly monitors liquidity required to meet its operating needs and other contractual commitments, while also striving to maximize the investment of its available funds. In addition to financial assets available to meet general expenditures over the next year, the Organization operates with a budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources.

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NOTE 4 - INVESTMENTS AND FAIR VALUE MEASUREMENTS

Certain assets and liabilities are reported at fair value in the financial statements. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability based on the best information available. A three-tier hierarchy categorizes the inputs as follows:

- Level 1 – Quoted prices (unadjusted) in active markets for identical assets or liabilities that are accessible at the measurement date.
- Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.
- Level 3 – Unobservable inputs for the asset or liability. In these situations, inputs are developed using the best information available in the circumstances.

In some cases, the inputs used to measure the fair value of an asset or a liability might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety at the same level of the fair value hierarchy as the lowest level input that is significant to the entire measurement. Assessing the significance of a particular input to entire measurement requires judgment, taking into account factors specific to the asset or liability. The categorization of an asset or liability within the hierarchy is based upon the pricing transparency of the asset or liability and does not necessarily correspond to the assessment of the quality, risk, or liquidity profile of the asset or liability.

A portion of investment assets are classified within Level 1 because they are comprised of U.S. Treasury securities and money market funds with readily determinable and quoted fair values based on daily redemption values. The Organization invests in bonds and certificates of deposit (CD) traded in financial markets. Those bonds and CDs are valued by the custodians of the securities using pricing models based on credit quality, time to maturity, stated interest rates, and market-rate assumptions and are classified within Level 2.

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NOTE 4 - INVESTMENTS AND FAIR VALUE MEASUREMENTS (CONTINUED)

Investments, measured at fair value on a recurring basis, consisted of the following at June 30, 2024:

	Total	Level 1	Level 2	Level 3
Money market	$ 231,016	$ 231,016	$ --	$ --
Bonds	29,978	--	29,978	--
U.S. Treasury Securities	19,663	19,663	--	--
Certificates of Deposit	199,450	--	199,450	--
	$ 480,107	$ 250,679	$ 229,428	$ --

Interest and dividends and ret realized and unrealized gains on investments are reflected in the accompanying statement of activities and changes in net assets as investment income, net.

Investments, in general, are exposed to various risks such as interest rate, credit, and overall market volatility. As such, it is reasonably possible that changes in the value of investments will occur in the near term and that such changes could materially affect the amounts reported in the statement of financial position and the statement of activities and changes in net assets.

NOTE 5 - PROPERTY AND EQUIPMENT, NET

Property and equipment, net was comprised of the following at June 30, 2024 and 2023:

	2024	2023
Furniture, fixtures, and equipment	$ 19,034	$ 112,590
Leasehold improvements	872	872
	19,906	113,462
Less accumulated depreciation	(10,820)	(102,834)
	$ 9,086	$ 10,628

Depreciation expense totaled $3,264 and $4,990, for the years ended June 30, 2024 and 2023, respectively.

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NOTE 6 - LINE OF CREDIT

The Organization has a $50,000 revolving line of credit available, secured by all assets. Borrowings under the line bear interest at a rate based on the Wall Street Journal Prime Rate plus 1.75%, adjusted daily. Interest only payments are required monthly with the principal payable on demand. The line was not utilized in fiscal years 2024 and 2023. At June 30, 2024 and 2023, the entire amount was available.

NOTE 7 - LEASES

The Organization rents property and equipment under non-cancelable operating lease agreements with monthly payments ranging from $30 to $3,450. The leases expire at various dates through December 2028.

While all agreements provide minimum lease payments, some include payments adjusted for maintenance charges. Variable payments are not determinable at the lease commencement and are not included in the measurement of lease assets and liabilities. The lease agreements do not include any material residual value guarantees or restrictive covenants.

The components of operating lease expense that are included in the Statement of Activities for the years ended June 30, 2024 and 2023 were as follows:

	2024	2023
Fixed lease cost	$ 42,104	$ 34,675
Variable lease cost	1,210	276
Short-term lease cost	--	6,600
Total lease cost	$ 43,314	$ 41,551

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NOTE 7 - LEASES (CONTINUED)

During the years ended June 30, 2024 and 2023, the Organization had the following cash and non-cash activities related to operating leases:

	2024	2023
Cash paid for amounts included in the measurement of lease liabilities:		
Operating cash flows for operating leases	$ 41,774	$ 34,185
Non-cash investing and financing activities:		
Lease assets obtained in exchange for lease liabilities:		
Operating leases	$ 1,652	$ 121,871

Weighted average lease term and discount rate at June 30, 2024 and 2023, were as follows:

	2024	2023
Weighted average remaining lease term (years)	1.54	2.39
Weighted average discount rate	3.54%	3.53%

Future payments due under operating leases as of June 30, 2024, were as follows for the years ending June 30:

2025	$ 43,186
2026	8,686
2027	1,786
2028	957
2029	182
Total lease payments	54,797
Less imputed interest	1,467
Present value of lease liabilities	$ 53,330

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NOTE 8 - NET ASSETS

BOARD-DESIGNATED NET ASSETS

Net assets without donor restrictions include board-designated net assets relating to funds held on behalf of New Hampshire Family Voices as part of the Organization's fiscal sponsorship agreement (see Note 13). Board-designated net assets at June 30, 2024 and 2023 totaled $247,547 and $208,308, respectively.

NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions were restricted for the following purposes at June 30, 2024 and 2023:

	2024	2023
Support children with physical and cognitive disabilities	$ --	$ 9,000
Support families with an autism diagnosis	10,311	10,311
PMC - Prevention Makes Cents	2,155	2,155
	$ 12,466	$ 21,466

Net assets were released from restrictions by incurring expenses satisfying the restricted purpose or upon receipt of donor approval to remove the restriction and totaled $9,000 and $1,150, for the years ended June 30, 2024 and 2023, respectively.

NOTE 9 - GRANTS

The Organization has been awarded cost-reimbursable grants of $239,058 that have not been recognized at June 30, 2024 because qualifying expenditures have not yet been incurred.

Grant revenue from federal agencies is subject to independent audit under the Office of Management and Budget's Uniform Guidance, and review by grantor agencies. This review could result in the disallowance of expenditures under the terms of the grant or reductions of future grant funds. Based on prior experience, the Organization's management believes that costs ultimately disallowed, if any, would not materially affect the financial position of the Organization.

Due to the federal government's review and potential restructuring of federal funding priorities, there is uncertainty regarding the continuation and amount of future funding from federal sources. The Organization is monitoring policy developments and may need to explore alternative funding sources to mitigate potential impacts.

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NOTE 10 - CONTRIBUTED NONFINANCIAL ASSETS

The Organization received contributed nonfinancial assets in the amount of $16,080 and $11,500 for the years ended June 30, 2024 and 2023, respectively. These contributed nonfinancial assets related to building usage and were utilized for the Family Voices program. The building usage was valued at the estimated fair value based on the market rates for similar space in the area. There were no associated donor restrictions.

NOTE 11 - RETIREMENT PLAN

The Organization provides a tax-deferred annuity plan qualified under Section 403(b) of the IRC. The plan covers all employees of the Organization. Employees may make contributions to the plan up to the maximum amount allowed by the IRC. The Organization is not required to make matching employer contributions. The Organization did not make any employer contributions to the plan for the years ended June 30, 2024 and 2023, respectively.

NOTE 12 - CONCENTRATIONS OF RISK

A material part of the Organization's revenue is dependent upon government sources, the loss of which would have a materially adverse effect on the Organization. In fiscal years 2024 and 2023, funding from government entities were as follows:

	Percentage of Revenues for		Percentage of Receivables at	
	Fiscal Year 2024	Fiscal Year 2023	June 30, 2024	June 30, 2023
United States Department of Education	25%	21%	28%	18%
State of New Hampshire	33%	27%	60%	18%
University of New Hampshire	11%	15%	0%	18%
United States Department of Health and Human Services	10%	19%	5%	27%

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NOTE 13 - FISCAL SPONSORSHIPS

The Organization has entered into an agreement to assume administrative and financial responsibilities of New Hampshire Family Voices (NHFV). NHFV provides free, confidential services to families and professionals caring for children with chronic conditions and/or disabilities. The activity of NHFV has been included in the Organization's financial statements.

NOTE 14 - SUBSEQUENT EVENTS

Subsequent events have been evaluated through April 7, 2025, which is the date the financial statements were available to be issued. No events were identified which required recognition or disclosure in the financial statements.

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NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC. D/B/A PARENT INFORMATION CENTER

SCHEDULE OF PROGRAM SERVICES

FOR THE YEAR ENDED JUNE 30, 2024

	FV	PTI	Race2k	Other	Total
Support and Revenue					
Support:					
Government grants	$ 386,426	$ 246,933	$ 63,408	$ 19,046	$ 715,813
Contributions	785	--	--	--	785
In-kind contributions (office space)	16,080	--	--	--	16,080
Revenue:					
Program service fees	56,000	--	--	119,220	175,220
Conferences and workshops	--	--	--	15,453	15,453
Investment income	5,074	--	--	--	5,074
Total Support and Revenue	464,365	246,933	63,408	153,719	928,425
Expenses					
Personnel expense:					
Salaries and wages	267,350	169,243	47,097	60,964	544,654
Benefits	26,839	9,236	3,108	2,003	41,186
Payroll taxes	20,234	12,876	3,524	4,601	41,235
Contracted services	2,957	2,400	--	600	5,957
Office	1,738	2,715	51	51	4,555
Information technology	15,116	2,264	2,701	2,893	22,974
Occupancy	16,080	4,677	1,387	1,893	24,037
Travel	7,079	1,683	366	6,418	15,546
Conferences and seminars	2,435	1,372	299	14,521	18,627
Depreciation	1,950	172	316	826	3,264
Other expenses	7,161	222	--	1,977	9,360
Printing and reproduction	6,168	1,466	--	173	7,807
Training	180	--	--	--	180
Total Direct Expenses	375,287	208,326	58,849	96,920	739,382
Indirect Expenses	55,790	37,712	16,380	12,610	122,492
Total Expenses	431,077	246,038	75,229	109,530	861,874
Net Program Income	$ 33,288	$ 895	$ (11,821)	$ 44,189	$ 66,551

See Independent Auditors' Report.

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Parent Information Center
Board of Directors May 2025

Michele Watson, Chair
NAMI Volunteer Engagement Program
Supervisor and Family Representative
Member since 2021

Jocelyn Charles, Vice Chair
CPA and Family Representative
Member since 2014

Dana Hill, Secretary
Family Representative
Member since 2014

Sandra E. Fay, Treasurer
Non-profit Accountant
Member since 2012

Sreenivasu Odugu
Family Representative
Member since 2015

Tara MacDonald
Assistant Director of Special Education
and Family Representative
Member since 2021

Misty Martinez-Bohannon
Family Representative
Member since 2021

Brandy Cassada
Family Representative
Member since 2025

Beth Marrocco
Educator and Family Representative
Member since 2025

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Michelle L. Lewis

EMPLOYMENT

August 2002-present	**NH Parent Information Center**, Concord, NH - Executive Director, January 2013-present - Race2K Project Director, August 2005-present - PTI Project Director, December 2007-present - DaSy Family Engagement Consultant, December 2019-present - iSocial Project Director, August 2019-June 2023 - NCSI Co-Lead CSLC, September 2015-October 2019 - PTAN Consultant, August 2009-June 20018 - Interim Executive Director, July 2012-January 2013 - PIRC Project Director, August 2002-October 2003
07/00-06/02	Treatment Foster Care Worker, Family Works, Inc., Madison, Wisconsin
10/96-07/00	Youth Offender Response Team Worker, Larimer County Department of Human Services, Fort Collins, Colorado

DEGREE

May 2009	Plymouth State University, M.Ed. School Counseling
1996	University of Maine at Farmington, Bachelor of Science in Rehabilitation Services

PROFESSIONAL CAPABILITIES

Leadership

- Successfully span the divide between regular education and special education, earning the trust and respect of PIC staff across multiple programs, helping the agency to work more effectively together
- Simultaneously manage multiple projects with both federal and state grant funding, adhering to federal and state guidelines
- Skilled at resolving interpersonal and interagency conflicts
- Built effective partnerships with NH Department of Education, Department of Health and Human Services, school districts, Part C, community agencies and families thereby helping children succeed
- Ability to relate well to diverse groups, families, and individuals

Communication Skills

- Organized, clear and concise federal and state reports that highlight project successes
- Provide information at multiple levels, ensuring the staff and/or audience understands before moving forward
- Consult and advise NH Department of Education and Department of Health and Human Services on early childhood transition and other early intervention and special education issues important to families
- Create family-friendly newsletter articles on topics related to early childhood, special education, and the importance of family involvement in education
- Co-authored, designed and published engaging, family-friendly brochures such as *Family Centered Early Supports and Services: A Guide for Families, Transition from Family-Centered Early Supports and Services: A Guide for Families and Staff, A Family Guide to Response-to-Intervention, A Family Guide to the Special Education Process in NH, and Life After High School: A Tool-Kit for families*
- Provide high quality technical assistance to school personnel, early intervention providers, and families focused on enhancing the collaboration between schools, families and communities
- Successfully facilitated the development of regional interagency agreements for early transitions in all 10 Area Agency regions of NH

Project Development

- Designed and coordinated multiple projects, expanding and enhancing the work of PIC
- Co-led development of the Family Data Leaders Train-the-Trainer for parent centers
- Oversaw the development of *Let's Read Together* video for families
- Coordinated the development of *Talk with Me, Read with Me, Sing with Me*; a multi-stakeholder production in which PIC was the main partner
- Streamlined the early transition interagency agreement process, making NH one of the leading states in the area of early childhood transitions
- Developed multi-stakeholder advisory board to advise the work of the early transitions project
- Envisioned and successfully secured multiple grants through grant writing
- Through successful collaboration with evaluators, created data collection tools to assess program effectiveness

Systems Change and Policy Development

- Applies implementation science, adult learning and coaching to systems development at the state and local level
- Facilitate the communication between state systems to enhance early childhood transition and other special education related issues
- Supervised the development and co-authored two brochures given to all families participating in early intervention
- Assisted with the creation of NH's early intervention Child Find Notification System and co-authored the guidance document
- Managed the development of NH's Early Childhood Outcomes System for Part C and Part B/619
- Support school districts and early intervention programs in moving from policy and compliance to practice and quality
- Assists NH DOE with data review and determine technical assistance needs for local school districts

State and National Boards/Workgroups/Teams (present and past)

- SSIP Core Team
- Interagency Coordinating Committee (ICC)
- NH Council for Thriving Children
- NE-PACT Advisory Board
- ATinNH Advisory Board
- Pyramid Model State Leadership Team
- iSocial State Leadership Team
- NH Results-Based Accountability (RBA) Cross-State Learning Collaborative Team Member
- NH 619 Accountability Cohort Team Member

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Sylvia Pelletier

Summary

An organized, detail-oriented and visionary thinker with leadership skills and 25+ years of experience working to improve systems. Possesses a passion to improve systems of care for both the families served and the professionals working within them.

Has extensive personal experience with chronic health conditions and disabilities, particularly epilepsy, pediatric cancer, hearing loss, and learning disabilities.

Skills

Family Engagement
Group Facilitation & Training
Quality Assurance & Measure Design

Education

Rivier University – B.A. Individualized Studies; *concentration Special* Education & Elementary Education

Certification Trainings

HOBSCOTCH Memory Coach (Dartmouth-Hitchcock)

Telehealth Academy (MCH LEND Hawaii - Family Voices)

Standards of Quality for Family Strengthening & Support (Family Support NH)

Educational Advocate Training (Parent Information Center)

Pediatric Cancer Advocacy Training (The Children's Cause)

Awards

Public Citizen of the Year – NH Pediatric Society
Champion for Children – Council for Youths with Chronic Conditions
Exemplary Contribution to System of Care for CYSHCN- NH Project Access

Employment History

1999-present NH Family Voices Concord, NH

Director
Responsibilities: Staff training. Provide training regarding the systems of care, how to support families and professionals to navigate them. Assign staff to projects and committees based on lived experience, skills, and knowledge to ensure family voice representation. Provide supervision. Supervise staff to ensure project timelines are met, staff strengths are utilized. Provide coaching and professional development. Promote cross system collaboration. Provide technical assistance to promote cross systems approaches to family and youth engagement, systems building. Provide overall project quality assurance oversight; respond to grant proposals; complete required reporting.

Associate Director
Responsibilities: Staff training and supervision; Salesforce utilization oversight and reporting; grant proposals

Project Director – Youth Health Care Transition Services Project
Responsibilities: quality assurance & measure design, patient & family engagement, practice & community based technical assistance, cross-systems training, materials development, reporting

Project Director – Medical Home Project
Responsibilities: quality assurance & measure design, patient & family engagement, practice & community based technical assistance, materials development, training, reporting

Project Coordinator – Epilepsy Improvement Project
Responsibilities: quality improvement measure design, data collection, reporting, team facilitation (practice sites), parent & youth partner mentor, Learning Collaborative participation, training for community-based providers, reporting

Consumer Advocate – Partners in Chronic Care & Integrated Services Grants
Responsibilities: Represent & support family voice

Outreach Coordinator
Responsibilities: provide information, referral & support to families and the professionals who serve them

Committees & Collaborations

- NH Pediatric Improvement Project Steering Committee
- NH Chapter of the AAP - Executive Committee
- MCH Advisory Committee
- EHDI QI Advisory Committee
- Child Fatality Review Committee
- Sudden Death in Youth Committee
- Children for Youths with Chronic Conditions Council

Community Engagement & Leadership Activities

Childhood Cancer Lifeline – Founding Member; Board of Directors, President

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: New Hampshire Coalition for Citizens with Disabilities, Inc. dba Parent Information Center

NAME	JOB TITLE	ANNUAL AMOUNT PAID FROM THIS CONTRACT	ANNUAL SALARY
Michelle Lewis	Executive Director	$7,072.00	$85,000.00
Sylvia Pelletier	NHFV Director	$41,340.00	$58,500.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00