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STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

P.O. BOX 1806
CONCORD, NH 03302-1806
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Helen E. Hanks
Commissioner

Robin H. Maddaus
Director

March 29, 2021

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

REQUESTED ACTION

1. Authorize the NH Department of Corrections (NHDOC) to accept and expend a Substance Abuse and Mental Health Service Administration (SAMHSA) sub grant from the NH Department of Health and Human Services (DHHS), in the amount of $60,550.00, to provide a suite of mental health training sessions for those working with justice-involved individuals with mental illness effective upon Governor and Executive Council (G&C) approval through September 30, 2021. 100% Federal Grants to Other Agencies

2. Authorize, contingent upon approval of requested action #1, the NHDOC to enter into a **sole source** contract with NAMI New Hampshire (VC# 166630), 85 North State Street, Concord, NH 03301, in the amount of $58,356.00, for *SAMHSA Mental Health* training and professional services effective upon Governor and Executive Council approval through September 30, 2021. 100% Federal Grants to Other Agencies

Funds are to be budgeted in account, *SAMHSA Mental Illness Training*, Accounting Unit 02-46-46-465010-39480000 for Fiscal Year 2021.

Grant Title: SAMHSA Mental Illness Training				
Exp Class-Account	Description	FY 2021 Current	FY 2021 Requested Action	FY 2021 Adjusted Authorized
102-500731	Contracts for Program Services	-	$ 60,550.00	$ 60,550.00
Totals		-	$ 60,550.00	$ 60,550.00
Source of Funds				
00D-488592	Federal Grants to Other Agencies	-	$ (60,550.00)	$ (60,550.00)

EXPLANATION

This request is **sole source** as the National Alliance on Mental Illness-New Hampshire (NAMI New Hampshire) was named the service provider to conduct a series of mental health illness training sessions through a Memorandum of Understanding (MOU) between the DHHS and the NHDOC, approved by G&C on February 17, 2021, Item #19. The purpose of the MOU is to provide funding for the Department to support the new vision for New Hampshire's Mental Health System by responding to the recommendations from New Hampshire's 10-Year Mental Health Plan.

Based on Recommendation 8 in the 10-Year Mental Health Plan, the Governor's Executive Order 2019-02 established an Advisory Commission of Mental Illness to make recommendations on:

- steps that can be taken to reduce incarceration and improve mental health services;

- methods for improving transitions between county and state facilities; and
- reforms to support individuals from incarceration back into the community.

As a component of meeting the recommended objectives of the 10-Year Mental Health Plan, the proposed training sessions will provide mental health training sessions to those working with justice-involved individuals to include NHDOC administrative and correctional staff, the New Hampshire court system staff and statewide law enforcement organization staff conducted in a two-phase approach. Training will include:

1. *Building Trauma-Responsive Correctional Settings*: To learn, identify and combat problematic behaviors exhibited in correctional facilities by adopting "universal precautions" i.e. "trauma-informed care" when working with justice-involved individuals.
2. *Mental Health First Aid (MHFA) Awareness*: MHFA is a public education program that introduces participants to risk factors and warning signs of mental health concerns, builds understanding of their impact, and provides an overview of common treatments.
3. *Suicide Prevention*: A program that promotes a community based approach to early recognition of mental illness and improved access to care by integrating key service providers and community members.
4. *Responding to People with Mental Illness*: Training to safely and effectively resolve situations involving mental illness, emotional crises, and volatile circumstances, law enforcement and correctional personnel should understand best approaches, related laws and available resources that can affect a constructive disposition.
5. *Crisis Intervention Training (CIT)*: Comprised of a comprehensive curriculum taught by local specialists from law enforcement, Emergency Medical Services (EMS), mental health and the peer/advocate field. *CIT* highlights best practices, improves community partnerships and helps communities develop processes to serve people affected by mental illness with respect and dignity. Through CIT community stakeholders and people with live experience, work together to develop strategies to re-direct people in crisis away from the criminal justice system and into community-based treatment whenever possible.

Per the MOU, DHHS allocated $60,550.00 in fiscal year 2021 to fund Phase I which includes NAMI New Hampshire's cost of building a hosting platform to train up to 300 community stakeholder participants in *Suicide Prevention.* As the contract is for $58,356.00, it is anticipated that any remaining funds will be brought forward to the new fiscal year to support the efforts of Phase II.

It is expected that through the partnership with NAMI New Hampshire, the offered training sessions will provide information to improve outcomes and increase awareness among corrections, courts and law enforcement professionals by addressing complex issues experienced by individuals with mental illness in the criminal justice system, including:

- Lack of appropriate mental health treatment;
- Longer jail and prison stays;
- Homelessness and lack of affordable housing upon release;
- Meaningful employment upon release;
- Increased emergency department visits; and
- Re-arrest and recidivism.

Respectfully Submitted,

Helen E. Hanks
Commissioner

MEMORANDUM OF UNDERSTANDING BETWEEN
THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

AND

THE NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

MOU-2021-DBH-01-MENTA-01

1. GENERAL PROVISIONS

1.1. This memorandum of understanding (MOU) is between the New Hampshire Department of Health and Human Services (DHHS), 129 Pleasant Street, Concord, NH 03301 and the New Hampshire Department of Corrections ("DOC"), 105 Pleasant Street, Concord, New Hampshire 03301 (referred to as the "Parties"). This MOU sets forth the roles and responsibilities of DHHS and DOC related to training based on recommendations from New Hampshire's 10-Year Mental Health Plan, and funds from the Substance Abuse and Mental Health Service Administration (SAMHSA) grant, CFDA #93.958, FAIN # BO9SM082617-07.

1.2. Based on Recommendation 8 in the 10 year Mental Health Plan, the Governor's Executive Order 2019-02 established an Advisory Commission on Mental Illness and Corrections to make recommendations on steps that can be taken to reduce incarceration, improve mental health services, and transitions, including transportation to and from county and state institutions. The proposed training sessions are a component of meeting those identified objectives.

1.3. The purpose of this MOU is to provide a suite of training sessions for those working with justice-involved individuals with mental illness, including the Department of Corrections, courts, and law enforcement. The training sessions are designed to provide information to improve outcomes and increase awareness among corrections, courts, and probation, parole and law enforcement professionals. The training sessions will address complex issues experienced by individuals with mental illness in the criminal justice system, including:

1.3.1. Lack of appropriate mental health treatment;

1.3.2. Longer jail and prison stays;

1.3.3. Homelessness and lack of affordable housing upon release;

1.3.4. Meaningful employment upon release;

1.3.5. Increased emergency department visits; and

1.3.6. Re-arrest and recidivism.

1.4. In connection with the performance of this MOU, the DHHS and the DOC shall comply with all applicable laws and regulations.

2. TERM

2.1. Effective date: This MOU is effective upon Governor and Executive Council approval.

2.2. Duration: The duration of this MOU is from the Effective Date through September 30, 2021. The parties may extend this MOU for up to one (1) year at any time by mutual written agreement, subject to the continued availability of funds, satisfactory performance of responsibilities, and Governor and Executive Council approval.

2.3. Modification: The parties may modify this MOU by mutual written agreement at any time, subject to Governor and Executive Council approval.

3. Termination: Either party may unilaterally terminate this MOU upon written notice to the other party, in which case the termination shall be effective thirty (30) days after the date of that notice or at a later date specified in the notice. In the event of an early termination of this MOU for any other reason than the completion of services, the DOC shall deliver to DHHS, not later than thirty (30) days after the termination, a "Termination Report" describing in detail all activities performed and the MOU funds used up to and including the date of termination. In the event the services and/or prescribed outcomes described within this MOU are not met to the satisfaction of DHHS, DHHS reserves the right to terminate this MOU and any remaining funds will be forfeited. Such termination shall be submitted in writing to DOC and will require DOC to deliver a final Termination Report as described above.

4. **RESPONSIBILITIES OF THE NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS**

4.1. The DOC agrees to:

4.1.1. Provide a series of training sessions conducted by the National Alliance on Mental Illness-New Hampshire (NAMI NH) between March 1, 2021 and September 30, 2021, which must include, but is not limited to:

4.1.1.1. No less than one training session of no less than three hours for employees of the State of New Hampshire Judicial Branch on the subject of building trauma-responsive correctional settings.

4.1.1.2. No less than two training sessions of no less than three hours for employees of the State of New Hampshire Department of Corrections on the subject of building trauma-responsive correctional settings.

4.1.1.3. No less than two training sessions for up to forty participants for each session on the subject of mental health first aid awareness, including, but not limited to:

4.1.1.3.1. Signs, symptoms and risk factors of mental illnesses and addictions.

4.1.1.3.2. Role-playing and simulations to demonstrate how to assess a mental health crisis;

4.1.1.3.3. Types of professional and self-help resources for individuals with a mental illness or addiction.

4.1.1.3.4. Tools for assisting individuals in distress.

4.1.1.4. No less than one training session for up to three hundred participants on the subject of suicide prevention, using NAMI NH's Connect Gatekeeper eLearning program.

4.1.1.5. No less than one follow-up training session for up to twenty- five participants on the subject of suicide prevention, using NAMI NH's will Connect Gatekeeper eLearning program.

4.1.1.6. No less than two training sessions for up to twenty-five participants on the subject of responding to people with mental illness, including, but no limited to:

4.1.1.6.1. An overview of mental health disorders, related behaviors and risk concerns.

4.1.1.6.2. How to manage effectively in a crisis when someone is identified as having a mental illness.

4.1.1.6.3. An introduction to stigma, perceptions, myths and misconceptions.

4.1.1.6.4. Best practices for involving families and community resources.

4.1.1.6.5. Information about the impact of stress on law enforcement, and resources that can provide help.

4.1.1.7. No less than two training sessions of no less than five days each for up to twenty-five participants on the subject of crisis intervention to prepare participants to:

4.1.1.7.1. Understand common signs and symptoms of mental illnesses and co-occurring disorders;

4.1.1.7.2. Recognize when those signs and symptoms represent a crisis situation;

4.1.1.7.3. Safely de-escalate individuals experiencing mental health crises; and

4.1.1.7.4. Utilize community resources and diversion strategies to provide assistance.

4.1.2. Provide a final report when the training suite is complete that includes, for each training session:

4.1.2.1. A description;

4.1.2.2. Target audience;

4.1.2.3. Total attendance;

4.1.2.4. Any outcomes; and

4.1.2.5. Survey results (if any).

5. **RESPONSIBILITIES OF THE DEPARTMENT OF HEALTH AND HUMAN SERVICES**

5.1. The DHHS agrees to:

5.1.1. Provide funding to DOC upon receipt of approved invoices and subject to DOC's compliance with the terms and conditions of this MOU.

5.1.2. Make funds available from the SAMSHA grant for reimbursement under this MOU, not to exceed $105,962.

6. **IT IS FURTHER UNDERSTOOD AND AGREED BETWEEN THE PARTIES:**

6.1. DHHS may adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office without approval from the Governor and Executive Council, if needed and justified.

6.2. If federal funding no longer becomes available or if this MOU is terminated early, DHHS will not be required to provide funding to sustain services described in Section 3.

6.3. The parties agree that the schedule of training sessions can be changed or adjusted, and training topics may be modified, by mutual agreement, in the event of unforeseen circumstances including, but not limited to restrictions imposed because of the Covid-19 pandemic.

6.4. Notwithstanding any provision of this agreement to the contrary, all obligations of DHHS hereunder, including without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds. DHHS shall not be required to transfer funds from any other source in the event that funds become unavailable.

6.5. DOC shall take appropriate steps to accept and expend the funds provided within the project period. DOC agrees to submit monthly invoices to DHHS for costs incurred. Invoices must include line items with dates, description of services and associated costs.

6.6. Invoices shall be mailed or emailed to:

Department of Health and Human Services
Division for Behavioral Health
Finance Manager
105 Pleasant Street
Concord, NH 03301
Kyra.Leonard@dhhs.nh.gov

6.7. DHHS agrees to pay DOC within thirty (30) days of receipt of the approved invoices.

6.8. Disputes arising under this memorandum of understanding, which cannot be resolved between the agencies, shall be referred to the New Hampshire Department of Justice for review and resolution.

6.9. This Agreement shall be construed in accordance with the laws of the State of New Hampshire.

6.10. The parties hereto do not intend to benefit any third parties and this memorandum of understanding shall not be construed to confer any such benefit.

6.11. In the event any of the provisions of this memorandum of understanding are held to be contrary to any state or federal law, the remaining provisions of this memorandum of U\understanding will remain in full force and effect.

6.12. This memorandum of understanding, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire memorandum of understanding and understandings between the parties, and supersedes all prior memoranda of understanding and understandings relating hereto.

6.13. Nothing herein shall be construed as a waiver of sovereign immunity, such immunity being hereby specifically preserved.

APPROVALS:

Lori A. Shibinette
Commissioner
NH Department of Health and Human Services

Date: 2/2/2021

Helen Hanks
Commissioner
NH Department of Corrections

Date: 1/28/2021

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

OFFICE OF THE ATTORNEY GENERAL

Date: 02/02/21

Name: Catherine Pinos
Title: Catherine Pinos, Attorney

The following authority of the State of New Hampshire approved the foregoing memorandum of understanding:

Date:

Name:
Title:

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

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name NH Department of Corrections		1.2 State Agency Address P.O. Box 1806 105 Pleasant Street Concord, NH 03301	
1.3 Contractor Name NAMI New Hampshire		1.4 Contractor Address 85 North State Street Concord, NH, 03301	
1.5 Contractor Phone Number 603-225-5359	1.6 Account Number 02-46-46-465010-3948-102-500731	1.7 Completion Date September 30, 2021	1.8 Price Limitation $58,356.00
1.9 Contracting Officer for State Agency Chris Kench		1.10 State Agency Telephone Number 603-271-8016	
1.11 Contractor Signature Date: 3/16/21		1.12 Name and Title of Contractor Signatory Kenneth C. Norton	
1.13 State Agency Signature Date: 3/29/2021		1.14 Name and Title of State Agency Signatory Helen E. Hanks, Commissioner	
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:		On: 3/31/2021	
1.17 Approval by the Governor and Executive Council *(if applicable)* G&C Item number:		G&C Meeting Date:	

Contractor Initials
Date 3/16/21

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.

Contractor Initials [illegible]
Date 3/16/21

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 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 Initials

Date 3/16/21

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.

Contractor Initials AM
Date 3/16/21

EDUCATIONAL TRAINING AGREEMENT

This Agreement is between the State of New Hampshire, acting by and through the STATE OF NEW HAMPSHIRE, DEPARTMENT OF CORRECTIONS ("State" or "Department"), 105 Pleasant Street, Concord, NH 03301 and NAMI NEW HAMPSHIRE ("Contractor"), a New Hampshire Non-Profit Corporation, Concord, NH 03301.

WHEREAS, the State and the Contractor have agreed for the Contractor to provide SAMHSA Mental Health Training Services for the NH Department of Corrections (NHDOC).

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

EXHIBIT A

SPECIAL PROVISIONS

1. To amend the Insurance provision, section 14.3, of the original P-37 contract by changing the last sentence of the clause to: "Cancellation notice by the Insurer to the Certificate Holder will be delivered in accordance with the policy provisions."

EXHIBIT B

SCOPE OF SERVICES

1. **Background**
   As part of the recommendations within the New Hampshire's Ten -Year Mental Health Plan, the Governor's Executive Order 2019-02 established an Advisory Commission on mental illness and for the NH Department of Corrections to make the recommendations to reduce incarceration, improve mental health services, and transitions, including transportation to and from county and state correctional institutions. The proposed training are a component of meeting the recommended objectives of the Governor's Executive Order.

2. **Purpose**
   The purpose of this initiative is to provide a suite of training sessions to those who work closely with justice-involved individuals with mental illness to include administrative, correctional officer and probation and parole staff from the NH Department of Corrections and community stakeholders to include but not limited to Judicial Branch and law enforcement.

3. **Training Overview**
   It is expected that through the partnership with NAMI NH, the offered training sessions will provide information to improve outcomes and increase awareness regarding the complex issues experienced by individuals with mental illness in the criminal justice system, including:

   - Lack of appropriate mental health treatment;
   - Longer jail and prison stays;

- Homelessness and lack of affordable housing upon release;
- Meaningful employment upon release;
- Increased emergency department visits; and
- Re-arrest and recidivism.

4. Proposed NAMI NH Training Sessions

4.1. *Building Trauma-Responsive Correctional Setting*

There is substantial evidence that trauma plays a role in problematic behaviors exhibited in correctional facilities such as rule violations and violence. To combat such behaviors, there is a need to adopt "universal precautions" i.e. "trauma-informed care" when working with justice-involved individuals is the best practice for those working in the criminal justice system.

4.1.1. Training Outcomes:

- Realize the significant prevalence of traumatic exposure;
- Appreciation of the trauma, psychosocial and system impacts of exposure to adversity and post-traumatic growth;
- Recognition of the signs of trauma; and
- Development of approaches and interventions to put knowledge into practice.

4.1.2. Training Sessions:

- No less than three (3) half day training sessions of no less than three (3) hours each to consist of:
  - No less than one (1) half day training session of no less than three (3) hours for the Judicial Branch; and
  - No less than two (2) half day training sessions of no less than three (3) hours for NHDOC employees and/or law enforcement professionals.

4.2. *Mental Health First Aid (MHFA) Awareness*

MHFA is a public education program that introduces participants to risk factors and warning signs of mental health concerns, builds understanding of their impact, and overview common treatments.

4.2.1. Training Outcomes:

- Assess a mental health crisis;
- Identify appropriate interventions and tools to provide initial help; and
- Network individuals of crisis with professional, peer social support and self-help resources.

4.2.2. [1]Training Session:

4.2.2.1. No less than one (1) training session for up to forty (40) participants per session.

4.3. *Suicide Prevention*

The Connect Suicide Prevention Program (*Connect*), developed by NAMI NH, is a national and international suicide prevention program. *Connect* is designated as a National Best Practice training program in suicide prevention, intervention and response to a suicide death. This program promotes a community based approach to early recognition of mental illness and improved access to care by integrating key service providers and community members and

[1] NAMI NH will offer the two MHFA sessions or comparable Mental Health Awareness Training as the National Council for Behavioral Health (NCBH), sponsor of MHFA, has had technical issues in its virtual implementation of the educational material. If comparable training is exercised, participants will not receive a certificate from the NCBH.

offered on-line through the following platforms: *Connect* eLearning and *Connect* Virtual (*Connect* Gatekeeper eLearning).

4.3.1. Training Outcomes: *Connect* Gatekeeper eLearning, including but not limited to:

- National best practices;
- Suicide data;
- Identification of risk and protective factors and responding to warning signs;
- Intervention strategies
- Suicide as a public health issue and its impact on communities, family and friends;
- Confidentiality and reporting requirements with respect to HIPPA and timely response and notification;
- Best practices around safe messaging and medial guidelines; and
- Self-Care skills.

4.3.2. Training Session:

4.3.2.1. No less than one (1) training session for up to three-hundred (300) participants.

4.4. *Responding to People with Mental Illness*

In order to safely and effectively resolve situations involving mental illness, emotional crises, and volatile circumstances, law enforcement and correctional personnel should understand best approaches, related laws and available resources that can affect a constructive disposition.

4.4.1. Training Outcomes:

- Overview of mental health disorders, related behaviors and risk concerns;
- Identify resources to make a disposition in situations involving metal illness and crisis situations;
- Learn protocols of intervening with persons who are suicidal;
- Safely de-escalate individuals experiencing mental health crisis;
- Understand the impact of stigma and trauma with persons with mental illness;
- Understand relevant laws and rights of persons with mental illness; and
- Understand the impact of trauma on law enforcement and recognize risk of suicide and resources to reduce risk and promote healthy and productive management of stress.

4.4.2. Training Session:

4.4.2.1. No less than one (1) training session for up to twenty-five (25) participants each.

4.5. *Crisis Intervention Training (CIT)*

CIT training is comprised of a comprehensive curriculum taught by local specialists from law enforcement, Emergency Medical Services (EMS), mental health and the peer/advocate field. *CIT* highlights best practices, improves community partnerships and helps communities develop processes to serve people affected by mental illness with respect and dignity. Through CIT community stakeholders and people with live experience, work together to develop strategies to re-direct people in crisis away from the criminal justice system and into community-based treatment whenever possible.

4.5.1. Training Outcomes:

- Mental health and crisis de-escalation protocols;
- Understand common signs and symptoms of mental illnesses and co-occurring disorders;
- Recognize when those signs and symptoms represent a crisis situation; and
- Utilize community resources and diversion strategies to provide assistance.

4.5.2. Training Session:

4.5.2.1. No less than one (1) training session of no less than five (5) days each for up to twenty-five (25) participants.

5. General Assumptions

5.1. Term of Agreement: The Term of this Agreement shall commence upon Governor and Executive Council (G&C) approval through September 30, 2021 with the option to renew for up to one (1) additional year contingent upon satisfactory Contractor performance, Commissioner approval, continued appropriation and G&C approval.

5.2. Location of Services: Predominantly virtual engagements; virtual engagements may be modified, by mutual agreement between the parties, in the event of unforeseen circumstances including, but not limited to restrictions imposed because of the COVID-19 pandemic and/or executive and emergency orders by the Governor of the State of NH pertaining to COVID-19.

5.3. Training Schedule/Topics: The schedule of training sessions can be changed or adjusted and training topics may be modified, by mutual agreement between the parties, in the event of unforeseen circumstances including, but not limited to restrictions imposed because of the COVID-19 pandemic and/or executive and emergency orders by the Governor of the State of NH pertaining to COVID-19.

5.4. Trainer(s): Authorized NAMI New Hampshire certified training facilitator.

5.5. Invoices: The NH Department of Corrections shall receive invoices for services rendered no later than thirty (30) days post service date.

5.6. Cancellation of Contract: The Department of Corrections may cancel the Contract at any time for breach of contractual obligations by providing the Contractor with a written notice of such cancellation. Should the NH Department of Corrections exercise its right to cancel the Contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation sent to the Contractor.

6. Scope of Services

6.1. Training Preparation: Pre-training agenda planning and development, marketing and logistics, vetting attendees, phone consultations, e-mail communication, vetting instructors, instruction and instructional materials, project coordination and supervision, hosting platform, printed training materials, manuals and digital media.

6.2. NAMI New Hampshire Training Services: The training schedule can be changed or adjusted, and training topics and training deliverance from/to virtual engagements may be modified, by mutual agreement, in the event of unforeseen circumstances including, but not limited to restrictions imposed because of the COVID-19 pandemic.

6.3. Number of Participants: The NH Department of Corrections reserves the right to adjust the amount of participates attending the NAMI New Hampshire Training.

EXHIBIT C

METHOD OF PAYMENT AND CONTRACT PRICE

1. The Contractor, NAMI New Hampshire, shall provide an itemized invoice for services provided to the applicable General Assumptions and Scope of Services to include the following:

[2]Training Services and Supply Budget: NAMI New Hampshire						
Item	**Description**	**Exhibit B Reference Item #**	**Quantity**	**Training Period**	**Number Participants**	**Extended Cost**
1.	Building Trauma-Responsive Correctional Settings	4.1	3	½ day	TBD	$12,207.00
2.	Mental Health First Aid/Awareness Training	4.2	1	session	40 participants	$8,118.00
3.	Suicide Prevention Training	4.3	1	session	300 participants	$16,017.00
4.	Responding to People with Mental Illness	4.4	1	session	25 participants	$4,767.00
5.	Crisis Intervention Training (CIT)	4.5	1	5-day session	25 participants	$17,247.00
Total						**$58,356.00**

2. Total contract price (training services and supplies) shall not exceed fifty-eight thousand three hundred fifty-six dollars and no cents ($58,356.00).
3. The Contractor, NAMI New Hampshire, shall provide an itemized invoice thirty days post service date for services rendered. The NH Department of Corrections will accept an invoice in electronic format to expedite payment.

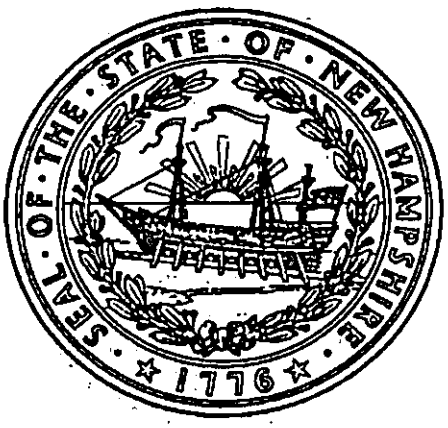
[2] Cost all-inclusive in respect to Exhibit B, Scope of Services, 6.1., Training Preparation

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NAMI NEW HAMPSHIRE is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on September 24, 1982. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned; and the attached is a true copy of the list of documents on file in this office.

Business ID: **62349**
Certificate Number: **0005245494**



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 1st day of February A.D. 2021.

William M. Gardner
Secretary of State

State of New Hampshire
Department of State
2020 NONPROFIT REPORT

Filed
Date Filed: 10/5/2020
Effective Date: 10/5/2020
Business ID: 62349
William M. Gardner
Secretary of State

BUSINESS NAME:	NAMI NEW HAMPSHIRE
BUSINESS TYPE:	Domestic Nonprofit Corporation
BUSINESS ID:	62349
STATE OF INCORPORATION:	New Hampshire

CURRENT PRINCIPAL OFFICE ADDRESS	CURRENT MAILING ADDRESS
85 North State Street Concord, NH, 03301, USA	85 North State Street Concord, NH, 03301, USA

PRINCIPAL PURPOSE(S)	
NAICS CODE	NAICS SUB CODE
OTHER / FOSTERING RESEARCH IN MENTAL ILLNESS	

OFFICER / DIRECTOR INFORMATION

NAME	BUSINESS ADDRESS	TITLE
Russell Conte	33 Hazen Drive, Nh Dept of Safety, NH, 03305, USA	President
Ross Cunningham	26 Wethersfield Drive, Northfield, NH, 03276, USA	Vice President
Michael Wright	4 Fisher Avenue, Boscawen, NH, 03303, USA	Vice President
Elizabeth Sanders	1950 Hokinton Road, Hopkinton, NH, 03229, USA	Secretary
Rose Richardson	77 Franklin Street, Concord, NH, 03301, USA	Treasurer
Kate Atkinson	21 Centre Street, Concord, NH, 03301, USA	Director
Diane Blair	11 Ian's Way, Farmington, NH, 03835, USA	Director
Barb Brunelle	14 Baldwin Lane, Bedford, NH, 03110, USA	Director
Todd Director	21 Smith Road, Chester, NH, 03036, USA	Director
Lisa Duffy	124 Governors Road, Rochester, NH, 03867, USA	Director
Chuck Eastman	20 Modena Drive, Penacook, NH, 03303, USA	Director
Arthur Gardiner	8 Sargent Street, Hanover, NH, 03755, USA	Director
Peter Janelle	300 River Road, #604, Manchester, NH, 03104, USA	Director
Shawn LaFrance	112 School Street, Concord, NH, 03301, USA	Director
Teresa Moler	88 Cannongate III Road, Nashua, NH, 03063, USA	Director
Isabel Norian MD	16 Candlewood Drive, Amherst, NH, 03031, USA	Director
Zachery Palmer	80 Merrow Street, Manchester, NH, 03104, USA	Director
Jay Patel	48 Coventry Road, Concord, NH, 03301, USA	Director
Jennifer Rabalais	57 Regional Drive, Unit 8, Concord, NH, 03301, USA	Director
Jace Troie	10 Autumn Lane, Merrimack, NH, 03054, USA	Director

CERTIFICATE OF VOTE

(Corporation without a Seal)

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

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

(2) The following are true copies of the resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on February 23, 2021.
(date)

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

RESOLVED: That Kenneth Norton – Executive Director,
(Name of Contract Signatory) (Title of Contract Signatory)
is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

(3) The foregoing resolution(s) have not been amended or revoked, and remain in full force and effect as of the 16th day of March, 2021.
(day, month, yr) (must be same date as the contract date)

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

IN WITNESS WHEREOF, I have hereunto set my hand as the Business Representative of the Corporation this 16th day of March, 2021.

DINA LYNE LILLIS
MY COMMISSION EXPIRES JUNE 20, 2023
NOTARY PUBLIC
NEW HAMPSHIRE

Russell Conte
(Signature of Clerk of Corporation)

STATE OF NEW HAMPSHIRE

COUNTY OF Merrimack

On March 16, 2021, the foregoing instrument was acknowledged before me.

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

Dina Lyne Lillis

My commission expires on: 06/20/2023

Notary Public/Justice of the Peace

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 02/01/2021

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

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Philadelphia Insurance Co	
INSURER B: Technology Insurance Co	42376
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: 20-21 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 WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			PHPK2130835	05/07/2020	05/07/2021	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 3,000,000
							PRODUCTS - COMP/OP AGG	$ 3,000,000
							AbMol Cnslr, ClssSpc	$ 1,000,000
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			PHPK2130835	05/07/2020	05/07/2021	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	[X] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			PHUB721698	05/07/2020	05/07/2021	EACH OCCURRENCE	$ 1,000,000
							AGGREGATE	$
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		TWC3906483	10/10/2020	10/10/2021	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 500,000
							E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000

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

CERTIFICATE HOLDER

State of New Hampshire Department of Corrections
105 Pleasant Street
Concord NH 03301

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Fairley Kennedy

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NAMI New Hampshire

85 North State Street
Concord, NH 03301
603-225-5359

Mission Statement

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

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 recover;
- 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

June 30, 2020 and 2019

and

Independent Auditor's Report

NAMI NEW HAMPSHIRE

FINANCIAL STATEMENTS
June 30, 2020 and 2019

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VACHON CLUKAY
& COMPANY PC

CERTIFIED PUBLIC ACCOUNTANTS
608 Chestnut Street • Manchester, New Hampshire 03104
(603) 622-7070 • Fax: (603) 622-1452 • www.vachonclukay.com

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, 2020 and 2019, 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. 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, 2020 and 2019, 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.

Vachon Clukay & Company PC

Manchester, New Hampshire
December 23, 2020

NAMI NEW HAMPSHIRE
STATEMENTS OF FINANCIAL POSITION
June 30, 2020 and 2019

	2020	2019
ASSETS		
CURRENT ASSETS:		
Cash	$ 459,782	$ 239,362
Investments	729,694	279,143
Accounts receivable, net	500,646	283,749
Prepaid expenses		5,246
TOTAL CURRENT ASSETS	1,690,122	807,500
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	604	604
	1,477,312	1,477,312
Less accumulated depreciation	(163,077)	(131,034)
PROPERTY AND EQUIPMENT, NET	1,314,235	1,346,278
OTHER NONCURRENT ASSETS:		
Investments	441,241	444,251
TOTAL OTHER NONCURRENT ASSETS	441,241	444,251
TOTAL ASSETS	$ 3,445,598	$ 2,598,029
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:		
Accounts payable	$ 180,142	$ 91,892
Accrued expenses	221,929	120,468
Current portion of SBA note payable	200,022	
Current portion of mortgage notes payable	34,728	33,128
TOTAL CURRENT LIABILITIES	636,821	245,488
NONCURRENT LIABILITIES:		
SBA note payable, less current portion	254,778	
Mortgage notes payable, less current portion	486,838	541,670
TOTAL NONCURRENT LIABILITIES	741,616	541,670
TOTAL LIABILITIES	1,378,437	787,158
NET ASSETS:		
Without donor restrictions:		
Undesignated	1,625,920	1,366,620
Board designated	441,241	444,251
TOTAL NET ASSETS	2,067,161	1,810,871
TOTAL LIABILITIES AND NET ASSETS	$ 3,445,598	$ 2,598,029

See notes to financial statements

NAMI NEW HAMPSHIRE
STATEMENTS OF ACTIVITIES
For the Years Ended June 30, 2020 and 2019

	2020	2019
CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS		
REVENUE AND SUPPORT:		
Fees and grants from governmental agencies	$ 2,152,786	$ 1,528,669
Contributions	437,757	541,053
Interest and dividends	12,539	11,539
Unrealized gains on investments	3,740	26,166
In-kind donations	28,500	72,831
Fundraising events	171,600	176,742
Training services	907,170	964,151
Membership dues	5,185	4,675
Other revenue	11,640	17,981
TOTAL REVENUE AND SUPPORT WITHOUT DONOR RESTRICTIONS	3,730,917	3,343,807
EXPENSES:		
PROGRAM SERVICES:		
Community and Public Policy Relations	106,001	141,517
Connect Suicide Prevention Project	366,906	333,397
Public Education	2,212,321	1,879,874
TOTAL PROGRAM SERVICES	2,685,228	2,354,788
SUPPORTING SERVICES:		
Management and general	453,443	397,548
Fundraising and development	335,956	354,280
TOTAL SUPPORTING SERVICES	789,399	751,828
TOTAL EXPENSES	3,474,627	3,106,616
CHANGE IN NET ASSETS	256,290	237,191
NET ASSETS - JULY 1	1,810,871	1,573,680
NET ASSETS - JUNE 30	$ 2,067,161	$ 1,810,871

See notes to financial statements

NAMI NEW HAMPSHIRE
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2020

	Program Services				Supporting Services			
	Community and Public Policy Relations	Connect Suicide Prevention Project	Public Education	Total Program Services	Management and General	Fundraising	Total Supporting Services	Total Expenses
SALARIES AND RELATED EXPENSES:								
Salaries	$ 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
	94,963	214,148	1,807,654	2,116,765	297,726	228,972	526,698	2,643,463
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	$ 106,001	$ 366,906	$ 2,212,321	$ 2,685,228	$ 453,443	$ 335,956	$ 789,399	$ 3,474,627

See notes to financial statements

NAMI NEW HAMPSHIRE
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2019

	Program Services				Supporting Services			
	Community and Public Policy Relations	Connect Suicide Prevention Project	Public Education	Total Program Services	Management and General	Fundraising	Total Supporting Services	Total Expenses
SALARIES AND RELATED EXPENSES:								
Salaries	$ 92,523	$ 185,296	$ 1,124,949	$ 1,402,768	$ 197,379	$ 160,624	$ 358,003	$ 1,760,771
Employee benefits	8,862	27,361	185,434	221,657	23,070	39,448	62,518	284,175
Payroll taxes	8,427	14,580	91,268	114,275	18,256	11,831	30,087	144,362
	109,812	227,237	1,401,651	1,738,700	238,705	211,903	450,608	2,189,308
OTHER EXPENSES:								
Accounting	334	835	4,509	5,678	1,753	5,509	7,262	12,940
Audit fees	438	1,095	5,915	7,448	2,300	1,205	3.505	10,953
Legal and membership fees	330	2,343		2,673	5,290	10,401	15,691	18,364
Contracted services	3,630	8,776	50,724	63,130	17,488	15,255	32,743	95,873
Client services/training		16,197	71,270	87,467	1,488	440	1,928	89,395
Software subscriptions		2,025	24,891	26,916	3,621	4,882	8,503	35,419
Staff conferences and conventions	1,865	1,577	5,265	8,707	1,415		1,415	10,122
Occupancy	1,654	4,134	22,324	28,112	8,681	4,547	13,228	41,340
Office supplies	848	2,945	10,542	14,335	3,852	2,489	6,341	20,676
Maintenance	4,187	10,468	56,577	71,232	21,982	11,515	33,497	104,729
Fundraising/Event supplies	1,648			1,648	2,232	40,446	42,678	44,326
Depreciation	1,075	2,689	14,519	18,283	5,647	2,957	8,604	26,887
Food supplies	2,373	237	5,864	8,474	7,520	14,316	21,836	30,310
Equipment rental	587	1,468	7,929	9,984	3,085	6,377	9,462	19,446
Equipment maintenance	225	150	1,299	1,674	5,351		5,351	7,025
Advertising		648	332	980	367		367	1,347
Printing				-	331		331	331
Telephone and Communications	3,478	5,041	33,424	41,943	3,736	6,299	10,035	51,978
Postage and Shipping	60	1,603	587	2,250	2,719	3,836	6,555	8,805
Staff transportation	8,254	42,388	98,646	149,288	498	2,081	2,579	151,867
Insurance	616	1,541	8,324	10,481	3,237	5,271	8,508	18,989
Non-cash supplies			12,063	12,063	56,250	4,518	60,768	72,831
Other expenditures	103		43,219	43,322		33	33	43,355
Total	$ 141,517	$ 333,397	$ 1,879,874	$ 2,354,788	$ 397,548	$ 354,280	$ 751,828	$ 3,106,616

See notes to financial statements

NAMI NEW HAMPSHIRE
STATEMENTS OF CASH FLOWS
For the Years Ended June 30, 2020 and 2019

	2020	2019
CASH FLOWS FROM OPERATING ACTIVITIES:		
Cash received from grants and contributions	$ 3,461,801	$ 3,219,850
Interest income received	12,539	11,539
Other income received	11,640	17,981
Cash paid to employees	(2,090,561)	(1,757,281)
Cash paid to suppliers and others	(1,115,000)	(1,164,142)
Interest paid	(24,766)	(23,904)
Net Cash Provided by Operating Activities	255,653	304,043
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of investments	(443,801)	(94,578)
Net Cash Used by Investing Activities	(443,801)	(94,578)
CASH FLOWS FROM FINANCING ACTIVITIES:		
Payments on mortgage notes payable	(46,232)	(42,365)
Proceeds from SBA note payable	454,800	
Net Cash Provided (Used) for Financing Activities	408,568	(42,365)
Net Increase in Cash	220,420	167,100
Cash, beginning of year	239,362	72,262
Cash, ending of year	$ 459,782	$ 239,362

Supplemental Disclosure of Non-cash Transactions:		
In-kind donations received	$ 28,500	$ 72,831
In-kind expenses	(28,500)	(72,831)
Forgiveness of debt	7,000	7,000
	$ 7,000	$ 7,000

See notes to financial statements

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

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 $28,500 and $72,831 during the years ending June 30, 2020 and 2019, 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.

Investments

Investments, which consist principally of money market accounts, mutual funds, and exchange traded funds, are carried at their market value at June 30, 2020 and June 30, 2019. 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:

	Years
Building and improvements	39
Equipment	5
Furniture and fixtures	7-10

Depreciation expense was $32,043 and $26,887 for the years ended June 30, 2020 and 2019, 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 $40,839 and $32,888 as of June 30, 2020 and 2019, 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, 2020 and 2019.

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, 2020 and, accordingly does not have any unrecognized tax benefits that need to be recognized or disclosed in the financial statements.

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.

Change in Accounting Principle

The Entity has adopted FASB Accounting Standards Update (ASU) No. 2018-08 *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*, which is meant to assist entities in evaluating whether transactions should be accounted for as contributions (nonreciprocal transactions), or as exchange (reciprocal) transactions, and determining whether a contribution is conditional. Adoption of ASU 2018-08 was required for financial statements issued for fiscal years beginning after December 15, 2018. Accordingly, the Entity has adopted the new guidance as of July 1, 2019. The amendments in ASU 2018-08 are applicable only to the portions of revenue or expense not previously recognized, and therefore have no impact on prior-period results or on opening balances of net assets.

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, 2020 and 2019, 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:

	2020	2019
Cash	$ 459,782	$ 239,362
Investments	1,170,935	723,394
Accounts receivable, net	500,646	283,749
Total Financial Assets	2,131,363	1,246,505
Less:		
Board designated funds	(441,241)	(444,251)
Financial Assets Available to Meet Cash Needs for General Expenditures Within One Year	$ 1,690,122	$ 802,254

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. The Entity had uninsured deposits of $0 and $2,748 as of June 30, 2020 and 2019, respectively.

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 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, 2020 and 2019:

Assets at Fair Value as of June 30, 2020

	Level 1	Level 2	Total
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	$ 1,145,464	$ 25,471	$ 1,170,935

Assets at Fair Value as of June 30, 2019

	Level 1	Level 2	Total
Money market mutual funds	$ 246,475		$ 246,475
Mutual funds	237,106		237,106
Exchange traded funds	207,145		207,145
Certificates of deposit		$ 6,057	6,057
Corporate debt securities		26,611	26,611
Total assets at fair value	$ 690,726	$ 32,668	$ 723,394

NOTE 5—SBA NOTE PAYABLE

At June 30, 2020 and 2019, the SBA note payable consists of the following:

$454,800 unsecured note payable, payable in monthly installments of $25,595 including interest at 1.00% beginning November 14, 2020 through April 14, 2022. The balance of the note is payable in full on April 14, 2022.	$ 454,800	$ -

Following are the maturities of the SBA note payable as of June 30, 2020:

Year Ending June 30,	Amount
2021	$ 200,022
2022	254,778
	$ 454,800

The SBA note payable was obtained under the Payroll Protection Program. The Entity may apply for principal forgiveness in whole or in part by the Small Business Administration under the CARES Act once certain eligibility criteria have been met. Any note balance remaining following forgiveness will be due in minimum monthly payments under the repayment terms detailed above. The Entity beliefs all criteria will be successfully met and does not anticipate repayment of any principal on this note.

NOTE 6—MORTGAGE NOTES PAYABLE

At June 30, 2020 and 2019, the mortgage notes payable consist of the following:

	2020	2019
$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 is payable in full on April 2, 2032.	$ 91,834	$ 126,514
$348,000 mortgage note payable, secured by property, payable in monthly installments of $2,364 including interest through March 2038. The variable interst 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.	324,732	336,284
$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.	105,000	112,000
	$ 521,566	$ 574,798

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, 2020 of $324,732, 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.

Following are the maturities of the mortgage notes payable as of June 30, 2020:

Year Ending June 30,	Amount
2021	$ 34,728
2022	36,550
2023	38,467
2024	30,831
2025	13,914
Thereafter	367,076
	$ 521,566

NOTE 7—BOARD DESIGNATED NET ASSETS

Board designated net assets consist of the following at June 30, 2020 and 2019:

	2020	2019
Contingency fund	$ 369,237	$ 369,331
Fixed Asset fund	60,000	60,000
Special Opportunity fund	12,004	14,920
	$ 441,241	$ 444,251

NOTE 8—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, 2020 and 2019, the Entity recognized revenue of $2,152,786 (57.70%), and $1,528,669 (45.72%), 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 9—PENSION PLAN

The Entity has a deferred compensation pension plan under Section 403(b) of the Internal Revenue Code. Under the terms of the plan, employee contributions are made through a salary reduction plan. During the years ending June 30, 2020 and 2019, the Entity's contribution to the plan was equal to 2.0% respectively of each eligible employee's annual salary. The Entity contributed $22,250 and $18,834 for the years ended June 30, 2020 and 2019, respectively.

NOTE 10—CONTINGENCIES

The Entity participates in a number of federally assisted grant programs. These programs are subject to financial and compliance audits by the grantors or their representatives. The amounts, if any, of additional

expenses which may be disallowed by the granting agency cannot be determined at this time, although the Entity expects such amounts, if any, to be immaterial.

NOTE 11—SUBSEQUENT EVENTS

Subsequent events have been evaluated through December 23, 2020 which is the date the financial statements were available to be issued.

NAMI NEW HAMPSHIRE

Financial Statements

June 30, 2019 and 2018

and

Independent Auditor's Report

NAMI NEW HAMPSHIRE

FINANCIAL STATEMENTS
June 30, 2019 and 2018

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VACHON CLUKAY
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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, 2019 and 2018, 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. 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, 2019 and 2018, 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.

Vachon Clukay & Company PC

Manchester, New Hampshire
December 29, 2019

NAMI NEW HAMPSHIRE
STATEMENTS OF FINANCIAL POSITION
June 30, 2019 and 2018

	2019	2018
ASSETS		
CURRENT ASSETS:		
Cash	$ 239,362	$ 72,262
Investments	279,143	177,594
Accounts receivable, net	283,749	295,309
Prepaid expenses	5,246	
TOTAL CURRENT ASSETS	807 500	545,165
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	604	604
	1,477,312	1,477,312
Less accumulated depreciation	(131,034)	(104,147)
PROPERTY AND EQUIPMENT, NET	1,346,278	1,373,165
OTHER NONCURRENT ASSETS:		
Investments	444 251	425 056
TOTAL OTHER NONCURRENT ASSETS	444,251	425,056
TOTAL ASSETS	$ 2,598,029	$ 2,343,386
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:		
Accounts payable	$ 91,892	$ 95,064
Accrued expenses	120,468	50,479
Mortgage notes payable	33,128	30 166
TOTAL CURRENT LIABILITIES	245,488	175,709
NONCURRENT LIABILITIES:		
Mortgage notes payable	541,670	593 997
TOTAL NONCURRENT LIABILITIES	541,670	593 997
TOTAL LIABILITIES	787,158	769 706
NET ASSETS:		
Without donor restrictions:		
Undesignated	1,366,620	1,088,624
Board designated	444,251	485,056
TOTAL NET ASSETS	1,810,871	1,573,680
TOTAL LIABILITIES AND NET ASSETS	$ 2,598,029	$ 2,343,386

See notes to financial statements

NAMI NEW HAMPSHIRE
STATEMENTS OF ACTIVITIES
For the Years Ended June 30, 2019 and 2018

	2019	2018
CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS		
SUPPORT AND REVENUE:		
Fees and grants from governmental agencies	$ 1,528,669	$ 1,411,071
Contributions	541,053	225,894
Interest and dividends	11,539	10,423
Unrealized gains on investments	26,166	28,093
In-kind donations	72,831	10,363
Fundraising events	176,742	138,625
Training services	964,151	644,041
Membership dues	4,675	5,886
Other revenue	17,981	17,948
Net assets released from donor restrictions		75 000
TOTAL SUPPORT REVENUE WITHOUT DONOR RESTRICTIONS	3,343,807	2,567,344
EXPENSES:		
PROGRAM SERVICES:		
Community and Public Policy Relations	141,517	135,810
Connect Suicide Prevention Project	333,397	268,531
Public Education	1,879,874	1,527,340
TOTAL PROGRAM SERVICES	2,354,788	1,931,681
SUPPORTING SERVICES:		
Management and general	397,548	316,021
Fundraising and development	354,280	229,766
TOTAL SUPPORTING SERVICES	751,828	545 787
TOTAL EXPENSES	3,106,616	2,477,468
INCREASE (DECREASE) IN NET ASSETS WITHOUT DONOR RESTRICTIONS	237,191	89 876
CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS		
Net assets released from donor restrictions	-	(75,000)
INCREASE (DECREASE) IN NET ASSETS WITH DONOR RESTRICTIONS		(75,000)
CHANGE IN NET ASSETS	237,191	14,876
NET ASSETS - JULY 1	1,573,680	1,558,804
NET ASSETS - JUNE 30	$ 1,810,871	$ 1,573,680

See notes to financial statements

NAMI NEW HAMPSHIRE
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2019

	Program Services				Supporting Services			
	Community and Public Policy Relations	Connect Suicide Prevention Project	Public Education	Total Program Services	Management and General	Fundraising	Total Supporting Services	Total Expenses
SALARIES AND RELATED EXPENSES:								
Salaries	$ 92,523	$ 185,296	$ 1,124,949	$ 1,402,768	$ 197,379	$ 160,624	$ 358,003	$ 1,760,771
Employee benefits	8,862	27,361	185,434	221,657	23,070	39,448	62,518	284,175
Payroll taxes	8,427	14 580	91,268	114,275	18,256	11,831	30,087	144,362
	109,812	227,237	1,401,651	1,738,700	238,705	211,903	450,608	2,189,308
OTHER EXPENSES:								
Accounting	334	835	4,509	5,678	1,753	5,509	7,262	12,940
Audit fees	438	1,095	5,915	7,448	2,300	1,205	3,505	10,953
Legal and membership fees	330	2,343		2,673	5,290	10,401	15,691	18,364
Contracted services	3,630	8,776	50,724	63,130	17,488	15,255	32,743	95,873
Client services/training		16,197	71,270	87,467	1,488	440	1,928	89,395
Software subscriptions		2,025	24,891	26,916	3,621	4,882	8,503	35,419
Staff conferences and conventions	1,865	1,577	5,265	8,707	1,415		1,415	10,122
Occupancy	1,654	4,134	22,324	28,112	8,681	4,547	13,228	41,340
Office supplies	848	2,945	10,542	14,335	3,852	2,489	6,341	20,676
Maintenance	4,187	10,468	56,577	71,232	21,982	11,515	33,497	104,729
Fundraising/Event supplies	1,648			1,648	2,232	40,446	42,678	44,326
Depreciation	1,075	2,689	14,519	18,283	5,647	2,957	8,604	26,887
Food supplies	2,373	237	5,864	8,474	7,520	14,316	21,836	30,310
Equipment rental	587	1,468	7,929	9,984	3,085	6,377	9,462	19,446
Equipment maintenance	225	150	1,299	1,674	5,351		5,351	7,025
Advertising		648	332	980	367		367	1,347
Printing					331		331	331
Telephone and Communications	3,478	5,041	33,424	41,943	3,736	6,299	10,035	51,978
Postage and Shipping	60	1,603	587	2,250	2,719	3,836	6,555	8,805
Staff transportation	8,254	42,388	98,646	149,288	498	2,081	2,579	151,867
Insurance	616	1,541	8,324	10,481	3,237	5,271	8,508	18,989
Non-cash supplies			12,063	12,063	56,250	4,518	60,768	72,831
Other expenditures	103		43,219	43,322		33	33	43 355
Total	$ 141,517	$ 333,397	$ 1,879,874	$ 2,354,788	$ 397,548	$ 354,280	$ 751,828	$ 3,106,616

See notes to financial statements

NAMI NEW HAMPSHIRE
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2018

	Program Services				Supporting Services			
	Community and Public Policy Relations	Connect Suicide Prevention Project	Public Education	Total Program Services	Management and General	Fundraising	Total Supporting Services	Total Expenses
SALARIES AND RELATED EXPENSES:								
Salaries	$ 96,057	$ 133,847	$ 891,407	$ 1,121,311	$ 166,352	$ 102,115	$ 268,467	$ 1,389,778
Employee benefits	11,185	30,033	144,811	186,029	25,716	14,944	40,660	226,689
Payroll taxes	7 529	10 073	70 363	87 965	15,328	7 968	23,296	111,261
	114,771	173,953	1,106,581	1,395,305	207,396	125,027	332,423	1,727,728
OTHER EXPENSES:								
Accounting					8,167	2,461	10,628	10,628
Audit fees	860	1,510	8,305	10,675	3,166	1,359	4,525	15,200
Legal and membership fees	50	955	4,157	5,162	6,162	4,167	10,329	15,491
Contracted services		7,726	106,291	114,017	18,175	15,044	33,219	147,236
Client services/training	1,654	15,714	61,362	78,730	16,979	9,558	26,537	105,267
Software subscriptions	554	1,220	6,764	8,538	1,552	998	2,550	11,088
Staff conferences and conventions	504	1,107	6,143	7,754	1,410	906	2,316	10,070
Occupancy	1,295	2,332	14,248	17,875	5,699	2,332	8,031	25,906
Office supplies	1,006	1,807	11,334	14,147	3,922	2,688	6,610	20,757
Maintenance	3,701	8,143	40,716	52,560	14,808	6,663	21,471	74,031
Fundraising/Event supplies	97	113	18,177	18,387	25	18,274	18,299	36,686
Depreciation	984	1,770	10,817	13,571	4,328	1,770	6,098	19,669
Food supplies	570	91	2,877	3,538	7,250	14,272	21,522	25,060
Equipment rental	516	930	6,207	7,653	2,271	930	3,201	10,854
Equipment maintenance	150	847	1,581	2,578	3,919	375	4,294	6,872
Advertising			396	396	70	1,637	1,707	2,103
Printing		111		111	50	4,710	4,760	4,871
Telephone and Communications	2,999	3,834	20,498	27,331	2,901	4,836	7,737	35,068
Postage and Shipping	30	1,201	396	1,627	3,635	1,611	5,246	6,873
Staff transportation	5,405	43,972	83,279	132,656	37	4,336	4,373	137,029
Insurance	664	1,195	7,479	9,338	2,922	1,195	4,117	13,455
Non-cash supplies			7,039	7,039	204	3,120	3,324	10,363
Other expenditures			2 693	2 693	973	1,497	2 470	5 163
Total	$ 135,810	$ 268,531	$ 1,527,340	$ 1,931,681	$ 316,021	$ 229,766	$ 545,787	$ 2,477,468

See notes to financial statements

NAMI NEW HAMPSHIRE
STATEMENTS OF CASH FLOWS
For the Years Ended June 30, 2019 and 2018

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES:		
Cash received from grants and contributions	$ 3,219,850	$ 2,297,662
Interest income received	11,539	10,423
Other income received	17,981	17,948
Cash paid to employees	(1,757,281)	(1,442,622)
Cash paid to suppliers and others	(1,164,142)	(960,358)
Interest paid	(23,904)	(13,484)
Net Cash Provided (Used) by Operating Activities	304 043	(90,431)
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of investments	(94,578)	(26,282)
Sale of investments		245,000
Purchase of property and equipment		(221,472)
Net Cash Used by Investing Activities	(94,578)	(2,754)
CASH FLOWS FROM FINANCING ACTIVITIES:		
Payments on mortgage notes payable	(42,365)	(33,869)
Net Cash Used by Financing Activities	(42,365)	(33,869)
Net increase (decrease) in cash	167,100	(127,054)
Cash, beginning of year	72,262	199,316
Cash, ending of year	$ 239,362	$ 72 262
Supplemental Disclosure of Non-cash Transactions:		
In-kind donations received	$ 72,831	$ 10,363
In-kind expenses	(72,831)	(10,363)
Forgiveness of debt	7,000	7,000
Issuance of mortgage payable for purchase of assets		348 000
	$ 7 000	$ 355,000

See notes to financial statements

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

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.

Cash and Cash Equivalents

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

Investments

Investments, which consist principally of money market accounts, mutual funds, and exchange traded funds, are carried at their market value at June 30, 2019 and June 30, 2018. 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 statement of activities.

Property and Equipment

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

	Years
Building and improvements	39
Equipment	5
Furniture and fixtures	7-10

Depreciation expense was $26,887 and $19,669 for the years ended June 30, 2019 and 2018, respectively.

Bad Debts

The Entity uses the reserve method for accounting for bad debts. An allowance for uncollected receivables of $4,000 and $0 has been recorded as of June 30, 2019 and 2018, 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 $32,888 and $21,782 as of June 30, 2019 and 2018, respectively.

Donated Services, Materials and Facilities

NAMI New Hampshire receives significant volunteer time and efforts. The value of these volunteer efforts, while critical to the success of its mission, 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 $72,831 and $10,363 during the years ending June 30, 2019 and 2018, respectively.

Fundraising Activities

Fundraising expenses represent the cost of preparing contribution appeals, running special events, and letters of appreciation by staff of the Entity and totaled $354,280 and $229,766 for the years ending June 30, 2019 and 2018, respectively.

Advertising Costs

Advertising costs are expensed as incurred. Advertising expense was $1,347 and $2,103 for the years ending June 30, 2019 and 2018, 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.

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, 2019 and, accordingly does not have any unrecognized tax benefits that need to be recognized or disclosed in the financial statements.

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.

Reclassifications

Certain reclassifications of amounts previously reported have been made to the accompanying financial statements to maintain consistency between periods presented. The reclassifications had no impact on previously reported net assets.

Change in Accounting Principle

On August 18, 2016, FASB issued Accounting Standards Update (ASU) 2016-14, Not-for-Profit Entities (Topic 958) – *Presentation of Financial Statements of Not-for-Profit Entities*. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. The Entity has implemented ASU 2016-14 and has adjusted the presentation in these financial statements accordingly.

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 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, 2019 and 2018, 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:

	2019	2018
Cash	$ 239,362	$ 72,262
Investments	723,394	602,650
Accounts receivable, net	283 749	295,309
Total Financial Assets	1,246,505	970,221
Less:		
Board designated funds	(444,251)	(485,056)
Financial Assets Available to Meet Cash Needs for General Expenditures Within One Year	$ 802,254	$ 485,165

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. The Entity had uninsured deposits of $2,748 and $0 as of June 30, 2019 and 2018, respectively.

NOTE 4—INVESTMENTS

Fair Value Measurements.

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. The Entity reports under the Fair Value Measurements pronouncements of the FASB Accounting Standards Codification (FASB ASC 820-10), which establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs of valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets 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 that the Entity has the ability to access 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, 2019 and 2018:

Assets at Fair Value as of June 30, 2019

	Level 1	Level 2	Total
Money market mutual funds	$ 246,475		$ 246,475
Mutual funds	237,106		237,106
Exchange traded funds	207,145		207,145
Certificates of deposit		$ 6,057	6,057
Corporate debt securities		26,611	26,611
Total assets at fair value	$ 690,726	$ 32,668	$ 723,394

Assets at Fair Value as of June 30, 2018

	Level 1	Level 2	Total
Money market mutual funds	$ 135,423		$ 135,423
Mutual funds	201,708		201,708
Exchange traded funds	223,306		223,306
Equities	5,180		5,180
Certificates of deposit		$ 5,831	5,831
Corporate debt securities		31,202	31 202
Total assets at fair value	$ 565,617	$ 37,033	$ 602,650

Investment Valuation and Income Recognition

The Entity's investments as of June 30, 2019 and June 30, 2018 are stated at fair value. Shares of the separate investment accounts are valued at quoted market prices, which represent the net value of shares held by the Entity at year-end.

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

Investments consist of money market investments, mutual funds, exchange traded funds, equities, certificates of deposit with an original maturity greater than 90 days, and corporate debt securities which are carried at market value (adjusted monthly). Realized and unrealized gains and losses are reflected in the Statements of Activities. Assets held in the investment accounts were as follows at June 30, 2019 and 2018:

	Market Value 2019	Market Value 2018
Money market mutual funds	$ 246,475	$ 135,423
Mutual funds	237,106	201,708
Exchange traded funds	207,145	223,306
Equities		5,180
Certificates of deposit	6,057	5,831
Corporate debt securities	26 611	31,202
	$ 723,394	$ 602,650

NOTE 5—MORTGAGE NOTES PAYABLE

At June 30, 2019 and 2018, the mortgage notes payable consist of the following:

	2019	2018
$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 is payable in full on April 2, 2032.	$ 126,514	$ 159,612
$348,000 mortgage note payable, secured by property, payable in monthly installments of $2,364 including interest through March 2038. The variable interst 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.	336,284	345,551
$140,000 mortgage note payable to the City of Concord, New Hampshire is non-interest bearing and is secured by the property. The Entity ia 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.	112,000	119,000
	$ 574,798	$ 624,163

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, 2019 of $336,284, 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.

Following are the maturities of the mortgage notes payable as of June 30, 2019:

Year Ending June 30,	Amount
2020	$ 33,128
2021	34,055
2022	35,843
2023	37,724
2024	39,660
Thereafter	394,388
	$ 574 798

NOTE 6—BOARD DESIGNATED NET ASSETS

Board designated net assets consist of the following at June 30, 2019 and 2018:

	2019	2018
Contingency fund	$ 369,331	$ 425,056
Fixed Asset fund	60,000	60,000
Special Opportunity fund	14 920	
	$ 444,251	$ 485,056

NOTE 7—CONCENTRATION OF REVENUE RISK

The Entity's primary source of revenues is fees and grants received from the State of New Hampshire and directly from the federal government. During the years ended June 30, 2019 and 2018, the Entity recognized revenue of $1,528,669 (45.72%), and $1,411,071 (56.62%), respectively, from fees and grants from governmental agencies. Revenue is recognized as earned under the terms of the grant contracts and is received on a cost reimbursement basis. Other support originates from training services, contributions, in-kind donations, and other income.

NOTE 8—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, 2019 and 2018, the Entity's contribution to the plan was equal to 2.0% respectively of each eligible employee's annual salary. The Entity contributed $18,834 and $16,949 for the years ended June 30, 2019 and 2018, respectively.

NOTE 9—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 10—SUBSEQUENT EVENTS

Subsequent events have been evaluated through December 29, 2019 which is the date the financial statements were available to be issued.

NAMI New Hampshire

85 North State Street
Concord, NH 03301
603-225-5359

Board Members

Officers

Major Russell Conte Ret., President (Concord)

Ross Cunningham, 1st Vice President (Northfield)

Attorney Michael Wright, 2nd Vice President (Boscawen)

Rose Richardson, Treasurer (Concord)

Dr. Elizabeth Sanders, Secretary (Hopkinton)

Peter Janelle, Ex-Officio (President) (Manchester)

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Diane Blair (Farmington)
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Todd E. Donovan (Chester)
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Teresa Moler (Nashua)
Isabel Norian, MD (Concord)
Zachery Palmer (Manchester)
Dr. Jay Patel (Concord)
Jennifer Rabalais (Concord)
Jace Troie (Merrimack)

KENNETH NORTON

EDUCATION:

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

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

CERTIFICATIONS:

NEW HAMPSHIRE BOARD OF MENTAL HEALTH PRACTICE
LICSW – Licensed Independent Clinical Social Worker, November 1995

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

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

WORK: EXPERIENCE:

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

DIRECTOR CONNECT SUICIDE PREVENTION PROGRAM
National Alliance On Mental Illness, NAMI NH, Concord, NH
Responsible for development and implementation of the Connect Suicide Prevention Project including program design, community organization, and developing statewide protocols for responding to suicide incidents. Other duties involve grant writing, marketing, conducting trainings, providing technical assistance to military, communities, coalitions and key stakeholders. Serve as a member of NH Suicide Prevention Council which oversees implementation the NH Suicide Prevention State Plan. January 2003 – May 2011.

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

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

COMISSIONS & COMMITTEES:

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

STEERING COMMITTEE MEMBER
National Suicide Prevention Lifeline, Mental Health Association of New York City
Steering Committee members provide the Lifeline's primary administrators with expert guidance on the issues that affect the network. Members provide recommendations and advice that support

the Lifeline's mission and work to enhance its capacity to serve persons throughout the US who potentially could be suicidal. October 2008- present

NATIONAL ACTION ALLIANCE FOR SUICIDE PREVENTION:
Member of the Military and Veteran subcommittee, Survivor of Suicide Loss Committee and Sustainability Committee examining and making recommendations for implementation of the National Strategy For Suicide Prevention November 2011- present

VOLUNTEER EXPERIENCE:

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

WINNIPESAUKEE RIVER TRAIL ASSOCIATION
Member of a small steering committee that has secured over $700,00Isabel Norian, MD f.Concord)0 in funding for a Multi-use rail to trail that parallels the Winnipesaukee River. Assisted with community organization, landowner negotiations, publicity, special events, grants and fund-raising. October 1998- present

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

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

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

AWARDS:

LEADERSHIP AWARD: NH Psychiatric Society
For Leadership in service to people with mental illness May 2014

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

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

CASE MANAGER OF THE YEAR - NAMI NH National Alliance For The Mentally Ill.
For outstanding services and advocacy for individuals with mental illness and their families. October 1991

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

REFERENCES: Available upon request.

SUSAN L. STEARNS

Mental Health Executive & Development Professional

QUALIFICATIONS

Solid background in non-profit development & administration

Proven leadership skills and advocacy experience

Recognized expert in development and grant writing

Excellent written and oral communicator

Knowledgeable in program development and evaluation

Experienced working with boards and volunteers

Ability to work well with diverse individuals and groups

Certified mediator and victim advocate

Professional educator/trainer

Broad understanding of abuse, poverty, disability and family issues

WORK EXPERIENCE

2016- *Deputy Director*, NAMI New Hampshire, Concord.

2013-2016 *Director of Philanthropy*, NAMI New Hampshire, Concord.

2007-2013 *Director of Development*, Greater Nashua Mental Health Center at Community Council, New Hampshire.

2005-2007 *Director of Proposal Development*, Harbor Homes, Inc., Nashua, New Hampshire.

2004-2005 *Executive Director*, part-time position, Dress for Success New Hampshire, Concord.

2004-2010 *Trainer*, contracted part-time, Guardian *ad Litem* Board, Concord, New Hampshire.

2001-2006 *Director*, part-time position, Coalition for Family Law & Mental Health, Disabilities Rights Center, Concord, New Hampshire.

2000-2013 *Grant & Marketing Writer*, Independent Contractor.

2000-2004 *Grant Writer/Development Associate*, part-time position, New Hampshire Association for the Blind, Concord.

1998-2000 *Executive Director*, Whole Village Family Resource Center, Plymouth, NH.

1993-1998 *Program Specialist*, New Hampshire Coalition Against Domestic & Sexual Violence, Concord.

1988-1993 *Administrative Director*, Task Force Against Domestic & Sexual Violence, Plymouth, New Hampshire.

1986-1988 *Assistant Ombudsperson*, Ombuds Office, University of Massachusetts, Amherst.

EDUCATION

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

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

57 Morrison Road ♦ Sanbornton, NH 03269 ♦ 603-738-5843 ♦ slstearns@gmail.com

PUBLICATIONS

2012 Medicaid Contracts Raise Questions Galore, *Concord Monitor*, (with H. Hafez), April 18, http://www.concordmonitor.com/article/324208/medicaid-contracts-raise-questions-galore.

2009 ***Reclaiming Our Future: A Pathway for Treating Co-Occurring Mental Health and Substance Use Disorders in New Hampshire's Adolescents and Young Adults***, National Alliance on Mental Illness – New Hampshire (primary author), www.naminh.org/documents/NAMIReclaimingOurFuture.pdf.

2008 Raising Matthew: A Mother Reflects on Medicating Her Son, *No Health without Mental Health*, Community Council of Nashua, (reprinted in *Genesis Times*, www.genesisbh.org/pdf/Genesis%20Times%20-%202009.pdf).

2008 ***Community Council – The Community's Mental Health Center***, Progress Edition, Nashua Telegraph, www.print2webcorp.com/news/Nashua/HealthandEducation/20080304/p28.asp?ad=p28_a4.htm&t=a.

2007 Coming in from the Cold: Creating Solutions to Homelessness for People with Disabilities, *RAP Sheet: The Latest in Disability Research, Advocacy, Policy, and Practice*, (for P. Kelleher), www.drcnh.org/RapSpring07.pdf.

2006 ***Guidelines for Parents: Planning for Appropriate Care for your Children***, Coalition for Family Law & Mental Health.

2005 The Struggle for Justice: Seeking Legal Equity for Parents with Mental Illness, *RAP Sheet: The Latest in Disability Research, Advocacy, Policy, and Practice*, Winter Issue, www.drcnh.org/rapsheetwinter05.pdf.

2003 ***Best Practice Standards for Adequate Assessment of Parenting Competency***, Coalition for Family Law & Mental Health, www.drcnh.org/ParentalAssessment.pdf.

2003 ***Pointers for Legal Professionals Regarding Family Law Issues and Parents with Physical or Mental Illness***, Coalition for Family Law & Mental Health, www.drcnh.org/ParentalPointers.pdf.

1998 ***Stalking: A guide for victims***, New Hampshire Coalition Against Domestic & Sexual Violence.

1997 Sexual Assault, *A Legal Handbook for Women in New Hampshire*, New Hampshire Commission on the Status of Women, www.unh.edu/womens-commission/legal-handbook/sexual-assault.html.

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

RECENT PROFESSIONAL ACTIVITIES

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

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

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

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

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

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

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

TAMMY E. MURRAY, CIA

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

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

PROFESSIONAL EXPERIENCE:

Chief Financial Officer *NAMI New Hampshire*, Concord, New Hampshire

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

RELEVANT PRIOR EXPERIENCE:

Field Operations Manager
OfficeMax, Incorporated, Cleveland, Ohio.

Senior Internal Auditor
OfficeMax, Incorporated, Cleveland, Ohio.

Collection Services Manager
Balfour Company, Attleboro, Massachusetts.

Senior Auditor/Accountant
Balfour Company, Attleboro, Massachusetts.

Staff Accountant
The Jan Companies, Cranston, Rhode Island.

EDUCATION & PROFESSIONAL DESIGNATION:

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

Certified Internal Auditor Designation, Institute of Internal Auditors

Member, The Institue of Internal Auditors North America

Susan Allen-Samuel, M.S.

EXPERIENCE:

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

Community Educator and Prevention Specialist

- Provide education and resources to family members that are impacted by a loved one's mental illness,
- Facilitate support groups and provide technical assistance to volunteer support group facilitators.
- Train family members to participate in advocacy
- Responsible for community outreach activities, working with child and family serving organizations, health fairs, community presentations and community engagement.
- Provide education and support to families of individuals 18 and older so they can become full partners in the assessment, treatment planning and evaluation of the services they or their family member require to address their mental health needs.
- Assist with development, implementation, evaluation and marketing of all support and education programs development, implementation, evaluation and marketing;
- Oversee, and promote use of the Facebook family support pages; training or co-training of Support Group Facilitators; and the coordination and training for the Life Interrupted Speakers Training
- Provide Adult and Youth Mental Health First Aid with a specialty in public safety.

OTHER EXPERIENCE:

Crotched Mountain Foster Grandparent Program (Manchester, NH)
Program Coordinator, 2003 – 2008

Southern New Hampshire Services-WIC (Manchester, NH)
Clinic Technician/Administrative Office, 1998 – 2003

EDUCATION:

Master of Science in Human Services (MSHS), Springfield College
Bachelor of Science in Human Services (BSHS), Springfield College

SPECIALTY AREAS:

Advocacy Leader Trainer

Adult and Youth Mental Health First Aid Trainer, specialty Public Safety

NAMI National Support Group Facilitator

Life Interrupted Trainer

Kim Murdoch

Communications Manager, NAMI New Hampshire
2018 – Present

- Create effective and compelling communications to advance NAMI NH's mission
- Develop content for twice-monthly ENews (reach of 3,000+), plus other electronic communications as needed for Public Policy alerts
- Craft daily, engaging messaging for social media platforms (Facebook, Twitter, Instagram)
- Increased reach significantly via social media (Facebook = 23%, Twitter = 221%, Instagram = 473 followers within 1 month of launching page)
- Manage website content and coordinate updates with program managers and stakeholders
- Oversee all marketing and communications to ensure alignment with NAMI branding, promotion of anti-stigma messaging, and engagement of stakeholders, including individuals with lived experience and family members
- Collaborate with project partners as appropriate and needed to ensure cohesive messaging for mutual projects/grants

Director, Murdoch Social Capital
2010 – Present

- Assist nonprofit + for profit organizations with **strategic development + execution**, comprehensive **communication needs**, + production of **community events**.
- Completed independent **survey of (155) downtown Concord business owners** for Re-Thinking Main Street Project (March/April 2011).
- **Raised $300K+ since 2012** for local nonprofits through community events, sponsorship, + grants.
- Secured **earned media for clients in 75+ news outlets internationally** – including the *Associated Press, Boston Globe, Canoe & Kayak, Concord Monitor, Daily Mail (UK), Fosters Daily Democrat, Greenwich Times, HippoPress, Houston Chronicle, Laconia Citizen, Laconia Daily Sun, NECN-TV, NH Business Review, NH Public Radio, Parenting NH, Portsmouth Herald, San Francisco Chronicle, Stamford Advocate, The Concord Insider, The Laker, Union Leader, Washington Times, WCAX-TV (Burlington, VT), WHDH-TV (Boston), WMUR-TV, Worcester Telegram*, and countless radio outlets.
- **Recent Event Manager highlights:**
  - ***LakeFest: Raft-a-Palooza – 2013 – Present (Client: NH LAKES)***
    - 98% of 2013 attendees planned to participate again; unofficially broke Guinness World Record in 2014 (pending certification).
  - ***NAMIWalks NH – 2012 – Present (Client: NAMI NH)***
    - Managed NH's largest mental health awareness Walk that raised $100K+ from 2012 to present, including a record-breaking event raising nearly $142K in 2018 with 2,000+ walkers.
  - ***Fire Truck Pull – 2012 – Present (Concord Public Safety Foundation)***
    - Created event + oversaw production; secured funds to purchase LUCAS Hands Free CPR device for Concord FD.
  - ***Snowflake Ball + Spring Social – 2013 - Present (Client: Concord Family YMCA)***
    - Stepped into struggling events to: create + manage volunteer planning committees, engage Board + staff, steward sponsors, manage logistics, + handle all media.
    - Spring Social: successfully pitched pre-event feature issue of *The Insider* to draw attendees to the Spring Social while providing extensive earned media for sponsors.
    - Snowflake Ball 2013 – Planning Committee feedback:
      - "Prior to this (2013) event – I would have said 'drop it'. Now the Committee/atmosphere/vibe generated a lot of excitement."
      - "This is the first year (in several) that we haven't heard any negative feedback."
      - "Heard best comments on 2013 Snowflake Ball out of all past events."
      - "Snowflake Ball has been re-energized."
      - "2013 SFB built significant goodwill and community."

- Snowflake Ball 2013 – Attendee feedback:
  - "I wanted to let you know that we had a fantastic time at the Snowflake Ball this year. You did a wonderful job on everything-the decorations were beautiful, the food was delicious, the music and DJ were great, and the photo props were a hoot. I'd forgotten how much fun the ball is, and everyone I was with agreed that it was a top-notch event...Kudos to you and your committee for putting on a first rate evening."

Interim Executive Director | Market Days Festival Director, Intown Concord
2011 - 2013

- Secured grant funding from corporate + individual foundations to invest in downtown, partnered with Board to leverage fundraising initiatives, + oversaw Intown Concord's transition from Main Street Concord.
- Produced 2012 Market Days Festival, which set records for profit, attendance (50,000+), vendor participation, + included first-ever Local Food, Wine, + Beer Tent. As Director of the 2013 Market Days Festival, orchestrated the overnight recovery from a devastating microburst, successfully opening the Festival on-time the next morning.

Executive Director, Centennial Senior Center
2009 – 2011

- Created partnership with Concord Housing Authority + Concord Police Department to increase safety + community at downtown public housing buildings; applied for + obtained grant funding for the initiative.
- Orchestrated organization's public recovery following the unpopular 2006 closure of an unsustainable custom-built facility.
- Developed community-wide comprehensive online resource directory of services, events, + activities for Greater Concord seniors, their families, + providers.

Director of Marketing + Logistics, NH Wings of Hope, Concord, NH
2006 – 2008

- Envisioned + executed marketing campaign resulting in media estimated 200,000 attendees at 2007 Wings of Hope Air Show.
- Coordinated near-flawless logistical elements to support air show performers, sponsors, staff, volunteers, + 200,000 attendees.

Contract Event Manager, National Subaru Women's Winter Tour, Waterville Valley, NH
2004 – 2005

- Tripled attendance over prior year at the 2005 Winter Tour.
- Orchestrated aggressive media schedule + produced (3) major events.

Senior Accountant, J. Jill Group, Tilton, NH
2000 – 2004

- Skillfully managed recurring annual physical inventory for 350,000+ square foot distribution center.
- Responsible for sales tax filings, in addition to related reporting and accounting, for 120+ stores in 30+ states.

Education

MBA – Specialization in International Business, University of New Hampshire, 2009
Studied in the Netherlands, Germany and Belgium.

Community

Current Board service:

- Concord Public Safety Foundation (Founder/Board Chair)
- Rock On Foundation (Founding Board Member/Treasurer)
- ConcordTV (Treasurer)

Leadership Greater Concord: Steering Committee Chair (2011), Vice Chair (2010)

Special Olympics NH: longtime Local Program Director, 20+ year volunteer, and creator of the Concord's Coolest Penguin Plunge Team and Ice Sit Fundraiser to benefit SONH.

Founder of Free Family Fun at Market Days.

Pro-bono Public Relations Captain for Concord Police Department's National Night Out (2011 – Present)

Local knowledge

Kim Murdoch logged more than a year as Main Street Concord/Intown Concord's Interim Executive Director. In that role, she connected frequently with downtown business owners, residents, City officials, and visitors while overseeing community events, downtown communications, economic development initiatives, and streetscape improvements. Kim's business, Murdoch Social Capital, is located in Bicentennial Square. She lives just off Main Street with her husband and two children, and shops, dines, and plays downtown. Her family frequents the Concord Farmers and Arts Markets, enjoys summer concerts on the State House Lawn and Eagle Square, belongs to the Concord Family YMCA, and can frequently be seen strolling, biking, or running downtown. Professionally, a significant portion of Kim's client base is downtown organizations, and she got to know more than 100 merchants and restaurant owners better while conducting an independent survey related to the Re-Thinking Main Street Project.

Government experience

(1) **Air and Army National Guards**
As Director of Marketing + Logistics for the 2007 Wings of Hope Air Show at Pease ANG Base, Kim worked hand-in-hand with military personnel at all ranks. She ran countless joint logistics meetings, oversaw show-wide action items, and worked within the parameters of a military environment to effectively promote and produce a terrific event.

(2) **Concord Police and Concord Fire Departments**
While Executive Director of the Centennial Senior Center, Kim partnered with the Concord Police and Concord Fire Departments to create innovative programming designed to improve the safety and community of senior residents at the Kennedy and Crutchfield public housing buildings.

(3) **Concord Fire Department**
When creating the Concord Public Safety Foundation (CPSF), Kim worked closely with officials at both Concord FD and Concord PD. Under Kim's leadership, in 2012 CPSF produced a successful Fire Truck Pull Fundraiser, which generated funds to purchase a 3rd LUCAS Hands Free CPR device for Concord FD. Kim collaboratively promoted the LUCAS initiative, and was responsible for all press releases and media outreach related to the Pull and post-event presentation.

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
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

NAMI New Hampshire
85 North State Street
Concord, NH 03301
603-225-5359

Key Personnel

Mental Health Training Services				
Name	**Job Title**	**Salary**	**% Paid from this Contract**	**Amount Paid from this Contract**
Kenneth Norton	Executive Director	$130,000	.04%	$ 563
Susan Stearns	Deputy Executive Director	$104,000	2%	$1,800
Tammy Murray	Chief Financial Officer	$104,000	0%	$0
Susan-Allen Samuel	MHAT Project Coordinator	$46,500	5%	$2,400
Kim Murdoch	Communications and Project Manager	$69,478	19%	$13,302
Ann Duckless	Community Educator & Prevention Specialist	$62,978	2%	$1,120