



State of New Hampshire  
Department of Health and Human Services

**REQUEST FOR GRANT APPLICATION**

FOR

Nursing Home/Assisted Living Behavioral Health Incentive Program

RG-2023-DLTSS-03-NURSI

RELEASE DATE: February 17, 2023

**New Hampshire Department of Health and Human Services  
Nursing Home/Assisted Living Behavioral Health Incentive Program**

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**1. Purpose and Overview**

**1.1. Introduction**

The New Hampshire Department of Health and Human Services, Division of Long Term Supports and Services (“Department”) is seeking responses to this Request for Grant Applications (solicitation) from qualified Vendor(s) to increase capacity to provide long-term mental health/behavioral health care for patients transferring from New Hampshire Hospital, Glenclyff Home or from health care facilities within the community.

Qualified Vendors must be:

- A New Hampshire Nursing Home licensed under NH RSA 151 and NH Administrative Rule He-P 803, with federal CMS certification; or
- A New Hampshire Assisted Living Residence for Residential Care licensed under NH RSA 151 and NH Administrative Rule He-P 804; or
- A New Hampshire Supported Residential Health Care Facility licensed under NH RSA 151 and NH Administrative Rule He-P 805.

The Department anticipates awarding multiple grant agreements(s) for the services in this solicitation, with the goal of awarding one agreement in each of the 10 (ten) counties in New Hampshire.

**1.2. Key Information**

The information in the table below is as anticipated by the Department. All information is subject to change, the availability of funds, and/or approval by the Governor and Executive Council.

<b>Grant Agreement Effective Date</b>	<b>Upon Governor and Executive Council Approval</b>	
<b>Grant Agreement End Date</b>	<b>December 31, 2024</b>	
<b>Renewal Options</b>	The Department may extend agreements for up to two (2) additional years.	
<b>Funding for the resulting agreement(s) is anticipated to be approximately:</b>	<b>Total funds shall be awarded and paid on a cost reimbursement basis in an amount of \$1,960,000, inclusive of all grant agreements.</b>	
<b>Funding Source</b>	The Department anticipates using Federal funds for resulting grant agreement(s).	
	Assistance Listing #	<b>N/A</b>
	Award Name	<b>Grant Award from The Governor’s Office for Emergency Relief and Recovery</b>
<b>Match Requirements</b>	<b>None</b>	
<b>Point of Contact</b>	Kathleen Vattes, Contract Specialist kathleen.b.vattes@dhhs.nh.gov 603-271-0198	

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From the date of release of this solicitation until an award is made and announced regarding the selection of a Vendor, all communication with personnel employed by or under contract with the Department regarding this solicitation is prohibited unless first approved by the Point of Contact listed above. Department employees have been directed not to hold conferences and/or discussions concerning this solicitation with any potential grantee during the selection process, unless otherwise authorized by the Point of Contact. Vendors may be disqualified for violating this restriction on communications.

### 1.3. Background

#### 1.3.1. **New Hampshire Department of Health and Human Services, New Hampshire Department of Health and Human Services (DHHS), Division of Long Term Supports and Services (DLTSS), Bureau of Elderly and Adult Services (BEAS)**

The Department is responsible for promoting the health, safety and well-being of the citizens of New Hampshire. To achieve that goal, the Department provides services for children, families, individuals and seniors in areas such as public assistance, housing supports, mental health, developmental disabilities, substance abuse and public health services. The Department does this work with the assistance of New Hampshire citizens and through partnerships with families, community groups and providers as well as other state and local entities.

The Division of Long Term Supports and Services (DLTSS), Bureau of Elderly and Adult Services (BEAS) operates within the Department "to join communities and families in providing opportunities for citizens to achieve health and independence." Aligned with this mission, BEAS's vision is to advance the Department's efforts in understanding, serving, supporting and celebrating aging across the state. BEAS is responsible for the development of comprehensive and coordinated services for older adults, ages 60 and older, and adults with disabilities between the ages of 18-59. BEAS prioritizes these services to those individuals with the greatest economic and social needs, and to New Hampshire's most vulnerable older adults.

BEAS works with federal, state and local agencies, service providers, private volunteer and business sectors, and constituent groups to collectively plan and coordinate a person-centered service delivery system. Contracting and collaborating with these entities helps the Bureau to develop, coordinate, and deliver needed services to eligible older adults and adults with disabilities.

BEAS is designated by the New Hampshire Legislature as the State's Unit on Aging, under the Older American's Act (OAA) of 1965, as amended. Under this designation, BEAS has the responsibility, authority and opportunity to develop and administer the State Plan on Aging (SPOA) in accordance with all requirements of the OAA. Strategic goals within the State Plan include:

- Supporting older people to stay active and healthy.
- Promoting person-centered thinking and practices.
- Ensuring the rights, safety, independence and dignity of older people and prevent their abuse, neglect and exploitation.
- Advancing age-friendly communities.

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#### 1.3.2. Objective

The Department is committed to ensuring the appropriate level of long-term mental health/behavioral health care services within New Hampshire communities. By building, developing, and expanding access to long-term mental health/behavioral health care services within local communities, there are more opportunities for individuals to receive the mental health/behavioral health care services they need while remaining in their communities. Accordingly, the Department is seeking Licensed Nursing Homes licensed under NH RSA 151, classified in accordance with New Hampshire Administrative Rules He-P 803, with CMS Federal Certification, Assisted Living Facilities licensed under NH RSA 151 and NH Administrative Rule He-P 804 and New Hampshire Supported Residential Health Care Facility licensed under NH RSA 151 and NH Administrative Rule He-P 805, to increase their mental health/behavioral health care capacity to submit proposals. The Department encourages Vendors to submit applications, which include long-term sustainable plans that meet the needs of their individual communities. All applications must include a plan for increased capacity of mental health/behavioral health care services for Individuals in need of long-term nursing facility level of care or assisted living and mental health/behavioral health care services who are transitioning from New Hampshire Hospital, Glenclyff Home or from health care facilities within the community.

Applications for increased capacity strategies and plans include but are not limited to:

- Staff development such as training, education and recruitment. *Excluding bonuses. In no event shall any funding from the RGA be used for bonuses, discretionary bonuses, and sign on bonuses, retention payments or any payment or bonus that could be construed as a "bonus" in any manner.*
- Infrastructure development such as unit redesign, upgrade and/or renovation.
- Mental Health/Behavioral Health Services development or expansion, such as establishing and/or expanding telehealth capacity.
- Technology development such as redesign and/or upgrade.

The Department recognizes that mental health/behavioral health care needs vary and are determined by the needs of the community. Accordingly, the Department will consider applications that are beyond the above-referenced suggested development and/or expansion strategies and plans.

#### 1.3.3. Covered Populations

The covered population consists of individuals requiring long-term nursing or assisted living facility services who have mental health/behavioral health care needs who are transitioning from New Hampshire Hospital, Glenclyff Home or from health care facilities within the community.

### 1.4. Mandatory Responses to RGA Questions (10 Page Limit for All Answers Inclusive of any Supporting Documentation.)

- 1.4.1. **Strategy and Plan (Q1)** Provide a detailed explanation of your strategy and plan to increase your capacity to support long-term mental health/behavioral health care services. Your response should include but is not limited to the timeframe; cost and how you intend to implement your plan and a completed program staff list (see Appendix F).
- 1.4.2. **Need (Q2)** Describe how the project will provide increased capacity for mental health/behavioral health care services in your region. Identify the need for mental health/behavioral health care in your region and how the proposal will benefit your

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region. Include an explanation of your organization’s experience providing long-term mental health/behavioral health services.

- 1.4.3. **Budget (Q3)** Provide a detailed budget, *with a budget narrative*, for all costs associated with development, implementation, and activities specific to expanded mental health/behavioral health care services. Include a budget narrative with your sustainability plan for mental health/behavioral health care services once the grant funds are exhausted.

**1.5. Scoring and Awarding Process**

- 1.5.1. Questions will be scored using the scoring method below.

Topic	Point Value
Strategy and Plan (Q1)	45 Points
Need (Q2)	35 Points
Budget (Q3)	20 Points
<b>Total</b>	<b>100 Points</b>

- 1.5.2. Each set of responses to questions in Subsection 1.4., above, will result in a stand-alone score. Each question will be scored based on the following scoring matrix.

Score Q1	Score Q2	Score Q3	Criteria
0-10	0-15	0-6	Response does not sufficiently describe the proposed project and/or demonstrate need; lacks a detailed explanation of the strategy and plan to increase capacity within the facility; and/or does not provide sufficient budget and/or sustainability plan detail.
11-24	16-30	7-12	Response somewhat describes the proposed project and/or demonstrates need; includes some detail in the explanation of the strategy and plan to increase capacity within the facility; and/or provides some budget and/or sustainability plan detail.
25-35	31-45	13-20	Response fully describes the proposed project and/or demonstrates need; fully explains the strategy and plan to increase capacity within the facility; and/or provides necessary level of budget and/or sustainability plan detail.

- 1.5.3. The Department seeks to award a minimum of one agreement per county to the highest scoring applicant in that county, in an amount of up to approximately \$196,000.

- 1.5.3.1. Funds will be paid on a cost reimbursement basis as specified in Section 1.2.

- 1.5.3.2. Selected Applicants must submit an invoice and supporting backup documentation in a form satisfactory to the Department, no later than

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the 15th day of the month following the month in which services were provided, starting on the effective date of the resulting Grant Award.

- 1.5.3.3. The invoice must identify and request reimbursement for authorized expenses incurred in the prior month or allowable expenses incurred starting on the effective date of the resulting Grant Award, in accordance with eligible grant criteria specified in section 1.3.2. Objective and section 1.3.3 Covered Population.
- 1.5.3.4. Supporting documentation may include, but is not limited to:
  - 1.5.3.4.1. Receipts for purchases and/or proof of expenditures.
  - 1.5.3.4.2. Proof of services rendered, including proof of expenditures, as applicable.
    - 1.5.3.4.2.1. Backup documentation must be de-identified to prevent constructive identification of any individual.
- 1.5.3.5. County designation is determined by the county in which the facility is located. Counties are described in Appendix G.
- 1.5.3.6. Applications received will be categorized in order of New Hampshire's ten (10) counties identified below.
- 1.5.3.7. If a county or counties do not have a qualifying applicant, funds will be awarded to the next highest scoring application(s), regardless of county, until all funds are awarded.

**1.6. Application Process and Submission**

1.6.1. Overview

- 1.6.1.1. Applications must be submitted electronically to [contracts@dhhs.nh.gov](mailto:contracts@dhhs.nh.gov) and the Contract Specialist at the email address specified in Paragraph 1.2.
- 1.6.1.2. The subject line must include the following information: RGA-2023-DLTSS-03-NURSI.
- 1.6.1.3. The maximum size of file attachments per email is 10 MB. Attachments that exceed this limit must be submitted via multiple emails.
- 1.6.1.4. Applications will be accepted until the date and time indicated in the Schedule of Events in Paragraph 1.8., Schedule of Events.

**1.7. Application Content**

- 1.7.1. A Transmittal Cover Letter on the Applicant's letterhead must:
  - 1.7.1.1. Reference, RGA-2023-DLTSS-03-NURSI;
  - 1.7.1.2. Organization name;
  - 1.7.1.3. Identify the city/town and county where the facility is located and the grant

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funds will be utilized;

- 1.7.1.4. Identify the name, title, mailing address, telephone number and email address of the person authorized by the Applicant to obligate the organization;
- 1.7.1.5. Acknowledge that the Applicant has read this RGA and all Appendices, understands them, and agrees to be bound by its requirements;
- 1.7.1.6. Be signed by an individual who is authorized to bind the Applicant to all statements, including services and prices contained in this Request for Grant Application; and
- 1.7.2. Completed Appendix C - Technical Responses to Questions, which must include responses to “Mandatory Responses to RGA Questions” listed above in Subsection 1.4.
- 1.7.3. All licenses, certificates and permits as required by this Request for Grant Applications.

**1.8. Schedule of Events**

1.8.1. Schedule of Events

<b>Item</b>	<b>Action</b>	<b>Date</b>
	(All times are according to Eastern Standard Time. The Department reserves the right to modify these dates at its sole discretion.)	
1.	Release RGA (NH DHHS website)	2/17/2023
2.	RGA Questions Submission Deadline	2/27/2023 12:00 PM
3.	Department’s Response to Questions Published	3/6/2023
4.	Application Submission Deadline	3/17/2023 12:00 PM

- 1.8.2. All questions and applications must be submitted electronically to:

State of New Hampshire  
Department of Health and Human Services  
Kathleen B. Vattes, Contract Specialist  
Bureau of Contracts & Procurement  
129 Pleasant Street  
Concord NH 03301  
Email: Kathleen.b.vattes@dhhs.nh.gov  
Phone: (603) 271-0198

- 1.8.3. From the date of release of this RGA until an award is made and announced regarding the selection of an Applicant, all communication with personnel employed by or under contract with the Department regarding this RGA is prohibited unless first approved by the RGA Point of Contact listed in Paragraph

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1.2., herein. Department employees have been directed not to hold conferences and/or discussions concerning this RGA with any potential grantee during the selection process, unless otherwise authorized by the RGA Point of Contact. Applicants may be disqualified for violating this restriction on communications.

#### **1.9. Applicant's Questions and Answers**

- 1.9.1. All questions about this RGA, including but not limited to requests for clarification, additional information, or any changes to the RGA must be made in writing citing the RGA page number and part or subpart, and submitted by email to the Contract Specialist identified in Paragraph 1.2.
- 1.9.2. The Department may consolidate and/or paraphrase questions for efficiency and clarity. Questions that are not understood will not be answered. Statements that are not questions will not receive a response.
- 1.9.3. Questions must be received by the deadline provided in Paragraph 1.8., Schedule of Events.
- 1.9.4. Written answers to questions received will be published on the Department's website on or about the date indicated in Paragraph 1.8., Schedule of Events.

#### **1.10. Validity of Application**

- 1.10.1. Applications must be valid for one hundred eighty (180) days following the deadline for submission in the Procurement Timetable above, or until the Effective Date of any resulting Grant Agreement, whichever is later.

## **2. Notices**

### **2.1. Exceptions**

- 2.1.1. To the extent that an Applicant believes that exceptions to the standard form Grant Agreement, General Provisions, which is attached as Appendix A, will be necessary for the Applicant to enter into an Agreement, the Applicant must note those issues during the RGA question period identified Paragraph 1.8., Schedule of Events. The Department will review requested exceptions and accept, reject or note that it is open to negotiation of the proposed exception at its sole discretion. If the Department accepts an Applicant's exception the Department will, at the conclusion of the RGA Question Period, provide notice to all potential Applicants of the exceptions that have been accepted and indicate that exception is available to all potential Applicants by publication of the Department's responses on or about the date indicated in Paragraph 1.8., Schedule of Events. Any exceptions to the standard form Grant Agreement and standard exhibits that are not raised by an Applicant during the RGA Question Period may not be considered. In no event is an Applicant to submit its own standard grant terms and conditions as a replacement for the Department's terms in response to this solicitation.

### **2.2. RGA Amendment**

- 2.2.1. The Department reserves the right to amend this RGA, as it deems appropriate, prior to the Application submission deadline on its own initiative or in response to

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issues raised through Applicant questions. In the event of an amendment to the RGA, the Department, at its sole discretion, may extend the Application submission deadline. The amended language will be posted on the Department's website.

#### 2.3. Compliance

- 2.3.1. Applicants must be in compliance with applicable federal and state laws, rules and regulations, and applicable policies and procedures adopted by the Department currently in effect, and as they may be adopted or amended during the grant agreement period. Applicants must comply with all Exhibits D-H, and J, which are attached hereto as Appendix B.

#### 2.4. Public Disclosure

- 2.4.1. Pursuant to RSA 21-G:37, all responses to this RGA shall be considered private until the award of a grant agreement. The content of an Applicant's application must remain confidential until the Governor and Executive Council have approved any grant agreement(s) as a result of this RGA. An Applicant's disclosure or distribution of the contents of its application, other than to the State, will be grounds for disqualification at the State's sole discretion.
- 2.4.2. The content of each Application and addenda thereto will become public information once the Governor and Executive Council have approved a grant agreement. Any information submitted as part of an Application in response to this RGA may be subject to public disclosure under RSA 91-A. In addition, in accordance with RSA 9-F:1, any grant agreement entered into as a result of this RGA will be made accessible to the public online via the website Transparent NH ([www.nh.gov/transparentnh/](http://www.nh.gov/transparentnh/)). Accordingly, business financial information and proprietary information such as trade secrets, business and financials models and forecasts, and proprietary formulas may be exempt from public disclosure under RSA 91-A:5, IV.
- 2.4.3. Insofar as an Applicant seeks to maintain the confidentiality of its confidential commercial, financial or personnel information, the Applicant must clearly identify in writing the information it claims to be confidential and explain the reasons such information should be considered confidential. This must be done by separate letter identifying by page number and Application section the specific information the Applicant claims to be exempt from public disclosure pursuant to RSA 91-A:5.
- 2.4.4. Each Applicant acknowledges that the Department is subject to the Right-to-Know Law New Hampshire RSA Chapter 91-A. The Department shall maintain the confidentiality of the identified confidential information insofar as it is consistent with applicable laws or regulations, including but not limited to New Hampshire RSA Chapter 91-A. In the event the Department receives a request for the information identified by an Applicant as confidential, it will notify the Applicant and specify the date it intends to release the requested information. Any effort to prohibit or enjoin the release of the information shall be the Applicant's responsibility and at the Applicant's sole expense. If the Applicant fails to obtain a

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court order enjoining the disclosure, the Department may release the information on the date specified in its notice to the Applicant without incurring any liability to the Applicant.

#### **2.5. Non-Commitment**

2.5.1. Notwithstanding any other provision of this RGA, this RGA does not commit the Department to award a grant. The Department reserves the right to reject any and all Applications or any portions thereof, at any time, to cancel this RGA and to solicit new Applications under a new Application process.

#### **2.6. Request for Additional Information or Materials**

2.6.1. The Department may ask any Applicant to provide additional information or materials needed to clarify information presented in the Application. Such a request will be issued in writing and will not provide an Applicant with an opportunity to change, extend, or otherwise amend its Application in intent or substance.

#### **2.7. Liability**

2.7.1. By submitting an Application in response to this RGA, an Applicant agrees that in no event shall the State be either responsible for or held liable for any costs incurred by an Applicant in the preparation or submittal of or otherwise in connection with an Application, or for work performed prior to the Effective Date of a resulting grant agreement.

#### **2.8. Successful Applicant Notice and Grant Award Negotiations**

2.8.1. If an Applicant(s) is selected, the Department will notify the successful Applicant(s) in writing of their selection and the State's desire to enter into grant award negotiations. Until the Department successfully completes negotiations with the selected Applicant(s), all submitted Applications remain eligible for selection by the Department. In the event negotiations are unsuccessful with the selected Applicant(s), the evaluation team may recommend another Applicant(s). The Department will notify Applicant(s) that are not initially selected to enter into negotiations.

#### **2.9. Scope of Award and Grant Award Notice**

2.9.1. The Department reserves the right to award a service, part of a service, group of services, or total services and to reject any and all Applications in whole or in part. A grant award is contingent on approval by the Department.

2.9.2. If a grant is awarded, the Applicant must obtain written consent from the Department before any public announcement or news release is issued pertaining to any grant award.

#### **2.10. Protest of Intended Award**

2.10.1. Any challenge of an award made or otherwise related to this RGA shall be governed by RSA 21-G:37, and the procedures and terms of this RGA. The procedure set forth in RSA 21-G:37, IV, shall be the sole remedy available to

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challenge any award resulting from this RGA. In the event that any legal action is brought challenging this RGA and selection process, outside of the review process identified in RSA 21-G:37, IV, and in the event that the State of New Hampshire prevails, the challenger agrees to pay all expenses of such action, including attorney's fees and costs at all stages of litigation.

### 2.11. Contingency

- 2.11.1. Aspects of the award may be contingent upon changes to state or federal laws and regulations.

### 2.12. Ethical Requirements

- 2.12.1. From the time this RGA is published until a grant agreement is awarded, no Applicant shall offer or give, directly or indirectly, any gift, expense reimbursement, or honorarium, as defined by RSA 15-B, to any elected official, public official, public employee, constitutional official, or family member of any such official or employee who will or has selected, evaluated, or awarded an RFA, or similar submission. Any Applicant that violates RSA 21-G:38, shall be subject to prosecution for an offense under RSA 640:2. Any Applicant who has been convicted of an offense based on conduct in violation of this section, which has not been annulled, or who is subject to a pending criminal charge for such an offense, shall be disqualified from submitting an application to this RGA, or similar request for submission and every such applicant shall be disqualified from responding to any RFA or similar request for submission issued by any state agency. An Applicant that was disqualified under this section because of a pending criminal charge which is subsequently dismissed, results in an acquittal, or is annulled, may notify the Department of Administrative Services, which shall note that information on the list maintained on the state's internal intranet system, except in the case of annulment, the information, shall be deleted from the list.

### 2.13. Compliance

- 2.13.1. The selected Vendor(s) must be in compliance with applicable federal and state laws, rules and regulations, and applicable policies and procedures adopted by the Department currently in effect, and as they may be adopted or amended during the Grant Agreement period.
- 2.13.2. The selected Vendor(s) may be required to complete a Grant Agreement questionnaire, to be provided by the Department, to determine risk of noncompliance and appropriate monitoring activities, including but not limited to:
  - 2.13.2.1. Site visits.
  - 2.13.2.2. File reviews.
  - 2.13.2.3. Staff training.

### 2.14. Records

- 2.14.1. The selected Vendor(s) must maintain the following records during the resulting Grant Agreement term where appropriate and as prescribed by the Department:

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- 2.14.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the selected Vendor(s) in the performance of the resulting Grant Agreement(s), and all income received or collected by the selected Vendor(s).
  - 2.14.1.2. 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.
  - 2.14.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
  - 2.14.1.4. Medical records on each patient/recipient of services.
- 2.14.2. During the term of the resulting Grant Agreement(s) and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the resulting Grant Agreement(s) for purposes of audit, examination, excerpts and transcripts. If, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the selected Vendor(s) as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the selected Vendor(s).

#### **2.15. Credits and Copyright Ownership**

- 2.15.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the resulting Grant Agreement(s) must include the following statement, "The preparation of this (report, document etc.) was financed under a Grant Agreement 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."
- 2.15.2. All written, video and audio materials produced or purchased under the Grant Agreement must have prior approval from the Department before printing, production, distribution or use.
- 2.15.3. The Department will retain copyright ownership for any and all original materials produced, including, but not limited to:
  - 2.15.3.1. Brochures.
  - 2.15.3.2. Resource directories.
  - 2.15.3.3. Protocols.

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2.15.3.4. Guidelines.

2.15.3.5. Posters.

2.15.3.6. Reports.

2.15.4. The selected Vendor(s) must not reproduce any materials produced under the Grant Agreement without prior written approval from the Department.

**3. Appendices**

**3.1. Appendix A Grant Agreement, Form G-1**

**3.2. Appendix B Standard Exhibits D-H and J**

**3.3. Appendix C Technical Responses to Questions**

**3.4. Appendix D Transmittal Letter and Vendor Information**

**3.5. Appendix E Budget Sheets**

**3.6. Appendix F Program Staff List**

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