



Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-6133
FAX (603) 271-1953

May 15, 2019

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

REQUESTED ACTION

Authorize the New Hampshire Department of Education, Bureau of Student Wellness, Office of Social & Emotional Wellness to exercise a renewal option on a **sole source** contract with National Alliance on Mental Illness New Hampshire, (NAMI NH), Concord, NH (vendor code 166630), by increasing the price limitation by \$148,603.75 from \$161,247.40 to \$309,851.15, to continue working in partnership with the NH Department Of Education, (NHDOE) in all levels of decision-making, including the development, implementation and evaluation of the System of Care (SOC), effective upon Governor and Executive Council approval through September 29, 2020. This contract was originally approved by Governor and Council on October 2, 2017 (Item #37), renewed on June 20, 2018 (Item #132) 100% Federal funds.

Funds to support this request are anticipated to be available in the account titled System of Care Grant for FY 20 and FY 21 upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified:

06-56-56-562010-50600000-072-509073
Grants – Federal

FY'20
\$118,883.00

06-56-56-562010-50600000-072-509073
Grants – Federal

FY'21
\$29,720.75

EXPLANATION

The DOE would like to exercise the renewal option on a **sole source** contract. This contract was originally sole sourced, due to the federal grant requirement that the agency identify a Lead Family Contact prior to submitting the application. A Request for Letter of Commitment (RFC) was advertised on the Bureau of Student Wellness Website: www.nhstudentwellness.org; and the Department Of Education website ~ Office of Student Wellness, on March 23 through March 31, 2016. The Office of Student Wellness only received one request which was submitted by NAMI NH. NAMI NH agreed to work with the New Hampshire Department of Education to fulfill the

His Excellency, Governor Christopher T. Sununu

And the Honorable Council

Page Two

requirements of the grant. NAMI NH has been an active partner in the NH Children's Behavioral Health Collaborative steering committee and Safe Schools/Health Students and Project Advancing Wellness and Resilience in Education (AWARE) state management teams.

The purpose of this contract renewal is to improve mental health outcomes for children and youth (birth to 21 years of age) with serious emotional disturbances (SED) and their families. This program will support the wide scale operation, expansion and integration of system of care (SOC) approach by creating sustainable infrastructure and services that are required as part of the Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances. SOC will support the provisions of mental health and related recovery support services to children and youth with serious emotional disturbances and those with early signs and symptoms of serious mental illness first episode psychosis, and their families.

NAMI NH is evaluated by the Department through the monitoring of the services provided. In addition, they submit reports to the Department on the progress in meeting the objectives of the contract. A final report will be due from the vendor upon completion of this contract.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Frank Edelblut', with a stylized flourish at the end.

Frank Edelblut
Commissioner of Education

FE:TLS
Enclosures

**AMENDMENT TO
PROFESSIONAL SERVICES CONTRACT**

Now come the New Hampshire Department of Education, Bureau of Student Wellness, hereinafter "the Agency," and National Alliance on Mental Illness New Hampshire, Concord, NH, hereinafter "the Contractor", and, pursuant to an agreement between the parties that was approved by Governor and Council on October 2, 2017 (Item #37) and renewed on June 20, 2018 (Item #132) hereby agree to modify same as follows:

1. Amend section 1.7 by removing June, 30, 2019 and replacing with September 29, 2020
2. Amend Section 1.8 by removing \$161,247.40 and replacing with \$309,851.15.
3. Remove Exhibit A (Scope of Services) and replace with Exhibit A-1 (Scope of Services).
4. Remove Exhibit B-1 (Budget) and replace with Exhibit B-2 (Budget).
5. Remove Exhibit C and replace with C-1
6. Add Exhibits D-H
7. All other provisions of this contract shall remain in full force and effect.
8. This renewal option shall be effective upon Governor and Council approval. and shall terminate on September 29, 2020.

This modification of an existing agreement is hereby incorporated by reference to the existing agreement by the parties and must be attached to the said agreement.

IN WITNESS WHEREOF, the parties, hereto have set their hands as of the day and year first above written.

THE STATE OF NEW HAMPSHIRE
Department of Education
(Agency)

Division of Commissioner's Office

By: [Signature] 5-21-19
Commissioner of Education Date

Name of Corporation (Contractor)

By: [Signature]

Signature, Title

Date 05/06/2019

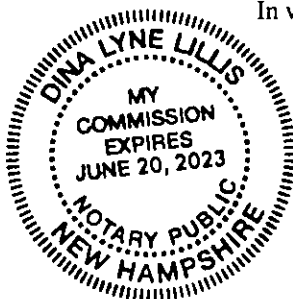
STATE OF NEW HAMPSHIRE

County of MERRIMACK

On this the 6th day of MAY 2019 before me, KENNETH NORTON, the undersigned officer, personally appeared BEFORE ME who acknowledged himself/herself to be the EXECUTIVE DIRECTOR of NAMI NEW HAMPSHIRE, a corporation, and that ~~he~~ he, as such DIRECTOR, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself/herself as EXECUTIVE DIRECTOR.

NAMI NEW HAMPSHIRE

In witness whereof I hereto set my hand and official seal.




[Signature]
Notary Public/Justice of the Peace

Approved as to form, substance and execution by the Attorney General this 29 day of MAY, 201~~8~~⁹

Division of Attorney General Office

By:

 Rinaldo K. Sana

Approved by the Governor and Council this _____ day of _____, 201~~8~~⁹

By: _____

EXHIBIT A-1
Scope of Services

NAMI NH will provide to the New Hampshire Department of Education, Office of Social & Emotional Wellness with the services to support the expansion of NH's System of Care and the provision of family driven services and supports across NH's educational system.

Services provided within this contract will include:

1. One Full Time Equivalent Lead Family Contact to work in partnership with the Office of Social & Emotional Wellness. The Lead Family Contact will:
 - Submit work plan for approval that identifies proposed activities and a timeline for implementation of the services to be provided within this contract.
 - Participate in bi-monthly calls with staff from the Office of Social & Emotional Wellness.
 - Support the use of the Dual Capacity Framework within grantee demonstration sites and statewide.
 - Assist grantee demonstration sites with the completion of the Family Engagement Fidelity Tool (FEFI) and participates in subsequent planning
 - 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.
 - Serve on work groups, advisory councils and committees as appropriate.
 - Collect and analyze all data related to the position.
 - Demonstrate in his/her work a commitment to the system of care values and guiding principles.
2. Provide access to the Director of Children and Youth Programs to work in partnership with the Office of Social & Emotional Wellness. The Director of Children and Youth Programs will:
 - Support execution of the work plan developed by the LFC.
 - Participate in bi-monthly calls with staff from the Office of Social & Emotional Wellness.
 - Supports the use of the Dual Capacity Framework within grantee demonstration sites and statewide.
 - Work to eliminate stigma and end discrimination regarding mental health for all individuals and their families.
 - Serve on work groups, advisory councils and committees as appropriate.
 - Effectively outreaches and promotes education, leadership programs, and public policy advocacy.
 - Demonstrate in his/her work a commitment to the system of care values and guiding principles.

Initials Kh
Date 5/6/19

EXHIBIT B-2
Budget

| Item | Description | Total Expense |
|--------------------|---|---------------|
| Personnel | Lead Family Contact and Director of Children and Youth Programs to work in partnership with the Office of Social & Emotional Wellness in all levels of decision-making, including the development, implementation and evaluation of the SOC and providing support services for families receiving services through the cooperative agreement. | \$ 84,475.00 |
| Fringe | Calculated at 40% | \$ 33,790.00 |
| Travel | Mileage reimbursement for Lead Family Contact estimated at 24,000 miles per year based on historical and statewide overseeing of (3) FCSS including North Country. Mileage is reimbursed at the GSA approved rate of 0.535/per mile. | \$ 10,700.00 |
| Meetings | Travel to and from national meetings as required to support the expansion of NH's System of Care and the provision of family driven services and supports across NH's educational system. | \$ 3,700.00 |
| Total Direct Costs | | \$ 132,665.00 |
| Indirect Costs | | \$ 15,938.75 |
| Total | | \$ 148,603.75 |

Limitation on Price: This Contract will not exceed \$148,603.75

Source of Funding: Funding for this contract is 100% Federal Funds from the account titled System of Care Grant, as follows:

| | |
|-------------------------------------|--------------|
| 06-56-56-562010-50600000-072-509073 | <u>FY'20</u> |
| Grants – Federal | \$118,883.00 |

| | |
|-------------------------------------|--------------|
| 06-56-56-562010-50600000-072-509073 | <u>FY'21</u> |
| Grants – Federal | \$29,720.75 |

Method of Payment:

Payment will be made upon the submittal of an invoice that is received by the 10th of the following month which is supported by a summary of activities that have taken place in accordance with the terms of the contract. Invoice template to be provided by the Office of Social & Emotional Wellness.

Attn: Melissa Lee
NH Department of Education
Office of Social & Emotional Wellness
101 Pleasant Street
Concord, NH 03301

Initials ML
Date 5/6/19

EXHIBIT A-1
Scope of Services

NAMI NH will provide to the New Hampshire Department of Education, Office of Social & Emotional Wellness with the services to support the expansion of NH's System of Care and the provision of family driven services and supports across NH's educational system.

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 - Work to eliminate stigma and end discrimination regarding mental health for all individuals and their families.
 - Serve on work groups, advisory councils and committees as appropriate.
 - Collect and analyze all data related to the position.
 - Demonstrate in his/her work a commitment to the system of care values and guiding principles.
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 - Participate in bi-monthly calls with staff from the Office of Social & Emotional Wellness.
 - Supports the use of the Dual Capacity Framework within grantee demonstration sites and statewide.
 - Work to eliminate stigma and end discrimination regarding mental health for all individuals and their families.
 - Serve on work groups, advisory councils and committees as appropriate.
 - Effectively outreaches and promotes education, leadership programs, and public policy advocacy.
 - Demonstrate in his/her work a commitment to the system of care values and guiding principles.

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WB
5-21-19

Initials KM
Date 5/16/19

EXHIBIT C-1

None.

Initials KN
Date 5/6/19

EXHIBIT D**Contractor Obligations**

Contracts in excess of the simplified acquisition threshold (currently set at \$250,000) must address **administrative, contractual, or legal remedies** in instances where the contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. Reference: 2 C.F.R. § 200.326 and 2 C.F.R. 200, Appendix II, required contract clauses.

The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

The Contractor, certifies and affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Breach

A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

Fraud and False Statements

The Contractor understands that, if the project which is the subject of this Contract is financed in whole or in part by federal funds, that if the undersigned, the company that the Contractor represents, or any employee or agent thereof, knowingly makes any false statement, representation, report or claim as to the character, quality, quantity, or cost of material used or to be used, or quantity or quality work performed or to be performed, or makes any false statement or representation of a material fact in any statement, certificate, or report, the Contractor and any company that the Contractor represents may be subject to prosecution under the provision of 18 USC § 1001 and § 1020.

Environmental Protection

(This clause is applicable if this Contract exceeds \$150,000. It applies to Federal-aid contracts only.)

The Contractor is required to comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR Part 15) which prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. Violations shall be reported to the FHWA and to the U.S. EPA Assistant Administrator for Enforcement.

Procurement of Recovered Materials

In accordance with Section 6002 of the Solid Waste Disposal Act (42 U.S.C. § 6962), State agencies and agencies of a political subdivision of a state that are using appropriated Federal funds for procurement must procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired in the preceding fiscal year exceeded \$10,000; must procure solid waste management services in a manner that maximizes energy and resource recovery; and must have established an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Contractor Initials KM
Date 7/6/18

Exhibit E

Federal Debarment and Suspension

- a. By signature on this Contract, the Contractor certifies its compliance, and the compliance of its Sub-Contractors, present or future, by stating that any person associated therewith in the capacity of owner, partner, director, officer, principal investor, project director, manager, auditor, or any position of authority involving federal funds:
1. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal Agency;
 2. Does not have a proposed debarment pending;
 3. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal Agency within the past three (3) years; and
 4. Has not been indicted, convicted, or had a civil judgment rendered against the firm by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.
- b. Where the Contractor or its Sub-Contractor is unable to certify to the statement in Section a.1. above, the Contractor or its Sub-Contractor shall be declared ineligible to enter into Contract or participate in the project.
- c. Where the Contractor or Sub-Contractor is unable to certify to any of the statements as listed in Sections a.2., a.3., or a.4., above, the Contractor or its Sub-Contractor shall submit a written explanation to the DOE. The certification or explanation shall be considered in connection with the DOE's determination whether to enter into Contract.
- d. The Contractor shall provide immediate written notice to the DOE if, at any time, the Contractor or its Sub-Contractor, learn that its Debarment and Suspension certification has become erroneous by reason of changed circumstances.

Contractor Initials

Date


1/11/19

Exhibit F

Anti-Lobbying

The Contractor 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, execute the following Certification:

The Contractor certifies, by signing and submitting this contract, to the best of his/her knowledge and belief, that:

- a. No federal appropriated funds have been paid or shall be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any State or Federal 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, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any Federal Agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the "Disclosure of Lobbying Activities" form in accordance with its instructions (<http://www.whitehouse.gov/omb/grants/sflllin.pdf>).
- c. 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 and entering into this transaction imposed by Section 1352, Title 31 and 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.
- d. The Contractor also agrees, by signing this contract that it shall require that the language of this certification be included in subcontracts with all Sub-Contractor(s) and lower-tier Sub-Contractors which exceed \$100,000 and that all such Sub-Contractors and lower-tier Sub-Contractors shall certify and disclose accordingly.
- e. The DOE shall keep the firm's certification on file as part of its original contract. The Contractor shall keep individual certifications from all Sub-Contractors and lower-tier Sub-Contractors on file. Certification shall be retained for three (3) years following completion and acceptance of any given project.

Contractor Initials

Date 5/6/19

Exhibit G**Rights to Inventions Made Under a Contract, Copy Rights and Confidentiality****Rights to Inventions Made Under a Contract or Agreement**

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the DOE.

Any discovery or invention that arises during the course of the contract shall be reported to the DOE. The Contractor is required to disclose inventions promptly to the contracting officer (within 2 months) after the inventor discloses it in writing to contractor personnel responsible for patent matters. The awarding agency shall determine how rights in the invention/discovery shall be allocated consistent with "Government Patent Policy" and Title 37 C.F.R. § 401.

Confidentiality

All Written and oral information and materials disclosed or provided by the DOE under this agreement constitutes Confidential Information, regardless of whether such information was provided before or after the date on this agreement or how it was provided.

The Contractor and representatives thereof, acknowledge that by making use of, acquiring or adding to information about matters and data related to this agreement, which are confidential to the DOE and its partners, must remain the exclusive property of the DOE.

Confidential information means all data and information related to the business and operation of the DOE, including but not limited to all school and student data contained in NH Title XV, Education, Chapters 186-200.

Confidential information includes but is not limited to, student and school district data, revenue and cost information, the source code for computer software and hardware products owned in part or in whole by the DOE, financial information, partner information (including the identity of DOE partners), Contractor and supplier information, (including the identity of DOE Contractors and suppliers), and any information that has been marked "confidential" or "proprietary", or with the like designation. During the term of this contract the Contractor agrees to abide by such rules as may be adopted from time to time by the DOE to maintain the security of all confidential information. The Contractor further agrees that it will always regard and preserve as confidential information/data received during the performance of this contract. The Contractor will not use, copy, make notes, or use excerpts of any confidential information, nor will it give, disclose, provide access to, or otherwise make available any confidential information to any person not employed or contracted by the DOE or subcontracted with the Contractor.

Ownership of Intellectual Property

The DOE shall retain ownership of all source data and other intellectual property of the DOE provided to the Contractor in order to complete the services of this agreement. As well the DOE will retain copyright ownership for any and all materials, patents and intellectual property produced, including, but not limited to, brochures, resource directories, protocols, guidelines, posters, or reports. The Contractor shall not reproduce any materials for purposes other than use for the terms under the contract without prior written approval from the DOE.

Contractor Initials

Date 5/6/19

Exhibit H

Termination

a. Termination for Cause

The DOE may terminate the Contract for cause for reasons including but not limited to the following circumstances:

1. Contractor's failure to perform the services as detailed herein and in any modifications to the Contract.
2. Contractor's failure to complete the Contract within the timeframe specified herein and in any modifications to the Contract.
3. Contractor's failure to comply with any of the material terms of the Contract.

If the DOE contemplates termination under the provisions of Subsections a.1., a.2., or a.3 above, the DOE shall issue a written notice of default describing the deficiency. The Contractor shall have five (5) business days to cure such deficiency. In the event the Contractor does not cure such deficiency, the DOE may terminate the Contract without further consideration by issuing a Notice of Termination for Default and may recover compensation for damages.

If, after the Notice of Termination for Default has been issued, it is determined that the Contractor was not in default or the termination for default was otherwise improper, the termination shall be deemed to have been a Termination for Convenience.

b. Termination for Convenience

The DOE may terminate the Contract for convenience, in whole or in part, when, for any reason, the DOE determines that such termination is in its best interest. The contract can be terminated due to reasons known to the non-Federal entity, i.e., including but not limited to program changes, changes in state-of-the-art equipment or technology, insufficient funding, etc. The Contract termination is effected by notifying the Contractor, in writing, specifying that all or a portion of the Contract is terminated for convenience and the termination effective date. The Contractor shall be compensated only for work satisfactorily completed prior to the termination of the Contract. The Contractor is not entitled to loss or profit. The amount due to the Contractor is determined by the DOE.

In the event of termination for convenience, the DOE shall be liable to the Contractor only for Contractor's work performed prior to termination.

c. The DOE's Right to Proceed with Work

In the event this Contract is terminated for any reason, the DOE shall have the option of completing the Contract or entering into an agreement with another party to complete services outlined in the Contract.

Contractor Initials

Date


5/6/19

State of New Hampshire

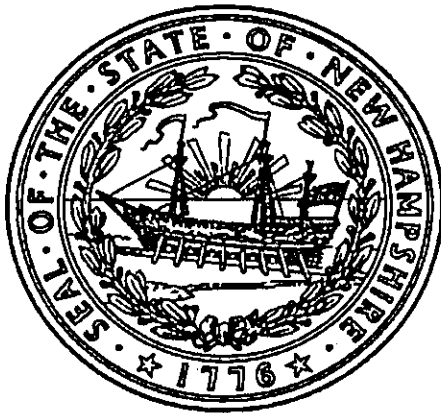
Department of State

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 registered to transact business in New Hampshire on September 24, 1982. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 62349

Certificate Number: 0004509686



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 3rd day of May A.D. 2019.

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

William M. Gardner
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/06/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| PRODUCER E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425 | CONTACT NAME: Eleanor Spinazzola PHONE (A/C, No, Ext): (603) 293-2791 FAX (A/C, No): (603) 293-7188 E-MAIL ADDRESS: Eleanorspinazzola@esinsurance.net | | | | | | | | | | | | | | | | | | | | | |
|--|---|-------------------------------|--|--------|------------|--------------------------------|------|------------|-------------------------|-------|------------|--|--|------------|--|--|------------|--|--|------------|--|--|
| INSURED National Alliance on Mental Illness, NAMI-NH 85 North State Street Concord NH 03301 | <table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Great American Insurance Group</td><td>GAIG</td></tr><tr><td>INSURER B:</td><td>Technology Insurance Co</td><td>42376</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table> | INSURER(S) AFFORDING COVERAGE | | NAIC # | INSURER A: | Great American Insurance Group | GAIG | INSURER B: | Technology Insurance Co | 42376 | INSURER C: | | | INSURER D: | | | INSURER E: | | | INSURER F: | | |
| INSURER(S) AFFORDING COVERAGE | | NAIC # | | | | | | | | | | | | | | | | | | | | |
| INSURER A: | Great American Insurance Group | GAIG | | | | | | | | | | | | | | | | | | | | |
| INSURER B: | Technology Insurance Co | 42376 | | | | | | | | | | | | | | | | | | | | |
| INSURER C: | | | | | | | | | | | | | | | | | | | | | | |
| INSURER D: | | | | | | | | | | | | | | | | | | | | | | |
| INSURER E: | | | | | | | | | | | | | | | | | | | | | | |
| INSURER F: | | | | | | | | | | | | | | | | | | | | | | |

COVERAGES

CERTIFICATE NUMBER: 2019

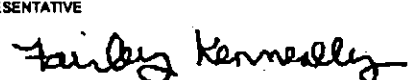
REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE | ADDL SUBR INSD WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--------------------|---------------|-------------------------|-------------------------|---|---|--------------|---|------------|--------------------------------|------------|-----------------------------|--------------|-------------------|--------------|------------------------|--------------|----------------------|--------------|-------------------------------------|--------------|----------------------------|----|------------------------------|----|--------------------------------|----|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | 05/07/2019 | 05/07/2020 | <table><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 100,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 5,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 3,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 3,000,000</td></tr><tr><td>AbMol Cnslr, CissSpc</td><td>\$ 1,000,000</td></tr><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr></table> | EACH OCCURRENCE | \$ 1,000,000 | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 100,000 | MED EXP (Any one person) | \$ 5,000 | PERSONAL & ADV INJURY | \$ 1,000,000 | GENERAL AGGREGATE | \$ 3,000,000 | PRODUCTS - COMP/OP AGG | \$ 3,000,000 | AbMol Cnslr, CissSpc | \$ 1,000,000 | COMBINED SINGLE LIMIT (Ea accident) | \$ 1,000,000 | BODILY INJURY (Per person) | \$ | BODILY INJURY (Per accident) | \$ | PROPERTY DAMAGE (Per accident) | \$ |
| EACH OCCURRENCE | \$ 1,000,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 100,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MED EXP (Any one person) | \$ 5,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PERSONAL & ADV INJURY | \$ 1,000,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GENERAL AGGREGATE | \$ 3,000,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PRODUCTS - COMP/OP AGG | \$ 3,000,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AbMol Cnslr, CissSpc | \$ 1,000,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COMBINED SINGLE LIMIT (Ea accident) | \$ 1,000,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BODILY INJURY (Per person) | \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BODILY INJURY (Per accident) | \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PROPERTY DAMAGE (Per accident) | \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A | <input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | 05/07/2019 | 05/07/2020 | <table><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr></table> | BODILY INJURY (Per person) | \$ | BODILY INJURY (Per accident) | \$ | PROPERTY DAMAGE (Per accident) | \$ | | | | | | | | | | | | | | | | |
| BODILY INJURY (Per person) | \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BODILY INJURY (Per accident) | \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PROPERTY DAMAGE (Per accident) | \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE | | | 05/07/2019 | 05/07/2020 | <table><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>AGGREGATE</td><td>\$</td></tr></table> | EACH OCCURRENCE | \$ 1,000,000 | AGGREGATE | \$ | | | | | | | | | | | | | | | | | | |
| EACH OCCURRENCE | \$ 1,000,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AGGREGATE | \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N | N/A | | 10/10/2018 | 10/10/2019 | <table><tr><td><input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$ 500,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$ 500,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ 500,000</td></tr></table> | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER | | E.L. EACH ACCIDENT | \$ 500,000 | E.L. DISEASE - EA EMPLOYEE | \$ 500,000 | E.L. DISEASE - POLICY LIMIT | \$ 500,000 | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E.L. EACH ACCIDENT | \$ 500,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E.L. DISEASE - EA EMPLOYEE | \$ 500,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E.L. DISEASE - POLICY LIMIT | \$ 500,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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

CERTIFICATE HOLDER**CANCELLATION**

| | |
|--|---|
| NH Department of Education Bureau of Student Wellness 129 Pleasant Street Concord NH 03301 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  |
|--|---|

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CERTIFICATE OF VOTE

(Corporation without a Seal)

I, Russell Conte, do hereby certify that:
(Name of the Clerk of the Corporation, cannot be signatory)

(1) I am the duly elected clerk of NAMI New Hampshire.
(Corporation Name)

(2) The following are true copies of the resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on May 6, 2019.
(date)

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting through its Department of Education.

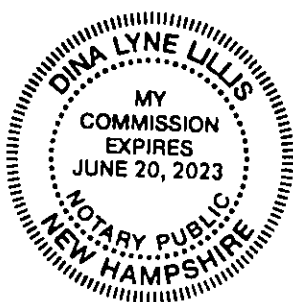
RESOLVED: That Kenneth Norton Executive Director
(Name of Contract Signatory) (Title of Contract Signatory)

is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute 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 foregoing resolution(s) have not been amended or revoked, and remain in full force and effect as of the 6th day of May, 2019.
(day, month, yr) (must be same date as the contract date)

(4) Kenneth Norton is the duly elected Executive Director of the corporation.
(name of contract signatory) (title of contract signatory)

IN WITNESS WHEREOF, I have hereunto set my hand as the Business Representative of the Corporation this 6th day of May, 2019.



Russell Conte
(Signature of Clerk of Corporation)

STATE OF NEW HAMPSHIRE

COUNTY OF Merrimack

On May 6th, 2019, the foregoing instrument was acknowledged before me.

In witness whereof I hereunto set my hand and official seal.

My commission expires on: June 20, 2023

Dina Lyne Lillis
Notary Public/Justice of the Peace



National Alliance on Mental Illness

NAMI | New Hampshire

BIO FOR BRIAN HUCKINS

Brian Huckins is a healthcare professional with a strong background in the development and delivery of services of proactive care for people who need assistance with behavioral health, developmentally disabilities, and/or medically frail conditions. His skills include development and implementation of policies, procedures, care methods, and care coordination. Brian has a unique understanding of broad services programs, state funding, provider networks and waived services for all age populations.

Brian has a history of working with people who require long-term supports and services from ages zero through the lifespan. Brian helped make START Services a state-wide service. His most recent work has been work has been with NAMI NH. He is the Director of Children and Youth Programs. He works with Wraparound Services and Family Peer Support Specialists supporting children who have mental illness throughout the state of New Hampshire.

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 / www.NAMINH.org



NAMI | New Hampshire

BIO FOR SANDY ALONZO

Sandy Alonzo is a passionate educator who began her career with the youngest of children, as the Director of a Licensed Child Care Program in Coos County. She also was a facilitator for the Soft Skills portion of the WorkReadyNH program; teaching adults to use reflection, effective communication, problem solving, as well as many other soft skills in a classroom setting. Sandy has an understanding of human development (including effects of trauma), how to build trusting relationships with others and she is knowledgeable about the services available throughout Northern New Hampshire.

Sandy has served on the Board of Tri-County Community Action Program, Inc. as the Board Chair since December 2013. She is proud to say her volunteer experience began as a Candy Striper (Junior Volunteer) at Weeks Medical Center in Lancaster, NH while she was in high school and has continued in her spirit of volunteerism to date.

Sandy is currently a Family Peer Support Coordinator with NAMI New Hampshire. She works with NH High Fidelity Wraparound supporting youth who have mental illness and their families in a strength-based, family-driven, youth-guided process in which the family and their team (includes natural supports & local agency representatives) are striving toward reaching the family's vision.

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InfoLine: 800-242-6264 • Tel. 603-225-5359 • Fax 603-228-8848 • info@naminh.org / www.NAMINH.org

**NAMI NH Board of Director
2018-2019**

| NAME | BOARD POSITION |
|--------------------|--------------------------------|
| Atkinson, Kate | Member |
| Brown, Donna | Member |
| Bunker, John | 1 st Vice President |
| Conte, Russell | Secretary |
| Cunningham, Ross | Member |
| Eastman, Chuck | Member |
| Gardiner, Arthur | Member |
| Hosmer, Andrew | Member |
| Janelle, Peter | President |
| LaFrance, Shawn | 1 st Vice President |
| Moler, Teresa | Member |
| Norian, Isabel | Member |
| Richardson, Rose | Treasurer |
| Sanders, Elizabeth | Member |
| Trudel, Karen | Member |
| Wright, Michael | Member |



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Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-6133
FAX (603) 271-1953

May 22, 2018

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

REQUESTED ACTION

Authorize the New Hampshire Department of Education Bureau of Student Wellness to exercise a renewal option on a **sole source** contract with National Alliance on Mental Illness New Hampshire, (NAMI NH), Concord, NH (vendor code 166630), by increasing the price limitation by \$80,623.70 from \$80,623.70 to \$161,247.40 to continue working in partnership with the NH Department Of Education, (NHDOE) in all levels of decision-making, including the development, implementation and evaluation of the System of Care (SOC), effective July 1, 2018 through June 30, 2019 upon Governor & Council approval. This contract was originally approved by Governor and Council on October 2, 2017 (Item #37). 100% federal funds.

Funds to support this request are available in the account titled System of Care (SOC);

06-056-056-562010-50600000-072-509073
Grants – Federal

FY'19
\$80,623.70

EXPLANATION

The DOE would like to exercise this renewal option on a **sole source** contract. This contract was originally sole sourced, due to the federal grant requirement that the agency identify the evaluation team prior to submitting the application. A request for a Letter of Commitment (RFC) was advertised on the Office of Student Wellness website and the Department of Education website, Office of Student Wellness on March 23 through March 31, 2016.

In FY'2018, NAMI NH's Lead Family Contact provided a one-to-one support to primary care givers of children and/or adolescents with serious emotional disturbance (SED) using the Family and Community Support peer-to-peer model. They also delivered a variety of trainings: Parents Meeting the Challenge, Family Leadership Training and Cultural Competency. Key Meetings were attended by the Lead family contact. Relationships were built with key players in all coverage areas of White Mountain Regional School District, Claremont School District, and Winnisquam School District. The Lead Family Contact worked in partnership with System of Care partners to ensure the family voice is embedded throughout the system.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council

May 22, 2018

Page Two

The purpose of this contract renewal is to improve mental health outcomes for children and youth (birth to 21 years of age) with serious emotional disturbances (SED). This program supports the wide scale operation, expansion and integration of system of care (SOC) approach by creating sustainable infrastructure and services that are required as part of the Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances. SOC supports the provisions of mental health and related recovery support services to children and youth with serious emotional disturbances and those with early signs and symptoms of serious mental illness first episode psychosis, and their families.

NAMI NH is evaluated by the Department through the monitoring of the services provided. In addition, they submit reports to the Department on the progress in meeting the objectives of the contract. There are two (2) more yearly options to renew on this contract then there will be a final report due from the vendor within six (6) months of ending services.

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

Respectfully submitted,



Frank Edelblut
Commissioner of Education

FE:TLS
Enclosures

**AMENDMENT TO
PROFESSIONAL SERVICES CONTRACT**

Now come the New Hampshire Department of Education, Bureau of Student Wellness, hereinafter "the Agency," and National Alliance on Mental Illness New Hampshire, Concord, NH, hereinafter "the Contractor", and, pursuant to an agreement between the parties that was approved by Governor and Council on October 2, 2017 (Item #37) hereby agree to modify same as follows:

1. Amend Section 1.7 by removing June 30, 2018 and replacing with June 30, 2019.
2. Amend Section 1.8 by removing \$80,623.70 and replacing with \$161,247.40.
3. Remove Exhibit B (Budget) and replace with Exhibit B-1 (Budget).
4. All other provisions of this agreement shall remain in full force and effect.
5. This renewal option shall be effective on July 1, 2018.

This modification of an existing agreement is hereby incorporated by reference to the existing agreement by the parties and must be attached to the said agreement.

IN WITNESS WHEREOF, the parties, hereto have set their hands as of the day and year first above written.

THE STATE OF NEW HAMPSHIRE
Department of Education
(Agency)

Division of Commissioner's Office

By: [Signature]
Commissioner of Education Date

NAMI NEW HAMPSHIRE
Name of Corporation (Contractor)

By: [Signature] Executive Director 5/12/18
Signature, Title Date

STATE OF NEW HAMPSHIRE

County of MERRIMACK

On this the 12th day of MAY, 2018 before me, KENNETH NORTON, the undersigned officer, ~~personally appeared before me~~ known to me (or satisfactory proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

In witness whereof, I hereto set my hand and official seal.

[Signature]
Notary Public/Justice of the Peace

July 10, 2018
Commission Expires

Approved as to form, substance and execution by the Attorney General this 29th day of May, 20 .

[Signature]
Division of Attorney General Office

Approved by the Governor and Council this _____ day of _____, 20__

By: _____

EXHIBIT B - 1
Budget

| Item | Description | FY'19 |
|-----------------------------|---|---|
| Lead Family Contact (LFC) | Lead Family Contact to work with the Family and Community Support Specialist (FCCS) staff in all levels of decision-making, including the development, implementation and evaluation of the SOC and providing support services for families receiving services through the cooperative agreement. | \$44,990.00 |
| Lead Family Contract Fringe | Calculated at 33% | \$14,846.70 |
| Travel/Meetings | Mileage reimbursement for Lead Family Contact estimated at 18,000 miles per year based on historical and statewide overseeing of (3) FCSS including North Country; and travel to the National Conference. Mileage is reimbursed at the GSA approved rate of 0.535/per mile. | \$10,200.00 ~ Local \$ 2,500.00 ~ National |
| Expenses | Wireless phone service @\$90/mo for Lead Family Contact. The wireless phone service includes the monthly fee including data and hotspot, and initial cost of phone. In addition, the LFC will have a tablet with data which will include connectivity costs. | \$1,620.00 |
| Administrative Costs | | \$ 6,467.00 |
| Totals | | \$80, 623.70 |

Limitation on Price: This Contract will not exceed \$ \$80,623.70

Source of Funding: Funding for this contract is 100% Federal Funds from the account titled System of Care (SOC), as follows:

Account: 06-056-056-562010-50600000-072-509073
Grants – Federal

FY'19
\$ 80,623.70

Method of Payment:

Payment will be made upon the submittal of an invoice that is received by the 10th of the following month which is supported by a summary of activities that have taken place in accordance with the terms of the contract.

Attn: Michelle Myler
NH Department of Education
Office of Student Wellness
101 Pleasant Street
Concord, NH 03301

State of New Hampshire

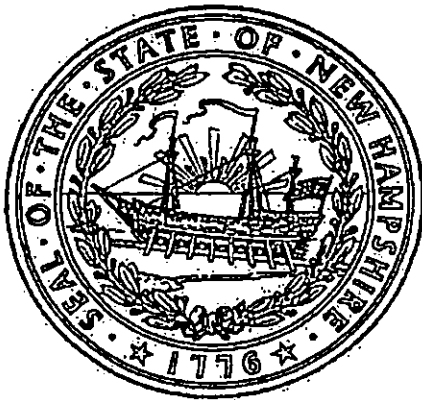
Department of State

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 registered to transact business in New Hampshire on September 24, 1982. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 62349

Certificate Number: 0004082315.



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 16th day of April A.D. 2018.

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

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

(Corporation without a Seal)

I, Richard A. Chevré fils, do hereby certify that:
(Name of the President of the Corporation, cannot be signatory)

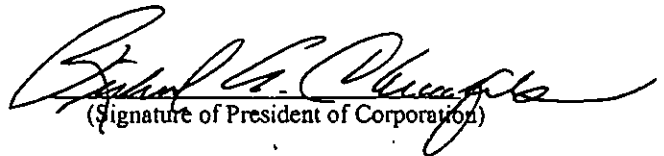
- (1) I am the duly elected President of NAMI New Hampshire
(Corporation Name)
- (2) The following are true copies of the resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on May 12, 2018
(date)

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting through its Department of Education.

RESOLVED: That Kenneth Norton - Executive Director
(Name of Contract Signatory) (Title of Contract Signatory)
is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute 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 foregoing resolution(s) have not been amended or revoked, and remain in full force and effect as of the 12 day of May, 2018.
(day, month, yr) (must be same date as the contract date)
- (4) Kenneth Norton is the duly elected Executive Director of the corporation.
(name of contract signatory) (title of contract signatory)

IN WITNESS WHEREOF, I have hereunto set my hand as the Business Representative of the Corporation this 12th day of May, 2018.


(Signature of President of Corporation)

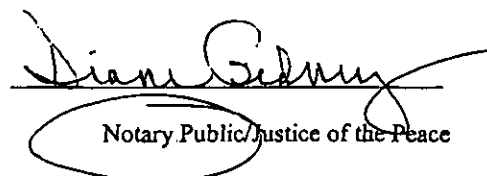
STATE OF NEW HAMPSHIRE

COUNTY OF Merrimack

On May 12, 2018, the foregoing instrument was acknowledged before me.

In witness whereof I hereunto set my hand and official seal.

My commission expires on: July 10, 2018


Notary Public/Justice of the Peace



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/16/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | |
|---|--|
| PRODUCER E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425 | CONTACT NAME: Pat Mack PHONE (A/C, No, Ext): (603)293-2791 FAX (A/C, No): (603)293-7188 E-MAIL ADDRESS: pat@esinsurance.net |
| INSURED National Alliance on Mental Illness, NAMI-NH 85 North State Street Concord NH 03301 | INSURER(S) AFFORDING COVERAGE INSURER A: Great American Ins Group INSURER B: Technology Insurance Co INSURER C: INSURER D: INSURER E: INSURER F: |

COVERAGES

CERTIFICATE NUMBER: CL1841613260

REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE | ADDITIONAL INSURED | SUBROGATION | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|--------------------|-------------|---------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | | 05/07/2018 | 05/07/2019 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 3,000,000 AbMol Cnstr, CissSpc \$ 1,000,000 |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | | 05/07/2018 | 05/07/2019 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 | | | | 05/07/2018 | 05/07/2019 | EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N N | N/A | | 10/10/2017 | 10/10/2018 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000 |

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

CERTIFICATE HOLDER

CANCELLATION

| | |
|--|---|
| State of New Hampshire Department of Education 101 Pleasant Street Concord NH 03301 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE |
|--|---|

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#stigmafreeinthe603



NAMI

National Alliance on Mental Illness

New Hampshire

2017 ANNUAL REPORT
July 1, 2016 – June 30, 2017

"All This from My Kitchen Table!"

Peggy Straw was in the business of hope. In 1978, NAMI New Hampshire's founder gathered six hurting families around her kitchen table to demonstrate they were not alone. To connect with one another, and with community resources. To strengthen their collective voice in advocating for their loved ones living with mental illness. Most of all, to bring hope into the lives of struggling families.

Nearly four decades later, NAMI New Hampshire remains first and foremost in the business of hope. In 2015, when touring the NAMI NH office – her first visit to the building at 85 North State Street – Peggy kept saying "all this from my kitchen table!" She was incredibly proud of the work that we had done to sustain and expand "our NAMI."

In 2017, NAMI New Hampshire served more than 15,000 Granite Staters – strengthening communities statewide by providing support, education, advocacy, and hope. Over cups of coffee and tears, laughter and stories, learning and shared experiences, attending and testifying at legislative hearings, hope grows.

NAMI NH honors Peggy's legacy by nurturing hope in the face of adversity, strength in vulnerability, connection in community, recovery in treatment, and justice in action.

There was much cause for hope in 2017. The Veterans and Military Family Initiative, deployed in conjunction with the NH Department of Health and Human Services and NH Care Path, delivered free statewide events throughout the year, culminating in the Military Family Expo. The Connect Program's trainers provided suicide prevention and postvention training coast to coast. NAMI NH hosted an overflow crowd for the Granite State premiere of *God Knows Where I Am*.

The Public Policy Committee was busy actively engaging legislative leaders including the Senate President, Speaker of the House, and Governor, each of whom separately toured Emergency Departments to better understand the ED Boarding Crisis. Dozens of mental health advocates wrote letters, made calls, and testified in person at the hearings for House Bill 400. Subsequently, HB 400 cleared the full House and Senate, before being signed into law by Governor Chris Sununu during a ceremony at NAMI NH.

While hope abounds, struggles remain. In late May 2017, 35 adults and 27 children in mental health crisis were waiting in Emergency Departments across New Hampshire – 62 individuals waiting for treatment and beds.

Our work, and Peggy's legacy, continue. Please join us on this journey of hope as we strive to be #stigmafreeinthe603.



Peggy Straw Founder, Family, Friend

NAMI New Hampshire was born at Peggy Straw's kitchen table in 1978, to help six hurting families. Out of this mother's power to transform, an organization was created that last year provided education, support, and advocacy to over 15,000 individuals.

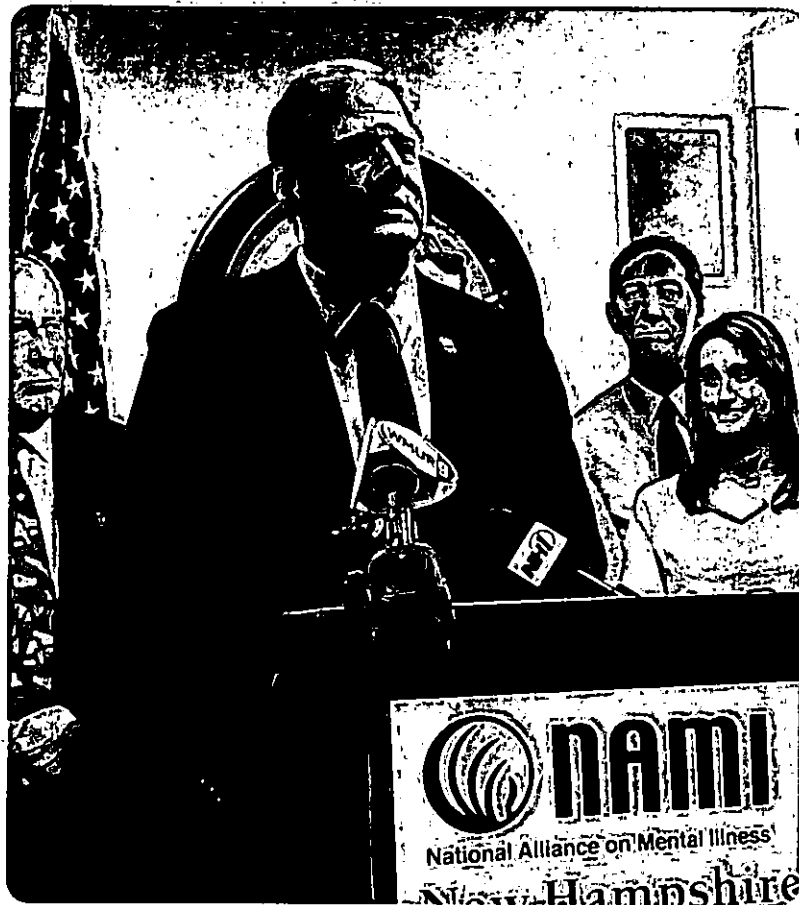
Our hearts broke with the news of Peggy's unexpected passing on March 9, 2017. Peggy was a trailblazer, a visionary, a leader – and, first and foremost, a mother who loved her child so much that she set out to transform a system.

In 2015, Peggy gave us this charge: "We must push as hard as we can to return to the good mental health delivery system that New Hampshire was known for in the past." We hear you, Peggy, and will carry you in our hearts as we push onward.



Kenneth Norton, LICSW
Executive Director

Richard Chevré fils
President



Governor Chris Sununu Signs House Bill 400 at NAMI NH

Governor Chris Sununu, legislative leaders, advocates and stakeholders joined together at NAMI New Hampshire on June 14, 2017, for a ceremonial signing of House Bill 400 (HB 400).

The bill includes provisions to create a new 10-year mental health plan; develop plans for ensuring due process rights of individuals detained in emergency departments; and study alternatives to placing children at New Hampshire Hospital.

HB 400 is a great step in the right direction. Thank you to all who testified in support of mental health, and to all who joined us for the signing of HB 400.



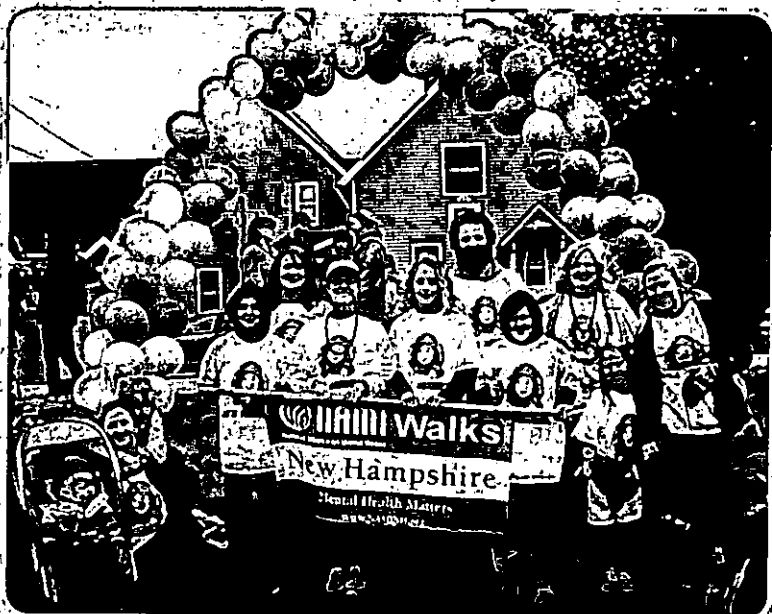
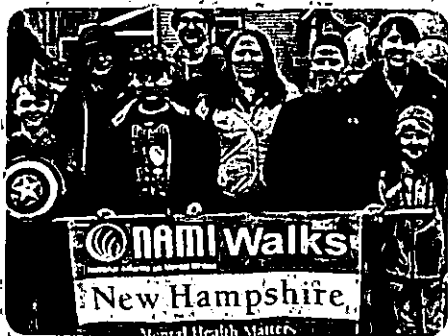
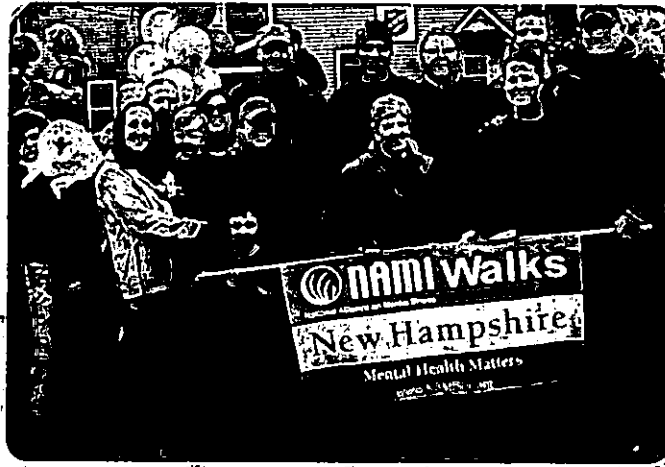
14th Annual NAMI Walks NH



Despite drizzly skies, the 14th Annual NAMI Walks NH was a resounding success! More than 800 Walkers stepped up to take a swing at stigma and show their support for the 1 in 5 adults and children who face mental illness each year.



NAMI New Hampshire is grateful to all Walkers, Donors, Volunteers, and Sponsors who took part in the largest mental health awareness and suicide prevention event in the Granite State. Thank you to our speakers, who included NAMI Walks NH Honorary Co-Chair Don Shumway, Congresswoman Ann McLane Kuster, and Congressman Frank Guinta. It was an honor to have NAMI NH Founder Peggy Straw also serve as an Honorary Co-Chair of the 14th Annual NAMI Walks NH.



“ Thanks to all who did a great job organizing NAMI Walks NH. Everything was superb from start to finish. **”** (Paul F.)

Highlights

Military Family Expo

The Military Family Expo presented by NAMI NH on September 16, 2016 was a great success – connecting hundreds of military members, veterans and their families. There were crafts, yoga, story time, bouncy houses and dancing for the kids (and young at heart), and a wide variety of resources presented from over 50 exhibitors.

Retired Army Staff Sargent Travis Mills, a quadruple amputee and recalibrated warrior, inspired and delighted with a powerful, and humorous, keynote address. There were also group push-ups, many workshops, and plenty of good food.



Most importantly, our military members, veterans and their families were able to meet and spend time together.



Connect in Alaska

In August 2016, NAMI New Hampshire's Connect Program flew west to Alaska. Pictured are Connect Postvention Trainers and participants – at the Tanana Chiefs Conference in Fairbanks, Alaska.



Suicide Prevention Week

Governor Maggie Hassan declared September 4-10, 2016 as Suicide Prevention Week. On September 9th, Tara Ball led a ceremony at Exeter High School.

'Pack Up Your Sorrows' Film Screening During Mental Illness Awareness Week

On October 5, 2016, Rebecca Kinhan and her family hosted a packed screening of the documentary Pack Up Your Sorrows at Red River Theatres in Concord, NH. This benefit for NAMI NH helped other families learn more about accessing help and finding hope.

A post-film discussion featured filmmakers Meg Hutchinson and Rob Stegman, along with Riverbend Community Mental Health CEO Peter Evers and NAMI NH Executive Director Ken Norton.



“ I attended my first meeting of Survivors of Suicide Loss. I am so thankful for this opportunity to help heal. (Joan)



5th Annual Memorial Tree Lighting

In January 2009, organizers of the Memorial Tree lost their son and brother, Matthew Hampton, to suicide. To honor Matthew and all other loved ones lost to any cause, they organize the Memorial Tree Lighting each year. The Memorial Tree remains lit throughout Suicide Prevention Awareness Week, in remembrance of all loved ones.

Connect In California

Turning Point Community Programs in California welcomed NAMI NH's Connect Program in October 2016 – pictured are newly minted Connect Prevention Trainers who participated in the event.



“ I am finding NAMI NH training sessions life changing! Help others while helping myself. (Rod)

Thank You For Testifying

Thank you to each and every individual who testified before, or sent messages to, the NH House and Senate Finance Committees during the early 2017 budget hearings. More than 50 mental health advocates stepped up to the microphone to share their stories, and many more sent heartfelt and persuasive letters.

Testifying in Concord on March 13, 2017, Monique Miller shared:

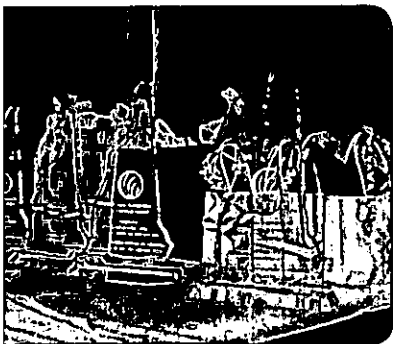
“I’m begging you, the mental health services in New Hampshire have become inhumane - and almost non-existent...When you ignore the mental health problems, they don’t go away, they become part of another crisis, suicide, homelessness, drug addiction.”

Also testifying in Concord, 10-year-old Charlie Murdoch Roy told the Committee:

“You should treat people the exact same way you’d want to be treated. If you needed care for any medical need, would you want to wait 2 weeks for a bed? No! None of those 50 people want to wait days on end, either.”

“ Very proud to join NAMI NH as a member and look forward to working with them on changing the culture in our state of an overburdened mental health system. (Jack)





NH Annual Award

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and suicide.

to our 2017 award winners:

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ou to our volunteer
ommittee, who carefully and



NAMI NH's Deb Baird with
Shirley Smith of If U Care
Share

Visit from UK's If U Care Share

NAMI NH had the great pleasure
in April 2017 to welcome Shirley
Smith, Loss Survivor from England.
After losing her son Daniel to
suicide, she and her family started
the If U Care Share Foundation.
They have been tirelessly working
in suicide prevention and
bereavement for survivors ever
since. Shirley won a Winston
Churchill Fellowship that brought
her to the US for study and
collaboration.

Wentworth by the Sea 5K

Thank you to all who braved chilly
temps and exceptionally brisk
winds, in order to support NAMI
New Hampshire at the Wentworth
by the Sea Country Club 5K on
April 8, 2017! We're
grateful to Wentworth
for selecting NAMI NH
as their 5K nonprofit
beneficiary again in
2017 – thanks to all of
the terrific staff, and
generous runners
and walkers.



Children's Mental Health Week

May 1, 2017 - May 7, 2017

Children's Mental Health Awareness
Week seeks to promote the
importance of children's mental
health and reduce stigma. In
New Hampshire, activities and
events took place statewide to
honor the occasion.

At the start of the week, Governor
Chris Sununu read a proclamation
for Children's Mental Health Week.
Commissioner Meyers from the
Department of Health and Human
Services, and Commissioner Edelblut
from the Department of Education,
also participated.



Party with a Purpose

On May 19, 2017, Party with a Purpose attendees heard from Dr. Alex de Nesnera, Interim Chief Medical Officer at New Hampshire Hospital and a professor at Dartmouth College's Geisel School of Medicine. Dr. d explained factors impacting the current emergency department boarding crisis, and explored how we can all work together to address the issue. Michele Grennon, NAMI NH Board 1st Vice President, hosted the evening at her beautiful oceanfront home. NAMI NH is grateful to our sponsors, attendees, and in-kind donors, who made Party with a Purpose a terrific success!

Youth Leaders in Action

Tiffany White and Abigail Thomas, members of the Future Business Leaders of America at Prospect Mountain High School, competed against other NH schools in an FBLA Community Service Project and Presentation. This team presented on the Connect Suicide Prevention Training they received from NAMI NH and the Partnership for Public Health. They took 1st Place in that state completion and will travel to California to compete at Nationals this June! Congratulations to these remarkable students on their suicide prevention efforts!

(Photo courtesy of Lakes Region Partnership for Public Health)

God Knows Where I Am

The sold-out opening night of *God Knows Where I Am* on April 21, 2017 at Red River Theatres was powerful - featuring important conversation, mental health resources, and a remarkable film. NAMI NH was honored to host the pre-film public reception and post-film discussion.

Thank you to our wonderful panelists:

Filmmakers Jedd Wider & Todd Wider

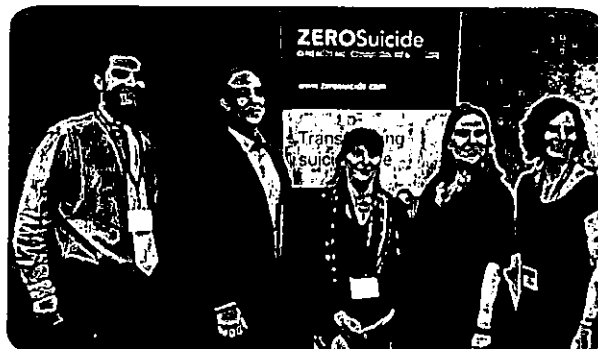
Joan Bishop (Linda's sister) & Caitlin Murtagh (Joan's daughter)

Bill Rider, Pres. & CEO, The Mental Health Center of Greater Manchester

Stephanie Patrick, Exec. Dir., Disability Rights Center - NH

Moderator: Ken Norton, Exec. Dir., NAMI New Hampshire

We're also grateful to those who brought mental health resources, and to all who attended and joined the conversation.



Zero Suicide Academy

NAMI NH's Elaine de Mello of The Connect Program participated in the Zero Suicide Academy hosted in Cartersville, GA in June 2017.

“ *This is a compassionate, caring, loving community of hope and charity. I feel so blessed and honored to be a small part of something so important and greatly needed for so many.* **”** *(Dymphna)*

2017 Annual 35th Anniversary

n

ll who joined us at NAMI
ual Meeting and 35th
celebration, with a special
of NAMI NH Founder,

you to the evening's
iding:

MI National & NAMI NH
resident

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ominating Committee Chair
Executive Director

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(Peterborough)

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Partnering with First Responders

NAMI NH partnered with the NH State
Police to provide training on Stress
and Fatigue in First Responders:
Pledging to Preserve Self to all
NH State Troopers.

This is the first time all NH State
Troopers were brought together to
be trained in awareness, strategies
and resources around managing
their own mental health issues, and
understanding the risk for suicide.

NAMI NH Heads to Capitol Hill to #Act4MentalHealth

NAMI New Hampshire staff and
volunteers, in Washington, DC for
NAMI National Convention, headed
to Capitol Hill on June 29, 2017. They
were among the 1,000 #NAMIcon17
attendees who spread out to visit with
their federal delegations. The NAMI
NH team extended thanks to Senator
Jeanne Shaheen, Senator Maggie
Hassan, Representative Annie Kuster,
and Representative Carol Shea-Porter
for their advocacy on behalf of
mental health.



NAMI NH Legacy Circle

The NAMI New Hampshire Legacy
Circle, launched at the 2017
Annual Meeting, offers opportunities
for donors at every level to help
ensure our neighbors receive the
support, education and advocacy they
deserve - long into the future.

*"Our life's message, and work,
has been about the effect of mental
illness on our life, and that of our
family. NAMI NH was there for us
in our darkest days. We had hoped
that within our lifetime the impact of
stigma would have been eradicated,
but we now know other families will
continue to need NAMI NH. We need
to know that NAMI NH will be there
for them in this difficult journey for
a real and fulfilling life for those we
love." (Rona and Ken Purdy)*

For more information, contact us at
development@NAMINH.org.

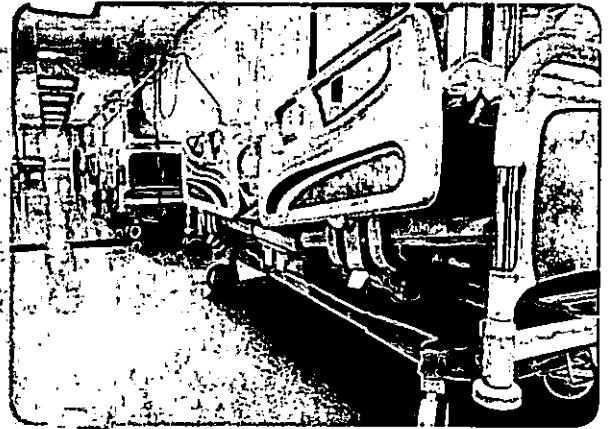
NAMI National Convention Leadership Award

Congratulations to NAMI
New Hampshire's Executive Director,
Ken Norton, who received the
Vicki Cottrell Executive Director
Leadership Award at the NAMI 2017
National Convention in Washington,
DC. A well-deserved honor for an

Emergency Department Boarding Crisis

On May 31, 2016, 36 adults and 25 children in mental health crisis were waiting in Emergency Departments across New Hampshire. 61 individuals waiting for treatment and beds. An average day in 2016 saw nearly 30

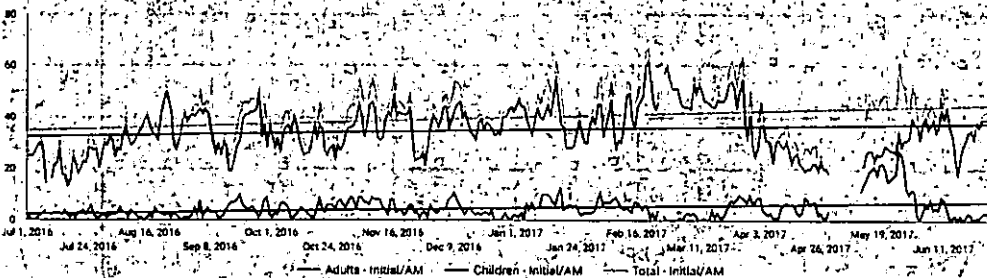
individuals waiting. NAMI New Hampshire is leading the charge to coordinate messaging to policy leaders, local, state and federal elected officials, and the media that emergency department boarding is medically, legally, ethically, morally, and economically wrong.



NHH Waiting List

July 1, 2016 - June 30, 2017

Data compiled by NAMI NH



By the numbers

FY2017

July 1, 2016
through
June 30, 2017

NAMI NH Volunteers

| | |
|-----------------------------------|------------|
| Number of Volunteers ¹ | 220+ |
| Volunteer hours | 10,800+ |
| Total Volunteer Value | \$255,000+ |

NAMI NH General Support, Education & Advocacy Statistics¹

| | |
|---|--------------|
| Families who received individual support & education | 208+ |
| Unique Information & Resource Line responses | 963+ |
| Support groups through the state | 19 |
| People who attended advocacy training | 38 |
| Public presentation attendees | 1820+ |
| NAMI Walks NH participants | 850+ |
| Website Unique Visitors - naminh.org | 34,998 |
| Website Unique Visitors - theconnectprogram.org | 21,045 |
| Average Page Views/Visit - naminh.org | 2.56 |
| Average Page Views/Visit - theconnectprogram.org | 1.96 |
| Average Time on Site - naminh.org | 1 min 55 sec |
| Average Time on Site - theconnectprogram.org | 1 min 33 sec |

Suicide Prevention/Postvention & Survivor Support

| | |
|--|---|
| Community Readiness and Awareness Presentations | 8 presentations (NH = 6; Other states = 2) |
| Suicide Prevention and/or Postvention Trainings | 71 (NH = 39; Other states = 32) |
| People trained in Connect Suicide Prevention | 1031 (NH = 900 from 25 trainings; Other states 131 from 16 trainings) |
| People trained in Connect Suicide Postvention | 540 (NH = 157 from 7 trainings; Other states = 383 from 20 trainings) |
| Suicide Prevention Trainers trained | 89 (NH = 10 from 1 training; Other states = 79 from 6 trainings) |
| Postvention Trainers trained | 89 (NH = 6 from 1 training; Other states = 83 from 8 trainings) |
| Youth Trainers trained | 125 (NH = 119 from 4 trainings; Other states = 6 from 1 training) |
| Hours spent responding to suicide incidents | 45+ |
| Support groups for Survivors of Suicide in NH | 16+ |
| Time/events NH Lifekeeper Quilt was displayed | 44+ |
| NH Survivor of Suicide Loss Resource Folders distributed | 250+ |
| Survivors of Suicide Loss newsletters distributed | 3000+ |

Family/Caregiver Education Programs

| | |
|--------------------------------------|---|
| <i>Family to Family</i> | 83 participants 5 classes 4 communities |
| <i>Parents Meeting the Challenge</i> | 13 participants 2 classes 2 communities |
| <i>Side by Side</i> | 142 participants 14 classes 6 communities |

Speakers' Bureau Presentations

| | |
|-------------------------|---|
| <i>Survivor Voices</i> | 30 presentations 300+ audience members |
| <i>Life Interrupted</i> | 22 presentations 346 audience members |
| <i>In Our Own Voice</i> | 49 presentations 1838 audience members |

- 1 Total # of individuals served is approximately 15,000, although it should be noted that it is unlikely that these are all unique individuals
- 2 Volunteer roles include: speakers' bureaus, support group leaders, teachers, board of directors, committee work, office volunteers, walk volunteers, special projects, etc.

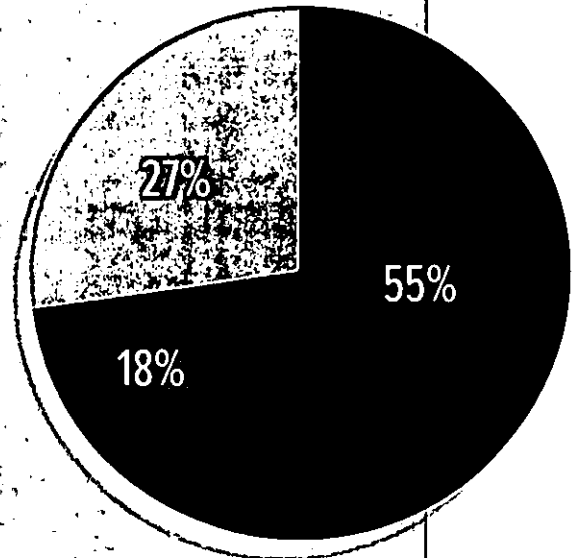
Revenue Sources - Fiscal Year 2017

Total \$2,018,243

55% Public Support: Government Grants and Contracts **\$1,110,748**

18% Private Support: Individual and Corporate Grants **\$356,739**

27% Earned Income: Interest, Fees, Contracts, and Miscellaneous **\$550,756**



Expenses - Fiscal Year 2017

Total \$1,962,892

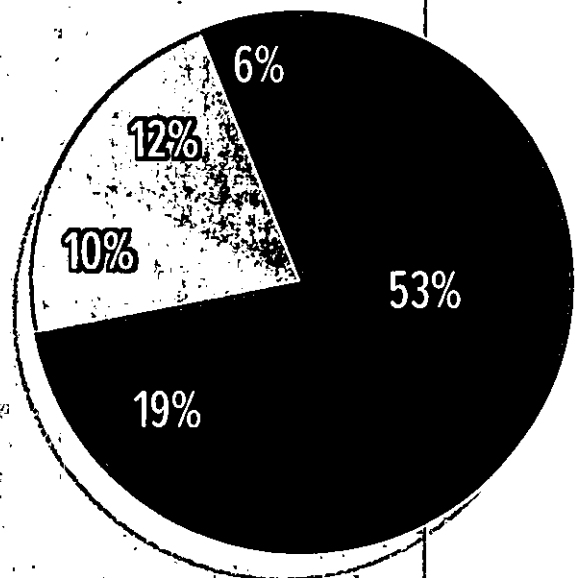
53% Public Education **\$1,044,581**

19% Suicide Prevention Education and Training **\$379,808**

10% Supporting Services: Fundraising **\$188,225**

12% Supporting Services: Management **\$232,241**

6% Community and Public Policy Relations **\$118,037**



Contributors

We are grateful to our donors for their generosity and commitment to NAMI New Hampshire. If your name is missing or listed incorrectly, please contact our Development Office at development@NAMINH.org so we may update our records.

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New Hampshire Charitable
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Merrimack County Savings Bank
Queen City Rotary Club Foundation

In Memory Of

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David E. and Laurie A. Aspinwall

Linda Bishop

Kyle Clark

Jillian Burris

Brian Burris

Michael Canniff

Robert Canniff

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 Hampstead Hospital
 The Harbor Group
 Kimball Jenkins School of Art
 Merrimack County Saving Bank
 NH Psychiatric Society
 Northeast Delta Dental
 Panorama Wealth Strategies
 Paquette Pools and Spas
 Riverbend Community Mental
 Health Center
 Sanctuary ATC

Seacoast Mental Health Center, Inc.
 TD Wealth - Gertrude Couch Trust
 M. Patalinjug Tyner, M.D., FAPA
 US Foods
 Walmart #2055 - Concord
 West Central Behavioral Health
 YBP Library Services

Kilometer Sponsor

Webster and Sylvia Anderson
 Bernstein Shur, P.A.
 Butenhof and Bomster, PC
 Michael and Sandra Cohen
 Edward Jones - Goffstown
 Greater Nashua Mental Health Center
 Suellen Griffin
 John Baird Trucking
 KDD Painting, LLC
 McLane Middleton
 The Mental Health Center
 of Greater Manchester
 Murdoch Social Capital
 PC Masters
 Sam's Club #6386 - Concord
 Stonyfield
 Taylor Rental
 Wharf Industries Printing Inc.



Improving lives affected by mental illness.

Our Mission

NAMI New Hampshire is a grassroots organization working to improve the lives of all people affected by mental illness and suicide through support, education and advocacy.

Our Vision

We envision a future where people affected by mental illness have hope, help, and health, and are able to:

- Access the supports and evidence-based treatment necessary for recovery.
- Have a lifespan that is not cut short by suicide or co-occurring conditions, and
- Reach their full potential living in their communities free from discrimination.

Guiding Values

Compassion: We offer compassion and empathy to all who are affected by mental illness and suicide.

Dignity: We believe everyone deserves to be free from judgment, and strive to foster hope always.

Inclusiveness: We respect people, value the voice of individuals with lived experience, and are committed to equality and diversity.

Collaboration: We are committed to a culture of teamwork and collaboration with diverse partners, working toward shared goals.

Integrity: We believe in openness and transparency, stewarding our resources, and being accountable to the individuals and families we serve, our members, and our funders.



Board of Directors 2016-2017

President:

Richard Chevrefils
Concord

1st Vice President:

Michelle Grennon
New Castle

2nd Vice President:

Suellen Griffin
Grantham

Treasurer:

Karen Privet
Nottingham

Secretary:

Linda Saunders Paquette
Concord

Frances Belcher
Campton

Lucy Bloomfield
South Hampton

Donna Brown
Concord

John Bunker
Stratham

Stacey Carlton, MD
Hooksett

Major Russell Conte
Concord

Ross Gunningham
Northfield

Doug Grant
Franconia

Peter Janelle
Manchester

Rose Richardson
Concord

Michael Wright
Boscawen



New Hampshire

85 North State Street, Concord, NH 03301 | www.NAMINH.org
Office: 603.225.5359 | Information and Resource Line: 800.242.6264

Frank Edelblut
Commissioner



Paul K. Leather
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL (603) 271-8133
FAX (603) 271-1953

September 15, 2017

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

REQUESTED ACTION

Authorize the New Hampshire Department of Education, Bureau of Special Education, Office of Student Wellness to enter into a sole source contract with National Alliance on Mental Illness New Hampshire, (NAMI NH), Concord, NH (vendor code 166630), in an amount not to exceed \$80,623.70, to work in partnership with the NH Department Of Education, (NHDOE) in all levels of decision-making, including the development, implementation and evaluation of the System of Care (SOC). This contract with an option to renew for 3 additional years will be effective upon Governor and Council approval, through June 30, 2018. 100% Federal funds.

Funds to support this request are available in the account titled System of Care (SOC).

06-056-056-562010-50600000-072-509073

FY'18

Grants – Federal

\$80,623.70

EXPLANATION

The DOE would like to enter into a sole source contract with the National Alliance on Mental Illness New Hampshire (NAMI, NH) who will partner with the DOE by providing a Lead Family Contact to work in partnership in the decision making, including the development, implementation and evaluation of the System of Care (SOC).

The purpose of this contract is to improve mental health outcomes for children and youth (birth to 21 years of age) with serious emotional disturbances (SED) and their families. This program will support the wide scale operation, expansion and integration of system of care (SOC) approach by creating sustainable infrastructure and services that are required as part of the Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances. SOC will support the provisions of mental health and related recovery support services to children and youth with serious emotional disturbances and those with early signs and symptoms of serious mental illness first episode psychosis, and their families.

His Excellency, Governor Christopher T. Sununu
And the Honorable Council
Page Two

A Request for Letter of Commitment (RFC) was advertised on the Office of Student Wellness Website: www.nhstudentwellness.org; and the Department Of Education website ~Office of Student Wellness, on March 23 through March 31, 2016. The Office of Student Wellness only received one request which was submitted by NAMI NH. The grant required OSW to select an evaluator prior to submittal for the grant and to submit an evaluation plan. NAMI NH agreed to work with the New Hampshire Department of Education to fulfill the requirements of the grant. NAMI NH has been an active partner in the NH Children's Behavioral Health Collaborative steering committee and Safe Schools/Health Students and Project Advancing Wellness and Resilience in Education (AWARE) state management teams.

NAMI NH will be evaluated by the Department through the monitoring of the services provided. In addition, they will submit reports to the Department on the progress in meeting the objectives of the contract.

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

Respectfully submitted,



Frank Edelblut
Commissioner of Education

FE:TLS
Enclosures

Attachment A

Request for Commitment (RFC) Submittal

Date Submitted: Job description and resume submitted on April 13, 2016

Submitted to: Mary Steady, Administrator in the Office of Student Wellness

Who Submitted: NAMI, NH

When writing for this federal grant there was a requirement to submit a job description and resume for a Lead Family Contact. Since there is a very quick turnaround (typically 60 days or less) to complete the aforementioned task it doesn't allow for the full RFP process to be implemented. In addition, NAMI NH currently is the only family organization that provides the Family and Community Support peer-to-peer model, which is a requirement of the grant. To do our due diligence with the fair and competitive bidding process the OSW was instructed by the Commissioner's Office and Business Office to release a Request for Commitment (RFC-see attached). The RFC was advertised on the NH DOE website from March 23-31, 2016. NAMI NH was the only respondent to the RFC. They contacted the OSW via phone call to discuss the requirements of the RFC. The OSW took the following actions:

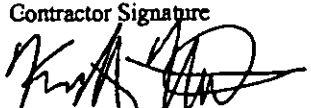
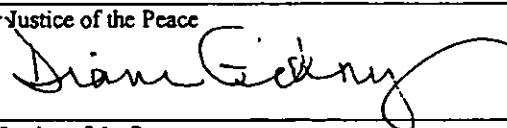
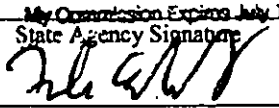
1. Discussed/interviewed NAMI NH on their experience with System of Care
2. Discussed with DHHS the role of NAMI NH in their SOC grant
3. Went into verbal agreement with NAMI NH to assist NH DOE with writing the deliverables of the Lead Family Contact, the job description of the Lead Family Contact, and identify and submit the resume of the Lead Family Contact.

Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS**1. IDENTIFICATION.**

| | | | |
|---|-------------------------------------|--|--|
| 1.1 State Agency Name NH Department of Education | | 1.2 State Agency Address 101 Pleasant Street, Concord, NH 03301 | |
| 1.3 Contractor Name National Alliance on Mental Illness New Hampshire, (NAMI NH) | | 1.4 Contractor Address 85 North State Street, Concord, NH 03301 | |
| 1.5 Contractor Phone Number (603) 225-5359 | 1.6 Account Number See Exhibit B | 1.7 Completion Date June 30, 2018 | 1.8 Price Limitation \$80,623.00.70 |
| 1.9 Contracting Officer for State Agency Mary Steady, Administrator, Office of Student Wellness | | 1.10 State Agency Telephone Number (603)271-3730 | |
| 1.11 Contractor Signature  | | 1.12 Name and Title of Contractor Signatory Kenneth Norton, Executive Director ~ NAMI NH | |
| 1.13 Acknowledgement: State of <u>NH</u> , County of <u>MERRIMACK</u> On <u>September 13, 2017</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. | | | |
| 1.13.1 Signature of Notary Public or Justice of the Peace  [Seal] | | | |
| 1.13.2 Name and Title of Notary or Justice of the Peace DIANE GEANEY, Notary Public My Commission Expires July 10, 2018 | | | |
| 1.14 State Agency Signature  Date: <u>10-2-17</u> | | 1.15 Name and Title of State Agency Signatory <u>FRANK EDEBLUT, COMMISSIONER OF EDUCATION</u> | |
| 1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____ | | | |
| 1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By: <u>E. B. McIntyre</u> On: <u>10/5/17</u> | | | |
| 1.18 Approval by the Governor and Executive Council (if applicable) 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, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("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. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. 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 notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and 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 \$1,000,000 per occurrence and \$2,000,000 aggregate; and

14.1.2 special cause of loss coverage form 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 thirty (30) 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 certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) 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 unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

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.

EXHIBIT A

Scope of Services

NAMI NH will provide to the New Hampshire Department Of Education, Office of Student Wellness with the services of a Lead Family Contact to work in partnership with the awardee staff in all levels of decision making, including the development, implementation and evaluation of the System of Care (SOC).

A Lead Family Contact will:

- Provide one to one support to families/primary caregivers 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 principles.
- Deliver Parents Meeting the Challenge Education Program (implementation, marketing and training).
- Assess the readiness of community and establish Parents Meeting the Challenge Support Groups.
- 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.
- Serve on work groups, advisory councils and committees as assigned.
- Collect and analyze all data related to the position.
- Build readiness for regional System of Care implementation family voice to assigned community planning meetings.
- Effectively outreaches and promotes education, leadership programs, and public policy advocacy.

NAMI will be required to work collaboratively with the Office of Student Wellness, and the System of Care evaluation team to collect and submit all SAMHSA required information. NAMI will submit monthly invoices to the NH Department Of Education, Office of Student Wellness.

EXHIBIT B
Budget

| Item | Description | FY'18 |
|-----------------------------|---|---|
| Lead Family Contact (LFC) | Lead Family Contact to work with the Family and Community Support Specialist (FCCS) staff in all levels of decision-making, including the development, implementation and evaluation of the SOC and providing support services for families receiving services through the cooperative agreement. | \$44,990.00 |
| Lead Family Contract Fringe | Calculated at 33% | \$14,846.70 |
| Travel/Meetings | Mileage reimbursement for Lead Family Contact estimated at 18,000 miles per year based on historical and statewide overseeing of (3) FCCS including North Country; and travel to the National Conference. Mileage is reimbursed at the GSA approved rate of 0.535/per mile. | \$9,000.00 ~ Local \$2,500.00 ~ National |
| Expenses | Wireless phone service @\$90/mo for Lead Family Contact. The wireless phone service includes the monthly fee including data and hotspot, and initial cost of phone. In addition, the LFC will have a tablet with data which will include connectivity costs. | \$1,620.00 |
| Supplies | Laptop for Lead Family Contact Activities, purchase and set up. | \$1,200.00 |
| Administrative Costs | | \$ 6,467.00 |
| Totals | | \$80,623.70 |

Limitation on Price: This Contract will not exceed \$ \$80,623.70

Source of Funding: Funding for this contract is 100% Federal Funds from the account titled System of Care (SOC), as follows:

Account: 06-056-056-562010-50600000-072-509073
Grants – Federal

FY'18
\$ 80,623.70

Method of Payment:

Payment will be made upon the submittal of an invoice that is received by the 10th of the following month which is supported by a summary of activities that have taken place in accordance with the terms of the contract.

Attn: Mary Steady
NH Department of Education
Office of Student Wellness
101 Pleasant Street
Concord, NH 03301

EXHIBIT C

This contract contains a provision that allows the Department to add an option to renew for three additional years, contingent upon satisfactory delivery for services, available funding, agreement of the parties and approval of the Governor and Council.

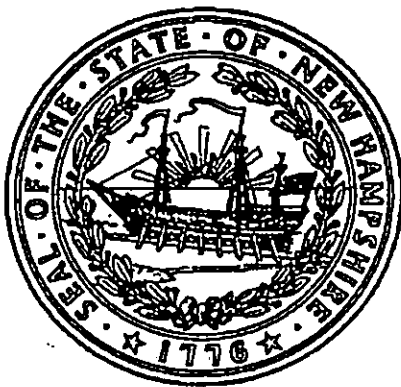
State of New Hampshire

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 registered to transact business in New Hampshire on September 24, 1982. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 62349



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 25th day of August A.D. 2017.

A handwritten signature in black ink, appearing to read "Wm Gardner".

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

(Corporation without a Seal)

I, Russell Conte, do hereby certify that:
(Name of the Clerk of the Corporation, cannot be signatory)

- (1) I am the duly elected clerk of NAMI New Hampshire.
(Corporation Name)
- (2) The following are true copies of the resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on September 13, 2017.
(date)

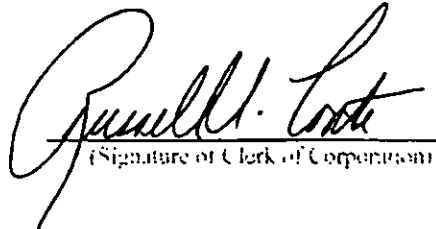
RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting through its Department of Education.

RESOLVED: That Kenneth Norton – Executive Director,
(Name of Contract Signatory) (Title of Contract Signatory)

is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute 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 foregoing resolution(s) have not been amended or revoked, and remain in full force and effect as of the 13th day of September, 2017.
(date, month, yr) or to be same date as the contract date
- (4) Kenneth Norton is the duly elected Executive Director of the corporation.
(name of contract signatory) (title of contract signatory)

IN WITNESS WHEREOF, I have hereunto set my hand as the Business Representative of the Corporation this 13th day of September, 2017.

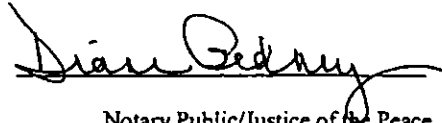

(Signature of Clerk of Corporation)

STATE OF NEW HAMPSHIRE

COUNTY OF Merrimack

On September 13, 2017, the foregoing instrument was acknowledged before me.

In witness whereof I hereunto set my hand and official seal.


(Signature of Notary Public/Justice of the Peace)

My commission expires on:

DIANE GEDNEY, Notary Public
My Commission Expires July 10, 2018

Notary Public/Justice of the Peace



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/06/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|---|--|---|--|
| PRODUCER E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425 | | CONTACT NAME: Pat Mack PHONE (A/C, No, Ext): (603)293-2781 FAX (A/C, No): (603)293-7188 E-MAIL ADDRESS: pat@esinsurance.net | |
| INSURED National Alliance on Mental Illness, NAMI-NH 85 North State Street Concord NH 03301 | | INSURER(S) AFFORDING COVERAGE INSURER A: Great American Ins Group INSURER B: Technology Insurance Co INSURER C: INSURER D: INSURER E: INSURER F: | |

COVERAGES

CERTIFICATE NUMBER: 2017 w new wc

REVISION NUMBER:

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

| USA LTR | TYPE OF INSURANCE | ADDL SUBR INSD | WYD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|---------|---|----------------|-----|---------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | | | 05/07/2017 | 05/07/2018 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPROP AGG \$ 3,000,000 AdMol Cnstr, CllsSpc \$ 1,000,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | <input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | | |
| | <input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 | | | | | 05/07/2017 | 05/07/2018 |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | | 10/10/2017 | 10/10/2018 | PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000 |

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

CERTIFICATE HOLDER

| |
|---|
| NH Department of Education 129 Pleasant Street Concord NH 03301 |
|---|

CANCELLATION

| |
|--|
| SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| AUTHORIZED REPRESENTATIVE <i>Pat Mack</i> |



National Alliance on Mental Illness

NAMI | New Hampshire

MISSION & VISION STATEMENTS

Adopted 5/16/15

MISSION

NAMI New Hampshire is a grassroots organization working to improve the quality of life for all by providing support, education and advocacy for people affected by mental illness.

VISION

We envision a future where people affected by mental illness have hope, help, and health, and are able to:

- access the supports and evidence-based treatment necessary for recovery,
- have a lifespan that is not cut short by their mental illness or co-morbid conditions, and
- reach their full potential, living in their communities free from discrimination and stigma.

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 / www.NAMINH.org

NAMI NEW HAMPSHIRE
Financial Statements
With Schedule of Expenditures of Federal Awards
June 30, 2016 and 2015
and
Independent Auditor's Report

**Report on Internal Control Over Financial Reporting
and on Compliance and Other Matters Based on an Audit
of Financial Statements Performed in Accordance
With *Government Auditing Standards***

**Report on Compliance for Each Major Federal Program
and Report on Internal Control Over Compliance
Required by the Uniform Guidance**

Schedule of Findings and Questioned Costs

NAMI NEW HAMPSHIRE
FINANCIAL STATEMENTS
June 30, 2016 and 2015

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
NAMI New Hampshire

Report on the Financial Statements

We have audited the accompanying financial statements of NAMI New Hampshire (a nonprofit entity), which comprise the statements of financial position as of June 30, 2016 and 2015, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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, 2016 and 2015, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of functional expenses on pages 14 and 15 are presented for purposes of additional analysis and are not a required part of the financial statements. Additionally, the accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 19, 2016, on our consideration of NAMI New Hampshire's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering NAMI New Hampshire's internal control over financial reporting and compliance.

Vachon Chikky & Company PC

Manchester, New Hampshire
December 19, 2016

NAMI NEW HAMPSHIRE
STATEMENTS OF FINANCIAL POSITION
For the Years Ended June 30, 2016 and 2015

| ASSETS | | 2016 | 2015 |
|---|--|---------------------|---------------------|
| CURRENT ASSETS: | | | |
| Cash | | \$ 187,011 | \$ 300,451 |
| Investments | | 346,032 | 244,177 |
| Accounts receivable | | 159,371 | 165,483 |
| Prepaid expenses | | 6,970 | 11,050 |
| TOTAL CURRENT ASSETS | | <u>699,384</u> | <u>721,161</u> |
| PROPERTY AND EQUIPMENT: | | | |
| Land | | 164,000 | 164,000 |
| Building and improvements | | 735,018 | 735,018 |
| Equipment | | 8,218 | 8,218 |
| Furniture and fixtures | | 604 | 604 |
| | | <u>907,840</u> | <u>907,840</u> |
| Less accumulated depreciation | | (63,988) | (43,498) |
| PROPERTY AND EQUIPMENT, NET | | <u>843,852</u> | <u>864,342</u> |
| OTHER NONCURRENT ASSETS: | | | |
| Investments | | <u>357,101</u> | <u>372,400</u> |
| TOTAL OTHER NONCURRENT ASSETS | | <u>357,101</u> | <u>372,400</u> |
| TOTAL ASSETS | | <u>\$ 1,900,337</u> | <u>\$ 1,957,903</u> |
| LIABILITIES AND NET ASSETS | | | |
| CURRENT LIABILITIES: | | | |
| Accounts payable | | \$ 67,087 | \$ 71,261 |
| Accrued expenses | | 50,712 | 86,636 |
| Mortgage notes payable | | 16,889 | 15,570 |
| TOTAL CURRENT LIABILITIES | | <u>134,688</u> | <u>173,467</u> |
| NONCURRENT LIABILITIES: | | | |
| Mortgage notes payable | | <u>337,196</u> | <u>371,290</u> |
| TOTAL NONCURRENT LIABILITIES | | <u>337,196</u> | <u>371,290</u> |
| TOTAL LIABILITIES | | <u>471,884</u> | <u>544,757</u> |
| NET ASSETS: | | | |
| Temporarily restricted | | 821 | 115,080 |
| Unrestricted | | <u>1,427,632</u> | <u>1,298,066</u> |
| TOTAL NET ASSETS | | <u>1,428,453</u> | <u>1,413,146</u> |
| TOTAL LIABILITIES AND NET ASSETS | | <u>\$ 1,900,337</u> | <u>\$ 1,957,903</u> |

See notes to financial statements

NAMI NEW HAMPSHIRE
STATEMENTS OF ACTIVITIES
For the Years Ended June 30, 2016 and 2015

| | <u>2016</u> | <u>2015</u> |
|---|---------------------|---------------------|
| CHANGES IN UNRESTRICTED NET ASSETS: | | |
| Fees and grants from governmental agencies | \$ 1,296,647 | \$ 1,098,761 |
| Contributions | 153,473 | 238,753 |
| NH Charitable Foundation endowment income | 8,950 | 8,758 |
| Interest and dividends | 17,990 | 11,903 |
| Unrealized (losses) on investments | (27,160) | (8,905) |
| In-kind donations | 10,085 | 22,818 |
| Fundraising events | 119,953 | 92,671 |
| Training services | 313,535 | 273,894 |
| Membership dues | 4,317 | 6,013 |
| Other revenue | 28,876 | 30,616 |
| TOTAL UNRESTRICTED REVENUES | <u>1,926,666</u> | <u>1,775,282</u> |
| NET ASSETS RELEASED FROM RESTRICTIONS: | | |
| Satisfaction of donor restrictions | 115,080 | 99,878 |
| TOTAL NET ASSETS RELEASED FROM RESTRICTIONS | <u>115,080</u> | <u>99,878</u> |
| TOTAL UNRESTRICTED REVENUES AND OTHER SUPPORT | <u>2,041,746</u> | <u>1,875,160</u> |
| EXPENSES: | | |
| PROGRAM SERVICES: | | |
| Community and Public Policy Relations | 101,998 | 64,967 |
| Connect Suicide Prevention Project | 574,894 | 522,156 |
| Public Education | 845,463 | 837,862 |
| TOTAL PROGRAM SERVICES | <u>1,522,355</u> | <u>1,424,985</u> |
| SUPPORTING SERVICES: | | |
| Management and general | 214,387 | 122,286 |
| Fundraising and development | 175,438 | 202,585 |
| TOTAL SUPPORTING SERVICES | <u>389,825</u> | <u>324,871</u> |
| TOTAL EXPENSES | <u>1,912,180</u> | <u>1,749,856</u> |
| TOTAL INCREASE IN UNRESTRICTED NET ASSETS | <u>129,566</u> | <u>125,304</u> |
| CHANGES IN TEMPORARILY RESTRICTED NET ASSETS: | | |
| Contributions | 821 | 115,080 |
| Net assets released from restrictions | (115,080) | (99,878) |
| INCREASE (DECREASE) IN TEMPORARILY RESTRICTED NET ASSETS | <u>(114,259)</u> | <u>15,202</u> |
| INCREASE IN NET ASSETS | 15,307 | 140,506 |
| NET ASSETS, JULY 1 | <u>1,413,146</u> | <u>1,272,640</u> |
| NET ASSETS, JUNE 30 | <u>\$ 1,428,453</u> | <u>\$ 1,413,146</u> |

See notes to financial statements

NAMI NEW HAMPSHIRE
STATEMENTS OF CASH FLOWS
For the Years Ended June 30, 2016 and 2015

| | <u>2016</u> | <u>2015</u> |
|---|-------------------|-------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES: | | |
| Cash received from grants and contributions | \$ 1,896,808 | \$ 1,901,715 |
| Interest income received | 17,990 | 11,903 |
| Other income received | 28,876 | 30,616 |
| Cash paid to employees | (1,037,331) | (877,680) |
| Cash paid to suppliers and others | (868,508) | (764,030) |
| Interest paid | (11,784) | (12,966) |
| Net Cash Provided by Operating Activities | <u>26,051</u> | <u>289,558</u> |
| CASH FLOWS FROM INVESTING ACTIVITIES: | | |
| Purchase of investments | (113,716) | (125,228) |
| Purchase of property and equipment | - | (79,275) |
| Net Cash Used by Investing Activities | <u>(113,716)</u> | <u>(204,503)</u> |
| CASH FLOWS FROM FINANCING ACTIVITIES: | | |
| Payments on mortgage notes payable | (25,775) | (24,594) |
| Net Cash Used by Financing Activities | <u>(25,775)</u> | <u>(24,594)</u> |
| Net increase (decrease) in cash | (113,440) | 60,461 |
| Cash, beginning of year | 300,451 | 239,990 |
| Cash, ending of year | <u>\$ 187,011</u> | <u>\$ 300,451</u> |
| Reconciliation of Change in Net Assets to Net Cash | | |
| Provided by Operating Activities: | | |
| Change in net assets | \$ 15,307 | \$ 140,506 |
| Adjustments to Reconcile Change in Net Assets to | | |
| to Net Cash Provided by Operating Activities: | | |
| Net unrealized losses on investments | 27,160 | 8,905 |
| Depreciation | 20,490 | 14,868 |
| Forgiveness of debt | (7,000) | - |
| Change in assets and liabilities: | | |
| Accounts receivable | 6,112 | 67,785 |
| Prepaid expenses | 4,080 | 1,190 |
| Accounts payable | (4,174) | 11,599 |
| Accrued expenses | (35,924) | 44,705 |
| Net Cash Provided by Operating Activities | <u>\$ 26,051</u> | <u>\$ 289,558</u> |
| Supplemental Disclosure of Non-cash Transactions: | | |
| In-kind donations received | \$ 10,085 | \$ 162,818 |
| In-kind expenses | (10,085) | (22,818) |
| Forgiveness of debt | 7,000 | - |
| Capitalized in-kind donations | - | (140,000) |
| | <u>\$ 7,000</u> | <u>\$ -</u> |

See notes to financial statements

**NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
For the Years Ended June 30, 2016 and 2015**

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and Purpose

The National Alliance on Mental Illness, New Hampshire (NAMI New Hampshire) was founded as a nonprofit corporation in 1982. NAMI New Hampshire 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 New Hampshire 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 New Hampshire 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 New Hampshire 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.

Accounting Policies

The accounting policies of NAMI New Hampshire conform to accounting principles generally accepted in the United States of America as applicable to non-profit entities except as indicated hereafter. The following is a summary of significant accounting policies.

Basis of Presentation

The financial statements have been prepared in accordance with the reporting pronouncements pertaining to Not-for-Profit Entities included within the FASB Accounting Standards Codification (FASB ASC 958-205). Under FASB ASC 958-205, the Entity is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets, based upon the existence or absence of donor-imposed restrictions.

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting.

Revenues from program services are recorded when earned. Other miscellaneous revenues are recorded upon receipt.

NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2016 and 2015

Contributions

The Entity accounts for contributions received in accordance with FASB ASC 958-605, *Accounting for Contributions Received and Contributions Made*. Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions.

Recognition of Donor Restrictions

Contributions are recognized when the donor makes a promise to give to the Entity that is, in substance, unconditional. Contributions that are restricted by the donor are reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor restricted support is reported as an increase in temporarily or permanently restricted net assets depending on the nature of the restriction. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Cash and Cash Equivalents

For the purpose of the statements of cash flows, cash and equivalents consists of demand deposits, cash on hand and all highly liquid investments with an original maturity of 90 days or less.

Investments

Investments, which consist principally of money market accounts, mutual funds, and exchange traded funds, are carried at their market value at June 30, 2016 and June 30, 2015. Unrealized gains and losses on investments are reflected in the statement of activities.

Property and Equipment

Property and equipment are stated at cost. Donated property and equipment is recorded at fair value determined as of the date of the donation. The Entity's policy is to capitalize expenditures for major improvements with a cost in excess of \$1,000 and to charge to operations currently for expenditures which do not extend the lives of related assets in the period incurred. Depreciation is computed using the straight-line method at rates intended to amortize the cost of related assets over their estimated useful lives as follows:

| | <u>Years</u> |
|---------------------------|--------------|
| Building and improvements | 39 |
| Equipment | 5 |
| Furniture and fixtures | 7-10 |

Depreciation expense was \$20,490 and \$14,868 for the years ended June 30, 2016 and 2015, respectively.

NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2016 and 2015

Compensated Absences

Full-time and part-time employees are entitled to paid vacation based on their length of employment. Employees are allowed to carry forward a maximum of 10 vacation days. Upon termination of employment, full-time employees will receive up to five days of accrued/unused vacation pay. Accrued vacation pay amounted to \$17,334 and \$16,644 as of June 30, 2016 and 2015, respectively.

Donated Services, Materials and Facilities

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 according to generally accepted accounting principles.

Donated goods and professional services are recorded as both revenue and expense at estimated fair value. The Entity received donated supplies and professional services in support of fundraising activities totaling \$10,085 and \$22,818 during the years ending June 30, 2016 and 2015, respectively. Additionally, the Entity was the subrecipient of a \$140,000 federal grant (see Note 4) that was capitalized in accordance with the Entity's capitalization policy during the year ended June 30, 2015.

Functional Allocation of Expenses

The costs of providing the various programs and supporting services have been summarized on a functional basis. Accordingly, certain costs have been allocated on the statements of functional expenses among the programs and supporting services based on percentage allocations determined by the Entity's management.

Fund Raising Activities

Fund raising expenses represent the cost of preparing contribution appeals, running special events, and letters of appreciation by staff of the Entity and totaled \$175,438 and \$202,585 for the years ending June 30, 2016 and 2015, respectively.

Advertising Costs

Advertising costs are expensed as incurred. Advertising expense was \$10,842 and \$2,630 for the years ending June 30, 2016 and 2015, respectively.

Bad Debts

The Entity uses the reserve method for accounting for bad debts. No allowance has been recorded as of June 30, 2016 and 2015, because management of the Entity believes that all outstanding receivables are fully collectible.

**NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2016 and 2015**

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Income Taxes

The Entity has received a determination letter from the Internal Revenue Service stating that it qualifies for tax-exempt status under Section 501(c)(3) of the Internal Revenue Code for any exempt function income. In addition, the Entity is not subject to state income taxes. Accordingly, no provision has been made for Federal or State income taxes.

The FASB adopted Accounting Standards Codification Topic 740 entitled *Accounting for Income Taxes* which requires the Entity to report uncertain tax positions for financial reporting purposes. FASB ASC 740 prescribes rules regarding how the Entity should recognize, measure and disclose in its financial statements, tax positions that were taken or will be taken on the Entity's tax returns that are reflected in measuring current or deferred income tax assets and liabilities. Differences between tax positions taken in a tax return and amounts recognized in the financial statements will generally result in an increase in a liability for income tax payable or a reduction in a deferred tax asset or an increase in a deferred tax liability. The Entity does not have any material unrecognized tax benefits. As of June 30, 2016, the tax years ending June 30, 2015, 2014 and 2013 remain subject to possible examination by major tax jurisdictions.

Fair Value of Financial Instruments

Cash and equivalents, accounts receivable, accounts payable and accrued expenses are carried in the financial statements at amounts which approximate fair value due to the inherently short-term nature of the transactions. The fair values determined for financial instruments are estimates, which for certain accounts may differ significantly from the amounts that could be realized upon immediate liquidation.

NOTE 2—CONCENTRATION OF CREDIT RISK

The Entity maintains bank deposits at local financial institutions located in New Hampshire. The Entity's demand deposits are insured by the Federal Deposit Insurance Corporation (FDIC) up to a total of \$250,000. The Entity had \$-0- and \$63,240 of uninsured deposits as of June 30, 2016 and 2015, respectively.

NOTE 3—INVESTMENTS

Fair Value Measurements

The Entity reports under the Fair Value Measurements pronouncements of the FASB Accounting Standards Codification (FASB ASC 820) which establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs of valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets

NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2016 and 2015

for identical assets or liabilities (level 1 measurement) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy are described below.

Level 1 - Inputs to the valuation methodology are unadjusted, quoted prices in active markets for identical assets or liabilities at the measurement date.

Level 2 - Inputs to the valuation include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities that are not active;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 - Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs at the closing price reported on the active market on which the individual securities are traded.

Following is a description of the valuation methodologies used for assets measured at fair value.

Cash or cash equivalent money market mutual funds: Valued at acquisition cost.

Common stocks, unit investment equities, and fixed income securities: Valued at the closing price reported on the active market on which the individual securities are traded.

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Entity believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The following tables set forth by level, within the fair value hierarchy, the Entity's assets at fair value:

| Assets at Fair Value as of June 30, 2016 | | | | |
|--|-------------------|----------------|----------------|-------------------|
| | <u>Level 1</u> | <u>Level 2</u> | <u>Level 3</u> | <u>Total</u> |
| Money market mutual funds | \$ 297,706 | | | \$ 297,706 |
| Mutual funds | 159,909 | | | 159,909 |
| Exchange traded funds | 196,823 | | | 196,823 |
| Corporate debt securities | 48,695 | | | 48,695 |
| Total assets at fair value | <u>\$ 703,133</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 703,133</u> |

NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2016 and 2015

| Assets at Fair Value as of June 30, 2015 | | | | |
|--|-------------------|----------------|----------------|-------------------|
| | <u>Level 1</u> | <u>Level 2</u> | <u>Level 3</u> | <u>Total</u> |
| Money market mutual funds | \$ 196,572 | | | \$ 196,572 |
| Mutual funds | 214,369 | | | 214,369 |
| Exchange traded funds | 157,735 | | | 157,735 |
| Corporate debt securities | 47,901 | | | 47,901 |
| Total assets at fair value | <u>\$ 616,577</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 616,577</u> |

Investment Valuation and Income Recognition

The Entity's investments as of June 30, 2016 and June 30, 2015 are stated at fair value. Shares of the separate investment accounts are valued at quoted market prices, which represent the net value of shares held by the Entity at year-end.

Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date.

Investments consist of money market investments, mutual funds, exchange traded funds, and corporate debt securities which are carried at market value (adjusted monthly). Realized and unrealized gains and losses are reflected in the Statements of Activities. Assets held in the investment accounts were as follows at June 30, 2016 and 2015:

| | Market Value <u>2016</u> | Market Value <u>2015</u> |
|---------------------------|-----------------------------|-----------------------------|
| Money market mutual funds | \$ 297,706 | \$ 196,572 |
| Mutual funds | 159,909 | 214,369 |
| Exchange traded funds | 196,823 | 157,735 |
| Corporate debt securities | 48,695 | 47,901 |
| | <u>\$ 703,133</u> | <u>\$ 616,577</u> |

NOTE 4--MORTGAGE NOTES PAYABLE

At June 30, 2016 and 2015, the mortgage notes payable consists of the following:

| | <u>2016</u> | <u>2015</u> |
|--|-------------|-------------|
| \$348,000 mortgage note payable, secured by property, payable in monthly installments of \$2,297 including interest through April 2032. The variable interest rate on the note is 5.0% through April 2022. Thereafter, the interest rate will change to equal the 5 year Federal Home Loan Bank of Boston amortizing rate plus 3.0%. The interest rate change will not occur more often than each five years. The balance of the note is payable in full on April 2, 2032. | \$ 221,085 | \$ 246,860 |

NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2016 and 2015

\$140,000 mortgage note payable to the City of Concord, New Hampshire is non-interest bearing and is secured by the property. The Entity is a subrecipient of Community Development Block-Grant funds which were used to create an ADA compliant community education space. Repayment of the funds will be required in the event of noncompliance with the grant. The note will be forgiven over a period of 20 years through December 31, 2034.

| | | |
|--|-------------------|-------------------|
| | <u>133,000</u> | <u>140,000</u> |
| | <u>\$ 354,085</u> | <u>\$ 386,860</u> |

Following are the maturities of the mortgage notes payable as of June 30, 2016:

| <u>Year Ending</u> <u>June 30,</u> | <u>Amount</u> |
|---------------------------------------|-------------------|
| 2017 | \$ 16,889 |
| 2018 | 17,753 |
| 2019 | 18,661 |
| 2020 | 19,616 |
| 2021 | 20,620 |
| Thereafter | <u>260,546</u> |
| | <u>\$ 354,085</u> |

NOTE 5—TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets consist of the following donor restricted funding at June 30, 2016 and 2015:

| | <u>2016</u> | <u>2015</u> |
|--------------------------------|---------------|-------------------|
| NHCF grant - family support | | \$ 21,319 |
| NHCF grant - operations | | 75,000 |
| Seacoast Women's Giving Circle | | 18,761 |
| NIMH grant | <u>\$ 821</u> | |
| | <u>\$ 821</u> | <u>\$ 115,080</u> |

NOTE 6—UNRESTRICTED NET ASSETS

Unrestricted net assets consist of the following at June 30, 2016 and 2015:

| | <u>2016</u> | <u>2015</u> |
|--|---------------------|---------------------|
| Board designated: | | |
| Investments held for capital improvements and debt service | \$ 357,101 | \$ 372,400 |
| Future building improvements | 60,000 | 60,000 |
| Undesignated | <u>1,010,531</u> | <u>865,666</u> |
| | <u>\$ 1,427,632</u> | <u>\$ 1,298,066</u> |

**NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2016 and 2015**

NOTE 7—CONCENTRATION OF REVENUE RISK

The Entity's primary source of revenues is fees and grants received from the State of New Hampshire and directly from the federal government. During the years ended June 30, 2016 and 2015, the Entity recognized revenue of \$1,296,647 (67.27%) and \$1,098,761 (58.12%), respectively, from fees and grants from governmental agencies. Revenue is recognized as earned under the terms of the grant contracts and is received on a cost reimbursement basis. Other support originates from training services, contributions, in-kind donations, and other income.

NOTE 8—BENEFICIAL INTEREST IN TRUST

The Entity is the beneficiary of an endowment fund held by the New Hampshire Charitable Foundation. The Entity has no claim to the assets of the trusts, but is entitled to 4.03% of the income from the trusts. At June 30, 2016 and 2015, the fair value of the Entity's interest in the beneficial trust held by others is \$208,501 and \$226,282, respectively. The fair value is based upon the market value of the underlying investments based upon daily market information provided by the trust's agent. Income distributed from the trust to the Entity is unrestricted and recognized as endowment income on the Statements of Activities. Distributed income from the trust totaled \$8,950 and \$8,758 for the years ending June 30, 2016 and 2015, respectively.

NOTE 9—PENSION PLAN

The Entity has a deferred compensation pension plan under Section 403(b) of the Internal Revenue Code. Under the terms of the plan, employee contributions are made through a salary reduction plan. During the years ending June 30, 2016 and 2015, the Entity's contribution to the plan was equal to 2.0% respectively of each eligible employee's annual salary. The Entity contributed \$12,067 and \$10,960 for the years ended June 30, 2016 and 2015, respectively.

NOTE 10—CONTINGENCIES

The Entity participates in a number of federally assisted grant programs. These programs are subject to financial and compliance audits by the grantors or their representatives. The amounts, if any, of additional expenses which may be disallowed by the granting agency cannot be determined at this time, although the Entity expects such amounts, if any, to be immaterial.

NOTE 11—SUBSEQUENT EVENTS

Subsequent events have been evaluated through December 19, 2016, which is the date the financial statements were available to be issued.

NAMI NEW HAMPSHIRE
SCHEDULE OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2016

| | Program Services | | | | Supporting Services | | | |
|---------------------------------------|--|---|---------------------|------------------------------|------------------------------|-------------------|---------------------------------|---------------------|
| | Community and Public Policy Relations | Connect Suicide Prevention Project | Public Education | Total Program Services | Management and General | Fundraising | Total Supporting Services | Total Expenses |
| SALARIES AND RELATED EXPENSES: | | | | | | | | |
| Salaries | \$ 59,701 | \$ 213,456 | \$ 498,613 | \$ 771,770 | \$ 154,229 | \$ 86,479 | \$ 240,708 | \$ 1,012,478 |
| Employee benefits | 10,196 | 26,415 | 61,941 | 98,552 | 17,771 | 14,998 | 32,769 | 131,321 |
| Payroll taxes | 1,129 | 17,144 | 45,610 | 63,883 | 8,703 | 6,590 | 15,293 | 79,176 |
| | <u>71,026</u> | <u>257,015</u> | <u>606,164</u> | <u>934,205</u> | <u>180,703</u> | <u>108,067</u> | <u>288,770</u> | <u>1,222,975</u> |
| OTHER EXPENSES: | | | | | | | | |
| Accounting | 387 | 2,359 | 2,556 | 5,302 | 763 | 352 | 1,115 | 6,417 |
| Audit fees | 892 | 4,335 | 7,096 | 12,323 | 824 | 1,223 | 2,047 | 14,370 |
| Legal and membership fees | 284 | 2,961 | 1,789 | 5,034 | 516 | 1,343 | 1,859 | 6,893 |
| Contracted services | 17,000 | 207,605 | 52,217 | 276,822 | 2,665 | 15,070 | 17,735 | 294,557 |
| Client services/training | 561 | 18,923 | 59,596 | 79,080 | 901 | 3,227 | 4,128 | 83,208 |
| Occupancy | 897 | 5,460 | 8,937 | 15,294 | 1,038 | 1,541 | 2,579 | 17,875 |
| Office supplies | 1 | 1,525 | 420 | 1,946 | 11,815 | 2,774 | 14,589 | 16,535 |
| Maintenance | 1,305 | 7,946 | 11,875 | 21,126 | 2,643 | 1,677 | 4,320 | 25,446 |
| Fundraising/Event supplies | | | 38 | 38 | | 17,862 | 17,862 | 17,900 |
| Depreciation | 1,047 | 6,373 | 10,432 | 17,852 | 840 | 1,798 | 2,638 | 20,490 |
| Food supplies | 141 | | 14,322 | 14,463 | 3,255 | 4,666 | 7,921 | 22,384 |
| Equipment rental | 366 | 2,228 | 3,647 | 6,241 | 424 | 629 | 1,053 | 7,294 |
| Equipment maintenance | 899 | 1,400 | 2,779 | 5,078 | 172 | 255 | 427 | 5,505 |
| Advertising | | | 10,127 | 10,127 | 185 | 530 | 715 | 10,842 |
| Printing | | 750 | 351 | 1,101 | 1,552 | 5,597 | 7,149 | 8,250 |
| Telephone and Communications | 2,841 | 5,390 | 15,548 | 23,779 | 1,705 | 1,212 | 2,917 | 26,696 |
| Postage and Shipping | 2 | 2,739 | 258 | 2,999 | 1,910 | 1,332 | 3,242 | 6,241 |
| Staff transportation | 3,637 | 34,841 | 29,052 | 67,530 | 1 | 1,883 | 1,884 | 69,414 |
| Insurance | 578 | 3,520 | 5,762 | 9,860 | 669 | 993 | 1,662 | 11,522 |
| Non-cash supplies | 40 | 8,000 | | 8,040 | 755 | 1,290 | 2,045 | 10,085 |
| Other expenditures | 94 | 1,524 | 2,497 | 4,115 | 1,051 | 2,117 | 3,168 | 7,283 |
| Total | <u>\$ 101,998</u> | <u>\$ 574,894</u> | <u>\$ 845,463</u> | <u>\$ 1,522,355</u> | <u>\$ 214,387</u> | <u>\$ 175,438</u> | <u>\$ 389,825</u> | <u>\$ 1,912,180</u> |

NAMI NEW HAMPSHIRE
SCHEDULE OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2015

| | Program Services | | | | Supporting Services | | | |
|---------------------------------------|--|---|---------------------|------------------------------|------------------------------|-------------------|---------------------------------|---------------------|
| | Community and Public Policy Relations | Connect Suicide Prevention Project | Public Education | Total Program Services | Management and General | Fundraising | Total Supporting Services | Total Expenses |
| SALARIES AND RELATED EXPENSES: | | | | | | | | |
| Salaries | \$ 41,261 | \$ 215,625 | \$ 496,663 | \$ 753,549 | \$ 74,014 | \$ 97,907 | \$ 171,921 | \$ 925,470 |
| Employee benefits | 1,855 | 35,269 | 71,598 | 108,722 | 3,434 | 11,971 | 15,405 | 124,127 |
| Payroll taxes | 3,033 | 15,852 | 37,262 | 56,147 | 5,732 | 6,566 | 12,298 | 68,445 |
| | <u>46,149</u> | <u>266,746</u> | <u>605,523</u> | <u>918,418</u> | <u>83,180</u> | <u>116,444</u> | <u>199,624</u> | <u>1,118,042</u> |
| OTHER EXPENSES: | | | | | | | | |
| Accounting | 155 | 1,310 | 2,003 | 3,468 | 924 | 760 | 1,684 | 5,152 |
| Audit fees | 435 | 3,474 | 5,612 | 9,521 | 843 | 1,356 | 2,199 | 11,720 |
| Legal and membership fees | 267 | 1,685 | 2,840 | 4,792 | 1,363 | 1,068 | 2,431 | 7,223 |
| Contracted services | 8,500 | 158,689 | 40,645 | 207,834 | 8,160 | 20,837 | 28,997 | 236,831 |
| Client services/training | 85 | 23,312 | 66,749 | 90,146 | 694 | 1,430 | 2,124 | 92,270 |
| Occupancy | 815 | 7,708 | 10,948 | 19,471 | 1,579 | 2,542 | 4,121 | 23,592 |
| Office supplies | 62 | 2,762 | 13,595 | 16,419 | 6,557 | 3,040 | 9,597 | 26,016 |
| Maintenance | 821 | 6,561 | 15,472 | 22,854 | 1,592 | 2,563 | 4,155 | 27,009 |
| Fundraising/Event supplies | | | | | 804 | 10,473 | 11,277 | 11,277 |
| Depreciation | 592 | 4,407 | 7,646 | 12,645 | 373 | 1,850 | 2,223 | 14,868 |
| Food supplies | 133 | | 2,784 | 2,917 | 4,829 | 5,846 | 10,675 | 13,592 |
| Equipment rental | 244 | 1,944 | 3,140 | 5,328 | 471 | 760 | 1,231 | 6,559 |
| Equipment maintenance | 666 | 3,644 | 4,373 | 8,683 | 564 | 1,595 | 2,159 | 10,842 |
| Advertising | | | 1,429 | 1,429 | 280 | 921 | 1,201 | 2,630 |
| Printing | | | 6,150 | 6,150 | 63 | 3,732 | 3,795 | 9,945 |
| Telephone and Communications | 2,735 | 5,220 | 12,223 | 20,178 | 2,075 | 2,052 | 4,127 | 24,305 |
| Postage and Shipping | 84 | 2,268 | 391 | 2,743 | 1,814 | 2,713 | 4,527 | 7,270 |
| Staff transportation | 2,679 | 28,090 | 29,714 | 60,483 | 139 | 2,660 | 2,799 | 63,282 |
| Insurance | 380 | 3,032 | 4,898 | 8,310 | 735 | 1,185 | 1,920 | 10,230 |
| Non-cash supplies | | | 439 | 439 | 4,400 | 17,979 | 22,379 | 22,818 |
| Other expenditures | 165 | 1,304 | 1,288 | 2,757 | 847 | 779 | 1,626 | 4,383 |
| Total | <u>\$ 64,967</u> | <u>\$ 322,156</u> | <u>\$ 837,862</u> | <u>\$ 1,424,985</u> | <u>\$ 122,286</u> | <u>\$ 202,585</u> | <u>\$ 324,871</u> | <u>\$ 1,749,856</u> |

SCHEDULE I
NAMI New Hampshire
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2016

| Federal Granting Agency/Recipient State Agency/Grant Program/State Grant Number | Federal Catalogue Number | Expenditures | Passed Through To Subrecipients |
|---|--------------------------------|-------------------|---------------------------------------|
| DEPARTMENT OF HEALTH AND HUMAN SERVICES | | | |
| Received directly from U.S. Treasury Department | | | |
| Substance Abuse and Mental Health Services - Projects of Regional and National Significance | 93.243 | | |
| #5U79SM061481-02 | | \$ 102,190 | \$ 34,633 |
| #5U79SM061481-03 | | 333,325 | 139,077 |
| | | <u>435,515</u> | <u>173,710</u> |
| Pass Through Payments from the New Hampshire Division for Children, Youth and Families | | | |
| Substance Abuse and Mental Health Services - Projects of Regional and National Significance | 93.243 | | |
| #42103802 | | <u>197,298</u> | |
| Pass Through Payments from the New Hampshire Department of Health and Human Services | | | |
| Medical Assistance Program | 93.778 | | |
| #49053316 | | <u>143,879</u> | |
| Total Department of Health and Human Services | | <u>776,692</u> | <u>173,710</u> |
| Total Expenditures of Federal Awards | | <u>\$ 776,692</u> | <u>\$ 173,710</u> |

See notes to schedule of expenditures of federal awards

NAMI NEW HAMPSHIRE
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
June 30, 2016

NOTE 1—BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") presents the activity of all federal financial assistance programs of NAMI New Hampshire. NAMI New Hampshire's reporting entity is defined in Note 1 to the Entity's basic financial statements.

The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of NAMI New Hampshire, it is not intended to and does not present the financial position, changes in net assets, or cash flows of NAMI New Hampshire.

NOTE 2—BASIS OF ACCOUNTING

The accompanying Schedule of Expenditures of Federal Awards is presented using the accrual basis of accounting. Such expenditures are recognized following, as applicable, either the cost principles in Office of Management and Budget Circular A-122, *Cost Principles for Non-Profit Organizations*, or the cost principles contained in Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NAMI New Hampshire has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

NOTE 3—RELATIONSHIP TO FINANCIAL STATEMENTS

The recognition of expenditures of federal awards is included in fees and grants from governmental agencies.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

Independent Auditor's Report

To the Board of Directors
NAMI New Hampshire

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of NAMI New Hampshire (a nonprofit entity), which comprise the statement of financial position as of June 30, 2016 and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 19, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered NAMI New Hampshire's internal control over financial reporting (internal control) to determine the 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 NAMI New Hampshire's internal control. Accordingly, we do not express an opinion on the effectiveness of NAMI New Hampshire'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. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. 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.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether NAMI New Hampshire's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Vachon Chikara & Company PC

Manchester, New Hampshire
December 19, 2016

**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM
AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE**

Independent Auditor's Report

To the Board of Directors
NAMI New Hampshire

Report on Compliance for Each Major Federal Program

We have audited NAMI New Hampshire's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on NAMI New Hampshire's major federal program for the year ended June 30, 2016. NAMI New Hampshire's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for NAMI New Hampshire's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about NAMI New Hampshire's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of NAMI New Hampshire's compliance.

Opinion on Each Major Federal Program

In our opinion, NAMI New Hampshire complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2016.

Report on Internal Control Over Compliance

Management of NAMI New Hampshire is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered NAMI New Hampshire's internal control over compliance with the types of requirements that could have a direct and material effect on its major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for its major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of NAMI New Hampshire's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Vachon Clukey & Company PC

Manchester, New Hampshire
December 19, 2016

NAMI New Hampshire
Schedule of Findings and Questioned Costs
Year Ended June 30, 2016

Section I—Summary of Auditor's Results

Financial Statements

Type of auditor's report issued:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

_____ yes X no

Significant deficiency(ies) identified

not considered to be material weaknesses?

_____ yes X none reported

Noncompliance material to financial statements noted?

_____ yes X no

Federal Awards

Internal Control over major programs:

Material weakness(es) identified?

_____ yes X no

Significant deficiency(ies) identified?

_____ yes X none reported

Type of auditor's report issued on compliance
for major federal programs:

Unmodified

Any audit findings disclosed that are required
to be reported in accordance with
2 CFR 200.516(a)?

_____ yes X no

Identification of major programs:

| <u>CFDA Number(s)</u> | <u>Name of Federal Program or Cluster</u> |
|-----------------------|--|
| 93.243 | Substance Abuse and Mental Health Services - Projects of Regional and National Significance |

Dollar threshold used to distinguish
between Type A and Type B program:

\$ 750,000

Auditee qualified as low-risk auditee?

X yes _____ no

Section II—Financial Statement Findings

There were no findings relating to the financial statements required to be reported by GAGAS.

Section III—Federal Award Findings and Questioned Costs

There were no findings and questioned costs required to be reported under 2 CFR 200.516(a).

NAMI NH
Board of Directors
2016-2017

| NAME | AFFILIATION | TELEPHONE |
|----------------------|--|--------------|
| Belcher, Frances | Licensed Marriage & Family Therapist | 603/535-3270 |
| Bloomfield, Lucy | Licensed Massage Therapist | 603/531-3700 |
| Brown, Donna | Wadleigh, Starr and Peters, PLLC | 603/496-8558 |
| Bunker, John | University of New Hampshire | 603-862-1897 |
| Carloni, Dr. Stacey | Greater Nashua Community Mental Health Ctr | 603/727-8500 |
| Chevrefils, Richard | AARP Link | 603/224-9077 |
| Conte, Major Russell | New Hampshire State Police | 603/223-8506 |
| Cunningham, Ross | Merrimack County Department of Corrections | 603/398-2246 |
| Grant, Doug | Family Member | 603/444-6982 |
| Grennon, Michele | Family Member | 603/436-6351 |
| Griffin, Suellen | West Central Behavioral Health | 603/448-0126 |
| Janelle, Peter | Mental Health Center of Greater Manchester | 603/493-3080 |
| Paquette, Linda | New Futures | 603/225-9540 |
| Privé, Karen | Family Member | 603/860-6629 |
| Richardson, Rose | Merrimack County Savings Bank | 603/491-6696 |
| Wright, Michael | Private Practice Attorney | 603/496-2196 |



Overview of the Organization

NAMI New Hampshire is a grassroots organization working to improve the quality of life for all by providing support, education, and advocacy for people affected by mental illness. NAMI NH is comprised of a network of community-based affiliate chapters and support groups, staff and volunteers that provide information, education, and support to families across the lifespan and to NH communities affected by mental illness and suicide. We envision a future where people affected by mental illness have hope, help, and health, and are able to:

- access the supports and evidence-based treatment necessary for recovery,
- have a lifespan that is not cut short by their mental illness or co-morbid conditions, and
- reach their full potential, living in their communities free from discrimination and stigma.

NAMI NH offers programs that support and educate families affected by mental illness, co-occurring substance use disorders, and suicide. We provide leadership opportunities for youth and adults, and deliver mental health and suicide prevention education and trainings statewide in community and professional settings. We advocate for removing stigma and other barriers which impede access to mental health care and work to simplify the mental health service delivery system in NH so it is more easily navigated by individuals with mental illness and their caregivers. We teach and empower our members and volunteers to advocate for these important issues. Our programs enhance the effectiveness of the work of mental health service professionals and families.

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 / www.NAMINH.org

NAMI New Hampshire
List of Personnel -SOC 2020-DOE

| Name | Title | Annual Salary |
|-----------------|--|----------------------|
| Brian Huckins | Director of Children & Youth Programs | \$ 56,500 |
| Susan Stearns | Deputy Director | \$ 86,000 |
| Ken Norton | Exectuive Director | \$ 96,340 |
| Patrick Roberts | Program Evaluation and Improvement Coordinator | \$ 48,925 |
| Tammy Murray | Chief Financial Officer | \$ 85,647 |

KENNETH NORTON

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 1995

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: EXECUTIVE DIRECTOR
EXPERIENCE: National Alliance On Mental Illness, 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. May 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 – May 2011.

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-

COMMISSIONS & COMMITTEES: GOVERNOR'S COMMISSION ON MEDICAID MANAGED CARE:
Appointed position on twelve member commission to review and advise the Governor on the implementation of Medicaid Managed Care in New Hampshire. April 2012- present

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, Survivor of Suicide Loss Committee and Sustainability Committee examining and making recommendations for implementation of the National Strategy For Suicide Prevention November 2011- present

**VOLUNTEER
EXPERIENCE:**

CONCORD HOSPITAL MEDICAL ETHICS COMMITTEE

Community member of a multidisciplinary hospital ethics committee reviewing policies and procedures as well as individuals case reviews to offer guidance and recommendations
December 2011- present

WINNIPESAUKEE RIVER TRAIL ASSOCIATION

Member of a small steering committee that has secured over \$700,000 in funding for a Multi-use rail to trail that parallels the Winnepesaukee River. Assisted with community organization, landowner negotiations, publicity, special events, grants and fund-raising.
October 1998- present

FOUNDER.

Friends of the Winnepesaukee River, Tilton, NH.
Established environmental advocacy group for the Winnepesaukee River Watershed.
Responsibilities include: community organizing, writing press releases, lobbying at state and local levels, attending public hearings organizing events etc. December 1987 – present.

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 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.

AWARDS:

LEADERSHIP AWARD: NH Psychiatric Society

For Leadership in service to people with mental illness May 2014

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 services and advocacy for individuals with mental illness and their families.
October 1991

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

REFERENCES:

Available upon request.

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:

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CASE MANAGER OF THE YEAR - NAMI NH National Alliance For The Mentally Ill.

For outstanding services and advocacy for individuals with mental illness and their families.
October 1991

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

REFERENCES:

Available upon request.

Brian S. Huckins

Supervisor, Long Term Services and Supports

Healthcare Professional with strong background in the development and delivery of services of proactive care for people who need assistance with behavioral health, developmentally disabilities, and/or medically frail conditions. Skills include development and implementation of policies, procedures, care methods, and care coordination. Unique understanding of broad services programs, state funding, provider network and waived services for all ages of population. Well regarded for recruiting and developing staff in all phases of care delivery including consumer outreach, service agreement development and data tracking.

Experience

NAMI New Hampshire (National Alliance on Mental Illness)

Concord, New Hampshire

NAMI New Hampshire is a grassroots non-profit dedicated to improving the lives of people affected by mental illness.

Director of Children and Youth Programs

(12/16-Present)

Provides overall leadership for the development, implementation, and evaluation of services for families of children and youth with Serious Emotional Disturbance (SED).

- Coordinates and promotes training and educational programs for children, youth and their families/caregivers.
- Promotes the "family perspective" and knowledge of SED through public presentations and professional trainings; provide educational materials and speak to various community groups about children's mental health issues and NAMI NH's position on the issues.
- Participates in programs that eliminate stigma and end discrimination regarding mental health for children, youth and their families.
- Services all contracts relating to the provision of mental health training which address the needs of children, youth and their families.
- Supervises the collection and organization of statistical data for the benefit/obligation of program quality improvement; grants and contract requirements; and assure required reports are timely and accurate.
- Serves as the liaison/spokesperson between NAMI NH and other organizations concerned with services to the SED population and promote the NAMI NH brand in all venues.
- In coordination with the Executive Director and CFO, develops and oversees a program budget and all relevant grants/contracts.
- Advocates on behalf of youth with SED and their families/caregivers at local, regional and state levels by actively participating on various committees and/or testifying at hearings.
- Represents NAMI NH and actively participate with the NH Children's Behavioral Health Collaborative and various local, regional, state and national venues that pertain to health and mental health services for children with SED and their families.

New Hampshire Healthy Families

Bedford, New Hampshire

NH Healthy Families (www.NHhealthyfamilies.com) is underwritten by Granite State Health Plan, Inc. Granite State Health Plan is a wholly-owned subsidiary of Centene Corporation providing coordinated healthcare, behavioral health, pharmacy, vision, and transportation services to members in New Hampshire's Medicaid Care Management Program.

Long Term Services and Support Care Coordination Supervisor

(9/15-11/16)

Department responsibility to develop staffing to support Long Term Services and Supports for Medicaid eligible members. This Medicaid eligibility includes: CFI, DD, ABD, IHW, Nursing Homes and DCYF.

- Managed the High Touch Process for members who utilized NH Medicaid waived services connected with developmental disability services, elder services, and children's special medical services.
- Participated and case presentation at weekly Medical Management Clinical Rounds for entire team, including medical and pharmacy directors.
- Completed Home Health Service Assessments in member's homes in collaboration with home health service agencies.
- Management and documentation of cases through TruCare and CRM data systems, evaluating post discharge, hospitalization, prior authorization and utilization review.

- Participated in the development of practices and policies for submittal of NH Medicaid state planned autism treatment services.
- Developed the preliminary policies and procedures in anticipation of the start of Long Term Services and Supports.
- Played key role NCQA audits ensuring that quality standards and Federal Requirements are met.

START (Systemic, Therapeutic, Assessment, Resources, and Treatment) Concord, New Hampshire
START (www.centerforstartservices.org) is a national initiative that strengthens efficiencies and service outcomes for individuals with intellectual/developmental disabilities and behavioral health needs in the community.

Central Collaborative Team Leader and START Coordinator

(4/10- 9/15)

Provided clinical and systematic leadership in the development of START Services in NH. These services support individuals who experience developmental disabilities and co-existing behavioral health disorders.

- Supervised NH START Coordinator Collaborative (Concord, Manchester, Nashua and Keene)..
- Formalized preventative strategies to keep individuals with developmental disabilities out of crisis, emergency rooms and NH Hospital.
- Completed health screening tools as part of work with Dartmouth Medical Center and UMass Medical Center's IDD Clinics.
- Established community linkages and serves as liaison to mental health providers, local medical providers and other community partners.
- Worked in close collaboration with the Center for START Services and the Bureau of Developmental Disabilities to identify systems, trainings, service and other needs and insure that the fidelity to the START model.
- Provided clinical and systemic leadership to the Central Collaborative.
- Championed the development of the START Center in Boscawen, NH.
- Provided clinical on-call support.
- Developed implementation of START Center Outreach Supports.
- Tracked monthly statistics and data regarding START Center residency rates.
- Wrote START Center admission and discharge plans, Comprehensive Service Evaluations and Cross System Crisis Plans.

New Hampshire Autism Council

Concord, New Hampshire

The New Hampshire Council on Autism Spectrum Disorders (www.nhcouncilonasd.org) was created by the NH Legislature in 2008 to coordinate supports and services for individuals and their families.

Chair

(9/08-8/16)

Charged with providing state-wide coordinated leadership in addressing the healthcare, education, and service needs of individuals who experience autism or a related disability.

- Lead council meetings and agendas.
- Charged with yearly report out to NH State Legislation and Governor.
- Managed grant funding.
- Coordinated and testified for and against autism related laws in the NH State Government.
- Co-developed Connor's Law.
- Co-development the NH Autism Registry.
- Assisted in the coordination of the NH State Needs Assessment and State Plan for Autism.
- Hosted annual seminar on ASD for professional development to over 400 professionals.

Community Bridges

Concord, New Hampshire

Community Bridges (www.communitybridgesnh.org) advances the integration, growth and interdependence of people with disabilities in their home communities in ways that promote their ability to have positive control over the lives they have chosen for themselves.

Individual and Family Support Planning Specialist/Supervisor**(9/06– 1/11)**

Provided individual, group supervision and coaching to case management department.

- Ensured He-M 503 regulations were met by case management department.
- Ensured individual's Projected Service Needs (Bureau of Developmental Services) was maintained and update.
- Managed individual budgets, requests for proposals, and formal service needs for Community Participation Services, Supported Employment, and Residential Services.
- Participated in decision making for allocation of funding for DD, ABD, and IHS waivers.
- Participation and care coordination in Clinical Rounds for individuals in crisis, experiencing severe persistent mental illness and/or forensic support needs.
- Implemented orientation/training of staff, including designing group trainings for person centered planning, natural resources, service development, and respite.

Education**Granite State College**

BA in Human Services, anticipated graduation 08/2017.

Workshops

- NH Leadership graduate, University of New Hampshire Institute on Disability
- NH Advanced Leadership graduate, University of New Hampshire Institute on Disability
- Education Advocate graduate, Parent Information Center
- Professional Presentations: Perspectives on Autism at the Carrier Art Center and NH Public Radio Interview on Autism Awareness Month (4/15) (<http://nhpr.org/post/diagnoses-rise-forum-explores-perspectives-autism>)

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

Evaluation Consultation - Antioch University New England Center for Behavioral Health Innovation, 2013 – Present

- Collaborate on evaluation of federal grants including Garrett Lee Smith Suicide Prevention, FAST Forward (System of Care), Safe Schools Healthy Students, and Project AWARE
- Collect and submit National Outcome Measure and Infrastructure Development, Prevention & Mental Health Promotion data on a quarterly basis
- Develop and maintain program data dashboards
- Interface with multi-site evaluation teams for federal grants and respond to data and reporting requests

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

RECENT PUBLICATIONS/PRESENTATIONS

- o Co-author: Tremblay, G.C., Fauth, J., Erdmann, J., Roberts, P. (2015, November). *Maximizing Practitioner Utility of Data Dashboards*. Paper presented at the annual meeting of the American Evaluation Association, Chicago, IL.
-

Patrick Roberts, MA, MEd, Coordinator of Program Evaluation and Improvement:

Patrick Roberts received his BA in Psychology and Justice Studies from the University of New Hampshire in May of 2005, his MA in Justice Studies from the University of New Hampshire in September of 2006, and his MEd in Counseling in 2009 from the University of New Hampshire. Since September 2006 he has been employed at NAMI NH. He oversees the internal evaluation and evaluation reporting of all NAMI NH programs, and coordinates with the state and national evaluators for the NH's Garrett Lee Smith, FAST Forward (System of Care), Safe Schools Healthy Students, and Project AWARE SAMHSA grants. Mr. Roberts also maintains the social media pages and websites for NAMI NH and NAMI NH's Connect Suicide Prevention Program. He is a member of the NH Research and Evaluation Group, a special member section of the NH Public Health Association, and chairs the NH Suicide Prevention Council Data Subcommittee.

SUSAN L. STEARNS

Mental Health Executive & Development Professional

QUALIFICATIONS

Solid background in non-profit development & administration

Proven leadership skills and advocacy experience

Recognized expert in development and grant writing

Excellent written and oral communicator

Knowledgeable in program development and evaluation

Experienced working with boards and volunteers

Ability to work well with diverse individuals and groups

Certified mediator and victim advocate

Professional educator/trainer

Broad understanding of abuse, poverty, disability and family issues

WORK EXPERIENCE

- 2016- *Deputy Director*, NAMI New Hampshire, Concord.
- 2013-2016 *Director of Philanthropy*, NAMI New Hampshire, Concord.
- 2007-2013 *Director of Development*, Greater Nashua Mental Health Center at Community Council, New Hampshire.
- 2005-2007 *Director of Proposal Development*, Harbor Homes, Inc., Nashua, New Hampshire.
- 2004-2005 *Executive Director*, part-time position, Dress for Success New Hampshire, Concord.
- 2004-2010 *Trainer*, contracted part-time, Guardian *ad Litem* Board, Concord, New Hampshire.
- 2001-2006 *Director*, part-time position, Coalition for Family Law & Mental Health, Disabilities Rights Center, Concord, New Hampshire.
- 2000-2013 *Grant & Marketing Writer*, Independent Contractor.
- 2000-2004 *Grant Writer/Development Associate*, part-time position, New Hampshire Association for the Blind, Concord.
- 1998-2000 *Executive Director*, Whole Village Family Resource Center, Plymouth, NH.
- 1993-1998 *Program Specialist*, New Hampshire Coalition Against Domestic & Sexual Violence, Concord.
- 1988-1993 *Administrative Director*, Task Force Against Domestic & Sexual Violence, Plymouth, New Hampshire.
- 1986-1988 *Assistant Ombudsperson*, Ombuds Office, University of Massachusetts, Amherst.

EDUCATION

- 1986-1987 *Graduate work.* Consulting & Counseling Psychology, School of Education, University of Massachusetts, Amherst.
- 1986 *B.A. in English.* University of Massachusetts, Amherst.

PUBLICATIONS

- 2012 **Medicaid Contracts Raise Questions Galore**, *Concord Monitor*, (with H. Hafez), April 18, <http://www.concordmonitor.com/article/324208/medicaid-contracts-raise-questions-galore>.
- 2009 **Reclaiming Our Future: A Pathway for Treating Co-Occurring Mental Health and Substance Use Disorders in New Hampshire's Adolescents and Young Adults**, National Alliance on Mental Illness – New Hampshire (primary author), www.naminh.org/documents/NAMIRclaimingOurFuture.pdf.
- 2008 **Raising Matthew: A Mother Reflects on Medicating Her Son**, *No Health without Mental Health*, Community Council of Nashua, (reprinted in *Genesis Times*, www.genesisbh.org/pdf/Genesis%20Times%20-%202009.pdf).
- 2008 **Community Council – The Community's Mental Health Center**, Progress Edition, Nashua Telegraph, www.print2webcorp.com/news/Nashua/HealthandEducation/20080304/p28.asp?ad=p28_a+&t=a.
- 2007 **Coming in from the Cold: Creating Solutions to Homelessness for People with Disabilities**, *R4P Sheet: The Latest in Disability Research, Advocacy, Policy, and Practice*, (for P. Kelleher), www.drcnh.org/RapSpring07.pdf.
- 2006 **Guidelines for Parents: Planning for Appropriate Care for your Children**, Coalition for Family Law & Mental Health.
- 2005 **The Struggle for Justice: Seeking Legal Equity for Parents with Mental Illness**, *R4P Sheet: The Latest in Disability Research, Advocacy, Policy, and Practice*, Winter Issue, www.drcnh.org/rapsheetwinter05.pdf.
- 2003 **Best Practice Standards for Adequate Assessment of Parenting Competency**, Coalition for Family Law & Mental Health, www.drcnh.org/ParentalAssessment.pdf.
- 2003 **Pointers for Legal Professionals Regarding Family Law Issues and Parents with Physical or Mental Illness**, Coalition for Family Law & Mental Health, www.drcnh.org/ParentalPointers.pdf.
- 1998 **Stalking: A guide for victims**, New Hampshire Coalition Against Domestic & Sexual Violence.
- 1997 **Sexual Assault, A Legal Handbook for Women in New Hampshire**, New Hampshire Commission on the Status of Women, www.unh.edu/womens-commission/legal-handbook/sexual-assault.html.
- 1994 **Mediation and Domestic Violence: Considerations for Mediators and Battered Women**, *New Hampshire Bar Journal*, Vol. 35, No. 2, p. 32, June.

RECENT PROFESSIONAL ACTIVITIES

Member, Governor's Commission on Disability, appointed by New Hampshire Governor Hassan (since 2016).

Member, Board of Trustees, Taylor Community, Laconia (since 2016).

Member, Justice Involved Veterans Task Force, New Hampshire (since 2013).

Facilitator, Coalition on Mental Health & Justice, Hillsborough County (since 2009).

Member & Past President, Board of Directors, Genesis Behavioral Health, Laconia (2007-2016).

Member, Criminal Justice/Mental Health Work Team,
Commission to Develop a Comprehensive State Mental Health Plan, Concord (2007-2008).

Member, Task Force on Family Law, appointed by New Hampshire Governor Shaheen (2002-2004).

TAMMY E. MURRAY, CIA

SUMMARY: Expertise in accounting systems development, fiscal management, financial reporting and strategic planning. Proven record of developing and implementing financial and operational controls that improve P&L performance. Successful track record in building strong organizational cultures, identifying business opportunities, and delivering positive results. Known for ability to conceptualize and successfully implement human resource systems for sustained business growth. Core competencies include:

| | |
|-----------------------------------|---------------------------------------|
| Financial and strategic planning | Cash flow management |
| Auditing and compliance | Employee relations |
| Budget development and management | Business process improvement |
| Federal grant management | Numerous accounting software programs |

PROFESSIONAL EXPERIENCE:

Chief Financial Officer

NAMI New Hampshire, Concord, New Hampshire

- Integral member of senior management team leading complex nonprofit organization with multiple funding sources including federal and state contracts and an affiliated structure with diverse program areas delivered nationally.
- Developed and utilized forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans while managing organizational risk.
- Reorganized accounting functions, investigated and implemented sophisticated fund accounting software, and achieved balance sheet creditability through proper accounting policies and procedures.
- Implemented controls for A/P, A/R and G/L, ensuring accuracy, consistency and compliance with all funders requirements including the Office of Management and Budget Uniform Administrative requirements, cost principles and audit requirement for federal awards.
- Achieved unqualified audit opinions, with no material weaknesses or deficiencies during entire tenure of position.
- Developed a financial measurement standard and developed system to monitor performance against goals including budgeting, forecasting and business models.
- Engaged finance committee in investment, and asset management, growing activities by \$1M.
- Secured line of credit to meet short term cash flow deficiencies.
- Created the organizations first financial and human resources policies and procedures manuals.
- Led and executed real estate acquisition and renovation of organization's facilities, reducing overhead expenses and enhancing organization's visibility.
- Developed and administered employee benefits including 403(b) plans for all employees.
- Identified IT system upgrade requirements to accommodate expanding growth, and compliance.

RELEVANT PRIOR EXPERIENCE:

Field Operations Manager

OfficeMax, Incorporated, Cleveland, Ohio.

Senior Internal Auditor

OfficeMax, Incorporated, Cleveland, Ohio.

Collection Services Manager

Balfour Company, Attleboro, Massachusetts.

Senior Auditor/Accountant

Balfour Company, Attleboro, Massachusetts.

Office Manager

C. Fisher Manufacturing, Smithfield, Rhode Island.

Staff Accountant

The Jan Companies, Cranston, Rhode Island.

EDUCATION & PROFESSIONAL DESIGNATION:

*BRYANT UNIVERSITY, Bachelor of Science in Business Administration
Major: Accounting*

CERTIFIED INTERNAL AUDITOR