



STATE OF NEW HAMPSHIRE



GOVERNOR'S OFFICE

for

EMERGENCY RELIEF AND RECOVERY

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March 12, 2024

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

REQUESTED ACTION

Authorize the Governor's Office for Emergency Relief and Recovery (GOFERR) to enter into an agreement with CASA of NH (VC #156690), Manchester, NH in the amount of \$103,961 in American Rescue Plan Act (ARPA) State Fiscal Recovery Funds (SFRF) in order to expand their abilities to advocate for the children of NH, effective upon approval by Governor and Executive Council through June 30, 2025. This is an allowable use of ARPA SFRF funds under Section 602 (c)(1)(A) to respond to the public health emergency or its negative economic impacts. 100% Federal Funds.

Funding is contingent on Governor and Executive Council approval of an accept and expend request for \$106,567 included on this agenda. The accept and expend request was approved by Fiscal Committee at the March 15, 2024 meeting.

01-02-002-020210-Governor's Office for Emergency Relief and Recovery,
24690000 - ARP Grants and Disbursements

072 - 500575 Grants Federal

FY2024
\$ 103,961

EXPLANATION

CASA of NH is a private, statewide, 501(c)(3) nonprofit organization that provides recruitment, training, support, and continuing education for volunteer guardians ad litem (GALs) throughout the State of New Hampshire. These GALs serve as advocates for children who are court-involved and have experienced abuse or neglect. In abuse and neglect proceedings, their role is to provide independent recommendations to the court based on their observations and assessment of a child's best interest. CASA is the only organization in the state offering this critical service.

When children returned to school after pandemic closures, the social and psychological impact of the pandemic on children and families began to manifest in the court system. Abuse and neglect cases have risen dramatically in New Hampshire, and Grantee saw a 77% increase in referrals in FY23. This increase in caseload has overtaxed their current records management system and workflow. The Grantee will use the awarded funds to modernize its workflow and record manage system in order to better meet this increased need

Specifically, CASA has a need to improve its administrative capabilities across the board. This award will aid CASA of NH to accomplish the following:

- Contract with Inception Technology to process the scanning and digitizing of confidential case files that have been saved over the last several years. This budget includes Inception Technology's scanning, shredding, indexing, and encrypting services and the staff administration necessary to prepare, organize, and catalog this work.
- Purchase and install new switches in the central Manchester office to strengthen the network and connect our computers, wireless access points, printers, and servers. This will enable all their connected devices to share information and talk to each other, creating a fully integrated system.
- Purchase and install a new server in the Manchester office to receive, store, and share data across our seven offices. As a non-profit with locally based offices serving communities throughout the state, this equipment is essential to the efficient day-to-day operation of the organization as a whole.
- Purchase six new laptops for employees to replace older models that have been used since 2018.

This one-time project will set CASA of NH up to become a model for CASA programs nationally for its innovative, accessible and efficient storing of case files indefinitely into the future. Once accomplished, it will save vital staff time and operating funds that can be devoted to supporting hundreds of CASA advocates who passionately support over 1,500 children annually. CASA of NH's goal is to meet 100% of the need throughout the state, and this critical capacity-building project comes at a time when the need is skyrocketing.

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

Respectfully submitted,

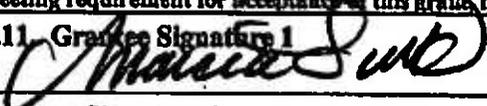


Taylor Caswell
Executive Director, GOFERR

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name Governor's Office for Emergency Relief and Recovery (GOFERR)		1.2. State Agency Address 1 Eagle Sq, Concord, NH, 03301	
1.3. Grantee Name Court Appointed Special Advocates (CASA)		1.4. Grantee Address 138 Coolidge Ave, Manchester, NH 03102	
1.5 Grantee Phone # 603-626-4600	1.6. Account Number	1.7. Completion Date June 30, 2025	1.8. Grant Limitation \$ 103,961
1.9. Grant Officer for State Agency Michele Zangri-Crean		1.10. State Agency Telephone Number 603-271-7951	
If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Grantee Signature 1 		1.12. Name & Title of Grantee Signor 1 Marcia Sink, President/CEO	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13 State Agency Signature(s) 		1.14. Name & Title of State Agency Signor(s) Taylor Caswell, Executive Director	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By: <i>Shari Phillips</i> Assistant Attorney General, On: 03/12/2024			
1.16. Approval by Governor and Council (if applicable) By: _____ On: / /			

2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as "the Project").

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3. **AREA COVERED.** Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. **EFFECTIVE DATE: COMPLETION OF PROJECT.**
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.16), or upon signature by the State Agency as shown in block 1.14 ("the Effective Date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").
5. **GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.**
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT C, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT C.
- 5.3. In accordance with the provisions set forth in EXHIBIT C, and in consideration of the satisfactory performance of the Project, the Grantee shall comply with all statutes, laws, regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits and RSA 31-95-b.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything 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 Grant limitation set forth in block 1.8 of these general provisions.
6. **COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS.** In connection with the performance of the Project, the Grantee shall comply with all statutes, laws, regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits and RSA 31-95-b.
7. **RECORDS and ACCOUNTS.**
- 7.1. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency, the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency pursuant to subparagraph 7.1, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these provisions.
8. **PERSONNEL.**
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. **DATA: RETENTION OF DATA: ACCESS.**
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulas, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date 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, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. **CONDITIONAL NATURE OR AGREEMENT.** Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. **EVENT OF DEFAULT: REMEDIES.**
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
- 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.2 Failure to submit any report required hereunder; or
- 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
- 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
- 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
- 11.2.2 Give the Grantee 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 Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
- 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
- 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. **TERMINATION.**
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
- 12.3. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
- 12.4. **CONFLICT OF INTEREST.** No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

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- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. **GRANTEE'S RELATION TO THE STATE.** In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. **ASSIGNMENT AND SUBCONTRACTS.** The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit B without the prior written consent of the State.
16. **INDEMNIFICATION.** The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or subcontractor, or subgrantee or other agent of the Grantee. 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 shall survive the termination of this agreement.
17. **INSURANCE.**
- 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.1 Statutory workers' compensation and employees liability insurance for all employees engaged in the performance of the Project, and
- 17.1.2 General liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2 The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Grantee shall furnish to the State, certificates 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.
18. **WAIVER OF BREACH.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver 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 default on the part of the Grantee.
19. **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 first above given.
20. **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 Council of the State of New Hampshire, if required or by the signing State Agency.
21. **CONSTRUCTION OF AGREEMENT AND TERMS.** This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
22. **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.
23. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
24. **SPECIAL PROVISIONS.** The additional or modifying provisions set forth in Exhibit A hereto are incorporated as part of this agreement.

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GRANT AGREEMENT EXHIBIT A
Special Provisions

1. PURPOSE OF FUNDS

In exchange for grant funds from the State award under the Coronavirus State and Local Fiscal Recovery Funds ("SLFRF") established by the American Rescue Plan Act of 2021 ("ARPA"), H.R. 1319, Section 9901 on March 11, 2021, provided by the United States Department of Treasury ("Treasury"), Assistance Listing Number (ALN) 21.027 to the State of New Hampshire ("the State"), acting through the Agency identified in Paragraph 1.1 (hereinafter referred to as "GOFERR"), the grantee identified in Paragraph 1.3 (hereinafter referred to as "the Grantee"), agrees and covenants that the funds will be used solely for an allowable purpose as defined in H.R. 1319, Section 9901, for which the Grantee has not received payment or reimbursement from any other source.

Specifically, Grantee will use the grant funds to:

- a. Contract with a third-party vendor to scan and digitize confidential case files. This includes the cost of scanning, shredding, indexing, and encrypting the files, as well as the staff administration costs necessary to support this work.
- b. Purchase and install new network switches at Grantee's Manchester office.
- c. Purchase and install a new server at Grantee's Manchester office.
- d. Purchase six new laptop computers to replace outdated models currently being used by Grantee's staff.

The Federal Award Identification Number (FAIN) for this award is SLFRP0145. The federal award Start Date is May 18, 2021.

This Award is a direct beneficiary award.

2. RECORDS AND ACCOUNTS

The State's right to access Grantee records and accounts described in clause 7.2 of the General Provisions of this Agreement is extended to include the United State Department of the Treasury. The United States Department of the Treasury shall be granted the same right to audit, examine, and reproduce Grantee records as the State pursuant to that provision.

3. PUBLIC DISCLOSURE NOTIFICATION

The names and business addresses of all applicants and the names, business addresses, and amount of any awards actually made to all grantees will be public information subject to disclosure and may be posted on the GOFERR website.

GOFERR will assert that the other financial information submitted in support of this award by an individual or private, non-governmental entity in an application or report is confidential financial information that is exempt from disclosure under RSA 91 -A:5,IV, unless ordered to disclose such information by a court of competent jurisdiction.

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4. CERTIFICATION

The Grantee certifies to the best of its knowledge and belief, that it and its principals:

- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- b. have not, within a three-year period preceding this Grant, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State or local) transaction or a contract under a public transaction; violation of federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State or local) with commission of any of the offenses enumerated in paragraph (l) (b) of this certification; and
- d. have not, within a three-year period preceding this Grant, had one or more public transactions (federal, State or local) terminated for cause or default.

5. NOTICE

Notices of default shall be delivered as set forth in section 19 of the General Provisions of this Agreement. All other notices and reporting shall be by electronic means to the following e-mail addresses for each party:

Grantee: Christine Gagne, Finance Manager at cgagne@casanh.org

GOFERR: Michele Zangri-Crean, at michele.z.crean-g@goferr.nh.gov

Each party shall be responsible for notifying the other of any change in the person and e-mail address for notices.

6. EXHIBITS

This Agreement consists of the following documents: General Provisions and Exhibits A, B, and C, which are all incorporated herein by reference as if fully set forth herein.

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GRANT AGREEMENT EXHIBIT B
Scope of Allowable Uses of Coronavirus State and Local Fiscal Recovery Fund Grant

Grantee may expend Award funds for all reasonable costs associated with the following activities:

- a. Procuring a third-party vendor to securely convert archived case files to electronic format. This includes the cost of scanning, shredding, indexing, and encrypting the files, as well as the staff administration costs necessary to support this work. The third-party vendor Grantee has selected for this work is Inception Technology. If for any reason Inception Technology is unable to complete the work to Grantee's specifications, a different vendor may be substituted.
- b. Purchasing and installing new network switches for Grantee's central Manchester office.
- c. Purchasing and installing a new server for Grantee's central Manchester office.
- d. Purchasing six new employee laptops to replace outdated equipment currently in use.

Grantee is a 501(c)(3) non-profit corporation receiving this Award as a beneficiary. Grantee provides recruitment, training, support, and continuing education for volunteer guardians ad litem (GALs) throughout the State of New Hampshire. These GALs serve as advocates for children who are court-involved and have experienced abuse or neglect. In abuse and neglect proceedings, their role is to provide independent recommendations to the court based on their observations and assessment of a child's best interest. They also maintain contact with the child throughout the child's involvement with the legal system and continue to advocate for the child both in and out of court until the case is closed.

When children returned to school after pandemic closures, the social and psychological impact of the pandemic on children and families began to manifest in the court system. Abuse and neglect cases have risen dramatically in New Hampshire, and Grantee saw a 77% increase in referrals in FY23. This increase in caseload has overtaxed their current records management system and workflow. Grantee will use Award funds to modernize its workflow and record manage system in order to better meet this increased need.

In the past, Grantee has retained all case files in paper format. Grantee now seeks to update its practices to retain all records electronically. This requires converting thousands of archived paper files to digital format; a task Grantee cannot accomplish with its current staff and workflow. Grantee will use this Award to employ a third-party vendor that will provide scanning services in order to securely and accurately convert and shred Grantee's archived paper files. Grantee will also use Award funds to upgrade and modernize the IT hardware in its central Manchester office to support its increased storage and internal communication needs. Finally, Grantee will use Award funds to replace six outdated employee laptops. These upgrades will allow Grantee to implement a new, more efficient workflow that involves digitizing files as cases are closed, thereby eliminating the need for bulk conversion in the future.

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GRANT AGREEMENT EXHIBIT C
Methods and Conditions of Payment

Grantee must register with the Department of Administrative Services for a State of New Hampshire vendor number in order for a payment to be issued. Registration can be done online at [https://das.nh.gov/purchasing/vendorregistration/\(S\(5wm5gw45ho4qvr55aww2os55\)\)/welcome.aspx](https://das.nh.gov/purchasing/vendorregistration/(S(5wm5gw45ho4qvr55aww2os55))/welcome.aspx). Payment will be by check or ACH, depending on the vendor registration. The State vendor number for Grantee is 156690 B001.

1. Payment of up to the amount listed in 1.8 above shall be made on a reimbursement basis. In order to receive reimbursement, for each expense Grantee shall submit:

- a. an invoice, receipt, or other documentation demonstrating that an eligible expense has been incurred; and
- b. proof of payment demonstrating that Grantee has paid the expense in full.

2. Payment requests will be submitted to GOFERR by e-mail to the grant officer Michele Zangri-Crean, at michele.zcrean-g@goferr.nh.gov.

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State of New Hampshire
Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that COURT APPOINTED SPECIAL ADVOCATES OF NEW HAMPSHIRE, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on April 19, 1989. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 140761

Certificate Number: 0006607790



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 12th day of March A.D. 2024.

A handwritten signature in black ink, appearing to read "D. Scanlan", written over a circular embossed mark.

David M. Scanlan
Secretary of State



CERTIFICATE OF AUTHORITY

I, Michael Burns, hereby certify that I am the duly elected Board Co-Chair of Court Appointed Special Advocates (CASA) of New Hampshire. I hereby certify the following is a true statement.

That Marcia Sink the President/CEO of Court Appointed Special Advocates of New Hampshire, Inc., a non-profit corporation organized under the laws of New Hampshire with principle offices located at 138 Coolidge Street, Unit 1, Manchester New Hampshire (CASA-NH*) is duly authorized to enter into contracts or agreements on behalf of CASA of New Hampshire with Governor's Office for Emergency Relief and Recovery (GOFERR) and any of its agencies or departments and is further authorized to execute any documents which may in her judgment be desirable or necessary.

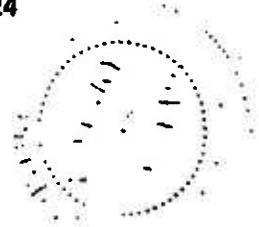
I hereby certify that it is understood that Governor's Office for Emergency Relief and Recovery (GOFERR) will rely on this certificate as evidence that the person listed above currently occupies the position indicated and she has full authority to bind the corporation. To the extent that there are limits on the authority of any listed individual to bind the corporation in contracts with Governor's Office for Emergency Relief and Recovery (GOFERR), all such limitations are expressly stated herein.

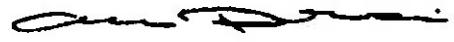
The undersigned is the duly authorized Board Co-Chair of CASA-NH.

**COURT APPOINTED SPECIAL ADVOCATES
OF NEW HAMPSHIRE, Inc.**

By: 
Michael Burns/Board Co-Chair

March 11, 2024




3-11-24
Notary Public
Expires 10-5-25



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/11/2024

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 Eaton & Berube Insurance Agency, LLC 11 Concord St Nashua NH 03064	CONTACT NAME: Jessica Archambault PHONE: (603) 882-2768 FAX: (603) 886-4290 E-MAIL: jarchambault@eatonberube.com ADDRESS:
	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Insurance Company INSURER B: Wesco Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER: 639703051** **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.

USER TYPE	TYPE OF INSURANCE	MODEL CODE	MODEL WORD	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-TEST <input type="checkbox"/> LOC OTHER:			PHPK2662626	7/1/2023	7/1/2024	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY			PHPK2662626	7/1/2023	7/1/2024	COMBINED SINGLE LIMIT (Per accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB863718	7/1/2023	7/1/2024	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in RI) (If yes, describe under DESCRIPTION OF OPERATIONS below)	Y/N	N/A	WMC3656397	7/1/2023	7/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER P.L. EACH ACCIDENT \$1,000,000 P.L. DISEASE - SA EMPLOYEE \$1,000,000 P.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
New Hampshire Workers' Compensation Policy.
Additional insured status applies in regards to General Liability when required by a written contract. Waiver of Subrogation applies to General Liability when required by a written contract.

CERTIFICATE HOLDER Governor's Office for Emergency Relief and Recovery (GOFERR) 1 Eagle Sq 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 