

75 *DFC*



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF HUMAN SERVICES  
DIVISION FOR CHILDREN, YOUTH & FAMILIES

Nicholas A. Toumpas  
Commissioner

Maggie Bishop  
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-4451 1-800-852-3345 Ext. 4451  
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

April 29, 2013

*100% Fed-Funds  
Sole Source*

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Children, Youth & Families to enter into a **sole source** Agreement with New Hampshire National Alliance on Mental Illness (NAMI NH), vendor number 166630-B001, to expand New Hampshire's Family and Community Support Specialist Program and the Family Leadership Program, in an amount not to exceed \$200,969 effective May 15, 2013 or date of Governor and Executive Council approval, whichever is later, through June 30, 2014. Funds to support this request are available in the following account in State Fiscal Year 2013 and funds for State Fiscal Year 2014 are anticipated to be available upon the availability and continued appropriation of funds in the future operating budgets with authority to adjust amounts if needed and justified between State Fiscal Years.

**05-95-95-958010-0833 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:COMMISSIONER, COMMUNITY BASED CARE SERVICES, SYSTEM TRANSFORMATIONS FOR YOUTH**

<u>Class/Object</u>	<u>Class Title</u>	<u>Activity Code</u>	<u>FY 2013</u>	<u>FY 2014</u>
102-500732	Contracts for Program Services	95800833	\$25,039	\$ 0

**05-95-49-490510-2984 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:DIV OF COMMUNITY BASED CARE SERVICES, COMMUNITY BASED CARE SERVICES, ST4Y GRANT**

<u>Class/Object</u>	<u>Class Title</u>	<u>Activity Code</u>	<u>FY 2013</u>	<u>FY 2014</u>
102-500732	Contracts for Program Services	95800833	\$ 0	\$175,930
<b>Total</b>			<b>\$25,039</b>	<b>\$175,930</b>

**EXPLANATION**

This request is **sole source** because the Substance Abuse and Mental Health Services Administration (SAMHSA) required applicant states to identify specific participating family organizations in their grant submissions. New Hampshire identified all known family support agencies that have previously worked in concert with the State's

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
April 25, 2013  
Page 2

Community Based Care System. The identified agencies were the National Alliance on Mental Illness New Hampshire (NAMI NH), Granite State Federatio of Families for Children's Mental Health (GSFFCMH) and Families Advocating for Substance Abuse Treatment, Education and Recovery (FASTER). Based largely on the qualifications of these organizations and after a thorough review SAMHSA awarded the the State of New Hampshire a System of Care Implementation grant. The Department of Health and Human Services will be contracting various portions of this grant to each of these family organizations. These three organizations support individuals of all ages and their families who are affected by mental illness and/or addiction.

This grant is being used to develop a sustainable system of care infrastructure for children and youth with serious emotional, behavioral and/or mental health challenges and their families. The infrastructure development will expand the array of supports for children/ and youth who are involved with two or more systems and who are at risk of out of home placement. NAMI NH was awarded the contract to conduct the family, youth and stakeholder focus groups for the System of Care Expansion Planning grant. NAMI NH is a strong and well known New Hampshire family organization, is a partner in New Hampshire's System of Care work and has the necessary infrastructure and value system to successfully complete the required tasks.

NAMI NH will take the leadership role in expanding New Hampshire's Family and Community Support Specialist (FCSS) Program and the Family Leadership Program by creating a manual for the FCSS Program training curriculum and delivering Parents Meeting the Challenge Family Education Programs. They will identify family leadership candidates and connect them with the family leadership training programs of their choice. Community readiness for parents' support groups will be assessed and family leaders for expanding this community network will be identified. Technical support and evaluation will be provided to assure fidelity to the model and stability of group leadership, including recruiting, training and supporting family leaders in the role of their choice (governance structure, public policy, support group facilitation).

Should the Governor and Executive Council determine to not authorize this agreement, the momentum to transform our children's mental health service delivery system will be significantly impaired. The progress and collaborative work to date of public systems, family organizations and community providers will likely dissipate as a return to the status quo manifests itself. The opportunity to improve outcomes for New Hampshire's children and youth, and their families, may be lost

Area served: statewide.

Source of funds: 100% Federal Funds.

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

Respectfully submitted,

*Maggie Bishop (KES)*

Maggie Bishop  
Director

Approved by:

*Nicholas A. Toumpas*

Nicholas A. Toumpas  
Commissioner

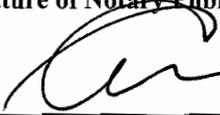
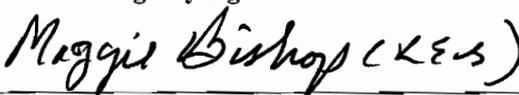
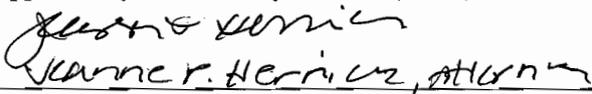
Subject: \_\_\_\_\_

**AGREEMENT**

The State of New Hampshire and the Contractor hereby mutually agree as follows:

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

<b>1.1 State Agency Name</b> Division of Children, Youth & Families		<b>1.2 State Agency Address</b> 29 Hazen Drive Concord, NH 03301	
<b>1.3 Contractor Name</b> National Alliance on Mental Illness (NAMI NH)		<b>1.4 Contractor Address</b> 15 Green Street Concord, NH 03301	
<b>1.5 Contractor Phone Number</b>	<b>1.6 Account Number</b> 05-95-95-958010-08330000-102-500731	<b>1.7 Completion Date</b> 06/30/14	<b>1.8 Price Limitation</b> \$200,969
<b>1.9 Contracting Officer for State Agency</b> Maggie Bishop		<b>1.10 State Agency Telephone Number</b> 603-271-4440	
<b>1.11 Contractor Signature</b> 		<b>1.12 Name and Title of Contractor Signatory</b> Kenneth Norton, Executive Director	
<b>1.13 Acknowledgement:</b> State of <u>New Hampshire</u> , County of <u>Merrimack</u> On <u>4<sup>th</sup> of April 2013</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
<b>1.13.1 Signature of Notary Public or Justice of the Peace</b> [Seal]  <b>ARTHUR W. PERKINS</b> Justice of the Peace - New Hampshire My Commission Expires December 20, 2015			
<b>1.13.2 Name and Title of Notary or Justice of the Peace</b>			
<b>1.14 State Agency Signature</b> 		<b>1.15 Name and Title of State Agency Signatory</b> Maggie Bishop, Director	
<b>1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)</b> By: _____ Director, On: _____			
<b>1.17 Approval by the Attorney General (Form, Substance and Execution)</b> By:  On: <u>3 May 2013</u>			
<b>1.18 Approval by the Governor and Executive Council</b> By: _____ On: _____			

**2. EMPLOYMENT OF CONTRACTOR/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 A 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, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("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. 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, and 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, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account 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 B which is incorporated herein by reference.  
5.2 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. The State shall have no liability to the Contractor other than the contract price.  
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 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.

**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 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 opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.  
6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.  
6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further 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 all rules, regulations and orders, and 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 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.  
7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

**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) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) 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 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 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

**9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.**

9.1 As used in this Agreement, the word "data" shall mean all 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.

9.2 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.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

**10. TERMINATION.** In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) 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. The form, subject matter, content, and number of copies of the Termination

Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

**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.** The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

**13. INDEMNIFICATION.** The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

**14. INSURANCE.**

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 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 his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each

Contractor Initials:                       
Date: 4/3/13

certificat<sup>e</sup>(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

**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. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her 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.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

**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.

**19. CONSTRUCTION OF AGREEMENT AND TERMS.**

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. 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.

**20. THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

**21. 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.

**22. SPECIAL PROVISIONS.** Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

**23. 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.

**24. 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 relating hereto.

**CERTIFICATE OF VOTE**

I, **Mary Ellen Forrestall-Nicholls**, do hereby certify that:

1. I am the duly elected **Secretary** of **NAMI NH**.
2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on **November 15, 2012**:

**Resolved:** That this Corporation enter into a contract with the State of New Hampshire, Department of Health and Human Services, relative to the System of Care Expansion Implementation Grant for the **provision of deliverables defined by the contract**.

**Resolved:** That the **Executive Director** is hereby authorized on behalf of this Corporation to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the **15th** day of **November, 2012**.
4. **Kenneth C. Norton** is the **Executive Director** of the Corporation.

*Mary Ellen Forrestall-Nicholls*  
4/12/13

STATE OF NEW HAMPSHIRE

County of Merrimack

The foregoing instrument was acknowledged before me this 12th day of April, 2013 by Mary Ellen Forrestall-Nicholls.

*Patricia A. Marden*

Commission Expires: 8-8-17

PATRICIA A. MARDEN, Notary Public  
My Commission Expires August 8, 2017

## EXHIBIT A SCOPE OF SERVICES

**Purpose:**

The contractor will expand the capacity statewide to provide family support and education to families of children and adolescents with serious emotional disorders (SED) prioritizing those families enrolled in the System of Care Implementation Grant.

The Contractor will build the capacity statewide of families leadership related to mental health in roles of their choice such as governance structures, public policy, advocacy boards, and task force, deliver family education programs and support group facilitation.

**Purpose:**

The contractor shall:

1. Complete a manual for the Family and Community Support Specialist (FCSS) training curriculum;
2. Recruit, hire, train and supervise two (2) Family and Community Support Specialists;
3. Provide one to one support to twenty (20) families with the families enrolled in the System of Care as a priority;
4. Deliver two (2) Parents Meeting the Challenge (PMC) Education Programs (8 sessions – 10 participants per program);
5. Assess community readiness for a PMC Support Group including the identification of potential facilitators;
6. Expand the community network of family leaders by identifying four (4) potential family leadership candidates with two (2) completing a NAMI NH leadership program of their choice and;
7. Evaluate and provide evaluation summary of the One to One Support Program and the PMC Family Education Program.

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

Date: \_\_\_\_\_

Handwritten signature and date: 4/3/15



**Job Title:** Family and Community Support Specialist (FCSS)

**Reports to:** Director, Child and Family Programs

**Salary Range:** \$15.00/hour to \$19.00/hour

**Date:** June 2012 (revised)

**Hours:** 40 hours/week

**Job Tasks and Responsibilities:**

**Programmatic:**

- Provide one to one support to families of children and/or adolescents with serious emotional disturbance (SED),
- Demonstrates in his/her work a commitment to the system of care values and guiding principle.
- Assess community readiness and establish Parents Meeting the Challenge Support Groups.
- Deliver Parents Meeting the Challenge Education Program (implementation, marketing and training) .
- Identify, recruit family leadership candidates and connect them with a Family Leadership Training Program.
- Recruit, provide or ensure training/orientation and support to family leaders in a role of their choice.
- Work to eliminate stigma and end discrimination regarding mental health for all individuals and their families.
- Attends workshops, trainings and completes personal readings as assigned by supervisor to continue professional growth.
- Serves on work groups, advisory councils and committees as assigned.
- Stays current on knowledge of community resources.
- Executes all tasks required to meet contractual agreements with funders.

**Administrative:**

- Participates in program team and supervisory meetings and seeks consultation when needed from supervisor..
- Collects and organizes of all data related to the PMC Family Support Education Program and the PMC Family Support Teacher Training Program and utilize this for program improvement.

**Community:**

- Effectively outreach and promote NAMI NH support, education , leadership programs, and public policy advocacy..
- Attends community events/meetings

**Knowledge, Skills, Abilities and Personal Characteristics:**

- Accepts Responsibility-willing able to bear responsibilities for tasks; making decisions; being accountable.
- Openness-Communicates honestly, openly, and consistently. Shares information and is involved in solving problems.
- Positive Attitude -Encourages a positive rather than negative viewpoint; fosters strengths in colleagues.
- Integrity-Maintains the highest standard of personal and professional conduct in performing all duties.
- Commitment -System of Care Values and Guiding Principles are embedded in practice
- Commitment-Committed to NAMI NH's mission, values, policies/procedures (Employee Handbook) and strategic plan.
- Confidentiality and Privacy-Able to maintain and guard the information shared by family members.
- People Skills-Able to build productive working relationships with families, team, volunteers, and community members.
- Judgment-Able to evaluate information quickly, identify key issues and formulate action steps based on judgment, experience and common senses.
- Organized-Well prepared and organized; carries out all responsibilities and actions items in a purposeful and timely way.
- Dependable-Can be relied upon to get the job done-Willing and able to work for the best interests of each project.
- Proactive-Proactive rather than reactive-Able to anticipate.
- Knows how to provide appropriate response-gracefully and without antagonizing the other person.

**Education and Experience:**

- Lived Experience-Having personal experience as a family member of either/or a parent of a child with SED and understand and has the experience of the process of working towards family recovery empowerment and
- Knowledge of community resources and experience navigating the mental health and related systems of care.
- Three years work experience in the human service or mental health field providing direct service.
- Consideration given for formal education and/or \*agrees to or has completed NAMI NH's Leadership Program or
- Demonstrated writing, public speaking, training and organizational skills.
- Ability to use computer to develop, track, transfer and access information related to work.
- Has available reliable transportation and willing to travel and have a flexible schedule.

**OTHER SOURCES OF SUPPORT:** 100% Funded by the SOC Expansion Grant

## EXHIBIT B

### National Alliance on Mental Illness (NAMI)

#### PAYMENT METHOD

1. DHHS shall pay the Contractor an amount not to exceed \$200,969 for the services provided pursuant to Exhibit A – Scope of Services.
2. The contract period is effective May 1, 2013 or upon approval of Governor and Executive Council whichever is later, through June 30, 2014.
3. The Contractor must complete, and DHHS must approve and accept, all required services as outlined in the Exhibit A – Scope of Services prior to the release of payments to the Contractor.
4. Any work performed by the Contractor prior to the Effective Date of the contract will not be allowable for reimbursement under this contract.
5. The contractor must submit monthly invoices for reimbursement by the 20<sup>th</sup> of each month that clearly identifies the amount requested and the services performed during that time period.
  - a. The invoice must include, in addition to the amount, a detailed account of the work performed, and a list of all deliverables completed during that prior month, as outlined in the Exhibit A – Scope of Services.
  - b. The invoice must separately identify any work and amount attributable and performed by an approved subcontractor, if applicable.
  - c. The invoice must separately identify any expenses incurred by the Contractor that will be considered Non-Federal Match per the funding grant requirements.
  - d. The contractor shall provide matching funds equal to 20% of the contract award amount. This may be in cash or in-kind and cannot be derived from federal sources. Monthly along with the invoice that is submitted to DHHS, the contractor must provide a signed certification as to the amount matched that month, where the match was derived from, along with a statement that the match was not derived from federal sources or used as a match against any other state contract or federal program.
6. For work performed by any approved subcontractor, the Contractor must include the original invoice (or copy of) received from the subcontractor when submitting the Contractor's monthly invoice to DHHS. The Contractor is responsible for reviewing, approving and paying subcontractors directly. DHHS is not responsible for reimbursement to the Contractor.
7. DHHS shall make payment to the Contractor within thirty (30) days of receipt of each invoice.

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

Date: \_\_\_\_\_

  
4/3/13



## NH Department of Health and Human Services

## STANDARD EXHIBIT C

SPECIAL PROVISIONS

**1. Contractors Obligations:** The Contractor covenants and agrees that all funds received by the Contractor under the Contract shall be used only as payment to the Contractor for services provided to eligible individuals and, in the furtherance of the aforesaid covenants, the Contractor hereby covenants and agrees as follows:

**2. Compliance with Federal and State Laws:** If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.

**3. Time and Manner of Determination:** Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.

**4. Documentation:** In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.

**5. Fair Hearings:** The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.

**6. Gratuities or Kickbacks:** The Contractor agrees that it is a breach of this Contract to accept or make a payment, gratuity or offer of employment on behalf of the Contractor, any Sub-Contractor or the State in order to influence the performance of the Scope of Work detailed in Exhibit A of this Contract. The State may terminate this Contract and any sub-contract or sub-agreement if it is determined that payments, gratuities or offers of employment of any kind were offered or received by any officials, officers, employees or agents of the Contractor or Sub-Contractor.

**7. Retroactive Payments:** Notwithstanding anything to the contrary contained in the Contract or in any other document, contract or understanding, it is expressly understood and agreed by the parties hereto, that no payments will be made hereunder to reimburse the Contractor for costs incurred for any purpose or for any services provided to any individual prior to the Effective Date of the Contract and no payments shall be made for expenses incurred by the Contractor for any services provided prior to the date on which the individual applies for services or (except as otherwise provided by the federal regulations) prior to a determination that the individual is eligible for such services.

**8. Conditions of Purchase:** Notwithstanding anything to the contrary contained in the Contract, nothing herein contained shall be deemed to obligate or require the Department to purchase services hereunder at a rate which reimburses the Contractor in excess of the Contractor's costs, at a rate which exceeds the amounts reasonable and necessary to assure the quality of such service, or at a rate which exceeds the rate charged by the Contractor to ineligible individuals or other third party funders for such service. If at any time during the term of this Contract or after receipt of the Final Expenditure Report hereunder, the Department shall determine that the Contractor has used payments hereunder to reimburse items of expense other than such costs, or has received payment in excess of such costs or in excess of such rates charged by the Contractor to ineligible individuals or other third party funders, the Department may elect to:

**8.1** Renegotiate the rates for payment hereunder, in which event new rates shall be established;

**8.2** Deduct from any future payment to the Contractor the amount of any prior reimbursement in excess of costs;

**8.3 Demand repayment of the excess payment by the Contractor in which event failure to make such repayment shall constitute an Event of Default hereunder. When the Contractor is permitted to determine the eligibility of individuals for services, the Contractor agrees to reimburse the Department for all funds paid by the Department to the Contractor for services provided to any individual who is found by the Department to be ineligible for such services at any time during the period of retention of records established herein.**

## **RECORDS: MAINTENANCE, RETENTION, AUDIT, DISCLOSURE AND CONFIDENTIALITY:**

**9. Maintenance of Records:** In addition to the eligibility records specified above, the Contractor covenants and agrees to maintain the following records during the Contract Period:

**9.1 Fiscal Records:** books, records, documents and other 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 during the Contract Period, said records to 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.

**9.2 Statistical Records:** Statistical, enrollment, attendance or visit records for each recipient of services during the Contract Period, which records 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.

**9.3 Medical Records:** Where appropriate and as prescribed by the Department regulations, the Contractor shall retain medical records on each patient/recipient of services.

**10. Audit:** Contractor shall submit an annual audit to the Department within 60 days after the close of the Contractor fiscal year. It is recommended that the report be prepared in accordance with the provision of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.

**10.1 Audit and Review:** During the term of this Contract 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 Contract for purposes of audit, examination, excerpts and transcripts.

**10.2 Audit Liabilities:** In addition to and not in any way in limitation of obligations of the Contract, 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 Contract to which exception has been taken or which have been disallowed because of such an exception.

**11. Confidentiality of Records:** All information, reports, and records maintained hereunder or collected in connection with the performance of the services and the Contract shall be confidential and shall not be disclosed by the Contractor, provided however, that pursuant to state laws and the regulations of the Department regarding the use and disclosure of such information, disclosure may be made to public officials requiring such information in connection with their official duties and for purposes directly connected to the administration of the services and the Contract; and provided further, that the use or disclosure by any party of any information concerning a recipient for any purpose not directly connected with the administration of the Department or the Contractor's responsibilities with respect to purchased services hereunder is prohibited except on written consent of the recipient, his attorney or guardian.

Notwithstanding anything to the contrary contained herein the covenants and conditions contained in the Paragraph shall survive the termination of the Contract for any reason whatsoever.

**12. Reports: Fiscal and Statistical:** The Contractor agrees to submit the following reports at the following times if requested by the Department.

**12.1 Interim Financial Reports:** Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.

**12.2 Final Report:** A final report shall be submitted within thirty (30) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.

**13. Completion of Services: Disallowance of Costs:** Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor 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 Contractor.

**14. Credits:** All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:

**14.1** The preparation of this (report, document etc.) was financed under a 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.

**15. Prior Approval and Copyright Ownership:**

All materials (written, video, audio) produced or purchased under the contract shall have prior approval from DHHS before printing, production, distribution or use. The DHHS will retain copyright ownership for any and all original materials produced, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports. Contractor shall not reproduce any materials produced under the contract without prior written approval from DHHS.

**16. Operation of Facilities: Compliance with Laws and Regulations:** In the operation of any facilities for providing services, the Contractor shall 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 shall 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 shall 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 Contract the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.

**17. Subcontractors:** DHHS recognizes that the Contractor may choose to use subcontractors with greater expertise to perform certain health care services or functions for efficiency or convenience, but the Contractor shall retain the responsibility and accountability for the function(s). Prior to subcontracting, the Contractor shall evaluate the subcontractor's ability to perform the delegated function(s). This is accomplished through a written agreement that specifies activities and reporting responsibilities of the subcontractor and provides for revoking the delegation or imposing sanctions if the subcontractor's performance is not adequate. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions.

When the Contractor delegates a function to a subcontractor, the Contractor shall do the following:

- Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function
- Have a written agreement with the subcontractor that specifies activities and reporting responsibilities and how sanctions/revocation will be managed if the subcontractor's performance is not adequate

- Monitor the subcontractor's performance on an ongoing basis
- Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed
- DHHS shall review and approve all subcontracts.

If the Contractor identifies deficiencies or areas for improvement are identified, the Contractor shall take corrective action.

**SPECIAL PROVISIONS – DEFINITIONS**

As used in the Contract, the following terms shall have the following meanings:

**COSTS:** Shall mean those direct and indirect items of expense determined by the Department to be allowable and reimbursable in accordance with cost and accounting principles established in accordance with state and federal laws, regulations, rules and orders.

**DEPARTMENT:** NH Department of Health and Human Services.

**PROPOSAL:** If applicable, shall mean the document submitted by the Contractor on a form or forms required by the Department and containing a description of the Services to be provided to eligible individuals by the Contractor in accordance with the terms and conditions of the Contract and setting forth the total cost and sources of revenue for each service to be provided under the Contract.

**UNIT:** For each service that the Contractor is to provide to eligible individuals hereunder, shall mean that period of time or that specified activity determined by the Department and specified in Exhibit B of the Contract.

**FEDERAL/STATE LAW:** Wherever federal or state laws, regulations, rules, orders, and policies, etc. are referred to in the Contract, the said reference shall be deemed to mean all such laws, regulations, etc. as they may be amended or revised from the time to time.

**SUPPLANTING OTHER FEDERAL FUNDS:** The Contractor guarantees that funds provided under this Contract will not supplant any existing federal funds available for these services.

**NH Department of Health and Human Services**

**STANDARD EXHIBIT C-I**

**ADDITIONAL SPECIAL PROVISIONS**

1. Subparagraph 4 of the General Provisions of this contract, Conditional Nature of Agreement, is amended as follows:

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including without limitation, the continuance of payments, in whole or in part, under this Agreement are contingent upon continued appropriation or availability of funds, including any subsequent changes to the appropriation or availability of funds affected 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 of Services provided in Exhibit A, Scope of Services, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of appropriated or available funds. In the event of a reduction, termination or modification of appropriated or available funds, the State shall have the right to withhold payment until such funds become available, if ever. The State shall have the right to reduce, terminate or modify services under this Agreement immediately upon giving the Contractor notice of such reduction, termination or modification. The State shall not be required to transfer funds from any other source or account into the Account identified in block 1.6, or any other account, in the event funds are reduced or unavailable

2. This contract shall commence upon Governor and Executive Council approval or May 1, 2013, whichever is later, and terminate on June 30, 2014, with the option for two (2) 1-year extensions of the term of the contract to be exercised by mutual agreement by the parties, upon acceptable performance of the Scope of Services, availability of funding, and subsequent approval by the Governor and Executive Council.

**NH Department of Health and Human Services**

**STANDARD EXHIBIT D**

**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 GRANTEES 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; 41U.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 grantees (and by inference, sub-grantees and sub-contractors), prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a grantee (and by inference, sub-grantees and 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 grant 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 grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, 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

- (A) The grantee certifies that it will or will continue to provide a drug-free workplace by:
  - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an ongoing drug-free awareness program to inform employees about
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

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

Date: 4/3/13

- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
  - (1) Abide by the terms of the statement; and
  - (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;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant 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 grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
  - (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
  - (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;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

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.

National Alliance on Mental Illness (NAMI NH)

From: 5/1/2013 To: 6/30/2014

(Contractor Name)

(Period Covered by this Certification)

Kenneth Norton, Executive Director

(Name & Title of Authorized Contractor Representative)



(Contractor Representative Signature)

(Date)

Contractor Initials 

Date: 4/13/13

NH Department of Health and Human Services

STANDARD EXHIBIT E

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 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
\*Socail 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

Contract Period: 05/01/13 through 06/30/14

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, grant, loan, or cooperative agreement (and by specific mention sub-grantee or 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, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-I.)
(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, sub-grants, 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.

[Handwritten Signature]

(Contractor Representative Signature)

Kenneth Norton, Executive Director

(Authorized Contractor Representative Name & Title)

National Alliance on Mental Illness (NAMI NH)

(Contractor Name)

(Date)

Contractor Initials: [Handwritten Initials]

Date: 4/3/13

**NH Department of Health and Human Services**

**STANDARD EXHIBIT F**

**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 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 proposal (contract), 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 proposal (contract) 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 the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) 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.

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

Date: \_\_\_\_\_

  
 \_\_\_\_\_  
 4/13/13

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).
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**

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) have not within a three-year period preceding this proposal (contract) 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;
  - (c) 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 (1)(b) of this certification; and
  - (d) 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.
- (2) 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).

Contractor Initials: RM  
Date: 4/3/13

**LOWER TIER COVERED TRANSACTIONS**

By signing and submitting this lower tier proposal (contract), 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:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (b) 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 (contract).

The prospective lower tier participant further agrees by submitting this proposal (contract) 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.



\_\_\_\_\_  
(Contractor Representative Signature)

Kenneth Norton, Executive Director

\_\_\_\_\_  
(Authorized Contractor Representative Name & Title)

National Alliance on Mental Illness (NAMI NH)

\_\_\_\_\_  
(Contractor Name)

4/3/13  
\_\_\_\_\_  
(Date)

Contractor Initials: KN  
Date: 4/3/13

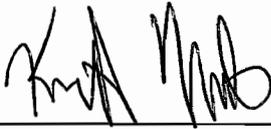
**NH Department of Health and Human Services**

**STANDARD EXHIBIT G**

**CERTIFICATION REGARDING  
THE AMERICANS WITH DISABILITIES ACT COMPLIANCE**

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 proposal (contract) the Contractor agrees to make reasonable efforts to comply with all applicable provisions of the Americans with Disabilities Act of 1990.



\_\_\_\_\_  
(Contractor Representative Signature)

Kenneth Norton, Executive Director

\_\_\_\_\_  
(Authorized Contractor Representative Name & Title)

National Alliance on Mental Illness (NAMI NH)

\_\_\_\_\_  
(Contractor Name)

4/3/13

\_\_\_\_\_  
(Date)

Contractor Initials 

Date: 4/3/13

**NH Department of Health and Human Services**

**STANDARD EXHIBIT H**

**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 contract, 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.

  
\_\_\_\_\_  
(Contractor Representative Signature) Kenneth Norton, Executive Director  
(Authorized Contractor Representative Name & Title)

National Alliance on Mental Illness (NAMI NH) 2/3/13  
\_\_\_\_\_  
(Contractor Name) (Date)

Contractor Initials: KN  
Date: 4/3/13

## NH Department of Health and Human Services

**STANDARD EXHIBIT I**  
**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**  
**BUSINESS ASSOCIATE AGREEMENT**

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 and those parts of the HITECH Act applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

**BUSINESS ASSOCIATE AGREEMENT**

**(1) Definitions.**

- a. "Breach" shall have the same meaning as the term "Breach" in Title XXX, Subtitle D. Sec. 13400.
- b. "Business Associate" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "Covered Entity" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "Data Aggregation" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "Health Care Operations" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "HITECH Act" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164.
- i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.

- k. “Protected Health Information” shall have the same meaning as the term “protected health information” in 45 CFR Section 164.501, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- l. “Required by Law” shall have the same meaning as the term “required by law” in 45 CFR Section 164.501.
- m. “Secretary” shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. “Security Rule” shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. “Unsecured Protected Health Information” means protected health information that is not secured by a technology standard that renders protected health information unusable, unreasonable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

**(2) Use and Disclosure of Protected Health Information.**

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, the Business Associate shall not, and shall ensure that its directors, officers, employees and agents, do not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
  - I. For the proper management and administration of the Business Associate;
  - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
  - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HITECH Act, Subtitle D, Part 1, Sec. 13402 of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

- e. If the Covered Entity notifies the Business Associate that Covered Entity 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 Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

**(3) Obligations and Activities of Business Associate.**

- a. Business Associate shall report to the designated Privacy Officer of Covered Entity, in writing, any use or disclosure of PHI in violation of the Agreement, including any security incident involving Covered Entity data, in accordance with the HITECH Act, Subtitle D, Part 1, Sec. 13402.
- b. The Business Associate shall comply with all sections of the Privacy and Security Rule as set forth in, the HITECH Act, Subtitle D, Part 1, Sec. 13401 and Sec.13404.
- c. 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 Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- d. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section (3)b and (3)k herein. The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard provision #13 of this Agreement for the purpose of use and disclosure of protected health information.
- e. Within five (5) 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 Agreement.
- f. 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.
- g. 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.

Contractor Initials:                     

Date:                     

*[Handwritten Signature]*  
4/3/13

- h. Business Associate shall document such disclosures of PHI and information related to such 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.
- i. 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.
- j. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) 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.
- k. Within ten (10) 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-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, 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 so long as 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 notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- 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 Agreement, 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.

Contractor Initials: RM  
Date: 4/3/13

**(5) Termination for Cause**

In addition to standard provision #10 of this Agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit I. 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. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

**(6) Miscellaneous**

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, and the HITECH Act as amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and 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 Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule and the HITECH Act.
- e. Segregation. If any term or condition of this Exhibit I 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 Exhibit I are declared severable.
- f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section 3 k, the defense and indemnification provisions of section 3 d and standard contract provision #13, shall survive the termination of the Agreement.

Contractor Initials:                     

Date:                     

*Handwritten initials and date:*  
Contractor Initials:                       
Date: 4/13/13

IN WITNESS WHEREOF, the parties hereto have duly executed this Exhibit I.

Dept of Health & Human Svcs  
Div. Children, Youth & Families

National Alliance on Mental Illness  
(NAMI NH)

\_\_\_\_\_  
The State Agency Name

\_\_\_\_\_  
Name of the Contractor

*Maggie Bishop (XES)*  
\_\_\_\_\_  
Signature of Authorized Representative

*Kenneth Norton*  
\_\_\_\_\_  
Signature of Authorized Representative

Maggie Bishop  
\_\_\_\_\_  
Name of Authorized Representative

Kenneth Norton  
\_\_\_\_\_  
Name of Authorized Representative

Director  
\_\_\_\_\_  
Title of Authorized Representative

Executive Director  
\_\_\_\_\_  
Title of Authorized Representative

*04/30/2013*  
\_\_\_\_\_  
Date

*4/3/13*  
\_\_\_\_\_  
Date

Contractor Initials: *KN*  
\_\_\_\_\_  
Date: *4/3/13*  
\_\_\_\_\_

NH Department of Health and Human Services

STANDARD EXHIBIT J

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 \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

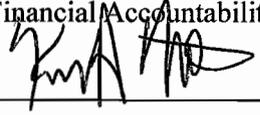
In accordance with 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

- 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 identifier of the entity (DUNS #)
- 10) Total compensation and names of the top five executives if:
  - a. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
  - b. 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.

 \_\_\_\_\_  
Kenneth Norton, Executive Director

(Contractor Representative Signature) (Authorized Contractor Representative Name & Title)

National Alliance on Mental Illness (NAMI NH) 4/3/13 \_\_\_\_\_  
\_\_\_\_\_

(Contractor Name) (Date)

Contractor initials: KN  
Date: 4/3/13  
Page # \_\_\_\_\_ of Page # \_\_\_\_\_

STANDARD EXHIBIT J

FORM A

As the Contractor 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 DUNS number for your entity is: 883088411

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?

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: \_\_\_\_\_

Contractor initials: gkn  
Date: 4/3/13  
Page # \_\_\_\_\_ of Page # \_\_\_\_\_

## NAMI NH Board of Directors 2012-2013

NAME	BOARD POSITION
Chet Batchelder	Treasurer
Frances Belcher	Member
Mary Ellen Brooks	Member
Ann Butenhof	Member
David Canedy	2 <sup>nd</sup> Vice President
Dr. Steven Cauble	Member
Richard Chevréfilis	Member
Mary Ellen Forrestall-Nicholls	Secretary
John Fox	Member
Peggy Gilmour	Member
Doug Grant	Member
Michele Grennon	Member
Suellen Griffin	Member
Monique Jevne	Member
Sheila Johnson	Member
Chet Littlefield	Member
Martha McLeod	Member
Leslie Melby	Member
Linda Paquette	Member
Karen Privé	Member
Jonathan Routhier	President
David Sawyer	Member
Ron White	Member
Richard Wilson	Member



National Alliance on Mental Illness

# NAMI | New Hampshire

## Listing of Key Personnel

	Annual Salary
Kenneth C. Norton, LICSW	\$80,000
Tammy E. Murray, CIA	\$70,699
Claudia J. Ferber, M.S.	\$53,019
Patrick A. Roberts	\$42,120

*Find Help, Find Hope*

NAMI New Hampshire • 85 North State Street • Concord, NH 03301

InfoLine: 800-242-6264 • Tel. 603-225-5359 • Fax 603-228-8848 • [info@naminh.org](mailto:info@naminh.org) / [www.NAMINH.org](http://www.NAMINH.org)

**KENNETH NORTON**

[REDACTED]

**EDUCATION:**

UNIVERSITY OF CONNECTICUT, Hartford, CT  
MSW, December 1985, Casework Major, Groupwork Minor

UNIVERSITY OF MAINE, Orono, ME  
BA, May 1980, Philosophy and Sociology - with High Distinction  
BSW in Social Welfare from the Council On Social Work Education (CSWE)

**CERTIFICATIONS:**

NEW HAMPSHIRE BOARD OF MENTAL HEALTH PRACTICE  
LICSW – Licensed Independent Clinical Social Worker, November 1999%

ACADEMY OF CERTIFIED SOCIAL WORKERS  
ACSW December 1987, Silver Springs, MD

EYE MOVEMENT DESENSITIZATION REPROCESSING (EMDR)  
Specialized Trauma Treatment. Trained in Level I EMDR, Nov. 2000

**WORK:**

**EXPERIENCE:**

**EXECUTIVE DIRECTOR**

National Alliance on Mental Illness New Hampshire (NAMI NH), Concord NH  
Statewide organization dedicated to improving the lives of those impacted by mental illness and Connect Suicide Prevention Program. Responsible for all aspects of the organization including financial, personnel, program development and implementation, public policy, advocacy, grant writing and fundraising. Reports to the Board of Directors. June 2011-present.

**DIRECTOR CONNECT SUICIDE PREVENTION PROGRAM**

National Alliance on Mental Illness, NAMI NH, Concord, NH  
Responsible for development and implementation of the Connect Suicide Prevention Project including program design, community organization, and developing statewide protocols for responding to suicide incidents. Other duties involve grant writing, marketing, conducting trainings, providing technical assistance to military, communities, coalitions and key stakeholders. Serve as a member of NH Suicide Prevention Council which oversees implementation the NH Suicide Prevention State Plan. January 2003 – present.

**DIRECTOR OF DEVELOPMENT**

FamilyStrength, Concord, NH  
Duties included fund-raising, grant writing, board development, marketing, public relations and publishing newsletter. Other responsibilities included participation on agency management team and program development. March 1999 - January 2003.

**DIRECTOR OF SUPPORT SERVICES/DIRECTOR OF ADULT SERVICES**

Genesis - The Counseling Group, Laconia, NH  
Senior management position involving complete administrative and clinical responsibility for seven programs with a combined thirty five full time staff. Programs included residential, vocational, case management/outreach and office based treatment modalities. Responsibilities included establish and monitor program goals, develop and implement policy and procedures, oversee budget and personnel issues. Also supervised regional 24/7 psychiatric emergency services program covering Belknap and Southern Grafton County. July 1997- March 1999.

**VOLUNTEER  
EXPERIENCE:**

**STEERING COMMITTEE MEMBER**

National Suicide Prevention Lifeline, Mental Health Association of New York City  
Steering Committee members provide the Lifeline's primary administrators with expert guidance on the issues that affect the network. Members provide recommendations and advice that support the Lifeline's mission and work to enhance its capacity to serve persons throughout the US who potentially could be suicidal. October 2008- present

**NATIONAL ACTION ALLIANCE FOR SUICIDE PREVENTION:**

Member of the Military and Veteran subcommittee examining and making recommendations for how the National Strategy For Suicide Prevention can improve suicide prevention efforts for Service Members and Veterans November 2011- present

**DISASTER BEHAVIORAL RESPONSE TEAM:**

Member of a statewide team providing mental health services in the event of a critical incident or disaster. April 2004- present

**SPARRC POSTVENTION WORKGROUP:**

Participated on workgroups through the Defense Centers on Excellence to study and make recommendations to the Department Of Defense regarding policy for responding to suicide deaths. February 2010 to June 2010

**FOSTER PARENT:**

New Hampshire Division of Children Youth and Families, Laconia, NH  
Licensed Foster Home. October 1997- July 2008.

**BOARD OF DIRECTORS:**

New Beginnings – A Woman's Crisis Center, Laconia, NH.  
Member of the organizational steering committee, and Board of Directors for agency serving 8 victims of domestic violence and sexual assault in Belknap County. Duties included grant writing, membership development, writing press releases, fund raising, and policy development, served as Board Vice Chair. December 1990- April 2001.

**PRESENTATIONS:**

- \*Department of Defense/VA Suicide Prevention Conference 6/12, Washington, DC; Reducing Risk and Promoting Community Healing after a Suicide
- \*Massachusetts Department of Public Health, 5/12, Worcester, MA; Death with Dignity/ Physician Assisted Suicide
- \*Scottish Association of Mental Health – Keynote, 9/11, Glasgow, Scotland; Community Networks for Suicide Prevention, Intervention and Postvention
- \*National Suicide Prevention Lifeline Crisis Center Conference, 7/11, Baltimore, MD; Suicide Prevention and Safe Messaging with Social Networking and News Media
- \*National Alliance on Mental Illness National Conference, 7/11, Chicago, IL; Support Our Troops; Suicide Prevention and the Military
- \*Massachusetts Department of Public Health, 5/11 Worcester, MA; Ethics and Suicide Prevention Across the Lifespan
- \*American Association of Suicidology Preconference Seminar 4/11 Portland, OR; Engaging Communities in Suicide Postvention
- \*American Association of Suicide Panel Discussion 4/11 Portland, OR; Revised Media Recommendations for Reporting on Suicide.
- \*Department of Defense/VA Suicide Prevention Conf 3/11, Boston, MA; Reducing Risk/Promoting Healing for Warriors, Families & Communities After A Suicide;

**AWARDS:**

**SOCIAL WORKER OF THE YEAR:** National Association of Social Workers NH Chapter; For significant contributions to the profession and society. March 2009

**COIN OF EXCELLENCE:** NH National Guard Adjutant General Major Gen. Kenneth Clark - Presented for technical assistance and consultation in development of NH National Guard Suicide Prevention Program, February 2009

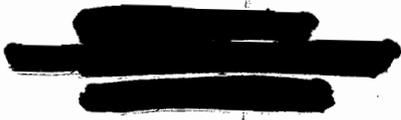
**CASE MANAGER OF THE YEAR -** NAMI NH National Alliance for the Mentally Ill. For outstanding service and advocacy for mentally ill consumers and their families, 1991.

**SENIOR SKULL HONOR SOCIETY –** University of Maine for outstanding leadership, scholarship and exemplary citizenship, 1979.

**REFERENCES:**

Available upon request.

# TAMMY E. MURRAY, CIA



---

**SUMMARY:** Twenty-four years of corporate accounting and management experience. Expertise in accounting systems development, fiscal management and financial reporting with a proven record of developing and implementing financial and operational controls that improve P&L performance.

## **AREAS OF EXPERTISE:**

Financial and strategic planning	P&L management
Auditing and compliance	Operating and working capital
Budget development and management	Cash Flow management
Certified Internal Auditor Designation	Numerous Accounting Software Programs

## **PROFESSIONAL EXPERIENCE:**

2001 - Present

**Chief Financial Officer, NAMI NH, Concord, NH**

- Responsible for financial management, planning, systems and controls for 501(c) (3) organization with an annual budget over \$1 million. Coordinate the development and execution of the organization's annual budget and financial policies.
- Prepare and evaluate monthly financial statements and provide board of directors' narrative of financial position. Manage cash flow. Evaluate disbursements for budgetary compliance and grant policies. Prepare grant financial reports. Manage reporting systems to reflect strategic plan and ensure compliance with current contracts and grants. Ensure accounting system supports the ability for financial analysis with budgeting, cash flow, cost review, allocation and financial planning. Oversee annual audit serving as primary liaison with external auditors.
- Review grant proposals and contracts. Assist in development of grant budgets. Participates with CEO and Board of Directors in ongoing strategic planning. Oversees long-term budgetary planning and cost containment in alignment with strategic plan. Recommend, review and maintain policies and procedures that impact accounting controls and financial management.

1996 - 2000

**Field Operations Manager, OfficeMax, Incorporated, Cleveland, OH**

- Responsible for operational efficiency of 9-18 stores within New England with sales of \$37-50m. Assess individual store standards with regard to corporate goals and expectations. Analyze monthly Profit and Loss statements. Review and approve monthly expenditures for each location. Reconcile and evaluate inventory results.
- Identify operational training opportunities. Develop and implement field training tools and materials. Conduct soft skill seminars to enhance management's skills. Create career path programs for potential management candidates.

- Responsible for Human Resource functions including selection and orientation of non-exempt personnel, performance appraisals of 50-72 members of management, compensation reviews, disciplinary measures and loss prevention procedures.

1993 – 1996

**Senior Internal Auditor, OfficeMax, Incorporated, Cleveland, OH**

- Coordinate and schedule twenty-five to thirty audits per month. Perform operational audits of sixty retail locations. Responsible for reviewing all fraudulent situations at store level in conjunction with the Loss Prevention department. Review performance of five staff auditors ensuring continuity and professionalism. Responsible for updating and enhancing field audit program including software conversion.
- Design and implement a corporate audit program. Conduct financial and operational audits within corporate environment, identifying risk exposures and potential expense savings. Analyze improvement of operational compliance since implementation of audit program. Responsible for monthly reporting including goal attainment, department expenses, and recovery dollars. Assist external auditors in fiscal yearend audit work.

1992- 1993

**Collection Services Manager, L.G. Balfour Company, Attleboro, MA**

- Manage Accounts Receivable staff of fourteen in collection, cash receipt and processing functions.
- Assisted in the redevelopment and implementation of an aggressive collection policy. Responsible for designing and implementing credit card purchase program, creating enhanced sales and increased cash flow.
- Redesigned cash receipts function and procedures. Reconciled installment credit card purchases and related cash settlements. Created Fiscal and year end Accounts Receivable payment program for sales representatives. Reviewed and approved all sales representatives' expenses. Prepared commission payments.

1990 – 1992

**Senior Auditor/Accountant, L.G. Balfour Company, Attleboro, MA**

- Coordinate, schedule and conduct financial and operational audits of 120 sales offices. Appraise compliance of company policies and procedures. Research and resolve discrepancies of accounts receivable and inventory. Negotiate repayment schedule in shortfall situations. Report results to the President and Vice President of Company. Recommend feasibility of continued geographical sales representation, increasing efficiency and minimizing losses. Conduct fixed asset audits of four manufacturing facilities.
- Reconciliation of Inter Company accounts for five divisions and corporate office. Analysis of general ledger accounts. Review monthly closing journal entries. Complete monthly analysis of planned vs. actual expenses. Prepare monthly and quarterly corporate schedules. Responsible for filing real estate and personal property tax returns. Coordinate special project reporting including analysis of freight system, freight accrual and marketing expenses.

**OTHER POSITIONS HELD:**

**Office Manager**, *C. Fisher Manufacturing*, Smithfield, RI  
**Staff Accountant**, *The Jan Companies*, Cranston, RI

**EDUCATION:**

Bryant College, Bachelor of Science in Business Administration, 1988.  
Major: Accounting.

**CLAUDIA J. FERBER, M.S.**



**WORK EXPERIENCE**

---

2004 to Present

National Alliance on Mental Illness NH  
85 North State Street, Concord, NH 03301

**Director, Child and Family Programs (2008 to present)**

**Child and Family Services Program Coordinator (2004-2007)**

- Responsible for budgetary and administrative duties related to programs;
- Develop and present educational programs to families, youth, professionals and general public
- Serve as an advocate for families 1:1 as needed
- Participate in public policy activities
- Serve on state level advisory groups, workgroups and committees
- Coordinate statewide activities/events for Mental Illness Awareness Week
- Recruit, train and supervise volunteers to cover the NAMI NH Information and Resource Line
- Coordinate and collaborate with other NH child and family service organizations/agencies
- Coordinate statewide conferences for diverse audiences
- Supervise interns

1983 to 2003

Center for Life Management  
44 Stiles Road, Salem, NH 03079

**Director, Community Support Programs - Child, Adolescent and Family Services (2000-2003)**

- Responsible for budgetary and administrative duties, hiring, training and supervision of staff employed in the programs of case management, family support, MIMS and respite care
- Recruited, trained and provided administrative supervision to clinical staff; conducted intake and assessments for clients entering the system;
- Developed the Transitional Services program and a Family Support program and oversaw the recruitment, training and supervision of staff
- Served as liaison to the Anna Philbrook Center assisting families in discharge planning
- Served as liaison to other community organizations/agencies
- Presentation of public education programs
- Served on local level committees and workgroups related to children's issues

**Director, Alternative Service - Child, Adult and Elders (1998-2000)**

- Responsible for overseeing the budget and administrative duties of the department
- Developed the Mental Illness Management Services program and oversaw recruitment, training and supervision of staff
- Served as liaison to New Hampshire Hospital assisting patients in their discharge planning

**Director - Mental Illness Management Services (1994-1998)**

**Psychiatric Case Manager (Adult and Older Adult) (1996-1998)**

**Emergency Services Clinician (1994-1999)**

1986 to 1988

Division of Health and Human Services  
154 Main Street, Salem, NH 03079

**Case Technician**

- Completed eligibility interviews/determinations for state public assistance programs across the lifespan
- Participated in the development of a statewide training program for case technicians and presented the session on interviewing and documentation

- Represented the department at the Salem Human Service Council
- Provided community education programs on public assistance programs

## **EDUCATION**

---

Springfield College, Springfield, Massachusetts

Master of Science Major: Human Services Administration 1999

Bachelor of Science Major: Human Services Administration 1997

## **SPECIAL TRAINING**

---

- CONNECT Suicide Prevention Program -Level 1 Trainer
- Recovery Coach Specialist
- Wraparound Training with Lucille Eber;
- Futures Planning Training by Project Renew
- Educational Advocate by The Parent Information Center
- Hospice -volunteer training by the Rockingham Country Hospice
- SOLVE and CPI Training
- Critical Incident Debriefing
- Psychiatric Rehabilitation Skills Training through Boston University
- Maintained a minimum of (12) hours per year of continuing education of clinical and administrative skills development

## **OTHER PROFESSIONAL EXPERIENCE**

---

- Co Contract Manager System Transformation for Youth SAMHSA Grant ( 2011-2013)
- Plymouth State Affiliate Instructor of Social Work Field (2009)
- Conference Coordinator: Juvenile Justice and Mental Illness Conference (October 2008)
- Conference Coordinator: Criminal Justice and Mental Illness ( October 2007)
- Presented at the CARE NH Summit (2005)
- Presented at the International Psychosocial Rehabilitation Conference (1999)
- Provided workshops over the past 30 years on a wide range of mental health/illness topics to the general public and specific groups.

## **Publications**

- New Beginnings-Building Relationships with Schools; NAMI National, Fall 2010 Issue 16
- Project Director and Contributor: Guidebook for Adults with Serious Mental Illness (2009)
- Project Director: White Paper “ *Reclaiming Our Future: Confronting the Crisis of Co-Occurring Mental Health and Substance Use Disorders for New Hampshire’s Adolescents and Young Adults* ” ( 2009)
- Author of the educational program “*Parents Meeting the Challenge*” for parents and primary caregivers of children and adolescents with serious emotional disorders (2008)
- Project Director and Lead Contributor: *Guidebook for Parents and Primary Caregivers of Children and Adolescents with Serious Emotional Disorders* (2007)
- *Guidance on Considering the Use of Physical Restraints in New Hampshire School Settings Report*, NH Department of Education, 2005

## **Other Affiliations**

NH Association of Infant Mental Health Vice Chairperson - 2012 Treasurer - 2007-2010

NH Psychological Association –Inaugural Board Member 2012

NAMI National Expert Advisory Group on Children, Youth and Young Adults-2012

## **AWARDS**

---

1994 Mental Health Professional of the Year - NAMI NH

## **OTHER SOURCES OF SUPPORT**

---

*Resume – Claudia Ferber (cont'd)*

Funding comprised of 20% State Funding and 50% Contracts.

# Patrick A. Roberts



---

## EDUCATION

**Counseling M.Ed.** University of New Hampshire, Durham, NH, May 2007 to May 2009

- Overall GPA 3.83/4.0
- **Relevant coursework:** Theory and Practice of Counseling, Psychology of Career and Personal Development, Group Counseling, Psychological Disorders – Human Development, Society and Culture in Counseling

**Justice Studies M.A.**, University of New Hampshire, Durham, NH, January 2005 to September 2006

- Overall GPA 3.90/4.0
- **Relevant coursework:** Violence in the Family, Children & the Law, Organizational Leadership, Evaluation of Social Programs, Quantitative Research Methods

**Psychology and Justice Studies B.A.**, University of New Hampshire, Durham, NH, August 2001 to May 2005

- Overall GPA: 3.42/4.0 Within Major: 3.75/4.0
- **Relevant coursework:** Behavioral Analysis, Personality Psychology, Abnormal Psychology, Behavior Culture and Contemporary Society.

---

## WORK EXPERIENCE

**Coordinator of Program Evaluation and Improvement** – National Alliance on Mental Illness: New Hampshire, Concord, NH, 2006 - Present

- Collect, enter, analyze, and manage program data
- Provide recommendations for program improvements based on evaluation results
- Develop new evaluation tools
- Ensure compliance with evaluation requirements of grants/contracts
- Conduct extensive literature reviews to support new and existing programs
- Coordinate with outside evaluators to ensure that data collection activities are in compliance with Institutional Review Board requirements
- Participate in state workgroups to improve the capacity of data surveillance systems

**Office Assistant** – The Office of International Students and Scholars – UNH, Durham, NH, 2003-2006

- Performed general administrative duties i.e., Filing documents, data entry, preparation of correspondence, preparation of event materials, website maintenance, etc.
- Provided information to ensure that students maintained appropriate immigration status
- Assisted with training/supervision of new staff.
- Acted as International Student Orientation Leader for newly arrived international students

**Building Manager for Summer Conference Housing**, Dept of Housing – UNH, Durham, NH, 2005

- Checked guests in and out of summer conference housing
- Prepared/Inspected buildings before check-in and submitted recommendations for cleaning/billing after check-out
- Performed overnight on call duty including nightly rounds of building(s).

**Student Intern, JusticeWorks – UNH, Durham, NH, 2004**

- Located and reviewed sources/corrected citations for new JusticeWorks publications
  - Maintained meeting minutes from conferences
  - Drafted and revised preliminary reports while incorporating input from various outside experts
- 

**RECENT PUBLICATIONS/PRESENTATIONS**

- Author and Presenter: *Introduction to Social Networking Websites and Their Use in Suicide Prevention* – Presented at 2007 Youth Suicide Prevention Assembly Annual Conference, November 2007, Bedford, NH.
  - Co-author and Presenter: *18-24 Year Olds in New Hampshire: A High Risk Population* Poster Presentation – Presented at 2007 New Hampshire Endowment for Health Kick-Off Event, October 2007, Concord, NH
  - Co-author: *Community Engagement for Stigma Reduction: Promoting Help Seeking Behavior and Suicide Prevention* Presentation – Presented at The National Institute on Mental Health Outreach Partners Annual Meeting, April 2007, Portland, OR.
  - Author: *Change in family and peer adverse life circumstances in relation to juvenile firesetting* – Master's Thesis, University of New Hampshire, September 2006, Durham, NH.
- 

**AWARDS RECEIVED**

- The University of New Hampshire's Movers and Shakers Award for student leaders
  - University of New Hampshire Honors Student
- 

**COMPUTER & TECHNICAL SKILLS**

- **Operating systems:** DOS, Linux, Mac OS 9.x and OS X.x, Windows 3.x, 98, ME, 2000, XP, Vista, 7.
  - **Software:** Adobe Acrobat, Adobe Photoshop, Adobe Illustrator, Banner Student Database, Connectix Virtual PC, Dreamweaver MX, Flash MX, Microsoft Office with specific training in Access, Pinnacle Studio 8, SPSS versions 11 - 14, TMPGEnc, VirtualDub.
-

# State of New Hampshire Department of State

## CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NAMI NEW HAMPSHIRE is a New Hampshire nonprofit corporation formed September 24, 1982. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 8<sup>th</sup> day of March A.D. 2013

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State



National Alliance on Mental Illness

# **nami** | New Hampshire

## NAMI NH Mission Statement

The National Alliance on Mental Illness (NAMI NH), a grassroots organization of families, consumers, professionals and other members, is dedicated to improving the quality of life of persons of all ages affected by mental illness and/or serious emotional disorders through education, support and advocacy.

*Find Help, Find Hope*

NAMI New Hampshire • 85 North State Street • Concord, NH 03301

InfoLine: 800-242-6264 • Tel. 603-225-5359 • Fax 603-228-8848 • [info@naminh.org](mailto:info@naminh.org) / [www.NAMINH.org](http://www.NAMINH.org)

*Marilyn L. Chandler, CPA, PLLC*

*P.O. Box 583*

*Contoocook, NH 03229*

*(603) 848-2448    [marilyn@mlchandlercpa.com](mailto:marilyn@mlchandlercpa.com)*

Board of Directors

NAMI New Hampshire

Concord, New Hampshire

In planning and performing our audit of the financial statements NAMI New Hampshire as of and for the year ended June 30, 2012, in accordance with auditing standards generally accepted in the United States of America, we considered NAMI New Hampshire's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of management, the board of directors, and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

*Marilyn L. Chandler, CPA, PLLC*

Concord, New Hampshire

December 30, 2012

*Marilyn L. Chandler, CPA, PLLC*

*P.O. Box 583*

*Contoocook, NH 03229*

*(603) 848-2448 [marilyn@mlchandlercpa.com](mailto:marilyn@mlchandlercpa.com)*

December 30, 2012

Board of Directors  
NAMI New Hampshire

We have audited the financial statements of NAMI New Hampshire for the year ended June 30, 2012, and have issued our report thereon dated [Date]. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you in our engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by NAMI New Hampshire are described in Note B to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year ended June 30, 2012. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of the allocation of certain expenses between program related and supporting services is based on studies of personnel time and a continuing update of activities within the Organization. We evaluated the key factors and assumptions used to develop the functional expense allocation in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the useful lives of property and equipment and the related depreciation expense is based on the estimated useful life of each asset. We evaluated the key factors and assumptions used to develop the depreciation expense in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of concentration risk in regard to sources of revenue in Note D to the financial statements. Grant revenue becomes increasingly more difficult to obtain and the Organization must constantly seek new sources and at the same time focus on further earned revenue in order to maintain growth for its mission.

The financial statement disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter December 30, 2012

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors and management of NAMI New Hampshire and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Marilyn L. Chandler, CPA, PLLC*

December 30, 2012

---

NAMI NEW HAMPSHIRE  
FINANCIAL STATEMENTS  
AND  
INDEPENDENT AUDITOR'S REPORT

JUNE 30, 2012

NAMI NEW HAMPSHIRE

FINANCIAL STATEMENTS  
AND  
INDEPENDENT AUDITOR'S REPORT

JUNE 30, 2012

TABLE OF CONTENTS

	<u>PAGE</u>
INDEPENDENT AUDITOR'S REPORT	1
STATEMENTS OF FINANCIAL POSITION	2
STATEMENT OF ACTIVITIES	3
STATEMENT OF FUNCTIONAL EXPENSES	4
STATEMENTS OF CASH FLOWS	5
NOTES TO FINANCIAL STATEMENTS	6-15

*Marilyn L. Chandler, CPA, PLLC*  
*P.O. Box 583*  
*Contoocook, NH 03229*  
*(603) 848-2448 marilyn@mlchandlercpa.com*

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
NAMI New Hampshire  
Concord, New Hampshire

We have audited the statement of financial position of NAMI New Hampshire (a New Hampshire not-for-profit organization) as of June 30, 2012, and the related statements of activities, functional expenses and cash flows for the year then ended. These financial statements are the responsibility of NAMI New Hampshire's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year summarized financial information has been derived from the NAMI New Hampshire's 2011 financial statements which were audited by a related firm and, in their report dated December 13, 2011 an unqualified opinion was expressed on those financial statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of NAMI New Hampshire as of June 30, 2012, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

*Marilyn L. Chandler, CPA, PLLC*

Concord, New Hampshire  
December 30, 2012

NAMI NEW HAMPSHIRE  
STATEMENTS OF FINANCIAL POSITION  
JUNE 30, 2012 AND 2011

**ASSETS**

	<u>2012</u>	<u>2011</u>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 434,505	\$ 835,240
Accounts receivable	181,689	52,167
Grants receivable		105,039
Prepaid expenses	1,000	
Total current assets	<u>617,194</u>	<u>992,446</u>
<b>PROPERTY AND EQUIPMENT</b>		
Computer equipment and software	26,637	63,856
Furniture and fixtures	604	8,261
Leasehold improvements	17,959	17,959
	<u>45,200</u>	<u>90,076</u>
Less accumulated depreciation	27,713	72,148
Current property and equipment - net	<u>17,487</u>	<u>17,928</u>
Building and improvements-not yet in service	651,144	
Total property and equipment	<u>668,631</u>	<u>17,928</u>
<b>OTHER ASSETS</b>		
Investments	250,423	84,570
Security deposit	3,300	3,300
Total other assets	<u>253,723</u>	<u>87,870</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 1,539,548</u></b>	<b><u>\$ 1,098,244</u></b>

**LIABILITIES AND NET ASSETS**

<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	\$ 61,549	\$ 34,292
Accrued wages and related liabilities	50,539	75,744
Refundable grant	59,866	
Current portion - long term debt	10,483	
Total current liabilities	<u>182,437</u>	<u>110,036</u>
<b>LONG TERM LIABILITIES</b>		
Mortgage payable - net of current portion	335,820	
<b>TOTAL LIABILITIES</b>	<b><u>518,257</u></b>	
<b>NET ASSETS</b>		
Unrestricted	320,795	711,393
Unrestricted - invested in property and equipment	322,328	17,928
Unrestricted-Board designated	250,423	84,570
Temporarily restricted	127,745	174,317
<b>TOTAL NET ASSETS</b>	<b><u>1,021,291</u></b>	<b><u>988,208</u></b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$ 1,539,548</u></b>	<b><u>\$ 1,098,244</u></b>

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

NAMI NEW HAMPSHIRE

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDING JUNE 30, 2012

(With comparative financial information for 2011)

	<u>Unrestricted</u>	Temporarily <u>Restricted</u>	2012 <u>Total</u>	<u>2011</u>
<b>REVENUE AND SUPPORT</b>				
Substance Abuse and Mental Human Services Department of Health and Human Services	\$	\$ 349,211	\$ 349,211	\$ 439,692
Family Mutual Support Grant		429,495	429,495	465,413
Dartmouth PRC grant				35,735
Gutin Foundation grant				75,000
Endowment for Health grant	30,000		30,000	29,001
NH Charitable Foundation grant		59,274	59,274	154,650
Other grant income		110,296	110,296	110,451
Contributions	50,320		50,320	52,428
NH Charitable Foundation Endowment income	12,416		12,416	8,171
Membership dues	7,529		7,529	8,279
Fundraising	145,481		145,481	106,561
Non-cash donations	10,715		10,715	11,675
Interest and dividend income	4,813		4,813	2,526
Training services	422,192		422,192	318,487
Conferences and meetings	21,542		21,542	6,130
Miscellaneous income	1,922		1,922	13,624
Loss on asset disposal	(194)		(194)	
Net unrealized gains on investments	11,562		11,562	13,959
Net assets released from restrictions	994,848	(994,848)		
<b>TOTAL REVENUE AND SUPPORT</b>	<u>1,713,146</u>	<u>(46,572)</u>	<u>1,666,574</u>	<u>1,851,782</u>
<b>EXPENSES</b>				
Community and Public Policy Relations	30,704		30,704	58,950
Connect Suicide Prevention Project	719,649		719,649	655,356
Public Education	531,538		531,538	654,796
Management and general	243,042		243,042	252,466
Fundraising and development	108,558		108,558	96,971
<b>TOTAL EXPENSES</b>	<u>1,633,491</u>		<u>1,633,491</u>	<u>1,718,539</u>
<b>CHANGE IN NET ASSETS</b>	79,655	(46,572)	33,083	133,243
<b>NET ASSETS-BEGINNING OF YEAR</b>	<u>813,891</u>	<u>174,317</u>	<u>988,208</u>	<u>854,965</u>
<b>NET ASSETS-END OF YEAR</b>	<u>\$ 893,546</u>	<u>\$ 127,745</u>	<u>\$ 1,021,291</u>	<u>\$ 988,208</u>

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

NAMI NEW HAMPSHIRE

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDING JUNE 30, 2012

(With comparative financial information for 2011)

	Programs				Supporting Services		2012 Total	2011
	Community and Public Policy Relations	Connect Suicide Prevention Project	Public Education	Program Total	Management and General	Fundraising and Development		
Salary and wages	\$ 11,734	\$ 357,099	\$ 302,406	\$ 671,239	\$ 175,017	\$ 37,901	\$ 884,157	\$ 980,288
Employee benefits	765	48,246	55,217	104,228	9,600	6,998	120,826	123,882
Payroll taxes	1,932	24,136	24,249	50,317	15,130	2,755	68,202	84,596
	<u>14,431</u>	<u>429,481</u>	<u>381,872</u>	<u>825,784</u>	<u>199,747</u>	<u>47,654</u>	<u>1,073,185</u>	<u>1,188,766</u>
Accounting	47	1,101	823	1,971	720	2,272	4,963	4,836
Audit fees					4,525		4,525	5,350
Legal fees	50	1,386	230	1,666	5,556	2,357	9,579	7,791
Contracted services	2,596	123,799	31,801	158,196	1,044	19,450	178,690	174,400
Staff development								2,376
Client services/training	9,248	40,070	63,267	112,585			112,585	100,412
Occupancy	921	21,400	15,937	38,258	7,143	3,380	48,781	46,663
Office supplies	172	4,052	3,039	7,263	1,891	55	9,209	9,989
Maintenance	224	5,273	3,955	9,452	1,714	818	11,984	8,105
Fundraising						5,703	5,703	8,255
Depreciation	67	1,587	1,190	2,844	507	255	3,606	5,005
Food supplies	30	1,590	589	2,209	3,820	6,371	12,400	24,587
Equipment rental	135	3,178	2,445	5,758	1,458		7,216	7,549
Equipment maintenance	375	1,713	1,382	3,470	2,808	512	6,790	6,489
Advertising		160	45	205			205	1,426
Printing	30	6,249	636	6,915	96	4,259	11,270	4,670
Telephone and communications	1,668	10,202	8,452	20,322	3,776	1,238	25,336	23,870
Postage and shipping	339	2,979	1,008	4,326	2,344	1,300	7,970	7,970
Staff transportation	256	62,721	12,491	75,468	1,289	1,784	78,541	58,637
Insurance	115	2,708	2,077	4,900	805	435	6,140	7,710
Interest expense					2,896		2,896	
Non-cash supplies						10,715	10,715	11,675
Other			299	299	903		1,202	2,028
<b>TOTAL EXPENSES 2012</b>	<b>\$ 30,704</b>	<b>\$ 719,649</b>	<b>\$ 531,538</b>	<b>\$ 1,281,891</b>	<b>\$ 243,042</b>	<b>\$ 108,558</b>	<b>\$ 1,633,491</b>	
<b>TOTAL EXPENSES 2011</b>	<b>\$ 58,950</b>	<b>\$ 655,356</b>	<b>\$ 654,796</b>	<b>\$ 1,369,102</b>	<b>\$ 252,466</b>	<b>\$ 96,971</b>		<b>\$ 1,718,539</b>

The accompanying notes are an integral part of the financial statements

NAMI NEW HAMPSHIRE  
STATEMENTS OF CASH FLOW  
FOR THE YEARS ENDED JUNE 30, 2012 AND 2011

	<u>2012</u>	<u>2011</u>
<b>Cash flows from operating activities:</b>		
Change in net assets	\$ 33,083	\$ 133,243
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Loss on disposal of assets	194	
Depreciation	3,606	5,005
(Increase) decrease in accounts receivable	(24,483)	43,506
(Increase) in prepaid expenses	(1,000)	
Increase (decrease) in accounts payable and accrued expenses	2,052	37,283
Increase (decrease) in refundable grant	59,866	(131,502)
Net unrealized (gains) on investments	<u>(11,562)</u>	<u>(13,959)</u>
Net cash provided by operating activities	61,756	73,576
<b>Cash flows from investing activities:</b>		
Purchase of investments	(154,293)	(1,688)
Purchase of equipment	(3,357)	
Purchase of building and improvements	<u>(303,144)</u>	
Net cash (used) by investing activities	(460,794)	(1,688)
<b>Cash flows from financing activities:</b>		
Payments on note payable	<u>(1,697)</u>	
Net cash (used) by financing activities	<u>(1,697)</u>	
<b>NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS</b>	(400,735)	71,888
<b>CASH AND CASH EQUIVALENTS-BEGINNING OF YEAR</b>	<u>835,240</u>	<u>763,352</u>
<b>CASH AND CASH EQUIVALENTS-END OF YEAR</b>	<u>\$ 434,505</u>	<u>\$ 835,240</u>
<b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</b>		
Cash paid for interest	<u>\$ 2,896</u>	<u>\$ -</u>
Equipment, furniture and fixtures disposed	<u>\$ 48,233</u>	<u>\$ -</u>
<b>NON-CASH INVESTING AND FINANCING ACTIVITIES</b>		
Purchase of building and improvements	\$ (651,144)	\$
Amount financed	<u>348,000</u>	
Cash paid for building and improvements	<u>\$ (303,144)</u>	<u>\$ -</u>

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

NAMI NEW HAMPSHIRE

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2012

**NOTE A – ORGANIZATION – PROGRAM ACTIVITIES**

The National Alliance on Mental Illness, New Hampshire (NAMI NH), created as a New Hampshire nonprofit corporation in 1982, is a grassroots, statewide organization of families, consumers, professionals and other volunteers, dedicated to improving the quality of life of all people affected by mental illness and/or serious emotional disorders through education, training, support and advocacy.

NAMI NH provides education for families and community members to increase awareness and understanding of mental illness, promote research and the effectiveness of treatment and to instill hope and belief that recovery from mental illness is possible. NAMI NH provides training and consultation services to families, community members and providers who work with persons with mental illness to help them better understand the needs of these individuals so that their services are more effective and efficient. NAMI NH also works to address stigma and discrimination towards persons with mental illness. All these activities are carried out statewide, through a network of affiliate chapters, staff and volunteers that provide information, education and support to families and consumers and to the public at large. The financial support for these programs and activities comes from a variety of sources that include grants from foundations, contracts, gifts, donations and membership dues.

The funding sources for our programs are as follows:

*Connect Suicide Prevention Services*

Funding for this project comes from a variety of sources; Substance Abuse and Mental Health Services Administration, the French Family Foundation and other private donors as well as revenue generated by providing training. The funds from these sources are used to implement the Connect Suicide Prevention and Postvention awareness and skill building, training services in selected communities and to provide training to specific professional populations that work with persons at risk of suicide. The Connect materials, protocols, training manuals, implementation guide, and evaluation tools are used by NAMI NH staff to assist individuals and build community capacity to provide suicide prevention activities and an integrated response to a suicidal incident. Using national best practice protocols and training strategies gatekeepers, diverse community members and professionals are taught specific prevention, intervention, and post intervention (healing after a suicide death) skills to help them recognize people at risk, connect them to services and connect service agencies to each other.

NAMI NEW HAMPSHIRE

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2012

**NOTE A – ORGANIZATION - PROGRAM ACTIVITIES (CONTINUED)**

Public Policy Advocacy, Education and Support Services

Funded through donations, dues and a contract with the NH Department of Health and Human Services (BBH), this program provides mental health education and advocacy, as well as information and resource information to families dealing with individuals of all ages with mental illness and/or severe emotional disorders. The education, training and information is available to NAMI NH members, partner organizations, professionals, advocates and the public, to establish a more informed constituency that works to: promote recovery from mental illness, build resilience in children with severe emotional disorders and fight stigma and discrimination associated with the public perceptions of mental illness.

The System of Care initiative is a collaboration with other child serving organizations to look at transforming behavioral health services for children with serious emotional disorders so they are more integrated and family driven and youth oriented.

An additional component of our work is a sustained support network facilitated and supported by trained consumers and family member volunteers, who themselves have firsthand experience with mental illness. These volunteers facilitate a network of affiliated support groups throughout the state that are available to any family member interested in participating and a number of peer self help groups. All the programs combined are designed to reduce the family strain associated with mental illnesses; create an informed and educated public that understands that mental illness is like any other chronic illness; strengthen advocacy for public policy changes to improve access to and coverage for high quality mental health and healthcare services and; to establish opportunities for consumers and families to have informed choices and shared decision making in all phases of their treatment.

Regional Education and Advocacy Services

Funding from the New Hampshire Charitable Foundation is used to support a number of education and support initiatives in the North Country. In addition, the Charitable Foundation funding and the Endowment for Health also supports the organization's operational functions for the delivery of education and training of family members as advocates to encourage policy leaders to support treatment and support services for people with mental illness and training for providers to improve their understanding of the needs of persons with mental illness and their families.

NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2012

**NOTE A - ORGANIZATION - PROGRAM ACTIVITIES (CONTINUED)**

Training and Consultation Services

Funded through contracts with federal, state, regional and local entities NAMI NH provides a range of professional and para-professional services that focus on improving the skills and knowledge of participants so that they are better able to service the needs of persons with mental illness and their families as well as to respond effectively to a suicide death. Based on the programs developed by NAMI NH, these training services range in length from partial day to multiple days with the ultimate outcome in all cases to reduce risk of illness and promote recovery.

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Basis of Accounting

The financial statements of NAMI New Hampshire are prepared using the accrual basis of accounting. Revenues and gains are recognized when earned and expenses and losses are recognized when incurred.

Comparative Financial Information

The financial statements of the Organization include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, the information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2011, from which the information was derived.

Basis of Presentation

The Organization's financial statement presentation follows generally accepted accounting principles for not-for-profit organizations. Contributions received are recorded as unrestricted, temporarily restricted or permanently restricted support, depending on the existence or nature of any donor restrictions. In addition, unconditional promises to give (pledges) are recorded as receivables and revenues.

The Organization's net assets are presented as follows:

Unrestricted net assets - Net assets that are not subject to donor-imposed stipulations. Unrestricted net assets invested in equipment represent unrestricted amounts designated for long-term investment.

NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2012

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Basis of Presentation (continued)

Temporarily restricted net assets - Net assets subject to donor-imposed stipulations that may or will be met either by actions of the Organization and/or the passage of time. At June 30, 2012, temporarily restricted net assets totaled \$127,745.

Permanently restricted net assets - Contributions in which the donor has stipulated that the principal is to be maintained in perpetuity and only the income thereof be made available for program operations in accordance with donor restrictions. At June 30, 2012, there were no permanently restricted net assets.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires the Organization's management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all investment securities with a maturity of three months or less to be cash equivalents. There are no cash equivalents at June 30, 2012.

Accounts Receivables

Accounts receivable represents amounts billed for training services provided. Based on past history, management expects to collect the full amount owed and, therefore, no provision for uncollectible amounts has been recorded. However, when balances are not fully collectible the Organization uses the direct write-off method. The Organization believes this policy, while not in conformity with generally accepted accounting principles, is acceptable because the amounts written off are immaterial.

Property and Equipment

Property and equipment are carried at cost and material assets with a cost in excess of \$1,000 are capitalized. This policy conforms to the guidelines of the Organization's federal grants. Depreciation is computed using the straight-line method over their estimated useful lives as follows:

Computer equipment and software	3-5 years
Furniture and fixtures	7-10 years
Leasehold improvements	39-40 years

Depreciation expense totaled \$3,606 and \$5,005 for the years ended June 30, 2012 and 2011 respectively.

NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2012

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Property and Equipment (continued)

Maintenance repairs and minor renewals are expensed as incurred, and renewals and betterments are capitalized. Assets sold or otherwise disposed of are removed from the accounts along with the related depreciation and amortization allowances and any gain or loss is recognized. During the year ended June 30, 2012, the Organization disposed of equipment with a total cost of \$48,233 and related accumulated depreciation of \$48,041. A loss on assets of \$194 was recognized.

In April, 2012, the Organization purchased an office building and made extensive building improvements. The building and improvements were put in service in July 2012 when the Organization moved from the prior leased office space.

Compensated Absences

Employees of the Organization are entitled to paid vacation based on their length of employment. Employees are allowed to carry forward a maximum of 10 vacation days. These amounts are reflected in the financial statements as accrued expenses. Upon termination, an employee would receive up to five days of accrued vacation pay per the Organization's policy. The total liability at June 30, 2012 was \$15,268.

Contributions and Grants

Contributions and grants received or receivable are recorded as an increase in unrestricted, temporarily restricted or permanently restricted support, depending on the existence and/or nature of any donor restrictions or time restrictions. When a restriction expires (that is, when the stipulated time restriction ends or the purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net asset released from restrictions.

Functional Expenses

Expenses are charged directly to program, management and general or fundraising based on a combination of specific identification and allocation by management. Indirect expenses have been allocated between program services and supporting services based on estimated personnel time.

Income Taxes

The Organization is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The Organization is also exempt from state income taxes by virtue of its ongoing exemption from federal income taxes. Accordingly, no provision for income taxes has been recorded in the accompanying financial statements.

NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2012

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Income Taxes (continued)

The Organization complies with the *Accounting for Uncertainty in Income Taxes* standard. Accordingly, management has evaluated its tax positions and has concluded that the Organization has maintained its tax-exempt status, does not have any significant unrelated business income and has taken no uncertain tax positions that require adjustment or disclosure in the financial statements. With few exceptions, the Organization is no longer subject to income tax examinations by the U.S. Federal or State tax authorities for years before 2008.

Donated goods and services

NAMI New Hampshire receives significant volunteer time and efforts. The value of these volunteer efforts, while critical to the success of its mission, is not reflected in the financial statements since it does not meet the criteria necessary for recognition accordingly to generally accepted accounting principles.

Donated goods and professional services are recorded as both revenue and expense at estimated fair value. The Organization received donated supplies for the annual Walk fundraiser totaling \$10,715 and \$11,675 in the fiscal years ended June 30, 2012 and 2011, respectively.

**NOTE C – INVESTMENTS**

The Organization holds investments in American Funds accounts with a fair value of \$250,423 as of June 30, 2012. This measurement is reported at a Level I where inputs are based on unadjusted quoted prices for identical instruments traded in active markets. Investments consist primarily of financial instruments including cash equivalents, equity securities and money market funds.

During the year ended June 30, 2012, the board of directors approved a transfer of \$150,000 from cash to mutual funds.

Investments are managed by a professional investment manager. The investment manager is subject to the Organization's investment policies, which contain objectives, guidelines, and restrictions designed to provide for preservation of capital with emphasis on providing current income and achieving long-term growth of the funds. Dividends earned are reinvested. Realized and unrealized gains and losses are reflected in the accompanying statement of activities.

The investments are designated by the Board of Directors. The use of the principal portion requires a majority vote by the Board.

NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2012

**NOTE C – INVESTMENTS (CONTINUED)**

The cost and estimated fair values of equities at June 30, 2012, were as follows:

	<u>Cost</u>	<u>Gross Unrealized Gains</u>	<u>Market Value</u>
Mutual Funds-Advisory Solutions	\$ 150,142	\$ 10,590	\$ 160,732
Mutual Funds-Corporate account	62,824	26,867	89,691
	<u>\$ 212,966</u>	<u>\$ 37,457</u>	<u>\$ 250,423</u>

**NOTE D - CONCENTRATION RISK**

The Organization receives funding from a variety of sources. The largest sources of funding are through contracts with the Substance Abuse and Mental Health Services Administration and the State of New Hampshire Department of Health and Human Services Family Mutual Support. During the year ended June 30, 2012, funding from these contracts totaled \$778,706 which represented 47% of its total revenue and support. Management monitors these grants closely and budgets according to confirmed contracts. The Organization continues to focus on growth within the Training Service Delivery area as a means to further diversify unrestricted revenue.

The Organization extends unsecured credit for its training services but has experienced no problems with the collection of accounts receivable.

The Organization maintains its cash balances at three financial institutions. The Organization's non-interest bearing cash accounts were fully insured at June 30, 2012 due to a temporary federal program in effect through December 31, 2012. Under the program there is no limit to the amount of insurance for eligible accounts. The Organization's interest-bearing accounts are insured up to \$250,000 per depositor at each financial institution. The Organization had no interest-bearing amounts on deposit in excess of federally insured limits at June 30, 2012.

Investments held by the Organization may be subject to concentration of credit risk due to changes in market values. Management is of the opinion that the diversification of its invested assets should mitigate the impact of changes in any one asset class.

NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2012

**NOTE E – LONG TERM DEBT**

Long-term debt at June 30, 2012, consists of the following:

Mortgage note payable to Merrimack County Savings Bank in monthly installments of \$2,297, including interest at 5.0%. The note is secured by real estate located at North State Street, Concord, NH and will mature in April 2032.

\$346,303

Future minimum debt payments are as follows:

Fiscal year ending June 30

2013	\$ 10,483
2014	11,019
2015	11,583
2016	12,175
2017	12,798
Thereafter	288,245
	<u>\$ 346,303</u>

**NOTE F - COMMITMENTS**

The Organization leases its office space under an agreement, expiring in February 2013, which includes rent, utilities and taxes. Lease expenses recorded for the years ended June 30, 2012 and 2011 were \$48,000 and \$46,663 respectively. Future commitments for payments under the operating lease as of June 30, 2012 are as follows:

Fiscal year ending June 30, 2013      \$ 21,289

These future payments are the final commitment under this lease and are net of a deposit of \$3,300.

NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2012

**NOTE F – COMMITMENTS (CONTINUED)**

The organization also leases equipment under a five year operating agreement which requires payments at \$575 per month. Future minimum lease payments are as follows:

Fiscal year ending June 30	
2013	\$ 2,875
2014	6,900
2015	6,900
2016	6,900
2017	6,900
Thereafter	2,875
	<u>\$ 33,350</u>

**NOTE G - PENSION PLAN**

The Organization has established a salary deferral plan under Section 403(b) of the Internal Revenue Code. The plan allows eligible employees to defer a portion of their compensation. Such deferrals accumulate on a tax-deferred basis until the employee withdraws the funds. All employees are eligible to participate in the plan after completing thirty days of employment. Full-time employees are also eligible for a matching contribution upon completing one year of service. Contributions to the plan for the years ending June 30, 2012 and 2011 were \$14,383 and \$20,246 respectively.

**NOTE H – FUNDS HELD BY OTHERS - ENDOWMENT FUND**

NAMI New Hampshire is a beneficiary of a designated fund at the New Hampshire Charitable Foundation (NHCF). Pursuant to the terms of the resolution establishing this fund, property contributed to the NHCF is held as a separate fund. In accordance with its spending policy the Foundation makes distributions to NAMI New Hampshire. The distributions are approximately 4.03 percent of the market value of the fund per year. The fund is not included in these financial statements, since all property in the fund was contributed to the NHCF to be held and administered for the benefit of NAMI New Hampshire. Distributions from the fund totaled \$12,416 and \$8,171 for the years ended June 30, 2012 and 2011, respectively. The market value of the fund assets on June 30, 2012, was \$197,127.

NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2012

**NOTE I – TEMPORARILY RESTRICTED NET ASSETS**

Temporarily restricted net assets at June 30, 2012 and 2011 were available for the following:

	<u>2012</u>	<u>2011</u>
NHCF Grant- Family Support	\$ 54,828	\$ 10,591
NHCF Grant- New Futures Fund	71,000	70,000
Lincoln Financial	1,917	835
NAMI National Grant		3,665
SAMHSA funds receivable		35,039
TD Bank North		2,020
Other grants receivable		52,167
	<u>\$ 127,745</u>	<u>\$ 174,317</u>

**NOTE J – UNRESTRICTED NET ASSETS – BOARD DESIGNATED**

Board designated net assets represent excess donations received in prior years from WALK-related fundraising. These amounts have been set aside as a contingency fund for future expenses and are invested in mutual funds. The balances at June 30, 2012 and 2011 are \$250,423 and \$84,570 respectively.

**NOTE K – SUBSEQUENT EVENTS**

The Organization has evaluated subsequent events through December 30, 2012, the date which the financial statements were available to be issued, and have evaluated no subsequent events after that date. In July 2012 the Organization moved from its leased office space to a new building purchased in April 2012. No other subsequent events were identified that would require disclosure in the financial statements for the year ended June 30, 2012.

# Budget Form

**New Hampshire Department of Health and Human Services  
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD**

Bidder/Program Name: NAMI New Hampshire

System Transformation for  
Budget Request for: Youth-Implementation  
*(Name of RFP)*

Budget Period: May 1, 2013-June 30, 2013

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 13,900.00	\$ 4,628.70	\$ 18,528.70	Direct/Base Salary
2. Employee Benefits	\$ 4,260.35	\$ -	\$ 4,260.35	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ 2,000.00	\$ -	\$ 2,000.00	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ -	\$ -	\$ -	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 250.00	\$ -	\$ 250.00	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 20,410.35</b>	<b>\$ 4,628.70</b>	<b>\$ 25,039.05</b>	

Indirect As A Percent of Direct

33.3%

Line Item	Amount	Description
<p><b>1. Total Salaries/Wages:</b>                       Family &amp; Community Support Specialist                       Family &amp; Community Support Specialist</p>	<p><b>\$18,529</b>                       \$4,560                       \$4,560</p>	<p><b>Total Direct: \$13,900 Total Indirect: \$4,629</b>                       1.0 FTE @ \$19/hr Training to provide 1 to 1 support and education to families                       1.0 FTE @ \$19/hr Training to provide 1 to 1 support and education to families</p>
<p>Executive Director</p>	<p>288</p>	<p>.02 FTE @ \$48/hr to provide supervision and oversight to project director during recruitment process, serve as primary contact between NH DHHS DCBCS and the CBHC Steering Committee</p>
<p>Director, Child &amp; Family Programs</p>	<p>4,492</p>	<p>.60 FTE @ \$26/hr to recruit and hire two Family and Community Support Specialist and attend committee meetings</p>
<p>Indirect Cost</p>	<p>4,629</p>	<p>Calculated at NAMI NH Federal Negotiated Indirect Cost rate of 33.3% of direct salary</p>
<p><b>2. Employee Benefits</b></p>	<p><b>\$4,260</b></p>	<p>Fringe for above positions, including FICA, Medicare, SUTA, Worker's Compensation and prorated portion of Health, Dental, Life, and Retirements Benefits, calculated at NAMI NH</p>

			2012-2013 fringe rate of 30.65%
<b>3. Consultants: Contract Manager</b>			n/a
	0		
<b>4. Equipment</b>	2,000		Purchase and set-up of two laptop computers for Family & Community Support Specialist, \$800/ea cost of equipment, \$200/ea for software and network set-up.
<b>5. Supplies: Educational</b>			
	0		n/a
<b>6. Travel</b>	0		n/a
<b>7. Occupancy</b>	0		n/a
<b>8. Current Expenses:</b>			
	n/a		n/a
<b>9. Software</b>			
	n/a		n/a
<b>10. Marketing/Communications</b>			
	n/a		n/a
<b>11. Staff Education and Training</b>			
	n/a		n/a
<b>12. Subcontracts/Agreements</b>			
	n/a		n/a
<b>13. Other</b>	250		Purchase and one month of wireless telephone service for Family & Community Support Specialists, purchase is \$75/ea plus subscription service at \$50/mo
<b>Total</b>	\$ 25,039		

# Budget Form

**New Hampshire Department of Health and Human Services  
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD**

Bidder/Program Name: NAMI New Hampshire

System Transformation for  
Budget Request for: Youth-Implementation

(Name of RFP)

Budget Period: July 1, 2013-June 30, 2014

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 99,008.00	\$ 32,969.66	\$131,977.66	Direct/Base Salary
2. Employee Benefits	\$ 32,246.91	\$ -	\$ 32,246.91	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ 3,906.00	\$ -	\$ 3,906.00	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ 6,000.00	\$ -	\$ 6,000.00	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 1,800.00	\$ -	\$ 1,800.00	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
<b>TOTAL</b>	<b>\$142,960.91</b>	<b>\$ 32,969.66</b>	<b>\$175,930.57</b>	

Indirect As A Percent of Direct

33.3%

**Budget Justification**

Line Item	Amount	Description
<b>1. Total Salaries/Wages:</b>	<b>\$131,978</b>	<b>Total Direct: \$99,008 Total Indirect: \$32,970</b>
Family & Community Support Specialist	\$39,520	1.0 FTE @ \$19/hr to provide 1 to 1 support and education to families
Family & Community Support Specialist	\$39,520	1.0 FTE @ \$19/hr to provide 1 to 1 support and education to families
Executive Director	2,496	.025 FTE @ \$48/hr to provide supervision and oversight to project director, serve as primary contact between NH DHHS DCBCS and the CBHC Steering Committee
Director, Child & Family Programs	16,224	.30 FTE @ \$26/hr to train and supervise Family and Community Support Specialists and attend committee meetings
Evaluation	1,248	.025 FTE @ \$24/hr to evaluate Individual support and education programs
Indirect Cost	32,970	Calculated at NAMI NH Federal Negotiated Indirect Cost rate of 33.3% of direct salary

**Budget Justification**

<b>2. Employee Benefits</b>	\$32,246		Fringe for above positions, including FICA, Medicare, SUTA, Worker's Compensation and prorated portion of Health, Dental, Life, and Retirements Benefits, calculated at NAMI NH 2013-2014 fringe rate of 32.57%
<b>3. Consultants: Contract Manager</b>	0		n/a
<b>4. Equipment</b>	0		n/a
<b>5. Supplies: Educational</b>	3,906		Printing and copying of training curriculum to be used by Family & Community Support Specialists, \$1640 and materials for two Parents Meeting the Challenge education courses, \$1500, Postage expense for mailing of information materials to families working with Family & Community Support Specialists, \$766. Total \$3,906
<b>6. Travel</b>	6,000		Mileage reimbursement for Family & Community Support Specialists, estimated \$3,000/per FCSS at .53/mi.
<b>7. Occupancy</b>	0		n/a
<b>8. Current Expenses:</b>	n/a		n/a
<b>9. Software</b>	n/a		n/a
<b>10. Marketing/Communications</b>	n/a		n/a
<b>11. Staff Education and Training</b>	n/a		n/a
<b>12. Subcontracts/Agreements</b>	n/a		n/a
<b>13. Other</b>	1,800		Wireless telephone service for (2) Family & Community Support Specialists, \$75/mo including all applicable taxes
<b>Total</b>	\$ 175,930		

