



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

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

Nicholas A. Toumpas
 Commissioner

Maggie Bishop
 Director

April 12, 2013

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to amend an existing agreement (Purchase order # 1000269) with CASA New Hampshire, Inc., 138 Coolidge Avenue, Manchester, New Hampshire 03105 (Vendor #156690) to provide a statewide program to train court appointed special advocates, by increasing the price limitation by \$100,009.20 from \$141,863.03 to an amount not to exceed \$241,872.23 and extending the completion date from June 30, 2013 to June 30, 2015, effective July 1, 2013 or date of Governor and Executive Council approval, whichever is later. Funds are anticipated to be available in SFY14 and SFY15 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council.

05-95-42-421010-29600000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, ORG'L LEARNING & QUALITY IMPRVMT

<u>State Fiscal</u> <u>Year</u>	<u>Class/Object</u>	<u>Title</u>	<u>Activity</u> <u>Code</u>	<u>Current</u> <u>Modified</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease</u> <u>Amount</u>	<u>Revised</u> <u>Modified</u> <u>Budget</u>
2010	067-500557	Training Account	40160010	\$21,214.05	\$0.00	\$21,214.05
2011				\$23,839.20	\$0.00	\$23,839.20
2012				\$48,404.89	\$0.00	\$48,404.89
2013				\$48,404.89	\$0.00	\$48,404.89
2014				\$0.00	\$50,004.60	\$50,004.60
2015				\$0.00	\$50,004.60	\$50,004.60
Total:				\$141,863.03	\$100,009.20	\$241,872.23

EXPLANATION

This request seeks to extend an existing agreement with CASA of New Hampshire, Inc. The agreement is supported with Federal funds provided through the Foster Care Grant, Title IV-E, which has been expanded to include training for this population. This program aligns with Title IV-E functional training requirements, which will be designed, delivered and evaluated by CASA of New Hampshire in cooperation with the Division.

CASA is a statewide network of programs working with court appointed special advocates for children. As the only agency providing these services on a statewide basis, it is uniquely qualified to provide these services. This agreement will satisfy the requirement of providing pre-service and in-service training to court appointed special advocates in the State and to provide on-going educational opportunities. If this agreement were not approved, the Division would be unable to meet training mandates.

CASA has successfully provided this service to its volunteers and staff for several years. New federal funding became available in the fall of 2008 intended to specifically support training of court appointed special advocates and guardian ad litem involved with the child welfare system. Given CASA's past performance and plans for ongoing improvement of this training program, the Division fully supports this agreement.

During the first 4 years of the agreement, the vendor has provided all required reports and has met or exceeded the agreement's performance measures and outcomes. During State Fiscal Year 2012 85 individuals attended the Court Appointed Special Advocates of NH 40-hour initial training and 95% of the trainees completed evaluations showing that 99% felt the training to be effective to completely effective. Given the Court Appointed Special Advocates of New Hampshire's past performance and plans for ongoing improvement of this training program, the Division fully supports this agreement. In the event that this agreement is not approved by the Governor and Executive Council, the Court Appointed Special Advocates of NH will not be able to provide the quantity of trainings, resulting in a reduction of available guardian ad litem and court appointed special advocates serving the children and youth in New Hampshire.

Agreement Terms

The original agreement called for the provision of these services for two years and reserved the Division's right to renew the agreement for up to four additional years, based on the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval. This request seeks to renew the agreement for the remaining two years. The vendor is providing 51% of matching public dollars in each year, in effect eliminating the need for the Department's requirement for matching General Funds.

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

April 12, 2013

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Geographic area served: Statewide

Source of funds: 100% Federal

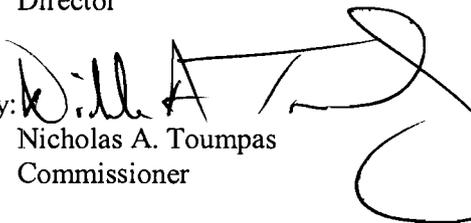
In the event that the Federal funds become no longer available, General funds will not be requested to support this program.

Respectfully submitted,



Maggie Bishop
Director

Approved by:



Nicholas A. Toumpas
Commissioner



**State of New Hampshire
Department of Health and Human Services
Amendment #2 to the Court Appointed Special Advocates of NH Contract**

This **2nd** Amendment to the **Court Appointed Special Advocates of NH** contract (hereinafter referred to as "Amendment #2") dated this **10th** day of April, **2013**, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and **Court Appointed Special Advocates of New Hampshire, Inc.** (hereinafter referred to as "the Contractor"), a **Nonprofit Corporation** company with a place of business at **138 Coolidge Avenue, Manchester, NH 03102**.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on **July 16, 2009 (Item # 124)**, and amended by an agreement (Amendment 1 to the Contract) approved on **June 6, 2011 (Item # 108)**, the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18 and **Exhibit C-1, section 1**, the State may at its sole discretion, **renew the contract for up to four additional years** by written agreement of the parties;

WHEREAS **the State and the Contractor have agreed that a two-year extension of the contract is agreeable to the parties;**

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree as follows:

To amend as follows:

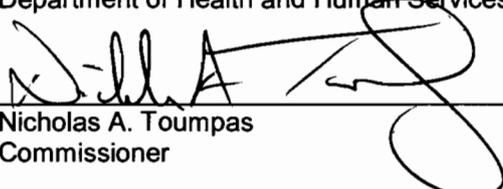
- Form P-37, Item 1.7, Completion Date shall be amended to read "June 30, 2015"
- Form P-37, Item 1.8, Price Limitation, shall be amended to read "\$241,872.23"
- Exhibit A, Scope of Services, shall be amended to read "August 19, 2009 – June 30, 2015"
- Exhibit B, Method, Schedule, and Conditions Precedent to Payment, Section 1, shall be amended to read "\$241,872.23"



- This amendment shall be effective upon the date of Governor and Executive Council approval.

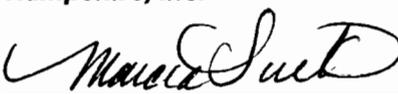
IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

4/27/13
Date

State of New Hampshire
Department of Health and Human Services


Nicholas A. Toumpas
Commissioner

4-10-2013
Date

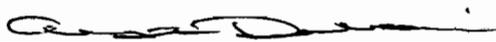
Court Appointed Special Advocates of New Hampshire, Inc.


Marcia Sink
President and CEO

Acknowledgement:

State of New Hampshire, County of Hillsborough on 4-10-13, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace



Name and Title of Notary or Justice of the Peace

CHRISTINE DUHAMEL, Notary Public
Commission Expires **8-11-15**



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

22 April 2013
Date

Jeane P. Herrick
Name: *Jeane P. Herrick*
Title: *Attorney*

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: _____ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

CERTIFICATE OF VOTE
Without Seal

I, Ann F. Larney, do hereby certify that:

1. I am a duly elected Secretary of Court Appointed Special Advocates of New Hampshire, Inc.
(Corporation Name)
2. Attached are true copies of the resolutions duly adopted at a meeting of the Board of Directors of the Corporation on March 13, 2013 which provide:
(Date)

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting through its Department of Health and Human Services, Division for Children, Youth and Families, for the provision of a CASA Training Partnership.

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

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of March 13, 2013 through June 30, 2013. Any amendment or revocation of these resolutions will be immediately reported to the Judicial Council and the Attorney General's Office.

(Date Contract Signed)

4. Marcia Sink is the duly elected
(Name of Contract Signatory
of the Corporation.

President/CEO/Executive Director
(Title of Contract Signatory)

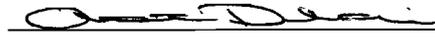

(Signature of the Secretary of the Corporation)

STATE OF NEW HAMPSHIRE
County of Hillsborough

The forgoing instrument was acknowledged before me this 10th day of Apr, 2013,

by Ann F. Larney.
(Name of Secretary of the Corporation)

(NOTARY SEAL)


(Notary Public/Justice of the Peace)

Commission Expires: 8-11-15

**State of New Hampshire
Department of Health and Human Services
DCYF**

Exhibit B-1, Personnel Data

SFY 14 Personnel Data:

Name	Title	Annual Salary	% of Time Spent on Project	Project Amount Charged for SFY14
Tessa Dyer	Volunteer Supervisor	\$36,338	5%	\$1,961
Sarah Frankel	Volunteer Supervisor	\$33,949	5%	\$1,832
Jonelle Gaffney	Volunteer Supervisor	\$32,960	5%	\$1,779
Joyce Heck	Volunteer Supervisor	\$33,949	5%	\$1,832
Ann Larney	Staff Attorney	\$60,000	6%	\$3,750
Jerry Larson	Volunteer Supervisor	\$31,977	5%	\$1,726
Susan Meagher	Senior Supervisor	\$51,869	5%	\$2,703
Joy C. Nolan	Volunteer Supervisor	\$34,967	5%	\$1,887
Bernadette M Plante	Senior Supervisor	\$50,648	3%	\$1,585
Stephen Pruyne	Volunteer Supervisor	\$36,016	5%	\$1,944
Jennifer Buteau	North Country Training & Recruitment Coordinator	\$34,000	7%	\$2,479
Jenny A Sheehan	Volunteer Supervisor	\$41,644	5%	\$2,247
Marcia Stanley	Volunteer Supervisor	\$32,960	5%	\$1,779
Jessica Storey	Volunteer Supervisor	\$21,016	5%	\$1,134
Diane M. Valladares	State Wide Training & Recruitment Coordinator	\$45,423	13%	\$5,919
			TOTAL	\$34,557

SFY 15 Personnel Data:

Name	Title	Annual Salary	% of Time Spent on Project	Project Amount Charged for SFY15
Tessa Dyer	Volunteer Supervisor	\$36,338	5%	\$1,961
Sarah Frankel	Volunteer Supervisor	\$33,949	5%	\$1,832
Jonelle Gaffney	Volunteer Supervisor	\$32,960	5%	\$1,779
Joyce Heck	Volunteer Supervisor	\$33,949	5%	\$1,832
Ann Larney	Staff Attorney	\$60,000	6%	\$3,750
Jerry Larson	Volunteer Supervisor	\$31,977	5%	\$1,726
Susan Meagher	Senior Supervisor	\$51,869	5%	\$2,703
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Marcia Stanley	Volunteer Supervisor	\$32,960	5%	\$1,779
Jessica Storey	Volunteer Supervisor	\$21,016	5%	\$1,134
Diane M. Valladares	State Wide Training & Recruitment Coordinator	\$45,423	13%	\$5,919
			TOTAL	\$34,557

Exhibit B-2 Budget Proposal

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

Divison for Children, Youth and Families -CASA Training Partnership

Bidder/Program Name: _____

Budget Request for: Court Appointed Special Advocates of New Hampshire, Inc.
(Name of RFP)

Budget Period: 07/1/13-6/30/14

Line Item	Direct Incremental	Indirect Fixed	Total State Costs	Bidder Match	Total Costs	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 34,557.47		\$34,557.47	\$ 31,739.83	\$ 66,297.30	Blended Rate of 69.5% x Admin Rate of 75% for direct
2. Employee Benefits	\$ 8,725.76		\$ 8,725.76	\$ 8,014.31	\$ 16,740.07	Same
3. Consultants	\$ -		\$ -	\$ -	\$ -	Same
4. Equipment:	\$ -		\$ -	\$ -	\$ -	Same
Rental	\$ -		\$ -	\$ -	\$ -	Same
Repair and Maintenance	\$ -		\$ -	\$ -	\$ -	Same
Purchase/Depreciation	\$ -		\$ -	\$ -	\$ -	Same
5. Supplies:	\$ -		\$ -	\$ -	\$ -	Same
Educational	\$ 2,651.16		\$ 2,651.16	\$ 2,435.00	\$ 5,086.16	Same
Lab	\$ -		\$ -	\$ -	\$ -	Same
Pharmacy	\$ -		\$ -	\$ -	\$ -	Same
Medical	\$ -		\$ -	\$ -	\$ -	Same
Office	\$ -		\$ -	\$ -	\$ -	Same
6. Travel	\$ 2,254.61		\$ 2,254.61	\$ 2,070.79	\$ 4,325.40	Same
7. Occupancy		\$ 1,118.09	\$ 1,118.09	\$ 1,026.92	\$ 2,145.01	Same
8. Current Expenses	\$ -		\$ -	\$ -	\$ -	Same
Telephone	\$ -		\$ -	\$ -	\$ -	Same
Postage	\$ 110.06		\$ 110.06	\$ 101.08	\$ 211.14	Same
Subscriptions	\$ -		\$ -	\$ -	\$ -	Same
Audit and Legal	\$ -		\$ -	\$ -	\$ -	Same
Insurance	\$ -		\$ -	\$ -	\$ -	Same
Board Expenses	\$ -		\$ -	\$ -	\$ -	Same
9. Software	\$ -		\$ -	\$ -	\$ -	Same
10. Marketing/Communications	\$ -		\$ -	\$ -	\$ -	Same
11. Staff Education and Training	\$ -		\$ -	\$ -	\$ -	Same
12. Subcontracts/Agreements	\$ -		\$ -	\$ -	\$ -	Same
13. Other (specific details mandatory):	\$ -		\$ -	\$ -	\$ -	Same
Food for Trainings	\$ 587.45		\$ 587.45	\$ 539.55	\$ 1,127.00	Same
Depreciation	\$ -		\$ -	\$ -	\$ -	Same
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ 48,886.51	\$ 1,118.09	\$50,004.60	\$ 45,927.48	\$ 95,932.08	

Indirect As A Percent of Direct

2.3%

Contractor Initials: *MS*
Date: 4/10/13

Exhibit B-2 Budget Proposal

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

Divison for Children, Youth and Families -CASA Training Partnership

Bidder/Program Name: _____

Budget Request for: Court Appointed Special Advocates of New Hampshire, Inc.
(Name of RFP)

Budget Period: 07/1/14-6/30/15

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1. Total Salary/Wages	\$ 34,557.47		\$34,557.47	\$ 31,739.83	\$ 66,297.30	Blended Rate of 69.5% x Admin Rate of 75% for direct
2. Employee Benefits	\$ 8,725.76		\$ 8,725.76	\$ 8,014.31	\$ 16,740.07	Same
3. Consultants	\$ -		\$ -	\$ -	\$ -	Same
4. Equipment:	\$ -		\$ -	\$ -	\$ -	Same
Rental	\$ -		\$ -	\$ -	\$ -	Same
Repair and Maintenance	\$ -		\$ -	\$ -	\$ -	Same
Purchase/Depreciation	\$ -		\$ -	\$ -	\$ -	Same
5. Supplies:	\$ -		\$ -	\$ -	\$ -	Same
Educational	\$ 2,651.16		\$ 2,651.16	\$ 2,435.00	\$ 5,086.16	Same
Lab	\$ -		\$ -	\$ -	\$ -	Same
Pharmacy	\$ -		\$ -	\$ -	\$ -	Same
Medical	\$ -		\$ -	\$ -	\$ -	Same
Office	\$ -		\$ -	\$ -	\$ -	Same
6. Travel	\$ 2,254.61		\$ 2,254.61	\$ 2,070.79	\$ 4,325.40	Same
7. Occupancy		\$ 1,118.09	\$ 1,118.09	\$ 1,026.92	\$ 2,145.01	Same
8. Current Expenses	\$ -		\$ -	\$ -	\$ -	Same
Telephone	\$ -		\$ -	\$ -	\$ -	Same
Postage	\$ 110.06		\$ 110.06	\$ 101.08	\$ 211.14	Same
Subscriptions	\$ -		\$ -	\$ -	\$ -	Same
Audit and Legal	\$ -		\$ -	\$ -	\$ -	Same
Insurance	\$ -		\$ -	\$ -	\$ -	Same
Board Expenses	\$ -		\$ -	\$ -	\$ -	Same
9. Software	\$ -		\$ -	\$ -	\$ -	Same
10. Marketing/Communications	\$ -		\$ -	\$ -	\$ -	Same
11. Staff Education and Training	\$ -		\$ -	\$ -	\$ -	Same
12. Subcontracts/Agreements	\$ -		\$ -	\$ -	\$ -	Same
13. Other (specific details mandatory):	\$ -		\$ -	\$ -	\$ -	Same
Food for Trainings	\$ 587.45		\$ 587.45	\$ 539.55	\$ 1,127.00	Same
	\$ -		\$ -	\$ -	\$ -	Same
	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ 48,886.51	\$ 1,118.09	\$50,004.60	\$ 45,927.48	\$95,932.08	

Indirect As A Percent of Direct

2.3%

COURT APPOINTED SPECIAL ADVOCATES
OF NEW HAMPSHIRE, INC.

FINANCIAL REPORT

JUNE 30, 2012

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NATHAN WECHSLER & COMPANY
PROFESSIONAL ASSOCIATION
CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS ADVISORS

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Court Appointed Special Advocates of New Hampshire, Inc.
Manchester, New Hampshire 03105

We have audited the accompanying statement of financial position of Court Appointed Special Advocates of New Hampshire, Inc., as of June 30, 2012 and the related statements of activities and changes in net assets, cash flows and functional expenses for the year then ended. We previously audited and reported on the financial statements of the organization for the year ended June 30, 2011, dated December 15, 2011, for which condensed statements are presented for comparative purposes only. These financial statements are the responsibility of Court Appointed Special Advocates of New Hampshire, Inc.'s management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Court Appointed Special Advocates of New Hampshire, Inc. as of June 30, 2012 and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Nathan Wechsler & Company

Concord, New Hampshire
November 14, 2012

COURT APPOINTED SPECIAL ADVOCATES OF NEW HAMPSHIRE, INC.

STATEMENT OF FINANCIAL POSITION
June 30, 2012 (with comparative totals for 2011)

	2012				2011 Comparative Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total	
ASSETS					
ASSETS					
Cash and cash equivalents	\$ 274,548	\$ 20,303	\$ -	\$ 294,851	\$ 268,601
Endowment investments in cash	-	2,132	278,294	280,426	189,087
Sponsorships receivable	1,730	-	-	1,730	7,340
Grants receivable	35,823	-	-	35,823	50,537
Contributions receivable, net of present value discount and allowance	-	54,969	67,176	122,145	236,304
Prepaid expenses	5,000	-	-	5,000	5,000
Property and equipment, net	1,365,556	-	-	1,365,556	1,348,677
<i>Total assets</i>	<u>\$ 1,682,657</u>	<u>\$ 77,404</u>	<u>\$ 345,470</u>	<u>\$ 2,105,531</u>	<u>\$ 2,105,546</u>
LIABILITIES AND NET ASSETS					
LIABILITIES					
Promissory note	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ 300,000
Accounts payable	19,902	-	-	19,902	11,122
Accrued expenses	45,142	-	-	45,142	37,282
<i>Total liabilities</i>	<u>265,044</u>	<u>-</u>	<u>-</u>	<u>265,044</u>	<u>348,404</u>
COMMITMENTS (See Notes)					
NET ASSETS					
Unrestricted	1,417,613	-	-	1,417,613	1,273,234
Temporarily restricted	-	77,404	-	77,404	195,598
Permanently restricted	-	-	345,470	345,470	288,310
<i>Total net assets</i>	<u>1,417,613</u>	<u>77,404</u>	<u>345,470</u>	<u>1,840,487</u>	<u>1,757,142</u>
<i>Total liabilities and net assets</i>	<u>\$ 1,682,657</u>	<u>\$ 77,404</u>	<u>\$ 345,470</u>	<u>\$ 2,105,531</u>	<u>\$ 2,105,546</u>

COURT APPOINTED SPECIAL ADVOCATES OF NEW HAMPSHIRE, INC.

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
 Year Ended June 30, 2012 (with comparative totals for 2011)

	2012				2011 Comparative Totals
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total	
Public support :					
Contributions	\$ 182,807	\$ 2	\$ 57,160	\$ 239,969	\$ 451,170
Government grants	825,713	34,722	-	860,435	951,382
Fundraising events	111,885	12,477	-	124,362	75,147
Private grants	99,236	79,875	-	179,111	116,050
In-kind donations	25,450	4,000	-	29,450	23,339
<i>Total public support</i>	<u>1,245,091</u>	<u>131,076</u>	<u>57,160</u>	<u>1,433,327</u>	<u>1,617,088</u>
Revenue and interest income:					
Other income	6,164	-	-	6,164	7,170
Interest	718	1,079	-	1,797	1,809
<i>Total revenue and interest income</i>	<u>6,882</u>	<u>1,079</u>	<u>-</u>	<u>7,961</u>	<u>8,979</u>
<i>Total assets released from restrictions</i>	250,349	(250,349)	-	-	-
<i>Total public support, revenue and interest income</i>	<u>1,502,322</u>	<u>(118,194)</u>	<u>57,160</u>	<u>1,441,288</u>	<u>1,626,067</u>
Expenses:					
Program services	1,018,605	-	-	1,018,605	1,037,904
Supporting activities:					
Management and general	215,040	-	-	215,040	229,719
Fundraising	124,298	-	-	124,298	107,228
<i>Total expenses</i>	<u>1,357,943</u>	<u>-</u>	<u>-</u>	<u>1,357,943</u>	<u>1,374,851</u>
Change in net assets	144,379	(118,194)	57,160	83,345	251,216
Net assets, beginning of year	1,273,234	195,598	288,310	1,757,142	1,505,926
<i>Net assets, end of year</i>	<u>\$ 1,417,613</u>	<u>\$ 77,404</u>	<u>\$ 345,470</u>	<u>\$ 1,840,487</u>	<u>\$ 1,757,142</u>

COURT APPOINTED SPECIAL ADVOCATES OF NEW HAMPSHIRE, INC.

STATEMENTS OF CASH FLOWS
Years Ended June 30, 2012 and 2011

	2012	2011
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase in net assets	\$ 83,345	\$ 251,216
Adjustments to reconcile increase in net assets to cash from operating activities:		
Depreciation	57,384	60,561
(Increase) decrease in sponsorships receivable	5,610	(7,340)
(Increase) decrease in grants receivable	14,714	(9,430)
Decrease in contributions receivable	114,159	76,260
Contributions restricted for long-term investment	(57,160)	(213,310)
Increase in prepaid expenses	-	(2,500)
(Increase) decrease in accounts payable and accrued expenses	16,640	(49,141)
<i>Net cash provided by operating activities</i>	<u>234,692</u>	<u>106,316</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Increase in endowment investments in cash	(91,339)	(119,820)
Purchase of property and equipment	(74,263)	(40,823)
<i>Net cash used in investing activities</i>	<u>(165,602)</u>	<u>(160,643)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Repayments on promissory note	(100,000)	(250,000)
Contributions restricted for long-term investment	57,160	213,310
Repayments on capital lease obligations	-	(2,920)
<i>Net cash used in financing activities</i>	<u>(42,840)</u>	<u>(39,610)</u>
<i>Net increase (decrease) in cash and cash equivalents</i>	<u>26,250</u>	<u>(93,937)</u>
Cash and cash equivalents, beginning of year	<u>268,601</u>	<u>362,538</u>
<i>Cash and cash equivalents, end of year</i>	<u>\$ 294,851</u>	<u>\$ 268,601</u>
SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION		
Cash payments for interest	\$ 14,137	\$ 30,067
NONCASH INVESTING AND FINANCING ACTIVITIES		
Purchase of property and equipment	\$ 74,263	\$ 55,762
Less: Donated building improvements	-	(14,939)
<i>Cash paid for property and equipment</i>	<u>\$ 74,263</u>	<u>\$ 40,823</u>
Debt forgiveness contribution receivable	\$ -	\$ 50,000
Less: Debt forgiveness received	-	(50,000)
<i>Change in debt forgiveness contribution receivable</i>	<u>\$ -</u>	<u>\$ -</u>

COURT APPOINTED SPECIAL ADVOCATES OF NEW HAMPSHIRE, INC.

STATEMENT OF FUNCTIONAL EXPENSES

Year Ended June 30, 2012 (with comparative totals for 2011)

	Program Services	Management and General	Fundraising	Total	2011 Comparative Totals
Payroll:					
Salaries and wages	\$ 638,923	\$ 132,988	\$ 54,104	\$ 826,015	\$ 844,164
Payroll taxes	55,533	11,559	4,703	71,795	72,910
<i>Total payroll</i>	<i>694,456</i>	<i>144,547</i>	<i>58,807</i>	<i>897,810</i>	<i>917,074</i>
Other:					
Insurance	79,994	16,650	6,774	103,418	108,471
Professional fees	52,852	11,001	4,475	68,328	68,834
Depreciation	44,387	9,239	3,759	57,384	60,561
Travel	20,036	4,170	9,453	33,659	34,140
Occupancy	19,196	3,995	1,625	24,816	25,220
Office expense	17,064	6,359	221	23,644	20,928
Printing	5,951	1,239	13,513	20,703	11,353
Gifts and promotions	3,182	662	16,122	19,967	10,162
Telephone	15,187	3,161	1,286	19,634	19,938
Advertising	13,464	2,843	1,143	17,450	670
Interest expense	10,935	2,276	926	14,137	30,067
Postage	9,458	1,969	2,530	13,957	16,666
Service contracts	9,175	1,910	777	11,862	13,592
Utilities	6,749	1,405	571	8,725	9,755
Dues, memberships and subscriptions	4,325	900	366	5,591	6,610
Meals and entertainment	2,462	689	1,127	4,278	4,797
Conferences and meetings	3,013	627	255	3,895	1,130
Bank fees	2,977	620	252	3,849	2,628
Training	2,095	436	177	2,708	128
Payroll service fees	1,384	288	117	1,789	2,127
Miscellaneous costs	263	54	22	339	-
Bad debt expense	-	-	-	-	10,000
<i>Total other</i>	<i>324,149</i>	<i>70,493</i>	<i>65,491</i>	<i>460,133</i>	<i>457,777</i>
<i>Total functional expenses</i>	<i>\$ 1,018,605</i>	<i>\$ 215,040</i>	<i>\$ 124,298</i>	<i>\$ 1,357,943</i>	<i>\$ 1,374,851</i>

COURT APPOINTED SPECIAL ADVOCATES OF NEW HAMPSHIRE, INC.

NOTES TO FINANCIAL STATEMENTS

Note 1. Nature of Activities

Court Appointed Special Advocates of New Hampshire, Inc., ("CASA"), is a non-stock, non-profit corporation organized in New Hampshire. CASA's primary service is training volunteers in New Hampshire to advocate for abused and neglected children in the court system.

Note 2. Summary of Significant Accounting Policies

Basis of accounting: The financial statements of CASA have been prepared on the accrual basis of accounting; consequently, revenues and gains are recognized when earned, and expenses and losses are recognized when incurred. The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

Comparative financial information: The financial statements of CASA include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with Generally Accepted Accounting Principles (GAAP). Accordingly, such information should be read in conjunction with CASA's financial statements for the year ended June 30, 2011, from which the summarized information was derived.

Estimates and assumptions: Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Accordingly, actual results may differ from estimated amounts.

Basis of presentation and pronouncements: CASA accounts for contributions received in accordance with the FASB Accounting Standards Codification topic for revenue recognition FASB ASC 958-605 and contributions made in accordance with FASB ASC 958-720-25 and FASB ASC 958-310. In accordance with FASB ASC 958-605-25, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence or nature of any donor restrictions. In addition, FASB ASC 958-310 requires that unconditional promises to give (pledges) be recorded as receivables and recognized as revenues.

CASA adheres to the Presentation of Financial Statements for Not-for-Profit Organizations topic of the FASB Accounting Standards Codification FASB ASC 958-205. Under FASB ASC 958-205, CASA is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Descriptions of the three net asset categories are as follows:

Unrestricted net assets include both undesignated and designated net assets, which are revenues not restricted by time or by outside sources.

Temporarily restricted net assets include gifts and pledges for which time and donor-imposed restrictions have not been met and also include the accumulated appreciation related to permanently restricted endowment gifts, which is a requirement of FASB ASC 958-205-45.

(continued on next page)

COURT APPOINTED SPECIAL ADVOCATES OF NEW HAMPSHIRE, INC.

NOTES TO FINANCIAL STATEMENTS

Permanently restricted net assets include gifts which require, by donor restriction, that the corpus be invested in perpetuity and only the income be made available for program operations in accordance with donor restrictions.

Fair value option: GAAP provides a fair value option election that allows organizations to irrevocably elect fair value as the initial and subsequent measurement attribute for certain financial assets and liabilities. GAAP permits the fair value option election on an instrument-by-instrument basis at specified election dates, primarily at the initial recognition of an asset or liability or upon an event that gives rise to a new basis of accounting for that instrument. CASA has elected the fair value option for contributions receivable.

Gifts, contributions and grants: Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions.

All donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or a purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities and changes in net assets as net assets released from restrictions. Donor-restricted contributions whose restrictions are met within the same year as received are reflected as unrestricted contributions in the accompanying financial statements.

Cash equivalents: For purposes of reporting cash flows, CASA considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents. As of June 30, 2012, CASA had \$32,626 in cash equivalents.

Contributions receivable: Unconditional contributions receivable are reported at net realizable value if at the time the promise is made, payment is expected to be received in one year or less. Unconditional promises that are expected to be collected in more than one year are reported at fair value both initially and in subsequent periods because CASA elected the fair value option in accordance with GAAP. Management believes that the use of fair value reduces the cost of measuring unconditional promises to give in periods subsequent to their receipt and provides equal or better information to users of its financial statements than if those promises were measured using present value techniques and historical discount rates. Conditional promises to give are not included in the financial statements.

Property and equipment: Property and equipment are recorded at cost, or in the case of donated assets, at fair value. Items with an individual or aggregate cost of less than \$1,000 are expensed in the year of purchase. Maintenance, repairs and minor renewals are expensed as incurred. The provision for depreciation is made using the straight-line method by annual charges calculated to absorb the costs over the following estimated useful lives:

	Years
Buildings and improvements	39
Furniture, equipment and software.....	3-5

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NOTES TO FINANCIAL STATEMENTS

Sponsorships receivable: Sponsorships receivable consist of amounts billed to event sponsors for events that have already occurred, but for which amounts have not yet been paid. CASA establishes its allowance for uncollectible accounts based on prior collection experience. All sponsorships receivable balances were deemed collectible at June 30, 2012. It is CASA's policy to charge off uncollectible accounts receivable when management determines the receivable will not be collected. Management has taken into account a variety of factors including risk characteristics of the selected accounts, number of days outstanding and current economic conditions.

Income taxes: CASA is a not-for-profit organization exempt from income tax under Section 501(c)(3) of the Internal Revenue Code and is classified as other than a private foundation. However, certain unrelated business income is subject to federal taxation. For the year ended June 30, 2012, there was no liability for a tax on unrelated business income.

The Corporation has adopted the provisions of FASB ASC 740, Accounting for Uncertainty in Income Taxes. Accordingly, management has evaluated CASA's tax positions and concluded CASA had maintained its tax-exempt status, does not have any significant unrelated business income and had taken no uncertain tax positions that require adjustment or disclosure in the financial statements. With few exceptions, CASA is no longer subject to income tax examinations by the U.S. Federal or State tax authorities for years before 2009.

Advertising costs: CASA charges advertising costs to operating expenses as incurred.

Donated goods and services: A significant portion of CASA's functions are conducted by unpaid officers, board members and volunteers. The value of this contributed time is not reflected in the accompanying financial statements since it does not meet the criteria necessary for recognition under the FASB Accounting Standards Codification topic for Revenue Recognition (FASB ASC 958-605). Donated materials and equipment are reflected as in-kind donations at their estimated fair value at the date of receipt. Donated professional services are recorded as both revenue and expense at estimated fair value.

Functional allocation of expenses: The costs of providing various programs and other activities have been summarized on a functional basis in the accompanying statement of activities and changes in net assets and in the statement of functional expenses. Accordingly, certain costs have been allocated among the program, supporting activities and fundraising as benefited.

Note 3. Contributions Receivable

Contributions receivable for unconditional promises to give related to a capital campaign and the permanent endowment that are expected to be received beyond one year are recognized at fair value using present value techniques and a discount rate of 4% for the year ended June 30, 2012. Unconditional promises to give are included in the financial statements as contributions receivable and revenue of the appropriate net asset category. During the year ended June 30, 2012, the discounts to net present value did not change.

CASA estimates the allowance for uncollectible contributions receivable based upon specific review, current economic conditions and historical loss factors, if applicable. Substantially all of these promises to give are from individuals strongly committed to CASA. Management will continue to monitor the collection of these promises to give and make any necessary reserve adjustment if this estimate changes in the future. Management believes an allowance of \$50,000 is adequate to address the risk of uncollectible amounts for the year ended June 30, 2012.

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COURT APPOINTED SPECIAL ADVOCATES OF NEW HAMPSHIRE, INC.

NOTES TO FINANCIAL STATEMENTS

The contributions receivable balance is as follows:

June 30,	2012
Amounts to be received in one year or less	\$ 93,469
Amounts to be received in one to five years	82,817
<i>Total amount pledged</i>	<u>176,286</u>
Less discounts to net present value	(4,141)
Less allowance for uncollectable accounts	(50,000)
<i>Net contributions receivable</i>	<u><u>\$ 122,145</u></u>

Note 4. Property and Equipment

Property and equipment, at cost, June 30,	2012
Buildings and improvements	\$ 1,376,742
Furniture, equipment and software	231,304
<i>Total property and equipment</i>	<u>1,608,046</u>
Less accumulated depreciation	242,490
<i>Total property and equipment, net</i>	<u><u>\$ 1,365,556</u></u>

Depreciation expense was \$57,384 for the year ended June 30, 2012.

Note 5. Promissory Note

During the year ended June 30, 2011, CASA converted its line-of-credit to a promissory note. Under the terms of the promissory note, CASA is required to make payments of \$100,000 for three years. The promissory note bears an interest rate of 5.79% and is collateralized by a security interest in the capital campaign pledges and all assets located on the premises of CASA's Manchester, New Hampshire office. As of June 30, 2012, the outstanding balance on the promissory note was \$200,000. Future maturities under this promissory note are as follows:

2013	\$ 100,000
2014	100,000
<i>Total</i>	<u><u>\$ 200,000</u></u>

Note 6. Capital and Operating Lease Commitments

CASA has operating lease agreements for various office spaces in Plymouth, Dover, and Keene, New Hampshire. These lease agreements require monthly rental payments ranging from approximately \$400 to \$1,000 and expire between December 2012 and June 2014.

The future minimum lease payments required under these leases amounted to \$24,822 at June 30, 2012.

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COURT APPOINTED SPECIAL ADVOCATES OF NEW HAMPSHIRE, INC.

NOTES TO FINANCIAL STATEMENTS

There is currently no rent requirement other than utilities for CASA's Colebrook and Berlin offices. The estimated fair value of the monthly rental for these spaces is \$650 and \$550, respectively.

Total rent expense for the year ended June 30, 2012 amounted to \$24,816.

Note 7. Concentration of Credit Risk

CASA maintains its cash at various institutions insured by the Federal Deposit Insurance Corporation (FDIC). Non-interest bearing cash balances were fully insured at June 30, 2012 due to a temporary federal program in effect through December 31, 2012. Under the program, there is no limit to the amount of insurance for eligible accounts. The interest-bearing accounts of CASA are insured up to \$250,000, per depositor at each financial institution. At June 30, 2012, CASA had approximately \$98,000 in excess of this limit.

Note 8. Temporarily Restricted Net Assets

Temporarily restricted net assets are subject to restrictions stipulated by time or imposed by donors, primarily for the volunteer training programs and technology improvements for the Manchester office.

Temporarily restricted funds consisted of the following:

June 30,	2012
Portion of perpetual endowment funds subject to time restriction under the Uniform Prudent Management of Institutional Funds Act (UPMIFA)	\$ 2,132
Contributions receivable (Capital Campaign)	54,969
Technology improvements	20,303
<i>Total temporarily restricted net assets</i>	<u>\$ 77,404</u>

Note 9. Endowment Funds and Net Assets

CASA adheres to the Other Presentation Matters section of the Presentation of Financial Statements for Not-for-Profit Organizations topic of the FASB Accounting Standards Codification (FASB ASC 958-205-45). FASB ASC 958-205-45 provides guidance on the net asset classification of donor-restricted endowment funds for a non-profit organization that is subject to an enacted version of the Uniform Prudent Management of Institutional Funds Act (UPMIFA). FASB ASC 958-205-45 also requires additional disclosures about an organization's endowment funds (both donor-restricted endowment funds and board-designated endowment funds) whether or not the organization is subject to UPMIFA.

The State of New Hampshire enacted UPMIFA effective July 1, 2008, the provisions of which apply to endowment funds existing on or established after that date. CASA adopted FASB ASC 958-205-45 for the year ended June 30, 2009.

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COURT APPOINTED SPECIAL ADVOCATES OF NEW HAMPSHIRE, INC.

NOTES TO FINANCIAL STATEMENTS

CASA's endowment is comprised of five named funds and includes donor-restricted endowment funds. As required by GAAP, net assets associated with endowment funds, including any funds designated by the Board of Directors to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

The Board of Directors of CASA has interpreted UPMIFA as allowing CASA to appropriate for expenditure or accumulate so much of an endowment fund as CASA determines to be prudent for the uses, benefits, purposes and duration for which the endowment fund is established, subject to the intent of the donor as expressed in the gift instrument.

As a result of this interpretation, CASA classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund.

The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by CASA in a manner consistent with the standard of prudence prescribed in UPMIFA.

Investment Return Objectives, Risk Parameters and Strategies: CASA is in the process of adopting an investment policy for endowment assets that attempts to obtain the highest prudent investment return. Endowment assets are currently in an interest-bearing checking account; however, as the endowment assets grow, assets will be invested and allocated into a well-diversified asset mix.

Given CASA's limited investment activity in previous years and the current balance of its endowment with no immediate intentions of appropriating any assets for expenditure, there is currently no spending policy in place for the year ended June 30, 2012. However, management is currently in the process of establishing a spending policy that will be in accordance with UPMIFA. During this process, CASA will consider the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the various funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of CASA, and (7) the investment policies of CASA.

Endowment net assets composition by type of fund as of June 30, 2012 is as follows:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Donor-restricted endowment funds	\$ -	\$ 2,132	\$ 345,470	\$ 347,602

(continued on next page)

COURT APPOINTED SPECIAL ADVOCATES OF NEW HAMPSHIRE, INC.

NOTES TO FINANCIAL STATEMENTS

Endowment net assets as of June 30, 2012 are as follows:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Endowment net assets, June 30, 2011	\$ -	\$ 1,053	\$ 288,310	\$ 289,363
Contributions	-	-	57,160	57,160
Investment return	-	1,079	-	1,079
Appropriation of endowment assets for expenditure	-	-	-	-
Endowment net assets, June 30, 2012	\$ -	\$ 2,132	\$ 345,470	\$ 347,602

Permanently restricted net assets consist of investment principal maintained in perpetuity. The income earned may be used to support operations.

During the year ended June 30, 2011, CASA created a permanent endowment fund named in memory of one of CASA's strongest supporters, Mr. John Zahr. While the endowment principal will be permanently invested, the income from the endowment will be used to support the general operations of CASA, unless otherwise stated by donor. Through the permanent endowment fund, donors who feel compelled to leave a legacy gift or otherwise invest in CASA's future will now have that opportunity.

Note 10. Fair Value Measurements

The Fair Value Measurements Topic of the FASB Accounting Standards Codification (FASB ASC 820-10) establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to measurements involving significant unobservable inputs (level 3 measurements).

The three levels of the fair value hierarchy are as follows:

- Level 1 - inputs are unadjusted, quoted prices in active markets for identical assets at the measurement date. The types of assets carried at level 1 fair value generally are securities listed in active markets.
- Level 2 - inputs are based upon quoted prices for similar instruments in active markets, quoted prices for identical or similar instruments in markets that are not active, and model-based valuation techniques for which all significant assumptions are observable in the market or can be corroborated by observable market data for substantially the full term of the assets or liabilities. CASA did not hold any level 2 assets or liabilities at June 30, 2012.

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COURT APPOINTED SPECIAL ADVOCATES OF NEW HAMPSHIRE, INC.

NOTES TO FINANCIAL STATEMENTS

- Level 3 - inputs are generally unobservable and typically reflect management's estimates of assumptions that market participants would use in pricing the asset or liability. The fair values are therefore determined using model-based techniques that include option-pricing models, discounted cash flow models, and similar techniques.

The inputs or methodology used for valuing investments are not necessarily an indication of the risk associated with investing in those investments.

Financial assets and liabilities carried at fair value on a recurring basis consisted of the following at June 30, 2012:

	Level 1	Level 2	Level 3
Assets:			
Money market funds	\$ 32,626	\$ -	\$ -
Contributions receivable	-	-	122,145
	<u>\$ 32,626</u>	<u>\$ -</u>	<u>\$ 122,145</u>

Contributions receivable have been valued using an income approach which uses valuation techniques to convert future amounts to a single present amount based on current market expectations about the future amounts (includes present value techniques and option-pricing models). Net present value is an income approach where a stream of expected cash flows is discounted at an appropriate market interest rate.

The Corporation has elected the fair value option for recording long-term contributions receivable. As a result of this election, contributions receivable are reported at fair value initially and in subsequent periods. This option simplifies the recordkeeping aspect of accounting for contributions receivable by eliminating the requirement to amortize the resulting discount.

	Contributions Receivable
Balance, beginning of year July 1, 2011	\$ 236,304
Contributions	54,115
Payments received and write-offs	(168,274)
Change to present value discount	-
Allowance for doubtful accounts	-
	<u>\$ 122,145</u>

Note 11. Reclassifications

Certain June 30, 2011 amounts have been reclassified to conform to the current year presentation. Such reclassifications have had no effect on changes in net assets as previously reported.

NOTES TO FINANCIAL STATEMENTS

Note 12. Retirement Benefits

CASA has a defined contribution plan covering all eligible employees. CASA makes no contributions to the plan but employees may make contributions to the plan up to the maximum amount allowed by the Internal Revenue Code.

Note 13. Subsequent Events

CASA has evaluated subsequent events through November 14, 2012, the date which the financial statements were available to be issued, and have not evaluated subsequent events after that date. No subsequent events were identified that would require disclosure in the financial statements for the year ended June 30, 2012.



CASA

Court Appointed Special Advocates
FOR CHILDREN

New Hampshire

MISSION STATEMENT

CASA recruits, trains and supervises volunteers to serve as advocates for abused and neglected children in the New Hampshire court system.

CASA of NH Board of Directors – 2013/2014

+

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CASA of NH Board of Directors – 2013/2014

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General Delivery Email – speakup@casanh.org

Website: www.casanh.org

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that COURT APPOINTED SPECIAL ADVOCATES OF NEW HAMPSHIRE, INC. is a New Hampshire nonprofit corporation formed April 19, 1989. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 19th day of March A.D. 2013

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

William M. Gardner
Secretary of State

PRODUCER 603.224.2562 FAX 603.224.8012
The Rowley Agency, Inc.
139 Loudon Road
P.O. Box 511
Concord, NH 03302-0511

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED C.A.S.A. of New Hampshire Inc.
P O Box 1327
Manchester, NH 03105-1327

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Citizens Insurance Co.	
INSURER B Hanover Ins	
INSURER C	
INSURER D.	
INSURER E.	

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		GENERAL LIABILITY <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	ZBV881327803	07/01/2012	07/01/2013	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included
A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	ZBV881327803	07/01/2012	07/01/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC AGG \$
I		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below	WZV8901686 3A STATES: NH NO OFFICER EXCLUSIONS	07/01/2012	07/01/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A		OTHER Professional Liability	ZBV881327802	07/01/2011	07/01/2012	1,000,000 Wrongful Occurrence 2,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
Re: Title IVE Contract

*except 10 days for nonpayment of premium

CERTIFICATE HOLDER

State of NH Department of Health & Human Services
Division for Children, Youth & Families
129 Pleasant Street
Concord, NH 03301-3857

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30⁺ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
AUTHORIZED REPRESENTATIVE
Sara Hartshorn/SBH *Sara Hartshorn*

MS
MS



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

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

Nicholas A. Toumpas
Commissioner

Maggie Bishop
Director

April 25, 2011

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

G&C Approved

Date 6/8/11
Item # 108

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families (DCYF) to exercise a **sole source** renewal option (PO #1000269) with Court Appointed Special Advocates of New Hampshire (Vendor #156690), Manchester, NH by increasing the price limitation by \$96,809.78 from \$45,053.25 to \$141,863.03 for the provision of a statewide program to train court appointed special advocates from July 1, 2011 through June 30, 2013 effective July 1, 2011. Governor and Council approved the original agreement on August 19, 2009 (item #124). Funds to support this request are anticipated to be available in the following account in SFY 2012 and SFY 2013 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts if needed and justified, between State Fiscal Years:

05-95-40-402010-5805 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:
CHILDREN AND YOUTH, STAFF DEVELOPMENT, STAFF DEVELOPMENT BUREAU

<u>Class/Object</u>	<u>Title</u>	<u>Activity Code</u>	<u>State Fiscal Year</u>	<u>Current Modified Budget</u>	<u>Increase/Decrease</u>	<u>Revised Modified Budget</u>
067-500557	Training Account	40160010	2010	\$21,214.05	\$0	\$21,214.05
			2011	\$23,839.20	\$0	\$23,839.20
			2012	\$0	\$48,404.89	\$48,404.89
			2013	\$0	\$48,404.89	\$48,404.89
			Total:	\$45,053.25	\$96,809.78	\$141,863.03

EXPLANATION

This request seeks approval to enter into a contract renewal of an existing sole source agreement with Court Appointed Special Advocates of New Hampshire, Inc. As the only agency providing short-term, pre-service and in-service training programs on a statewide basis, it is uniquely qualified to provide these services. This agreement will satisfy the Federal requirement of providing this training to guardian ad litem and court appointed special advocates in the State and to provide on-going educational opportunities.

The above action is requested for the continued provision to New Hampshire's court appointed special advocates that have met screening and evaluative criteria set forth by Court Appointed Special Advocates of New Hampshire, Inc. with a short-term, pre-service and in-service training program. The agreement is supported with Federal funds provided through the Federal Foster Care Grant, Title IV-E, which has been expanded to include training for this population. The services are consistent with grant requirements and enhances the Division's capacity to meet training mandates. This program aligns with Title IV-E functional training requirements, which will be designed, delivered and evaluated by Court Appointed Special Advocates of New Hampshire in cooperation with the Division for Children, Youth and Families.

New federal funding became available in the fall of 2008 intended to specifically support training of court appointed special advocates and guardian ad litem involved with the child welfare system. Court Appointed Special Advocates of New Hampshire has successfully provided this service to its volunteers and staff for several years.

During the first 2 years of the agreement, the vendor has provided all required reports and has met or exceeded the agreement's performance measures and outcomes. During State Fiscal Year 2010 124 individuals attended the Court Appointed Special Advocates of NH 40-hour initial training and 82% of the trainees completed evaluations showing that 93% felt the training to be effective to completely effective. Given the Court Appointed Special Advocates of New Hampshire's past performance and plans for ongoing improvement of this training program, the Division fully supports exercising the renewal option of this agreement. In the event that this agreement renewal is not approved by the Governor and Council, the Court Appointed Special Advocates of NH will not be able to provide the quantity of trainings, resulting in a reduction of available guardian ad litem and court appointed special advocates serving the children and youth in New Hampshire.

Agreement Terms

The original agreement called for the provision of these services for two years and reserved the Division's right to renew the agreement for up to four additional years, based on the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval. This request seeks to renew the agreement for two years and reserves the right to for a renewal for the remaining two years. The vendor is providing 51% of matching public dollars in each year, in effect eliminating the need for the Department's requirement for matching General Funds.

Geographic area served: Statewide

Source of funds: 100% Federal Funds from the US Department of Health and Human Services.

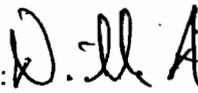
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Maggie Bishop
Director

Approved by:



Nicholas A. Toumpas
Commissioner



