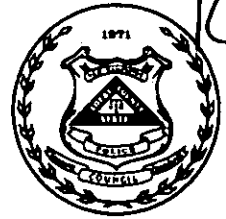


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State of New Hampshire

POLICE STANDARDS & TRAINING COUNCIL

Arthur D. Kehas

Law Enforcement Training Facility & Campus

17 Institute Drive, Concord, N.H. 03301-7413

603-271-2133 – Fax: 603-271-1785

TDD Access: Relay NH 1-800-735-2964

Sheriff Christopher D. Connelly
Chairman

John V. Scippa
Director

June 24, 2022

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

REQUESTED ACTION

Authorize the New Hampshire Police Standards and Training Council (NHPSTC) to enter into a contract with the National Alliance on Mental Illness – Concord, NH (Vendor Code 166630) for \$161,120 to provide technical law enforcement training effective upon Governor and Council approval through June 30, 2023. **100% General Fund.**

Funding is available as follows:

06-87-87-08700-66390000-067-500557	\$41,520.00
06-87-87-08700-66390000-102-500731	\$119,600.00

EXPLANATION

Each year, the New Hampshire Police Standards & Training Council releases a request for proposals for specialized in-service training classes that we lack either the staffing or the expertise to present ourselves. These classes are offered to New Hampshire police officers at no charge to them or their departments, as a service. The specific classes to be provided under this agreement are: four two-day sessions of *Handling Calls Involving the Mentally Ill* at the Full-Time Academy at the cost of \$19,560; four two-day sessions of *Handling Calls Involving the Mentally Ill* at the Corrections Academy at the cost of \$19,560; one one-day session of *Handling Calls Involving the Mentally Ill* at the Part-Time Academy at a cost of \$2,400; seven *Crisis Intervention Team Training* for in-service training at a cost of \$114,800 and four *Advanced Crisis Intervention Team Training* in-service training at a cost of \$4,800.

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

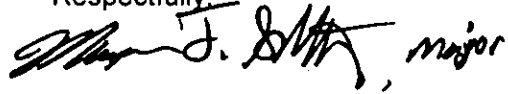
Page 2

June 24, 2022

These classes were bid out as part of the RFP process that was released by NHPSTC on April 25, 2022. In that document we requested bids for various topic areas from an established vendor list. We then evaluate each of the submissions and assess the extent to which the content of the classes matches the course topics that the vendors were provided with, as well as the credentials of the persons proposed to teach the classes and the price quoted.

In the topic area of mental health training for police, there was three bidders. After review of these submissions we felt that the class content was such that it met the best interest of NHPSTC and the law enforcement community. We respectfully respect that you accept these courses and approve this service agreement.

Respectfully,

A handwritten signature in black ink, appearing to read "John V. Scippa, Major". The signature is fluid and cursive.

on behalf of John V. Scippa
Director

JVS/la

Bid Specification

There were three submissions, NAMI-NH, Roger Williams University and Douglas Wyman, Jr for Mental Health Training. NAMI-NH received a higher overall rating. Bids are scored based on four categories: Program Cost, Course Content, Quality and Quantity of Student Materials, and Experience and Ability of Course Instructors. Those participating in the bid evaluation process were Law Enforcement Training Specialists Captain Adam Hawkins, Lieutenant Timothy Burt and Lieutenant Andrew Weaver.

The bids and scores for Mental Health (8 hours) were as follows:

<u>Vendor</u>	<u>Ten Student Price</u>	<u>AH</u>	<u>TB</u>	<u>AW</u>	<u>Total</u>	<u>AVG</u>
Roger Williams University	\$12,250	75	88	81	244	81
Douglas Wyman, Jr.	\$2,500	75	73	63	215	70
NAMI-NH	\$2,400	100	95	88	283	94

Cpt. Adam Hawkins – Adam joined PSTC in 2018 after serving with the Belmont Police Department for 14 years. He holds a Bachelor's in Business Administration and a Master's Degree in Public Administration from Anna Maria College. He currently oversees the In-Service and On-Line Training Bureau and instructs a variety of courses including Officer Survival, Simunitions, Firearms, OC and Community Policing.

Lt. Timothy Burt – Tim joined PSTC in April 2022 after retiring from the Dover Police Department with 24 years of service. He holds multiple national certifications in Crime Scene where he has instructed new officers and advanced courses.

Lt. Andrew Weaver – Andrew joined PSTC in March 2022 after a 27-year career in Connecticut Law Enforcement which included instructing at the CT Police Academy. He is a certified Firearms and Driving Instructor.

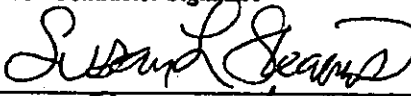

Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS


1. IDENTIFICATION.

1.1 State Agency Name NH Police Standards & Training		1.2 State Agency Address 17 Institute Drive Concord, NH 03301	
1.3 Contractor Name 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 06-87-87-08700-66390000-500557 and 06-87-87-08700-66390000-500731	1.7 Completion Date 06/30/2023	1.8 Price Limitation \$161,120.00
1.9 Contracting Officer for State Agency John V. Scippa, Director		1.10 State Agency Telephone Number 603-271-1793	
1.11 Contractor Signature  Date: 6/22/22		1.12 Name and Title of Contractor Signatory SUSAN L. STEARNS/Executive Director	
1.13 State Agency Signature  Date: 6/23/22		1.14 Name and Title of State Agency Signatory John V. Scippa, Director	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By: /s/ Stacie M. Macer On: June 28, 2022			
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____			

RECEIVED

JUN 22 2022

N.H. POLICE STANDARDS

Contractor Initials 
 Date 6/22/22

2. 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 B 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 1.17, 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 1.13 ("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 affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. 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 reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source 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 C 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 applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

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 The Contractor 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 cured, 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 give the Contractor a written notice specifying the Event of Default and 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 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. 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.

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, 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 B. In addition, at the State's discretion, the Contractor

shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement.

10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

10.1 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.

10.2 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.

10.3 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.

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.

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. INDEMNIFICATION. Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against

Contractor Initials *SS*
Date *6/22/22*
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the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. 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 continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial 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 or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 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 ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

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. The 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. **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.

17. **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.

18. **CHOICE OF LAW AND FORUM.** This Agreement shall be governed, interpreted and 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. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. **CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

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 or modifying provisions set forth in the attached EXHIBIT A 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 with respect to the subject matter hereof.

Exhibit A

There are no special provisions.

Exhibit B

The contractor will provide instruction, instructors and all instructional materials for the following classes to be held at New Hampshire Police Standards and Training Council (PSTC):

Full-Time Academy Classes: Handling Calls Involving the Mentally III

189th Academy	2 days	\$4,890
190th Academy	2 days	\$4,890
191st Academy	2 days	\$4,890
192nd Academy	2 days	\$4,890

Corrections Academy Classes: Handling Calls Involving the Mentally III

118th Academy	2 days	\$4,890
119th Academy	2 days	\$4,890
120th Academy	2 days	\$4,890
121st Academy	2 days	\$4,890

Part-Time Academy Class: Handling Calls Involving the Mentally III

281st Academy	1 day	\$2,400
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In-Service: Crisis Intervention Team (CIT) Training

5-Days In-Service Training	Max 35 Participants	\$16,400
5-Days In-Service Training	Max 35 Participants	\$16,400
5-Days In-Service Training	Max 35 Participants	\$16,400
5-Days In-Service Training	Max 35 Participants	\$16,400
5-Days In-Service Training	Max 35 Participants	\$16,400
5-Days In-Service Training	Max 35 Participants	\$16,400
5-Days In-Service Training	Max 35 Participants	\$16,400
5-Days In-Service Training	Max 35 Participants	\$16,400

Advanced/In-Service CIT program (previously trained)

4-Hours In-Service Training	Max 25 Participants	\$1,200
4-Hours In-Service Training	Max 25 Participants	\$1,200
4-Hours In-Service Training	Max 25 Participants	\$1,200
4-Hours In-Service Training	Max 25 Participants	\$1,200

PSTC will assess enrollment for each course 20 days prior to presentation and if sufficient enrollment does not exist, the course will be canceled with notice to the vendor no later than 15 days prior to the presentation without cost to PSTC. The Full-Time, Part-Time and Corrections Academy Classes will be paid the flat-fee outlined above. The in-service CIT courses will be paid no less than the ten student rate, and will be paid per student beyond ten, not to exceed the total seating limitation and total course cost outlined above. Class dates will be set as mutually agreed by the contractor and PSTC. Set dates may be changed by PSTC at any time with prior notice.

Exhibit C

Upon completion of each class scheduled, and submission of an invoice, the contractor will be paid the sum as outlined in Exhibit "B".

BB

6/22/2013

State of New Hampshire

Department of State

CERTIFICATE

I, David M. Scanlan, 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; and the attached is a true copy of the list of documents on file in this office.

Business ID: 62349

Certificate Number: 0005794819



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 22nd day of June A.D. 2022.

A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan
Secretary of State

CERTIFICATE OF AUTHORITY

I, Todd Donovan, hereby certify that:

1. I am a duly elected President of NAMI New Hampshire.

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on June 22, 2022, at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Susan L. Stearns, Executive Director (may list more than one person)

is duly authorized on behalf of NAMI New Hampshire to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to affect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.



Dated: June 22, 2022

Signature of Elected Officer
Name: Todd Donovan
Title: President



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/09/2022

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																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Philadelphia Insurance Co</td> <td></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:	Philadelphia Insurance Co		INSURER B:	Technology Insurance Co	42376	INSURER C:			INSURER D:			INSURER E:			INSURER F:	
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INSURER C:																					
INSURER D:																					
INSURER E:																					
INSURER F:																					
INSURED National Alliance on Mental Illness, NAMI-NH 85 North State Street Concord NH 03301																					

COVERAGES **CERTIFICATE NUMBER:** 2022 **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 INSD	SUBR YWYD	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:			PHPK2393612	05/07/2022	05/07/2023	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 Cnstr, ClassSpc \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2393612	05/07/2022	05/07/2023	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"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB807877	05/07/2022	05/07/2023	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		N/A	TWC4023523	10/10/2021	10/10/2022	<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 State of New Hampshire Police Standards and Training Council 17 Institute Drive 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 
--	--

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.

NAMI NEW HAMPSHIRE
Financial Statements
With Schedule of Expenditures of Federal Awards
June 30, 2021 and 2020
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, 2021 and 2020

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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, 2021 and 2020, and the related statements of activities, functional expenses, 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, 2021 and 2020, 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 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 May 31, 2022, 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.

Vishon Clukay & Company PC

Manchester, New Hampshire
May 31, 2022

NAMI NEW HAMPSHIRE
STATEMENTS OF FINANCIAL POSITION
June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
ASSETS		
CURRENT ASSETS:		
Cash	\$ 526,623	\$ 459,782
Investments	687,193	729,694
Accounts receivable, net	355,275	373,059
Grants receivable	<u>319,882</u>	<u>127,587</u>
TOTAL CURRENT ASSETS	<u>1,888,973</u>	<u>1,690,122</u>
PROPERTY AND EQUIPMENT:		
Land	290,800	290,800
Building and improvements	1,177,690	1,177,690
Equipment	8,218	8,218
Furniture and fixtures	<u>604</u>	<u>604</u>
	1,477,312	1,477,312
Less accumulated depreciation	<u>(195,490)</u>	<u>(163,077)</u>
PROPERTY AND EQUIPMENT, NET	<u>1,281,822</u>	<u>1,314,235</u>
OTHER NONCURRENT ASSETS:		
Investments	<u>848,351</u>	<u>441,241</u>
TOTAL OTHER NONCURRENT ASSETS	<u>848,351</u>	<u>441,241</u>
TOTAL ASSETS	<u>\$ 4,019,146</u>	<u>\$ 3,445,598</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:		
Accounts payable	\$ 116,644	\$ 180,142
Accrued expenses	140,200	221,929
Current portion of SBA note payable		200,022
Current portion of mortgage notes payable	<u>11,853</u>	<u>34,728</u>
TOTAL CURRENT LIABILITIES	<u>268,697</u>	<u>636,821</u>
NONCURRENT LIABILITIES:		
SBA note payable, less current portion		254,778
Mortgage notes payable, less current portion	<u>406,606</u>	<u>486,838</u>
TOTAL NONCURRENT LIABILITIES	<u>406,606</u>	<u>741,616</u>
TOTAL LIABILITIES	<u>675,303</u>	<u>1,378,437</u>
NET ASSETS:		
Without donor restrictions:		
Undesignated	2,451,970	1,625,920
Board designated	848,351	441,241
With donor restrictions:		
Purpose restrictions	<u>43,522</u>	<u></u>
TOTAL NET ASSETS	<u>3,343,843</u>	<u>2,067,161</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 4,019,146</u>	<u>\$ 3,445,598</u>

See notes to financial statements

NAMI NEW HAMPSHIRE
STATEMENTS OF ACTIVITIES
For the Years Ended June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS		
REVENUE AND SUPPORT:		
Fees and grants from governmental agencies	\$ 2,588,944	\$ 2,152,786
Contributions	640,142	437,757
Interest and dividends	11,694	12,539
Unrealized gains on investments	173,424	3,740
In-kind donations		28,500
Fundraising events	180,723	171,600
Training services	1,193,860	907,170
Membership dues	6,556	5,185
Other revenue	5,998	11,640
SBA Paycheck Protection Program loan forgiveness	454,800	
TOTAL REVENUE AND SUPPORT WITHOUT DONOR RESTRICTIONS	<u>5,256,141</u>	<u>3,730,917</u>
EXPENSES:		
PROGRAM SERVICES:		
Community and Public Policy Relations	217,910	106,001
Connect Suicide Prevention Project	802,007	366,906
Public Education	2,345,448	2,212,321
TOTAL PROGRAM SERVICES	<u>3,365,365</u>	<u>2,685,228</u>
SUPPORTING SERVICES:		
Management and general	426,563	453,443
Fundraising	231,053	335,956
TOTAL SUPPORTING SERVICES	<u>657,616</u>	<u>789,399</u>
TOTAL EXPENSES	<u>4,022,981</u>	<u>3,474,627</u>
INCREASE IN NET ASSETS WITHOUT DONOR RESTRICTIONS	<u>1,233,160</u>	<u>256,290</u>
CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS		
Training services	43,522	
INCREASE IN NET ASSETS WITH DONOR RESTRICTIONS	<u>43,522</u>	<u>-</u>
CHANGE IN NET ASSETS	1,276,682	256,290
NET ASSETS - JULY 1	<u>2,067,161</u>	<u>1,810,871</u>
NET ASSETS - JUNE 30	<u>\$ 3,343,843</u>	<u>\$ 2,067,161</u>

See notes to financial statements

NAMI NEW HAMPSHIRE
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2021

	Program Services				Supporting Services			Total Expenses
	Community and Public Policy Relations	Connect Suicide Prevention Project	Public Education	Total Program Services	Management and General	Fundraising	Total Supporting Services	
SALARIES AND RELATED EXPENSES:								
Salaries	\$ 172,802	\$ 263,250	\$ 1,645,431	\$ 2,081,483	\$ 257,701	\$ 134,070	\$ 391,771	\$ 2,473,254
Employee benefits	12,023	41,984	283,828	337,835	16,333	30,147	46,480	384,315
Payroll taxes	13,856	20,670	135,881	170,407	15,902	9,671	25,573	195,980
	<u>198,681</u>	<u>325,904</u>	<u>2,065,140</u>	<u>2,589,725</u>	<u>289,936</u>	<u>173,888</u>	<u>463,824</u>	<u>3,053,549</u>
OTHER EXPENSES:								
Accounting	349	1,504	2,918	4,771	72	2,321	2,393	7,164
Audit fees	448	5,722	5,722	11,892	460	448	908	12,800
Legal and membership fees	4,968	2,589	2,868	10,425	9,495	1,305	10,800	21,225
Contracted services	500	422,445	61,764	484,709	43,195	1,511	44,706	529,415
Client services/training	2,013	14,512	66,891	83,416	835	3,933	4,768	88,184
Software subscriptions	733	1,825	4,419	6,977	19,991	10,595	30,586	37,563
Staff conferences and conventions	313	333	455	1,101	1,315	200	1,515	2,616
Occupancy	1,600	6,723	21,766	30,089	320	1,600	1,920	32,009
Office supplies	739	95	5,248	6,082	30,091	1,361	31,452	37,534
Maintenance	854	3,588	11,617	16,059	171	854	1,025	17,084
Fundraising/Event supplies			8,045	8,045		15,046	15,046	23,091
Depreciation	1,621	6,807	22,040	30,468	324	1,621	1,945	32,413
Food supplies	29		20	49	522	373	895	944
Equipment rental	823	3,458	11,198	15,479	1,344		1,344	16,823
Equipment maintenance	75	564	2,678	3,317	2,762	74	2,836	6,153
Advertising			254	254		1,050	1,050	1,304
Printing			2,677	2,677		355	355	3,032
Telephone and Communications	3,522	3,272	29,014	35,808	19,165	2,699	21,864	57,672
Postage and Shipping	34	52	2,475	2,561	857	5,436	6,293	8,854
Staff transportation		180	3,780	3,960		174	174	4,134
Insurance	608	2,434	8,275	11,317	243	608	851	12,168
Other expenditures			6,184	6,184	5,465	5,601	11,066	17,250
Total	<u>\$ 217,910</u>	<u>\$ 802,007</u>	<u>\$ 2,345,448</u>	<u>\$ 3,365,365</u>	<u>\$ 426,563</u>	<u>\$ 231,053</u>	<u>\$ 657,616</u>	<u>\$ 4,022,981</u>

See notes to financial statements

**NAMI NEW HAMPSHIRE
STATEMENT OF FUNCTIONAL EXPENSES**

For the Year Ended June 30, 2020

	Program Services			Supporting Services			Total Expenses	
	Community and Public Policy Relations	Connect Suicide Prevention Project	Public Education	Total Program Services	Management and General	Fundraising		Total Supporting Services
SALARIES AND RELATED EXPENSES:								
Salaries	\$ 82,464	\$ 177,825	\$ 1,503,224	\$ 1,763,513	\$ 250,174	\$ 178,332	\$ 428,506	\$ 2,192,019
Employee benefits	6,157	23,079	191,305	220,541	27,614	37,641	65,255	285,796
Payroll taxes	6,342	13,244	113,125	132,711	19,938	12,999	32,937	165,648
	<u>94,963</u>	<u>214,148</u>	<u>1,807,654</u>	<u>2,116,765</u>	<u>297,726</u>	<u>228,972</u>	<u>526,698</u>	<u>2,643,463</u>
OTHER EXPENSES:								
Accounting	126	739	3,072	3,937	87	3,422	3,509	7,446
Audit fees	525	1,924	12,766	15,215	1,750	525	2,275	17,490
Legal and membership fees	859	4,346		5,205	15,856	13,980	29,836	35,041
Contracted services		88,677	37,995	126,672	7,190	4,490	11,680	138,352
Client services/training		11,055	93,301	104,356			-	104,356
Software subscriptions		1,798	20,566	22,364	5,538	14,755	20,293	42,657
Staff conferences and conventions	1,270		6,828	8,098		2,538	2,538	10,636
Occupancy	1,112	4,076	27,049	32,237	816	4,076	4,892	37,129
Office supplies	228	192	2,074	2,494	15,879	1,346	17,225	19,719
Maintenance	1,407	5,161	34,248	40,816	70,938	5,161	76,099	116,915
Fundraising/Event supplies				-		26,001	26,001	26,001
Depreciation	961	3,525	23,712	28,198	320	3,525	3,845	32,043
Food supplies	560			560	5,431	8,388	13,819	14,379
Equipment rental	472	1,731	11,646	13,849	158	1,731	1,889	15,738
Equipment maintenance		75		75	7,487		7,487	7,562
Advertising			981	981	490	934	1,424	2,405
Printing	65			65	331		331	396
Telephone and Communications	2,136	4,343	28,464	34,943	17,626	4,245	21,871	56,814
Postage and Shipping	93	1,275	551	1,919	513	2,486	2,999	4,918
Staff transportation	897	22,511	74,282	97,690	291	1,951	2,242	99,932
Insurance	327	1,330	8,825	10,482	277	1,330	1,607	12,089
Non-cash supplies			18,307	18,307	4,093	6,100	10,193	28,500
Other expenditures				-	646		646	646
Total	<u>\$ 106,001</u>	<u>\$ 366,906</u>	<u>\$ 2,212,321</u>	<u>\$ 2,685,228</u>	<u>\$ 453,443</u>	<u>\$ 335,956</u>	<u>\$ 789,399</u>	<u>\$ 3,474,627</u>

See notes to financial statements

NAMI NEW HAMPSHIRE
STATEMENTS OF CASH FLOWS
For the Years Ended June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
CASH FLOWS FROM OPERATING ACTIVITIES:		
Cash received from grants, contributions, and contracts	\$ 4,474,034	\$ 3,473,441
Interest income received	11,694	12,539
Cash paid to employees	(2,629,683)	(2,090,561)
Cash paid to suppliers and others	(1,476,291)	(1,115,000)
Interest paid	<u>(18,621)</u>	<u>(24,766)</u>
Net Cash Provided by Operating Activities	<u>361,133</u>	<u>255,653</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of investments	<u>(191,185)</u>	<u>(443,801)</u>
Net Cash Used by Investing Activities	<u>(191,185)</u>	<u>(443,801)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:		
Payments on mortgage notes payable	(103,107)	(46,232)
Proceeds from SBA note payable	<u> </u>	<u>454,800</u>
Net Cash Provided (Used) for Financing Activities	<u>(103,107)</u>	<u>408,568</u>
 Net Increase in Cash	 66,841	 220,420
Cash, beginning of year	<u>459,782</u>	<u>239,362</u>
Cash, ending of year	<u>\$ 526,623</u>	<u>\$ 459,782</u>
Supplemental Disclosure of Non-cash Transactions:		
Unrealized gains (losses) on investments	\$ 173,424	\$ (3,740)
SBA Paycheck Protection Program loan forgiveness	454,800	
Forgiveness of debt		7,000
In-kind donations received		28,500
In-kind expenses		<u>(28,500)</u>
	<u>\$ 628,224</u>	<u>\$ 3,260</u>

See notes to financial statements

**NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
For the Years Ended June 30, 2021 and 2020**

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and Purpose

NAMI New Hampshire (National Alliance on Mental Illness) was founded as a nonprofit corporation in 1982 and is committed to improving the lives of all people affected by mental illness and suicide through support, education and advocacy. As a grassroots coalition of people living with mental illness and their families, NAMI NH has over 35 years of service to Granite State children, transition age youth, adults, and seniors, offering statewide activities which provide education/training and support to individuals, families and communities. The organization also promotes and provides advocacy and empowerment at the individual/family level as well as at the systems level by offering members, volunteers, and stakeholders training and graduated opportunities to build confidence in advocacy and leadership skills. Last year, NAMI NH provided support, education and advocacy to over 15,000 individuals. The financial support for these programs and activities comes from a variety of sources that include governmental and private foundation grants, contract services, donations, and membership dues.

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.

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 Accounting

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

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. The Entity is required to report information regarding its financial position and activities according to the following net asset classifications:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor or certain grantor restrictions. The governing board has designated, from net assets without donor restrictions, net assets for an operating reserve.

Net Assets With Donor Restrictions – Net assets subject to donor or certain grantor imposed restrictions. Some donor imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are

**NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2021 and 2020**

released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Recognition of Donor Restrictions

Contributions are recognized when the donor makes a promise to give to the Entity that is, in substance, unconditional. The Entity reports contributions restricted by donors as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

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, are not reflected in the financial statements because the accounting criteria for recognition of such volunteer efforts have not been satisfied.

Donated goods and professional services are recorded as both revenues and expenses at their estimated fair value. The Entity received donated supplies and professional services in support of fundraising activities totaling -\$0- and \$28,500 during the years ending June 30, 2021 and 2020, respectively.

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the statements of activities. The statements of functional expenses present the natural classification detail of expenses by function.

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Accordingly, certain indirect costs have been allocated among the programs and supporting services benefited. Salaries, employee benefits, payroll taxes, accounting, audit fees, legal fees, occupancy, maintenance, depreciation, equipment rental, equipment maintenance, telephone, and insurance are distributed based on a cost allocation process. Expenses are initially charged to each program or supporting function based on time and effort. Expenses associated with management and general are then allocated among the program and supporting services based on one of two criteria. The first criteria used is to allocate indirect costs based on the indirect cost rate established by the grantor. If there is no indirect rate specified, the overhead rate as it appears on the IRS form 990 of the preceding year will be used.

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.

**NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2021 and 2020**

Investments

Investments, which consist principally of money market accounts, mutual funds, and exchange traded funds, are carried at their market value at June 30, 2021 and June 30, 2020. Investments reported as non-current represent amounts designated by the Board as held for an operating reserve. Unrealized gains and losses on investments are reflected in the statements 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 \$32,413 and \$32,043 for the years ended June 30, 2021 and 2020, respectively.

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 \$42,111 and \$40,839 as of June 30, 2021 and 2020, respectively.

Bad Debts

The Entity uses the reserve method for accounting for bad debts. An allowance for uncollected receivables of \$4,000 has been recorded as of June 30, 2021 and 2020.

Income Taxes

The Entity is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code and is also exempt from State of New Hampshire income taxes and, therefore, has made no provision for Federal or State income taxes. In addition, the Entity has been determined by the Internal Revenue Service not to be a "Private Foundation" within the meaning of Section 509(a) of the Code. The Entity is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. FASB Accounting Standards Codification Topic 740 entitled *Accounting for Income Taxes* requires the Entity to report uncertain tax positions for financial reporting purposes. The Entity had no uncertain tax positions as of June 30, 2021 and, accordingly does not have any unrecognized tax benefits that need to be recognized or disclosed in the financial statements.

**NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2021 and 2020**

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.

Fair Value of Financial Instruments

Cash, 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.

Revenue Recognition

The Entity recognizes contributions, donations, and other miscellaneous income when cash is received or based on donor restrictions as described above. Interest income is recognized monthly as accrued. The Entity recognizes revenue from contracts with customers in the form of training and consultation services provided to organizations and individuals. Revenue for training and consultation services are recognized at a point in time as services are rendered. Amounts recognized are based on amounts invoiced. Payment is due on presentation of invoice.

The Entity also has revenue derived from governmental contracts for counseling services provided to individuals. Revenue from governmental contracts is recognized when the Entity has met the performance requirements specified by contract provisions. For governmental contracts, services are invoiced on a monthly basis in arrears, however, a receivable may be recorded in advance of amounts invoiced if all other performance requirements have been satisfied. Payment is due on presentation of invoice.

Change in Accounting Principle

The Financial Accounting Standards Board (FASB) issued new guidance that created Topic 606, Revenue from Contracts with Customers, in the Accounting Standards Codification (ASC). Topic 606 supersedes the revenue recognition requirements in FASB ASC 605, Revenue Recognition, and requires the recognition of revenue when promised goods or services are transferred to customers in an amount that reflects the consideration to which an entity expects to be entitled in exchange for those goods or services. The new guidance also added Subtopic 340-40, Other Assets and Deferred Costs-Contracts with Customers, to the ASC to require the deferral of incremental costs of obtaining a contract with a customer. Collectively, we refer to the new Topic 606 and Subtopic 340-40 as the "new guidance."

The Entity adopted the requirements of the new guidance as of July 1, 2020, utilizing the modified retrospective method of transition. The new guidance was applied using the practical expedient provided in Topic 606 that allows the guidance to be applied only to contracts that were not complete as of July 1, 2020. Adoption of the new guidance resulted in changes to our accounting policies for revenue recognition, trade receivables, contract costs, contract liabilities, and deferred costs. However, management estimates that the effect of these changes on the amounts that would have been reported under the former guidance to be immaterial.

NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2021 and 2020

NOTE 2—LIQUIDITY AND AVAILABILITY

The Entity regularly monitors the availability of resources required to meet its operating needs and other contractual commitments. Cash reserves in excess of daily operational needs are invested with the objective to provide a mix of income and growth, but overall to protect the organization’s accumulated wealth. Investments can be made in the following securities: certificate of deposits, money market mutual funds, exchange traded funds, and corporate bonds. Sources of liquidity include cash, investments, and accounts receivable.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Entity considers all expenditures related to its ongoing programs and activities as well as the conduct of services undertaken to support those activities to be general expenditures.

The following table reflects the Entity’s financial assets as of June 30, 2021 and 2020, reduced by amounts that are not available to meet general expenditures within one year of the statement of financial position date because of donor and other restrictions or internal board designations. Amounts not available include the internal board designated funds. In the event the need arises to utilize the board designated funds for liquidity purposes, the funds could be drawn upon by a vote of the Finance Committee.

Financial assets available for general expenditure, reduced by donor or other restrictions limiting their use, within one year of the financial position date, comprise the following:

	<u>2021</u>	<u>2020</u>
Cash	\$ 526,623	\$ 459,782
Investments	1,535,544	1,170,935
Accounts receivable, net	355,275	373,059
Grants receivable	<u>319,882</u>	<u>127,587</u>
Total Financial Assets	2,737,324	2,131,363
Less:		
Net assets with donor restrictions	(43,522)	-
Board designated funds	<u>(848,351)</u>	<u>(441,241)</u>
Financial Assets Available to Meet Cash Needs for General Expenditures Within One Year	<u>\$ 1,845,451</u>	<u>\$ 1,690,122</u>

NOTE 3—SIGNIFICANT CONCENTRATIONS OF CREDIT RISK

The Entity maintains bank deposits at local financial institutions located in New Hampshire. The Entity’s cash deposits are insured by the Federal Deposit Insurance Corporation (FDIC) up to a total of \$250,000 at each financial institution. As of June 30, 2021 and 2020, the Entity had no uninsured cash balances.

NOTE 4—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

**NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2021 and 2020**

measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets 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 for identical assets or liabilities in active markets 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 in markets 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.

In some cases, the inputs used to measure the fair value of an asset or a liability might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety in the same level of the fair value hierarchy as the lowest level input that is significant to the entire measurement. Assessing the significance of a particular input to entire measurement requires judgment, taking into account factors specific to the asset or liability. The categorization of an asset within the hierarchy is based upon the pricing transparency of the asset and does not necessarily correspond to our assessment of the quality, risk, or liquidity profile of the asset or liability.

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

Money market funds, mutual funds, exchange traded funds, and equities: Valued at the closing price reported on the active market on which the individual securities are traded.

Certificates of deposit and corporate debt securities: Valued using a market approach valuation technique which incorporates third-party pricing services and other relevant observable information such as market interest rates, yield curves, prepayment risk and credit risk generated by market transactions involving identical or comparable assets or liabilities in valuing these types of investments.

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 measured at fair value as of June 30, 2021 and 2020:

NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2021 and 2020

Assets at Fair Value as of June 30, 2021			
	<u>Level 1</u>	<u>Level 2</u>	<u>Total</u>
Money market mutual funds	\$ 726,765		\$ 726,765
Mutual funds	363,834		363,834
Exchange traded funds	428,031		428,031
Certificates of deposit		\$ 6,517	6,517
Corporate debt securities		10,397	10,397
Total assets at fair value	<u>\$ 1,518,630</u>	<u>\$ 16,914</u>	<u>\$ 1,535,544</u>

Assets at Fair Value as of June 30, 2020			
	<u>Level 1</u>	<u>Level 2</u>	<u>Total</u>
Money market mutual funds	\$ 704,245		\$ 704,245
Mutual funds	245,195		245,195
Exchange traded funds	196,024		196,024
Certificates of deposit		\$ 6,643	6,643
Corporate debt securities		18,828	18,828
Total assets at fair value	<u>\$ 1,145,464</u>	<u>\$ 25,471</u>	<u>\$ 1,170,935</u>

NOTE 5—SBA NOTE PAYABLE

During April 2020, the Organization obtained a note payable under the Paycheck Protection Program in the amount of \$454,800. During the year ended June 30, 2021, the Organization applied for and received principal forgiveness in whole by the Small Business Administration under the CARES Act. The debt forgiveness has been recognized as revenue and support on the statement of activities for the year ended June 30, 2021.

NOTE 6—MORTGAGE NOTES PAYABLE

At June 30, 2021 and 2020, the mortgage notes payable consist of the following:

	<u>2021</u>	<u>2020</u>
\$348,000 mortgage note payable, secured by property, payable in monthly installments of \$2,297 including interest through January 2026. 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 was paid in full during the year ended June 30, 2021.		\$ 91,834
\$348,000 mortgage note payable, secured by property, payable in monthly installments of \$2,364 including interest through March 2038. The variable interest rate on the note is 5.35% through March 2028. Thereafter, the interest rate will change to equal the Federal Home Loan Bank 10/20 amortizing advance rate plus 3.0%, and remain at that rate for the duration of the loan.	\$ 313,459	324,732

NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2021 and 2020

\$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>105,000</u>	<u>105,000</u>
	<u>\$ 418,459</u>	<u>\$ 521,566</u>

Under the terms of the mortgage note payable for the property located at 87 North State Street, Concord New Hampshire, with a balance outstanding as of June 30, 2021 of \$313,459, the Entity must maintain a loan to value ratio of less than 80%. Additionally, the Entity must demonstrate a debt service coverage ratio of at least 1.00. As of June 30, 2021, the Entity was in compliance with the debt requirements.

Following are the maturities of the mortgage notes payable as of June 30, 2021:

Year Ending <u>June 30,</u>	<u>Amount</u>
2022	\$ 11,853
2023	12,504
2024	13,149
2025	13,914
2026	14,679
Thereafter	<u>352,360</u>
	<u>\$ 418,459</u>

NOTE 7—NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions consist of the following purpose restricted funding at June 30, 2021 and 2020:

	<u>2021</u>	<u>2020</u>
Nashua IDN3	<u>\$ 43,522</u>	<u>\$ -</u>

NOTE 8—BOARD DESIGNATED NET ASSETS

Board designated net assets consist of the following at June 30, 2021 and 2020:

	<u>2021</u>	<u>2020</u>
Contingency fund	\$ 698,351	\$ 369,237
Fixed Asset fund	100,000	60,000
Special Opportunity fund	<u>- 50,000</u>	<u>12,004</u>
	<u>\$ 848,351</u>	<u>\$ 441,241</u>

**NAMI NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended June 30, 2021 and 2020**

NOTE 9—REVENUE FROM CONTRACTS WITH CUSTOMERS

The Entity has adopted Accounting Standards Update (ASU) No. 2014-09 *Revenue from Contracts with Customers (Topic 606)*, as amended as management believes the standard improves the usefulness and understandability of the Entity’s financial reporting.

The following tables provide information about balances of receivables, contract assets, and contract liabilities associated with contracts with customers for the years ended June 30, 2021 and 2020:

	<u>Receivables</u>	<u>Contract Assets</u>	<u>Contract Liabilities</u>
June 30, 2021	\$ 355,275	\$ -	\$ -
June 30, 2020	\$ 373,059	\$ -	\$ -
July 1, 2019	\$ 231,970	\$ -	\$ -

NOTE 10—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, 2021 and 2020, the Entity recognized revenue of \$2,588,944 (49%) and \$2,152,786 (58%), 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 11—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, 2021 and 2020, the Entity’s contribution to the plan was equal to 2.0% of each eligible employee’s annual salary. The Entity contributed \$24,679 and \$22,250 for the years ended June 30, 2021 and 2020, respectively.

NOTE 12—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 13—SUBSEQUENT EVENTS

During September 2021, the Organization made additional principal payments of \$63,000 in advance of the scheduled payments due on the outstanding mortgage payable. The future payment schedules contained in these financial statements do not reflect the impact of those advance payments.

Subsequent events have been evaluated through May 31, 2022, which is the date the financial statements were available to be issued.

SCHEDULE I
NAMI New Hampshire
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2021

Federal Granting Agency/Recipient State Agency/Grant Program/State <u>Grant Number</u>	Assistance Listing <u>Number</u>	<u>Expenditures</u>
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	
#1H79SM082053-02		\$ 59,018
#1H79SM082053-03		22,773
#1H79SM082104-01		450,993
#1H79SM082104-02		220,638
#5H79SM081352-02		21,761
#5H79SM081352-03		<u>82,455</u>
		<u>857,638</u>
Pass Through Payments from the New Hampshire		
Department of Education		
Substance Abuse and Mental Health Services - Projects of Regional and National Significance	93.243	
#5H79SM063393-02		<u>26,491</u>
Pass Through Payments from the City of Manchester, New Hampshire		
Substance Abuse and Mental Health Services - Projects of Regional and National Significance	93.243	
#1H79SM082210-01		<u>173,182</u>
		<u>1,057,311</u>
Pass Through Payments from the New Hampshire Department of Corrections		
Block Grants for Community Mental Health Services	93.958	
#49053316		<u>57,043</u>
Total Department of Health and Human Services		<u>1,114,354</u>
Total Expenditures of Federal Awards		<u>\$ 1,114,354</u>

See notes to schedule of expenditures of federal awards

NAMI NEW HAMPSHIRE
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended June 30, 2021

NOTE 1—BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the “Schedule”) includes the federal award activity of NAMI New Hampshire under programs of the federal government for the year ended June 30, 2021. 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— SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying Schedule of Expenditures of Federal Awards is presented using the accrual basis of accounting, which is described in Note 1 to NAMI New Hampshire’s financial statements. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursements.

NOTE 3—INDIRECT COST RATE

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

NOTE 4—RELATIONSHIP TO FINANCIAL STATEMENTS

The recognition of expenditures of federal awards has been reported in the NAMI New Hampshire’s financial statements as program services and management and general expenses, as applicable.

**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, 2021 and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated May 31, 2022.

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) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of 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 financial statements. 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.

Vishon Clukay & Company PC

Manchester, New Hampshire
May 31, 2022

**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM
AND 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 each of NAMI New Hampshire's major federal programs for the year ended June 30, 2021. NAMI New Hampshire's major federal programs are 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 each of NAMI New Hampshire's major federal programs 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 each 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 each of its major federal programs for the year ended June 30, 2021.

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 each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each 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.

Nashon Clukay & Company PC

Manchester, New Hampshire
May 21, 2022

**NAMI New Hampshire
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2021**

Section I--Summary of Auditor's Results

Financial Statements

Type of auditor's report issued on whether the financial statements audited were prepared in accordance with GAAP:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

_____ yes X no

Significant deficiency(ies) identified?

_____ yes X none reported

Noncompliance material to financial statements noted?

_____ yes X no

Federal Awards

Internal control over major federal 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 federal program(s):

Dollar threshold used to distinguish between Type A and Type B programs: \$ 750,000

Auditee qualified as low-risk auditee?

_____ yes X 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 as defined under 2 CFR 200.516(a).

**NAMI NH
Board of Directors Affiliations
2022-2023**

NAME	AFFILIATION
Atkinson, Rev. Kate	St. Paul's Episcopal Church
Breault, William	City of Dover Police Department
Brunelle, Barbara	Souhegan Coop High School
Bunker, John	Retired
Crawford, Camila	Amoskeag Health
Cusano, Karen	NFI North
Donovan, Todd	Freedom Hill Consulting
Gardiner, Jr. Arthur	Attorney (retired)
Keenan, Joseph	NH Licensed Psychologist
LaBonte, Liz	Human Resources, Concord Hospital
LaFrance, Shawn	Cheshire Medical
Lusenhop, William	Dept of Social Work, University of NH
Macek, Steven	St. Mary's Bank
Moler, Teresa	Self-Employed
Palmer, Zachery	NH Community Loan Fund
Rabalais, Jennifer	Institute on Disability, University of NH
Sanders, Elizabeth	Dartmouth Hitchcock / New Hampshire Hospital
Sublette, Nicole	Nicole Sublette Counseling

Bernadette P. Seifert

Licensing/Certifications:

- Licensed Clinical Social Worker, *State of New Hampshire, #228, (1988 to present)*
- Academy of Certified Social Workers, *(1987 to present)*

Education:

- Master of Social Work, 1984, *Boston University, Boston, MA (Concentration: Casework, Sub-concentration: Aging)*
- BA, Social Welfare, 1980, *University of Southern Maine, Portland, ME*

Professional Experience:

Deputy Director, March 2022 to present, NAMI NH, NAMI NH, Concord, NH

- Responsible for program development and implementation, including evaluation and quality improvement
- Directed organizational efforts in the state's seven Integrated Delivery Networks
- Interfaces with criminal justice partners

Director of Adult Programs, 2017 to 2022, and Coordinator of Older Adult Programs, 2008 to 2017, NAMI NH, NAMI NH, Concord, NH

- Oversee programs that provide support, education and advocacy for individuals and their families who are affected by mental health issues.
- Develop and implement the NAMI NH Side by Side for Independent Living Program

Geriatric Mental Health Training Coordinator, February 2008 to present, Northern New England Geriatric Education Center at Dartmouth Medical School, Lebanon, NH

- Plan and develop educational programs throughout New Hampshire and eastern Vermont through the NNE Geriatric Education Center
- Lead support groups for family caregivers of individuals with Alzheimer's and other related dementias.
- Participate in a Geriatric Workforce Enhancement Program team (2015 to present) that provides support and education on geriatric best practices to primary care teams in New Hampshire, Vermont and Maine. (HRSA funded program)

Lead Community Liaison – Seniors Count, 2003 to 2008, Easter Seals NH- Senior Services, Manchester, NH

- Provided outreach and clinical case management to older adults in Manchester community
- Assisted in development and management of Seniors Count Community Collaboration project.
- Supervised Seniors Count Social Service team

Consultant - Older Adult Services, 2000 to 2003, NH Division of Behavioral Health, Concord, NH

- Provided ongoing consultation and support in various initiatives regarding older adult mental health services on a statewide basis

Director of Bedford Counseling Services, 1995 to 2000

Director of Senior Services, 1985 to 2000, Mental Health Center of Greater Manchester, Manchester, NH

- Managed outpatient psychiatric service program for older adults through 2000, and brief treatment of outpatient adults of all ages
- Provided direct clinical services, including assessment, treatment planning, and individual and group psychotherapy
- Provided clinical and administrative supervision to clinical staff and Masters level interns
- In addition to managing Senior Services Program, also managed 2 other clinical programs within the agency from 1995 to 2000 (Bedford Counseling Associates and Medication Services)

Social Work Consultant, 1984 to 1985, New Hampshire Hospital, Concord, NH

- Provided assessment, treatment and discharge planning on a psychiatric hospital continuing care unit
- Supervised 2 Mental Health Workers

Social Services Coordinator, 1982 to 1984, Patricia White Elderly Housing, Brighton, MA

- Provided information & referral, advocacy, crisis intervention and counseling in 250 unit public elder housing development
- Assisted in the grant writing for annual funding for the program

Social Worker / Activities Director, 1980 to 1982, Tara Nursing Home, Dorchester, MA

- Provided counseling and patient advocacy for residents
- Presented social service educational programs for staff
- Planned and implemented recreational and educational activities in nursing home

Internship Experiences:

- **Geriatric Social Work Intern, September 1983 to May 1984** St. Elizabeth's Hospital, Brighton, MA
- **Social Work Intern, (Advanced Field Placement) June to Dec. 1979**, High Street Resource Center, Portland, ME
- **Elder Advocate, September 1978 to June 1979**, So. Maine Senior Citizens Council, Portland, ME

Instructor Experience:

Presentations on topics related to mental health to various groups throughout New Hampshire – 2008 to present

- Presentations to family members and caregivers: Side by Side for Independent Living (a 6-session series offered through NAMI NH)
- Presentations to various professional groups. Topics include: *Depression and Older Adults; Substance Abuse and Misuse in Older Adults; Understanding Dementia; Hoarding Behaviors in Older Adults; Suicide Risks in Older Adults; Caregiver Issues; Elder Abuse; Mental Health Issues in Older Adults, etc.)*
- Trainer for NH Police Standards Council on mental health topics, as well as for the Connect Suicide Prevention Program and CALM (Counseling on Access to Lethal Means)

Committees/Coalitions:

- National Association of Social Workers (NASW) – Board Member (2019 to 2022)
- National Association of Social Workers – NH Chapter, (1986 to present)
 - NASW-NH Board Member (2007 to 2019) (Past-President 2017-2019)
 - NASW-NH Board President (2015 to 2017)
 - “Social Worker of the Year” Award – 1996 – NASW- NH Chapter
- NH Coalition on Substance Abuse, Mental Health and Aging (1999 to present; Chairperson 2010 to present)
- NH Coalition on Caring, (2010 to present)
- NH Elderly and Vulnerable Adult Fatality Review Committee - NH Attorney General's Office, (2011 to present)

Elaine de Mello

EDUCATION:

University of Connecticut, Concord, NH: MSW (1985)
Lehman College, Bronx, NY: MS in Therapeutic Recreation (1980)
Ramapo College, Mahwah, NJ: BS in Psychology

CERTIFICATIONS/LICENSES:

LCSW, State of NH
Guidance Counselor, State of NH
School Social Worker, State of NH

EXPERIENCE:

1999 – Present National Alliance on Mental Illness NH, Concord, NH

Supervisor of Training and Prevention Services

- Develop and implement community protocols and training for suicide prevention, intervention and postvention leading to recognition as a National Best Practice program.
- Provide consultation and training on a national basis on suicide prevention and postvention
- Co-chair of Youth Suicide Prevention Assembly (statewide coalition in NH): review cases of suicide deaths, recommend practices and resources to statewide and regional partners, coordinate annual suicide prevention conference
- Develop and implement support and educational services for children and adults provided through NAMI NH
- Coordinate & present statewide educational programs on mental illness and suicide prevention for schools, colleges, businesses, law enforcement personnel, health services providers, and the general public.
- Develop and lead courses for specialized provider organizations including Division of Children, Youth and Families (DCYF), PSTC (Police Standards and Training Council) and NH National Guard.
- Develop, review, and disseminate educational material about mental health and mental illness for target audiences around the state.
- Develop, revise and implement family education programs about mental illness.
- Maintain contact with professionals, affiliates and consumer groups to provide consultation, technical support, educational material and resources.

2004 – Present Plymouth State University, Plymouth, NH

Adjunct Faculty, Health Education & Social Work

- Teach Mental Health courses to Health Education and Social Work majors

2001 – Present Genesis Behavioral Health, Laconia, NH and Riverbend
Community Mental Health Center, Concord, NH

Child Impact Teacher

- Conduct Child Impact classes required by court for parents involved in divorce or custody cases.

2002 – Present Genesis Behavioral Health, Laconia, NH

Emergency Services Clinician & QI Consultant

Resume – Elaine de Mello (cont'd)

- Provide clinical emergency service response to residents of Belknap and Southern Grafton Counties
- Serve on statewide behavioral health disaster response team
- Conduct complaint investigations and assist with audits and quality improvement processes such as development of policies and procedures

1999 – 2001 Division of Behavioral Health, Concord, NH

Consultant

- Serve as consultant to conduct audits on clinical records in mental health centers around New Hampshire.

1992 – 2000 Jennie D. Blake Elementary School, Hill, NH

Guidance Counselor (9/92-6/00)

1981 – 1999 Genesis the Counseling Group, Laconia, NH

1981 – 1999 Quality Improvement Director (9/96-7/99)

Community Support Program Director (9/86-2/97)

Vocational Services Coordinator (6/83-9/86)

Clinician/Therapist (9/81-6/83)

1978 – 1981 Rockland Psychiatric Center, Orangeburg, NY

Assistant Director, Mount Vernon Workshop (8/79-8/81)

Therapy/Recreation Assistant (8/78-8/79)

Professional Memberships:

- National Alliance on Mental Illness (1988-Present)

Awards:

- New Hampshire Rehabilitation Association: Practitioner of the Year (1985)
- New Hampshire Alliance for the Mentally Ill: Administrator of the Year (1993)
- New Hampshire Alliance for the Mentally Ill: Professional of the Year (1998)

Trainer for:

- NH Police Standards Council: Mental Health Crisis Response, Suicide Prevention and Postvention
- Connect Suicide Prevention and Postvention, all disciplines
- AMSR: Assessing and Managing Suicide Risk (AMSR) for clinical and college settings

Ann Duckless, MA

EXPERIENCE:

National Alliance on Mental Illness NH, Concord, NH 01/06 – Present

Community Educator and Prevention Specialist

Serve as a team member with the *Connect* Suicide Prevention Project. Work collaboratively with communities in providing suicide prevention training to community members across disciplines to parents and high school youth and to young adults ages 18-24. Teach postvention trainings to first responders, school crisis response teams, funeral directors and clergy. Insure sustainability through Train-the-Trainer model and offer technical assistance throughout the implementation process.

New Hampshire Teen Institute, Concord, NH 10/02 – 12/05

Program Director

Extensive program coordination and facilitation of drug/alcohol abuse prevention with statewide non-profit organization. NH SADD State Coordinator for 30 state chapters. Responsible for the management of all youth and adult volunteer staff training. Provide programs to promote leadership and advocacy skills for 2,000 middle and high school youth.

Franklin Pierce College, Concord, NH 1997 - 2005

Adjunct Faculty

College level teaching for societal issues, addictions, human services and counseling. Class average of 15 students.

Hollis/Brookline NH Schools, SAU #41 10/90 - 10/02

Student Assistance Program Coordinator

Developed in-house SAP for elementary, middle and high schools for 2,500 students, K-12. Group and individual work highlighted prevention and early intervention with high-risk youth. Consultant to parents and school staff. Assessed and evaluated substance abuse, family change, and emotional issues for outside referrals or in-house supports. Drug/alcohol awareness education, grades 1-9.

CLINICAL EXPERIENCE:

Monica Derr & Associates, Amherst, NH 9/91-12/93

Marriage/Family Therapist Substance Abuse Counselor

Responsible for handling an average caseload of 10 clients. Clients were couples, families and individuals in early recovery from substance/process addictions and adolescent issues.

Family Therapy Institute, Bedford, NH 9/89 - 9/91

Marriage/Family Therapist Substance Abuse Specialist

Responsible for an average caseload of 25 clients utilizing a systems approach. Cases involved sexual/physical abuse and domestic violence issues. Experienced in community/professional presentations.

Brookside Hospital, Nashua, NH 9/88 – 6/89

Chemical Dependency Counselor

Worked with adolescents in individual and group sessions; conducted diagnostic evaluations and CD assessments for purposes of intake and screening; and facilitated weekly parents' education group.

EDUCATION:

Antioch/New England Graduate School, Keene, NH 1990

Master of Arts in Counseling Psychology with dual concentrations in

Resume – Ann Duckless (cont'd)

Substance Abuse and in Marriage and Family Therapy

University of Vermont, Burlington, VT
Bachelor of Arts in Psychology

1982

SPECIALTY AREAS:

Cultural Effectiveness Trainer
Anti-Defamation League, Boston, MA

1996

Adjunct Faculty for Foster/Adoptive Parents
Granite State College, Concord, NH

2002 - Present

PROFESSIONAL ORGANIZATIONS:

New Hampshire Prevention Certification member

2006

HONORS:

Excellence in Teaching Award, Franklin Pierce College

2004

Susan Samuel

Objective

To use my skills with the public in a way that has personal and professional integrity and ethics with understanding of local, state and federal procedure and policy. To use my understanding of mental illness and substance use disorder as brain diseases that require and respond to treatment as any other medical conditions while understanding the psychological impact it has on the individual and their families, friends, communities and systems. To be current and use safe language when interacting with community and families. To fully understand, encompass and provide trauma-informed care and education in any and all work and interactions I have privately, publicly and professionally.

Education

2007-2009

MSCJ-Criminal Justice South University Savannah GA

2001-2006 Springfield College Manchester, NH

BSHS-Human Services

MSHS- Community Counseling, concentration in addiction

Professional Experience

2008-current NAMI NH Concord, NH

Community Educator and CIT Coordinator

75% of the position I hold is dedicated to coordinating and delivering a minimum of three CIT Trainings per year to NH State Police and Fire/EMS. Most recently, I have been tasked with coordinating and delivering CIT to our state's local law enforcement. I also have worked collaboratively with local law enforcement in delivering their own CIT trainings.

I received my CIT coordinator certification from CIT International in 2018.

Within those same job duties, I am also a nationally trained Mental Health First Aid trainer. I have been credentialed in all of the modules-Adult, Youth, Older Adults, Military, Higher Education, Rural, Public Safety and Fire/EMS and although I deliver many of these modules in the communities that we work in, my major task is to deliver this 8-hour training to our state's Fire/EMS.

Prior to this role in my agency, I worked providing short-term, one-on-one support and education to individuals and families who are coming to terms with a loved one's mental illness/substance use through helping them understand mental illness/substance use, assess their own needs and connecting them to information, agencies and community resources. Role modeling and mentoring family members on how to successfully access and interact with available resources. Empowering families to effectively navigate those systems and become supports to others. Many of these families are criminal justice involved. In this role, I have often attended court hearings with those family members not as a witness but as a support that is available to help them understand the process and debrief over the results of the hearing, help them to better understand what the court's expectations are and what role they actually play in meeting those expectations.

I also still maintain my role with the agency as a trainer in NAMI national programs.

2003-2008 Crotched Mountain Foster Grandparent Program
Manchester, NH

Program Coordinator

Recruiting, training and monitoring senior citizen volunteers and placing in school, daycare, juvenile detention centers, and Head Start Programs to act as mentors and role models for at-risk children. Recognizing and supporting the individual as well as "elders" special needs at home and in the community, often recognizing emerging issues and referring to area agencies. Organizing and providing educational trainings and assisting in planning and implementing fund-raising events. Creating and distributing quarterly newsletter. Updated systems of note keeping, volunteer calendar and file sharing into computerized format for more uniform performance and accessibility. Updating and keeping in compliance local, state and federal records and reports. Providing ongoing technical support and responding to the individuals' personal need in the position of volunteerism.

1998–2003 Southern New Hampshire Services-WIC Manchester, NH

Clinic Technician/Administrative Office

Providing direct client services. Office scheduler, taking pre-registration applications, determining eligibility and offering referrals. Revising local agency forms and assisting in administrative documentation. Coordinated changes and organization of local agency manual in compliance with local, state and federal mandates. In charge of processing and submitting several agency reports to State and Federal Agency. Worked with many culturally, economically and educationally diverse individuals and families. Have also worked in sister program-CSFP-nutritional food distribution program for the elderly. Have good computer skills, am quite familiar with Word/Excel, Office, PowerPoint and have taken basic ACCESS computer classes. Have taken multiple classes regarding diversity and human rights issues and have taken basic Spanish to better address agency client needs. Also have grant writing experience.

**Community
Activities**

- Volunteer trainer for the Granite State Organizing Projecting presenting Active Bystander Training to communities. This training teaches citizens how to respond to help someone that is being targeted/victimized in a non-confrontational way that puts an end to the interaction and moves everyone to relative safety.
- Train the FASTER (Families Advocating Substance Treatment, Education and Recovery...now known as the network of Family Support Groups) group facilitators throughout the state. I also facilitate a Family Support Group on a volunteer basis.
- Have sat on multiple panels/community forums for substance use disorder representing families, support networks or agency that I am currently employed with.
- Nationally Trained First Aid Mental Health Instructor teaching citizens how to most appropriately respond when in contact with someone in a mental health or substance use crisis.
- Trained CERT (community emergency response team) team member, volunteering in community emergency situations to allow professional responders to better focus on their duties.

- Trained Citizens Police Academy
- Trained citizen advocate for New Futures.
- Sit on board of COSH (Coalition of Occupational Safety and Standards) as a community member but also as a means to insert education and understanding of Mental Health and Substance use in the Community and the workplace
- Trained Boomerang Diversion Program Facilitator working in conjunction with local courts and juvenile justice programs for first time juvenile drug offenders
- Court appointed "surrogate parent" trained by PIC to represent students with disabilities that are wards of the state in education and IEP process.
- Trained tester for NH Legal Assistance Fair Housing Project
- Com-Peer with Manchester Mental Health, acting as role-model and companion to assigned adult individual.

Susan L. Stearns

QUALIFICATIONS

- Lived experience as a family member and advocate
- Strong management and leadership skills in non-profit organizations
- Proven ability to build, foster, and lead teams during challenging times
- Experienced working with boards of directors, grassroots volunteers, and policymakers
- Expertise in program development, implementation, and evaluation
- Experienced working with diverse individuals and communities
- Understanding of the intersection of mental illness, disability, inequality, abuse, justice system involvement, and family issues

WORK EXPERIENCE

NAMI New Hampshire (National Alliance on Mental Illness), Concord, New Hampshire

Executive Director, 2022 – Present

Principal administrator of NAMI NH responsible for advancing the vision and mission of NAMI NH as set by the Board of Directors. Provides overall leadership to assist and support the staff members and volunteers in discharging the highest quality work in support of Granite Staters affected by mental illness and suicide.

Deputy Director, 2016 – 2022; Director of Philanthropy, 2013-2016

Responsible for program development and implementation, including evaluation and quality improvement, directs organizational efforts in the state's seven Integrated Delivery Networks, interfaces with criminal justice partners, oversees fund development and grant writing.

Greater Nashua Mental Health Center at Community Council, Nashua, New Hampshire

Director of Development, 2007 – 2013

Developed strategies to diversify revenue and sustain programs; responsible for grant writing and management; provided operational management of collaborative projects including supportive housing, mental health court, and primary and behavioral health care integration.

Harbor Homes, Inc., Nashua, New Hampshire

Director of Proposal Development, 2005-2007

Responsible for project design, proposal development and writing, as well as building partnerships with community providers and stakeholders.

Guardian ad Litem Board, Concord, New Hampshire

Trainer, contracted, 2004-2010

Trained Guardians ad Litem on Mental Illness & Recovery; Effective Strategies for Working with Parents with Mental Illness; and Domestic Violence.

Disabilities Rights Center, Concord, New Hampshire

Director, Coalition for Family Law & Mental Health Project, 2001-2006

Oversaw coalition-building and project management to promote legal equity for parents with mental illness, ensure adequate assessment of parenting competency, and improve outcomes.

Whole Village Family Resource Center, Plymouth, New Hampshire

Executive Director, 1998-2001

Oversaw collaborative project for supporting families with multiple risk factors for negative outcomes, including fund development and evaluation efforts.

New Hampshire Coalition Against Domestic & Sexual Violence, Concord, NH

Program Specialist, 1993-1998

Responsible for providing training on domestic violence, sexual assault and stalking to various audiences, including law enforcement, EMS, child protective services, and other providers; oversaw evaluation efforts for fourteen certified crisis centers across the state.

Task Force Against Domestic & Sexual Violence, Plymouth, NH

Administrative Director, 1988-1993

Oversaw agency operations, including finance, human resources, and grant/project management.

PROFESSIONAL ACTIVITIES

Children's Behavioral Health Resource Center Leadership Team, Member & NAMI NH

Principal Investigator, 2021 – present

Mental Health Technology Transfer Center – New England Advisory Team

(HHS Region 1 – SAMHSA), Member, 2019 – present

Governor's Commission on Disability, Member, 2016 – present

Appointed by Governor Margaret Hassan

Lakes Region Mental Health, Board Member & Past President, 2007 – present

EDUCATION

University of Massachusetts, Amherst, School of Education. Graduate Studies in Consulting & Counseling Psychology, 1986 – 1987.

University of Massachusetts, Amherst. B.A. in English, 1986.

SELECTED PUBLICATIONS & PRESENTATIONS

2020 **Perspectives - Interview with NAMI NH Deputy Director, Susan Stearns,**

<https://www.youtube.com/watch?v=MDyKLo06dXE>.

2018 **SB 51 – Establishing a commission to study expanding mental health courts statewide.**

<https://bit.ly/3nDV7i5>.

2009 **Reclaiming Our Future: A Pathway for Treating Co-Occurring Mental Health and Substance Use Disorders in New Hampshire's Adolescents and Young Adults,** NAMI New Hampshire. <https://bit.ly/3xmWXHt>.

2008 **Raising Matthew: A Mother Reflects on Medicating Her Son, No Health without Mental Health,** Community Council of Nashua, NH, reprinted in *Genesis Times*, 2009.

2005 **The Struggle for Justice: Seeking Legal Equity for Parents with Mental Illness, RAP Sheet: The Latest in Disability Research, Advocacy, Policy, and Practice,** Winter Issue. <https://drcnh.org/wp-content/uploads/2021/03/2005WinterRAP.pdf>.

1994 **Mediation and Domestic Violence: Considerations for Mediators and Battered Women,** *New Hampshire Bar Journal*, Vol. 35, No. 2, p. 32, June.

KEY ADMINISTRATIVE PERSONNEL

NH Department of Safety

Contractor Name: NAMI New Hampshire

Name of Program: Police Standards & Training

BUDGET PERIOD:		SFY 2023		
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Susan Stearns	Executive Director	\$175,000	2.00%	\$3,500.00
Bernie Seifert	Deputy Director	\$114,900	10.00%	\$11,490.00
Susan Samuel	Community Educator & CIT Coordinator	\$65,000	63.00%	\$40,950.00
Ann Duckless	Community Educator & Prevention Specialist	\$69,550	8.00%	\$5,564.00
Elaine de Mello	Director of Suicide Prevention	\$90,950	8.00%	\$7,276.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)				\$68,780.00