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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF HEALTH ACCESS

Lori A. Weaver
Commissioner

Reuben T. Hampton
Director

97 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-3986 1-800-852-3345 Ext. 3986
Fax: 603-271-0824 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

September 17, 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, Office of Health Access, to enter into a **Retroactive, Sole Source** amendment to an existing contract with International Institute of New England, Inc. (VC #177551), Manchester, NH for continued enhanced case management services to Office of Refugee Resettlement-eligible families, to exercise a contract renewal option by extending the completion date from September 30, 2025 to September 30, 2026, effective retroactive to October 1, 2025 upon Governor and Council approval with no change to the price limitation of \$160,000. 100% Federal Funds.

The original contract was approved by Governor and Council on February 26, 2025, item #19.

Funds are available in the following accounts for State Fiscal Years 2026 and 2027, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

05-095-095-950010-7209 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS HHS: COMMISSIONER'S OFFICE, OFFICE OF THE COMMISSIONER, REFUGEE SERVICES

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2025	102-500731	Contracts for Prog Svc	95070018	\$100,000	(\$28,794)	\$71,206
2026	102-500731	Contracts for Prog Svc	95070018	\$60,000	\$23,035	\$83,035
2027	102-500731	Contracts for Prog Svc	95070018	\$0	\$5,759	\$5,759
			Total	\$160,000	\$0	\$160,000

EXPLANATION

The purpose of this request is to exercise an available renewal option to continue to provide enhanced case management services and employment services to Office of Refugee Resettlement-eligible families in New Hampshire with no change to the price limitation. While this

request is effective on October 1, 2025, this request is **Retroactive** because the contract will have technically expired prior to the Governor and Council meeting on this date. This request is **Sole Source** because MOP 150 requires all amendments to agreements originally approved as sole source to be identified as sole source. The Contractor is one (1) of only two (2) qualified providers that have an agreement with the United States Department of State to resettle federally vetted refugee families via the U.S. Refugee Admissions Program and have access to refugee demographic information necessary to perform these services. The Contractor possesses the cultural and linguistic expertise needed to service the various refugee populations eligible for services under the U.S. Refugee Admissions Program. The Contractor has been a project partner since the inception of the grant and collaborated with the Department and other stakeholders to design and implement an effective service delivery model to address the needs and existing service gaps of TANF and Office of Refugee Resettlement-eligible families.

The Contractor will continue to provide resources to individuals to ensure they are able to obtain life skills needed to become self-sufficient and to achieve sustained social and economic wellbeing. The Contractor will also continue to provide assistance with life skills through strength-based assessments and personal wellness plans, referrals to services for support and barrier removal, goal development and coaching sessions. The Contractor will provide bi-monthly coaching sessions that will focus on career pathways and job readiness. Additionally, the Contractor will provide or refer individuals to Financial Literacy training, vocational ESOL and collaborate with the Workforce Investment Opportunity program to enhance vocational training. The Contractor will also conduct employer engagement activities to ensure that the program aligns with needs of employers in New Hampshire.

The Contractor will manage approximately 24 cases through will be served through September 30, 2026.

The Department will monitor contracted services by reviewing programmatic reports and cases to ensure:

- Participants receive an assessment and service plan.
- 80% successful participant job placement achievement.
- A minimum of ten (ten) new employer relationships and three (3) career pathways for advancement are established.

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

Should the Governor and Council not authorize this request, Office of Refugee Resettlement-eligible families will not have access to enhanced case management and customized economic support services, which will impact the ability of participants to obtain life skills needed to become self-sufficient and achieve sustained social and economic wellbeing.

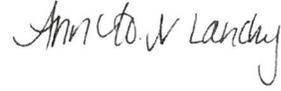
The Department has determined that the Contractor is in good standing with the Secretary of State's Office, has secured the required levels of insurance, and has provided evidence of authority to execute and be bound by the contract. Documents supporting these assertions are available at the agency, for review upon request. The Contractor is a non-profit organization, and the Department has also confirmed the Contractor is registered and in good standing with the Department of Justice's Charitable Division.

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
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Area served: Statewide.

Source of Federal Funds: Assistance Listing Number #93.583, FAIN #90RW0069.

Respectfully submitted,



For:

Lori A. Weaver
Commissioner

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

This Amendment to the Wilson Fish TANF Collaboration contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and International Institute of New England, Inc., ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on February 26, 2025 (Item #19,) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

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

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

1. Form P-37 General Provisions, Block 1.7., Completion Date, to read:
September 30, 2026
2. Modify Exhibit A - Revisions to Standard Provisions, by adding Subsection 1.3., to read:
 - 1.3. Paragraph 6, Subparagraph 6.1., Compliance by Contractor with Laws and Regulations/Equal Employment Opportunity, is amended as follows:
 - 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, RSA 151:21 Patients' Bill of Rights, 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.
3. Modify Exhibit B, Scope of Services, by adding Section 1.6.1. through 1.6.2., to read:
 - 1.6.1. The Contractor must ensure Workforce Development staff and/or employment counselors participate in State run employment meetings with the Department on a monthly basis, or as otherwise requested by the Department.
 - 1.6.2. The Contractor must ensure Wilson Fish staff must participate in program management meetings with the Department on a monthly basis, or as otherwise requested by the Department.
4. Modify Exhibit C-1, Budget Sheet, by replacing it in its entirety with Exhibit C-1, Budget Sheet – Amendment #1, which is attached hereto and incorporated by reference herein.

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All terms and conditions of the Contract not modified by this Amendment remain in full force and effect. This Amendment shall be effective October 1, 2025, upon Governor and Council approval.

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

State of New Hampshire
Department of Health and Human Services

8/29/2025
Date

Signed by:
Reuben Hampton
4EE2074078364A2

Name: Reuben Hampton
Title: Director, Office of Health Access

International Institute of New England, Inc.

8/28/2025
Date

DocuSigned by:
Jeffrey Thielman
FC0047C0F079428...

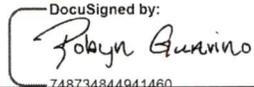
Name: Jeffrey Thielman
Title: President and CEO

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

OFFICE OF THE ATTORNEY GENERAL

9/1/2025

Date

DocuSigned by:

748734844941460

Name: Robyn Guarino
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

New Hampshire Department of Health and Human Services Contractor Name: <i>International Institute of New England, Inc.</i> Budget Request for: <i>Wilson Fish TANF Collaboration</i> Budget Period: <i>G&C Approval - September 30, 2026</i> Average Indirect Cost Rate (if applicable) See below.			
Line Item	Program Cost - Funded by DHHS - SFY 25	Program Cost - Funded by DHHS - SFY 26	Program Cost - Funded by DHHS - SFY 27
1. Salary & Wages	\$44,361	\$67,408	\$4,599
2. Fringe Benefits	\$10,203	\$15,504	\$1,058
3. Consultants	\$0.00	\$0	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0.00	\$0	\$0
5.(a) Supplies - Educational	\$0.00	\$0	\$0
5.(b) Supplies - Lab	\$0.00	\$0	\$0
5.(c) Supplies - Pharmacy	\$0.00	\$0	\$0
5.(d) Supplies - Medical	\$0.00	\$0	\$0
5.(e) Supplies - Office	\$0.00	\$124	\$102
6. Travel	\$0.00	\$0	\$0
7. Software	\$0.00	\$0	\$0
8.(a) Other - Marketing/Communications	\$0.00	\$0	\$0
8.(b) Other - Education and Training	\$0.00	\$0	\$0
8.(c) Other - Other (specify below)	\$0.00	\$0	\$0
<i>Other (please specify)</i>	\$0.00	\$0	\$0
<i>Other (please specify)</i>	\$0.00	\$0	\$0
<i>Other (please specify)</i>	\$0.00	\$0	\$0
<i>Other (please specify)</i>	\$0.00	\$0	\$0
<i>Other (please specify)</i>	\$0.00	\$0	\$0
<i>Other (please specify)</i>	\$0.00	\$0	\$0
<i>Other (please specify)</i>	\$0.00	\$0	\$0
9. Subrecipient Contracts	\$0.00	\$0	\$0
Total Direct Costs	\$54,564	\$83,035	\$5,759
Total Indirect Costs	\$16,642	\$0	\$0
	IINE's HHS-approved indirect rate of 30.5%, calculated on direct costs less client assistance. 30.42% is applied to SFY25.	IINE's HHS-approved indirect rate of 30.5%, calculated on direct costs less client assistance. 0% is applied to SFY26.	IINE's HHS-approved indirect rate of 30.5%, calculated on direct costs less client assistance. 0% is applied to SFY27.
Subtotals	\$71,206	\$83,035	\$5,759
	TOTAL	TOTAL	160,000

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Contractor Initials: _____
Date: 8/28/2025

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF HEALTH EQUITY

Lori A. Weaver
Commissioner

Reuben T. Hampton
Director

97 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-3986 1-800-852-3345 Ext. 3986
Fax: 603-271-0824 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

January 23, 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, Office of Health Equity, to enter into **Sole Source** contracts with the contractors listed below in an amount not to exceed \$319,680 to provide foundational and enhanced case management services to Office of Refugee Resettlement (ORR)-eligible families, with the option to renew for up to one (1) additional year, effective upon Governor and Council approval through September 30, 2025. 100% Federal Funds.

Contractor Name	Vendor Code	Area Served	Contract Amount
Ascentria Community Services, Inc.	222201	Concord, NH	\$159,680
International Institute of New England, Inc.	177551	Manchester, NH	\$160,000
		Total:	\$319,680

Funds are available in the following accounts for State Fiscal Year 2025 and are anticipated to be available in State Fiscal Year 2026, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

EXPLANATION

This request is **Sole Source** because the Contractors are the only two (2) qualified providers that have an agreement with the United States Department of State to resettle the federally vetted refugee families via the U.S. Refugee Admissions Program and have access to refugee demographic information necessary to perform these services. The Contractors have been project partners since the inception of the grant and collaborated with the Department and other stakeholders to design and implement an effective service delivery model to address the needs and existing service gaps of TANF- and Office of Refugee Resettlement (ORR)-eligible families. Contracting with these entities would ensure continuity of care and services for these specific refugee families. Additionally, the Contractors possess the cultural and linguistic

expertise needed to serve the various refugee populations eligible for services under the U.S. Refugee Admissions Program.

The purpose of this request is to provide enhanced case management services and employment services to Office of Refugee Resettlement eligible families in New Hampshire. The Contractors will provide resources to individuals to ensure they are able to obtain life skills needed to become self-sufficient and to achieve sustained social and economic wellbeing. The Contractors will provide assistance and social services life skills through strengths-based assessments and personal wellness plans, referrals to services for support and barrier removal, goal development and coaching sessions.

The Contractors will provide foundational and enhanced case management and employment services to these eligible refugee families including developing new employer relationships and career pathways, with the goal of increasing self-sufficiency to achieve sustained social and economic wellbeing.

Approximately 20 Office of Refugee Resettlement eligible families will be served through September 30, 2025.

The Department will monitor contracted services by reviewing programmatic reports and case to ensure:

- Participants receive an assessment and service plan.
- 80% successful participant job placement achievement.
- A minimum of ten (10) new employer relationships and three (3) career pathways for advancement are established.

As referenced in Exhibit A of the attached agreements, the parties have the option to extend the agreements for up to one (1) additional year, 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, Office of Refugee Resettlement eligible families will not have access to enhanced case management and customized economic support services, which will impact the ability of participants to obtain life skills needed to become self-sufficient and achieve sustained social and economic wellbeing.

Source of Federal Funds: Assistance Listing Number 93.583, FAIN #90RW0069

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

Respectfully submitted,



Lori A. Weaver
Commissioner



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

**05-095-095-950010-7209 Health and Social Services, Dept of Health and Human SVS HHS:
Commissioner's Office, Office of the Commissioner, Refugee Services
100% Federal Funds**

Ascentria Community Services, Inc.

Vendor #222201

State Fiscal Year	Class / Account	Class Title	Job Number	Amount
2025	102-500731	Contracts for Program Services	95070018	\$99,680.00
2026	102-500731	Contracts for Program Services	95070018	\$60,000.00
		Sub Total		\$159,680.00

International Institute of New England, Inc.

Vendor #177551

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount
2025	102-500731	Contracts for Program Services	95070018	\$100,000.00
2026	102-500731	Contracts for Program Services	95070018	\$60,000.00
		Sub Total		\$160,000.00

Overall Total	\$319,680.00
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