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

Lori A. Weaver  
Commissioner

Katja S. Fox  
Director

129 PLEASANT STREET, CONCORD, NH 03301  
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November 30, 2023

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Behavioral Health, to enter into a memorandum of understanding with Department of Safety (VC#177878), Concord, NH, in the amount of \$100,000 for the creation of mental health and post-traumatic stress disorder trainings for New Hampshire's First Responders, pursuant to New Hampshire Senate Bill 357 with the option to renew for up to four (4) additional years, effective upon Governor and Council approval through September 30, 2025. 100% Federal Funding.

**05-95-092-922010-41200000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT. HHS: BEHAVIORAL HEALTH DIV, BUREAU OF MENTAL HEALTH SERVICES, MENTAL HEALTH BLOCK GRANT**

State Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
2024	085-588523	Interagcy Xfr Out Of Fed Fn	92254120	\$90,000
2025	085-588523	Interagcy Xfr Out Of Fed Fn	92254120	\$10,000
			<b>Total</b>	<b>\$100,000</b>

**EXPLANATION**

The purpose of this request is to support the development and implementation of a training course for New Hampshire First Responders to provide them with mental health training focusing on post-traumatic stress, help seeking and access to crisis care. The information provided in this course will help New Hampshire First Responders to recognize the signs and symptoms of acute and chronic stress, depression, and post-traumatic stress disorder and to navigate NH's changing crisis response system. The topics covered during this on-line course will include types of stress, causes and symptoms of stress, stress response, Post-Traumatic Stress and Post-Traumatic Stress Disorder, and techniques for healthy stress management, as well as, breaking down stigma to help seeking for first responders and understanding available crisis resources for themselves and the community members they serve.

The combination of exposure to trauma, demanding schedules, and physically challenging roles puts first responders at an increased risk for mental health challenges such as depression,

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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post-traumatic stress disorder, stress, and suicidal ideation. These trainings may lessen the instances of mental health related challenges while increasing first responder's knowledge regarding the availability of mental health services within New Hampshire and likelihood of accessing help.

The Department of Safety, with collaboration, will create and implement a mental health training curriculum, by working with subject matter experts, that utilizes relevant material from perspectives of first responder disciplines, focused on several tenants of mental health. The Department of Safety will also work with a production company for the development of scripts, video production and editing of training modules while further coordinating with State of NH staff to ensure modules are compatible to be hosted on existing state web-based training resources that will be accessible to both active-duty and retired first responders.

As referenced in Section 5 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, mental health conditions, including depression, substance use disorder and post-traumatic stress disorder may continue to disproportionately affect New Hampshire's first responders.

Area served: Statewide.

Source of Federal Funds: Assistance Listing Number #: 93.959, FAIN # B08TI083955, and Assistance Listing Number #: 93.958, FAIN #: B09SM085371

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

## **State of New Hampshire** **Interagency Memorandum of Understanding**

**Whereas**, the New Hampshire Department of Health and Human Services [**"DHHS"**] is a duly constituted agency or branch of government of the State of New Hampshire;

**Whereas**, the New Hampshire Department of Safety [**"DOS"**] is a duly constituted agency or branch of government of the State of New Hampshire;

**Whereas**, pursuant to New Hampshire Senate Bill 357 (NH SB 357), New Hampshire's *First Responders, including but not limited to*, Police Officers, Firefighters, Emergency Medical Technicians, Paramedics, Search and Rescue Specialists, Emergency Management Specialists, Dispatchers, Hazmat Technicians, Corrections Officers *must receive* mental health and post-traumatic stress disorder (PTSD) trainings.

**Whereas**, **DHHS** desires to:

Provide funding to **DOS** to develop a curriculum on mental health for first responders, covering topics including but not limited to post-traumatic stress, accessing crisis care, recognizing signs of stress-related disorders, navigating the NH crisis response system, managing stress, and reducing stigma around seeking help to benefit both first responders and their communities.

**Whereas**, pursuant to New Hampshire Senate Bill 357 (NH SB 357), **DOS** is responsible for: Developing mental health and post-traumatic stress disorder (PTSD) training for New Hampshire's First Responders as identified above.

**Whereas**, **DOS** desires to:

Create and implement a comprehensive mental health training curriculum and collaborate with **DHHS** on relevant material from perspectives of first responder disciplines, focused on areas of mental health with the aid of a production company for development of training modules. **DOS** will coordinate with State staff to ensure modules are hosted on existing state web-based training resources and are accessible to both active-duty and retired first responders.

**NOW, THEREFORE**, the parties enter into this Memorandum of Understanding to their mutual benefit, the benefit of the State and in furtherance of constitutional or statutory authority and objectives.

1. **DHHS** agrees to:

**A.** Pay **DOS** the amount of \$100,000 for the services described in the attached MOU Exhibit A – State Agency Responsibilities, which is hereby incorporated by reference.

Payment shall be provided from two Federal Funding Block Grants, both awarded by SAMHSA on May 17<sup>th</sup>, 2021 under Federal Award Projects Substance Abuse Prevention & Treatment Block Grant, Assistance List #: 93.959, FAIN # B08TI083955, and Block Grants for Community Mental Health Services, Assistance List #: 93.958, FAIN #: B09SM085371

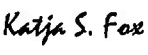
**B.** Perform the services described in the attached MOU Exhibit A – State Agency Responsibilities, which is hereby incorporated by reference.

2. The **DOS** agrees to:

A. Perform the services described in the attached MOU Exhibit A – State Agency Responsibilities, which is hereby incorporated by reference.

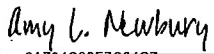
3. The method of payment and payment amount for the above-referenced services, if any is required, is described in the attached MOU Exhibit B – Payment Terms, such exhibit being hereby incorporated by reference.
4. All obligations hereunder are contingent upon the availability and continued appropriation of funds. The agencies shall not be required to transfer funds from any other account in the event that funds are reduced or unavailable.
5. The Memorandum of Understanding is effective upon Governor and Executive Council approval until 9/30/2025. The Parties may extend the MOU for up to four (4) years upon satisfactory delivery of services, available funding, agreement of the parties, and approval of the Governor and Executive Council.
6. This Memorandum of Understanding may be amended by an instrument in writing signed by both parties. Either party may terminate this agreement by providing written notice to the other party at least thirty (30) days prior to termination.
7. The Parties agree that the obligations, agreements and promises made under this Memorandum of Understanding are not intended to be legally binding on the Parties and are not legally enforceable.
8. Disputes arising under this Memorandum of Understanding which cannot be resolved between the agencies shall be referred to the New Hampshire Department of Justice for review and resolution.
9. This Agreement shall be construed in accordance with the laws of the State of New Hampshire.
10. The parties hereto do not intend to benefit any third parties and this Memorandum of Understanding shall not be construed to confer any such benefit.
11. In the event any of the provisions of this Memorandum of Understanding are held to be contrary to any state or federal law, the remaining provisions of this Memorandum of Understanding will remain in full force and effect.
12. This Memorandum of Understanding, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Memorandum of Understanding and understandings between the parties, and supersedes all prior Memoranda of Understanding and understandings relating hereto.
13. Nothing herein shall be construed as a waiver of sovereign immunity, such immunity being hereby specifically preserved.

**14. New Hampshire Department of Health and Human Services**

DocuSigned by:  
  
ED0D05B04C83442  
 \_\_\_\_\_  
 Signature  
 Director  
 \_\_\_\_\_  
 Title  
 Katja S. Fox  
 \_\_\_\_\_  
 Print Name

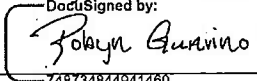
12/3/2023  
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 Date

**15. New Hampshire Department of Safety**

DocuSigned by:  
  
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 \_\_\_\_\_  
 Signature  
 Director of Administration, Department of Safety  
 \_\_\_\_\_  
 Title  
 Amy L. Newbury  
 \_\_\_\_\_  
 Print Name

12/1/2023  
 \_\_\_\_\_  
 Date

Approved by the New Hampshire Department of Justice for form, substance, and execution:

By:  \_\_\_\_\_ On: 12/4/2023  
[Name of Assistant Attorney General] \_\_\_\_\_ Date

Approved by the Governor and Executive Council

By: \_\_\_\_\_ On: \_\_\_\_\_  
Date

**State of New Hampshire**  
**Interagency Memorandum of Understanding**  
**Exhibit A – State Agency Responsibilities**

**1. RESPONSIBILITIES OF DHHS**

**1.1. DHHS agrees to:**

- 1.1.1. Collaborate with DOS on mental health and post traumatic stress disorder (PTSD) training in accordance with SB 357 directed towards New Hampshire's first responders including, but not limited to:
  - 1.1.1.1. Law Enforcement Officers;
  - 1.1.1.2. Firefighters;
  - 1.1.1.3. Emergency Medical Technicians;
  - 1.1.1.4. Dispatchers; and
  - 1.1.1.5. Corrections Officers.
- 1.1.2. Provide curriculum assistance where appropriate with subject matter experts (SMEs).
- 1.1.3. Provide funding as described in Exhibit B – Payment Terms.
- 1.1.4. Ensure information regarding additional resources that first responders can utilize is incorporated into the curriculum, which include, but are not limited to:
  - 1.1.4.1. Rapid Response;
  - 1.1.4.2. 988 Suicide & Crisis Lifeline;
  - 1.1.4.3. 211 for NH Doorway program;
  - 1.1.4.4. NH Employee Assistance Program (EAP); and
  - 1.1.4.5. Peer support groups.

**2. RESPONSIBILITIES OF DOS**

**2.1. DOS agrees to:**

- 2.1.1. Develop curriculum for mental health training in accordance with SB 357 directed towards New Hampshire's first responders as listed in Paragraph 1.1.1.
- 2.1.2. Collaborate with DHHS on relevant topics and concepts in order to successfully develop a comprehensive mental health training curriculum, including but not limited to:
  - 2.1.2.1. Post-traumatic stress.
  - 2.1.2.2. How to seek and access crisis care.
  - 2.1.2.3. How to recognize the signs and symptoms of acute and chronic stress, depression, and post-traumatic stress disorder.
  - 2.1.2.4. How to navigate New Hampshire's crisis response system.
  - 2.1.2.5. Techniques for health stress management.
  - 2.1.2.6. Addressing and eliminating stigma which prevents help-seeking behavior for first responders.

- 2.1.3. Collaborate with a production company for development of script writing, video production and editing of training modules to be hosted through state websites.
- 2.1.4. Utilize relevant material from the perspective of all first responder positions as listed in Paragraph 1.1.1.
- 2.1.5. Incorporate best practices into curriculum.
- 2.1.6. Adhere to DHHS confidentiality policies, 'Business Use and Confidentiality Agreement' and complete all required security trainings for access to DHHS systems.
- 2.1.7. Confirm the curriculum developed can be properly hosted through Benchmark Analytics and Moodle for active and retired staff with the Police Standards and Training Council (PSTC).
- 2.1.8. Confirm the curriculum developed can be properly hosted through Moodle for active and retired staff with Division of Fire Standards and Training & Emergency Services – Department of Safety.



**State of New Hampshire**  
**Interagency Memorandum of Understanding**  
**Exhibit B – Payment Terms**

1. The maximum amount of funds available for reimbursement under this Agreement from DHHS to DOS shall not exceed the amount specified in Form MOU 1, Interagency Memorandum of Understanding, Section 1, Subsection A.
2. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this MOU and in accordance with Exhibit B-1 Budget Sheet through Exhibit B-2 Budget Sheet.
3. The State Agency shall submit an invoice and supporting documents to DHHS no later than the fifteenth (15th) working day of the following month. The State Agency shall:
  - 3.1. Submit the invoice in a format provided by DHHS or that is otherwise acceptable to DHHS.
  - 3.2. Ensure the invoice identifies and requests payment for allowable costs incurred in the previous month.
  - 3.3. Provide supporting documentation of allowable costs that may include, but is not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
  - 3.4. Ensure the invoice is completed, dated and returned to DHHS with the supporting documentation for authorized expenses, in order to initiate payment.
4. In lieu of hard copies, all invoices with supporting documentation may be assigned an electronic signature and emailed to [dhhs.dbhinvoicesmhs@dhhs.nh.gov](mailto:dhhs.dbhinvoicesmhs@dhhs.nh.gov), or invoices may be mailed to:

Financial Manager  
Department of Health and Human Services  
129 Pleasant Street  
Concord, NH 03301
5. DHHS shall make payment to the State Agency within thirty (30) days of receipt of each invoice and supporting documentation for authorized expenses, subsequent to approval of the submitted invoice.
6. The final invoice and supporting documentation for authorized expenses shall be due to DHHS no later than forty (40) days after the MOU completion date.
7. Notwithstanding any provision of this MOU to the contrary, all obligations of DHHS hereunder, including without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds. DHHS shall not be required to transfer funds from any other source in the event that the source of funds are reduced or become unavailable:
8. The Parties may agree to changes limited to adjusting amounts within the price limitation and adjusting encumbrances between State Fiscal Years and budget class lines through the Budget Office may be made by written agreement of both parties, without obtaining approval of the Governor and Executive Council, if needed and justified.

Exhibit B-1 Budget Sheet

MOU-2024-DBH-01-CRISI-01.

New Hampshire Department of Health and Human Services Complete one budget form for each budget period.		
Contractor Name: <i>New Hampshire Department of Safety</i>		
Budget Request for: <i>Crisis Training For First Responders</i>		
Budget Period: <i>SFY 2024</i>		
Indirect Cost Rate (if applicable): <i>0.00%</i>		
Line Item	Program Cost - Funded by DHHS	Budget Narrative <i>Explain specific line item costs included and their direct relationship to meeting the objectives of this solicitation.</i>
1. Salary & Wages	\$0	
2. Fringe Benefits	\$0	
3. Consultants	\$0	
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$0	
5.(a) Supplies - Educational	\$0	
5.(b) Supplies - Lab	\$0	
5.(c) Supplies - Pharmacy	\$0	
5.(d) Supplies - Medical	\$0	
5.(e) Supplies Office	\$0	
6. Travel	\$0	
7. Software	\$0	
8. (a) Other - Marketing/ Communications	\$0	
8. (b) Other - Education and Training	\$0	
8. (c) Other - Other (specify below)	\$90,000	These funds will be used to contract with outside entities for the development of the curriculum and production of the online training content.
Contracts for Operational Services	\$0	
Other (please specify)	\$0	
Other (please specify)	\$0	
Other (please specify)	\$0	
9. Subrecipient Contracts	\$0	
<b>Total Direct Costs</b>	<b>\$90,000</b>	
<b>Total Indirect Costs</b>	<b>\$0</b>	
<b>TOTAL</b>	<b>\$90,000</b>	

Contractor Initials

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12/1/2023

Date

Exhibit B-2 Budget Sheet

MOU-2024-DBH-01-CRISI-01

New Hampshire Department of Health and Human Services Complete one budget form for each budget period.		
Contractor Name: <i>New Hampshire Department of Safety</i>		
Budget Request for: <i>Crisis Training For First Responders</i>		
Budget Period: <i>SFY 2025</i>		
Indirect Cost Rate (if applicable): <i>0.00%</i>		
Line Item	Program Cost - Funded by DHHS	Budget Narrative <small>Explain specific line item costs included and their direct relationship to meeting the objectives of this solicitation.</small>
1. Salary & Wages	\$0	
2. Fringe Benefits	\$0	
3. Consultants	\$0	
4. Equipment <small>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</small>	\$0	
5.(a) Supplies - Educational	\$0	
5.(b) Supplies - Lab	\$0	
5.(c) Supplies - Pharmacy	\$0	
5.(d) Supplies - Medical	\$0	
5.(e) Supplies Office	\$0	
6. Travel	\$0	
7. Software	\$0	
8. (a) Other - Marketing/ Communications	\$0	
8. (b) Other - Education and Training	\$0	
8. (c) Other - Other (specify below)		
<i>Contracts for Operational Services</i>	\$10,000	These funds will be used to contract with outside entities for the development of the curriculum and production of the online training content.
<i>Other (please specify)</i>	\$0	
<i>Other (please specify)</i>	\$0	
<i>Other (please specify)</i>	\$0	
9. Subrecipient Contracts	\$0	
<b>Total Direct Costs</b>	<b>\$10,000</b>	
<b>Total Indirect Costs</b>	<b>\$0</b>	
<b>TOTAL</b>	<b>\$10,000</b>	

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Contractor Initials \_\_\_\_\_

12/1/2023

Date \_\_\_\_\_