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**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

1 GRANITE PLACE SOUTH
CONCORD, NEW HAMPSHIRE 03301

JOHN M. FORMELLA
ATTORNEY GENERAL



JAMES T. BOFFETTI
DEPUTY ATTORNEY GENERAL

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DEC 17 2025

November 24, 2025

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, NH 03301

Your Excellency and Members of the Council:

REQUESTED ACTION

Authorize the Department of Justice (DOJ) to enter into subgrants, with the subrecipients listed below, in an amount not to exceed \$538,874 from the U.S. Department of Justice, Federal Victims of Crime Act (VOCA) grant for the purpose of providing services to victims of crime, effective upon Governor and Executive Council approval or January 1, 2026, whichever is later, through September 30, 2026. 100% Federal Funds.

Funding is available in account 02-20-20-201510-5021, Department of Justice, Victims of Crime Act, Grants Federal as follows:

Class Account	Subrecipient	Vendor #	SFY 2026 Amount
072-500574	Carroll County Attorney's Office	177369 B007	\$16,250
072-500575	Northern Human Services	177222-B012	\$149,044
072-500575	New Hampshire Legal Assistance	154648-B001	\$373,580
TOTAL			\$538,874

EXPLANATION

VOCA was enacted by Congress in 1984, and it established the Crime Victims Fund. Fines paid by offenders of federal crimes are deposited into this Fund. Money from the Fund is then distributed to states for the benefit of victims of crime. The Department of Justice is the receiving agency for VOCA funds in New Hampshire.

The Department of Justice subgrants these funds to agencies providing direct services to victims of crime. Agencies providing services in the fields of sexual assault, domestic violence, traditionally underserved populations, and crimes against children are required to be given priority. For many years, the Department of Justice has directed VOCA funds to core providers with a focus on direct victim assistance.

The Carroll County Attorney's Office will utilize this subgrant to fund victim advocate services for victims of crime. Expenses incurred for these direct victim services provided by the Victim/Witness Program will include expenses for personnel, supplies, and travel.

Northern Human Services will provide mental health treatment and services to victims of crime, focused mainly in the northern portion of the State. Funding allocations will include expenses for personnel and fringe benefits.

New Hampshire Legal Assistance will provide civil legal aid to victims of crime. Funding allocations will include expenses such as personnel, fringe benefits, travel, intake services, and indirect costs.

NH DOJ has determined that the applicable vendors of Northern Human Services and New Hampshire Legal Assistance are in good standing with the Secretary of State's Office. NH DOJ has determined that all vendors have secured the required levels of insurance and have provided evidence of authority to execute and be bound by the contract. Documents supporting these assertions are available at the agency, for review upon request.

Northern Human Services and New Hampshire Legal Assistance are non-profit organizations, and NH DOJ has confirmed that these vendors are registered and in good standing with the Department of Justice's Charitable Division.

In the event that federal funds become no longer available, general funds will not be requested to support these programs.

Please let me know if you have any questions concerning this request. Your consideration is greatly appreciated.

Respectfully submitted,

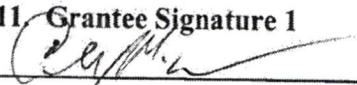
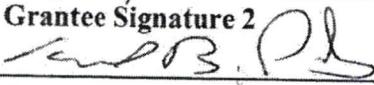
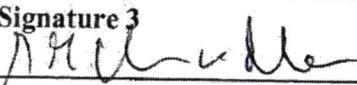


John M. Formella
Attorney General

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 New Hampshire Department of Justice		1.2. State Agency Address 1 Granite Place South, Concord, NH 03301	
1.3. Grantee Name Carroll County Attorney's Office		1.4. Grantee Address 95 Water Village Road, Ossipee, NH 03864	
1.5. Grantee Phone # (603) 539-7751	1.6. Account Number 02-20-20-201510- 5021-072-500574	1.7. Completion Date 9/30/2026	1.8. Grant Limitation \$16,250
1.9. Grant Officer for State Agency Kathleen Carr		1.10. State Agency Telephone Number (603) 271-3658	
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 Chairman - Carroll County Com	
Grantee Signature 2 		Name & Title of Grantee Signor 2 COUNTY COMMISSIONER	
Grantee Signature 3 		Name & Title of Grantee Signor 3 Gene Champion Comm.	
1.13. State Agency Signature(s) Thomas D. Kaempfer		1.14. Name & Title of State Agency Signor(s) Thomas D. Kaempfer, Deputy Director of Admin	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By: <i>Christen Lavers</i> Assistant Attorney General, On: / 11/9/25			
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").

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 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, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 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.
- 8.3. 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, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,

- 9.2. 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.

EXHIBIT A

-SPECIAL PROVISIONS-

Carroll County Attorney's Office as the Grantee (hereinafter referred to as "Subrecipient") shall be compliant at all times with the terms, conditions and specifications detailed below, which are subject to annual review.

- 1 The Subrecipient must certify that Limited English Proficiency persons have meaningful access to any services provided by this program. National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with these requirements. The guidance document can be accessed on the Internet at www.lep.gov.
- 2 The Subrecipient assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination within the three years prior to the receipt of the federal financial assistance and after a due process hearing against the Subrecipient on the grounds of race, color, religion, national origin, sex, age, or disability, a copy of the finding will be submitted to the New Hampshire Department of Justice, Grants Management Unit and to the U.S. Department of Justice, Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531. For additional information regarding your obligations under civil rights please reference the state website at <http://www.doj.nh.gov/grants-management/civil-rights.htm> and understand if you are awarded funding from this office, civil rights compliance will be monitored by this office, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.
- 3 The Subrecipient will comply (and will require any subrecipients or contractors to comply) with any applicable nondiscrimination provisions, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); the Victims of Crime Act (34 U.S.C. § 20110(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Violence Against Women Act (34 U.S.C. § 12291(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07). It will also comply with Ex. Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38.
- 4 Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. The current consultant limit is \$650 per day or \$81.25 per hour. When the rate exceeds the limit for an 8-hour day, or a proportionate hourly rate (excluding travel and subsistence costs), a written prior approval is required. Prior approval requests require additional justification.
- 5 The Subrecipient agency agrees that, should they employ a former member of the NH Department of Justice, that employee or their relative shall not perform work on or be billed

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EXHIBIT A

to any federal or state subgrant or monetary award that the employee directly managed or supervised while at the DOJ for the life of the subgrant without the express approval of the DOJ.

6 The Subrecipient understands that grants are funded for the grant award period noted on the grant award document. No guarantee is given or implied of subsequent funding in future years.

7 **Requirements of the award; remedies for non-compliance or for materially false statements**

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award. By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts all such assurances or certifications as if personally executed by the authorized recipient official.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. The U.S. Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

8 **Applicability of Part 200 Uniform Requirements**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this subaward.

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EXHIBIT A

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this subaward.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

9 **Compliance with DOJ Financial Guide**

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as

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EXHIBIT A

posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The subrecipient agrees to comply with the DOJ Grants Financial Guide.

10 Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

11 Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(1), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

12 Requirement to report actual or imminent breach of personally identifiable information (PII)

Any "subrecipient" at any tier must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)--(1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130).

The subrecipient's breach procedures must include a requirement to report actual or imminent breach of PII to the New Hampshire Department of Justice, Grants Management Unit by the end of the business day in which the breach becomes known.

13 All subawards ("subgrants") must have specific federal authorization

Any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

EXHIBIT A

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

14 **Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000.**

The subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

15 **Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events.**

Any subrecipient (subgrantee) at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Post-award Requirements" in the "DOJ Grants Financial Guide").

16 **Requirement for data on performance and effectiveness under the award**

The subrecipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

17 **OJP Training Guiding Principles**

Any training or training materials that any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subrecipient, available at

EXHIBIT A

<https://ojp.gov/funding/Implement/Training-Guiding-Principles-Grantees-and-Subgrantees>.

18 Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 42

Any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

19 Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 54

Any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

20 Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 38

Any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time) specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter I, Part 38, under e-CFR "current" data.

21 Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits funds awarded by OJP from being used by any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of federal grant or cooperative agreement, subgrant, contract, subcontract, or loan with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law, including exception that

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EXHIBIT A

applies to Indian tribes and tribal organizations.

Should any questions arise to whether a particular use of funds by a subrecipient would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

22 Compliance with general appropriations-law restrictions on the use of federal funds for this award

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at [https://ojp.gov/funding/Explore/FY22 AppropriationsRestrictions.htm](https://ojp.gov/funding/Explore/FY22_AppropriationsRestrictions.htm), and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

23 Reporting potential fraud, waste and abuse and similar misconduct.

Any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave, NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

24 Restrictions and certifications regarding non-disclosure agreements and related matters.

No subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award,

(Handwritten initials and date)
Date 10/29/25

EXHIBIT A

to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the subrecipient—
 - i. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - ii. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
2. If the subrecipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--
 - i. it represents that— it has determined that no other entity that the subrecipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - ii. it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
 - iii. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

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Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The subrecipient at any tier must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this

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EXHIBIT A

award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

26 Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

27 Access to records

The subrecipient (subgrantees) at any tier, must authorize the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), the New Hampshire Department of Justice and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA grant.

28 VOCA Requirements

Subrecipients assure they will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

Specifically, the subrecipient certifies that funds under this award will: (a) be awarded to eligible victim assistance organizations, 34 U.S.C. 20103(a)(2);

b) not be used to supplant State and local public funds that would otherwise be available for crime victim assistance, 34 U.S.C. 20103(a)(2); c) and be allocated in accordance with program guidelines or regulations implementing 34 U.S.C. 20103(a)(2)(A) and 34 U.S.C. 20103(a)(2)(B) to, at a minimum, assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by the State.

29 The subrecipient agrees to submit quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC.

This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

30 Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must—

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the any subrecipient properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).

B. Notify all persons associated with any subrecipient who are or will be involved in

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EXHIBIT A

activities under this award of both--

1. this award requirement for verification of employment eligibility, and
2. the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form 1-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-verify

For purpose of satisfying the requirement of this condition regarding verification of employment eligibility, any subrecipient may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the subrecipient uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

EXHIBIT A

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

31

Unreasonable restrictions on competition under the award; association with federal government.

SCOPE. A. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award, whether by any subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier). The subrecipient (at any tier), agent, otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

B. Nothing in this condition shall be understood to authorize or require any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

1. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no subrecipient, at any tier may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions

EXHIBIT A

designed to ensure compliance with this condition.

4. Rules of construction

C. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant

32 **Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)**

Any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of any subrecipient.

The details of the subrecipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

33 **Determination of suitability to interact with participating minors**

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

Any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

34 **Publications**

Any publications (written, visual or sound), whether published through Federal grant funds or matching funds, shall contain the following statements: "This project was supported by (enter the federal grant # here) awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

35 **Requirement on use of volunteers**

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EXHIBIT A

The Subrecipient must utilize volunteers to assist the program unless extenuating circumstances justify the exclusion of volunteers, and a volunteer waiver is obtained from the DOJ. This requirement can not be waived without a written request from the subrecipient to DOJ and a written volunteer waiver approval from DOJ.

- 36 **The Subrecipient agrees to assist victims in applying for Victims Compensation benefits.**

Such assistance includes: identifying eligible victims; making reasonable efforts to notify eligible victims of the availability of compensation; making reasonable efforts to explain the program to victims; offering to assist victims with the application process when it is reasonable to do so.

- 37 **The Subrecipient understands that VOCA non-allowable personnel activities include:**

general administration, prevention, active investigation and prosecution of criminal activities, research and studies, lobbying, capital expenses, compensation for victims of crime and fundraising.

- 38 **The Subrecipient agrees that all services will be provided at no charge to victims unless a program income waiver is obtained from the DOJ.**

If permission to generate program income is granted, the Subrecipient agrees that there must be a sliding scale that starts at zero, and that all program income will be totally expended on grant allowable activities by the end of the funding cycle.

- 39 **Equipment purchased with VOCA funds shall be listed by the Subrecipient on the agency inventory.**

The inventory must include the item description, serial number, cost, percentage of federal VOCA funds, and location.

- 40 **The Subrecipient agrees that if a financial audit of the agency is performed, whether it be an audit under 2 CFR or not, the Subrecipient agrees to provide a copy of the audit and any associated management letters to the DOJ, Grants Management Unit.**

The Single Audit report must be submitted to the Grants Management Unit within 9 months after the subrecipient's year-end or one month after the issuance of the audit, whichever is sooner.

- 41 **The Subrecipient, if a non-profit organization, agrees to make its financial statements available online (either on the subrecipient's website, or the DOJ's, or another publicly available website).**

Organizations that have Federal 501 (c) 3 tax status are considered in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.

EXHIBIT B

-SCOPE OF SERVICES-

1. The Subrecipient shall receive a subgrant from the New Hampshire Department of Justice as the State Agency (DOJ) for expenses incurred and services provided for direct victim services provided by the Victim/Witness Program to include expenses for personnel, supplies, and travel.
2. The Subrecipient shall be reimbursed by the DOJ based on budgeted expenditures described in EXHIBIT C. The Subrecipient shall submit incurred expenses for reimbursement on the state approved expenditure reporting form as provided. Expenditure reports shall be submitted on a quarterly basis, within fifteen (15) days following the end of the current quarterly activities. Expenditure reports submitted later than thirty (30) days following the end of the quarter will be considered late and out of compliance. *For example, with an award that begins on January 1, the first quarterly report is due on April 15th or 15 days after the close of the first quarter ending on March 31.*
3. Subrecipient is required to maintain supporting documentation for all grant expenses both state funds and match if provided and to produce those documents upon request of this office or any other state or federal audit authority. Grant project supporting documentation shall be maintained for at least seven (7) years after the close of the Federal Grant.
4. Subrecipient shall be subject to periodic desk audits and program reviews by DOJ. Such desk audits and program reviews shall be scheduled with Subrecipient and every attempt shall be made by Subrecipient to accommodate the schedule.
5. All correspondence and submittals shall be directed to:
NH Department of Justice
Grants Management Unit
1 Granite Place South
Concord, NH 03301
603-271-7820 or Rhonda.J.Beauchemin@doj.nh.gov

EXHIBIT C

- PAYMENT TERMS-

1. The Subrecipient shall receive reimbursement in exchange for approved expenditure reports as described in EXHIBIT B.
2. The Subrecipient shall be reimbursed within thirty (30) days following the DOJ's approval of expenditures. Said payment shall be made to the Subrecipient's account receivables address per the Financial System of the State of New Hampshire.
3. The State's obligation to compensate the Subrecipient under this Agreement shall not exceed the price limitation set forth in form G-1 section 1.8.

3a. The Subrecipient shall be awarded an amount not to exceed \$16,250 of the total Grant Limitation upon Governor and Council approval or 01/01/2026, whichever is later, to 06/30/26, with approved expenditure reports. This shall be contingent on continued federal funding and program performance.

3b. With sufficient reason and under limited circumstances, the Subrecipient may apply for an extension of the grant period for up to three months, to 09/30/2026. The Subrecipient must submit the request in writing. No extension is granted until approval is received by DOJ in writing.

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(Signature)

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EXHIBIT D

-EEOP REPORTING, CIVIL RIGHTS COMPLIANCE AND STANDARD ASSURANCES-

I, LINDA MATCHETT [responsible official], certify that

Carroll County Attorney's Office [Subrecipient] has either completed the EEOP reporting tool certification at https://ojp.gov/about/ocr/faq_eeop.htm or completed an exemption form on:

11/3/2025 [date]

It is understood that subrecipients who are exempt from filing the EEOP Utilization Report, including non-profits and subrecipients with less than 50 employees, must file a declaration claiming exemption. If applicable, this Declaration Claiming Exemption form is to be emailed to the New Hampshire Department of Justice Grants Management Unit and is no longer inputted into the Federal System.

EEOP Training Requirements for Subrecipients

LINDA MATCHETT [official that completed training] has completed

the EEOP training at <https://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm> on:

04/26/2024 [date].

DOJ Discrimination Complaint Process

If individuals believe they may have been discriminated against by the NH Department of Justice or by an organization that receives federal funding from the NH Department of Justice based on their race, color, national origin, religion, sex, disability, age, sexual orientation or gender identity should print and complete a complaint form that can be found at: Civil Rights | Grants Management Unit | NH Department of Justice

Subrecipient Discrimination Complaint Process

I further certify that: The Subrecipient will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services and has a policy or written procedure in place for accepting discrimination based complaints from employees and program beneficiaries and that policy/procedure must be made publicly available to program beneficiaries or prospective beneficiaries.

Subrecipient Initials LBM
Date 11/3/2025

EXHIBIT D

Certified Standard Assurances

On behalf of the Subrecipient, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

- (1) I have the authority to make the following representations on behalf of myself and the Subrecipient. I understand that these representations will be relied upon as material in any Department decision to make an award to the Subrecipient based on its application.
- (2) I certify that the Subrecipient has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.
- (3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application—
 - a. the Subrecipient will comply with all award requirements and all federal statutes and regulations applicable to the award;
 - b. the Subrecipient will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
 - c. the Subrecipient will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.
- (4) The Subrecipient understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition—
 - a. the Subrecipient understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
 - b. the Subrecipient understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;

EXHIBIT D

c. the Subrecipient understands that it must require any pass-through subrecipient to comply with all such applicable statutes (and associated regulations); and
d. on behalf of the Subrecipient, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Subrecipient also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Subrecipient will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Subrecipient will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) If this application is for an award from the National Institute of Justice or the Bureau of Justice Statistics pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to an institution of higher education (as defined at 34 U.S.C. § 10251(a)(17)), I assure that, if any award funds actually are made available to such an institution, the Subrecipient will require that, throughout the period of performance—

- a. each such institution comply with any requirements that are imposed on it by the First Amendment to the Constitution of the United States; and
- b. subject to par. a, each such institution comply with its own representations, if any, concerning academic freedom, freedom of inquiry and debate, research independence, and research integrity, at the institution, that are included in promotional materials, in official statements, in formal policies, in applications for grants (including this award application), for accreditation, or for licensing, or in submissions relating to such grants, accreditation, or licensing, or that otherwise are made or disseminated to students, to faculty, or to the general public.

(9) I assure that, if the Subrecipient is a governmental entity, with respect to the award (if any) made by the Department based on the application—

(Signature)

EXHIBIT D

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

(10) If the Subrecipient applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self-Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

(11) If the Subrecipient applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Subrecipient to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Charles McGee
Name of Authorized Signor
Charles McGee
Signature

Chairman
Title of Authorized Signor
10/20/25
Date

EXHIBIT E

-NON-SUPPLANTING CERTIFICATION -

Supplanting defined

Federal funds must be used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose. Supplanting shall be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the Subrecipient or grantee will be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds. For certain programs, a written certification may be requested by the awarding agency or recipient agency stating that Federal funds will not be used to supplant State or local funds. See the OJP Financial Guide (Part II, Chapter 3)

<http://www.ojp.usdoj.gov/financialguide/part2/part2chap3.htm>.

Supplanting and job retention

A recipient or subrecipient may use federal funds to retain jobs that, without the use of the federal money, would be lost. If the grantee is planning on using federal funds to retain jobs, it must be able to substantiate that, without the funds, the jobs would be lost. Substantiation can be, but is not limited to, one of the following forms: an official memorandum, official minutes of a county or municipal board meeting or any documentation, that is usual and customarily produced when making determinations about employment. The documentation must describe the terminated positions and that the termination is because of lack of the availability of State or local funds.

Carroll County Attorney's Office (Subrecipient) certifies that any funds awarded through this federal award shall be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purposes and goals of the grant.

Carroll County Attorney's Office (Subrecipient) understands that supplanting violations may result in a range of penalties, including but not limited to suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Printed Name and Title of Authorized Signor: Charles McGee, Chairman

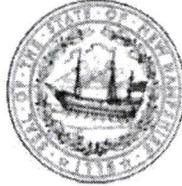
Signature: _____

Charles McGee

Qebon

EXHIBIT F

NEW HAMPSHIRE DEPARTMENT OF JUSTICE



CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Subrecipients should refer to the regulations cited below to determine the certification to which they are required to attest. Subrecipients should also review the instructions for certification included in the regulations before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Subrecipient certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Subrecipient's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Subrecipient shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Subrecipient shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

HBO Handwritten initials "HBO" and a circled signature.

10/10/11

EXHIBIT F

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Subrecipient certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals—

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction;

violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Subrecipient is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Subrecipient or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Subrecipient also must disclose such felony criminal conviction in writing to the Department (for OJP Subrecipients, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Subrecipients, to OVW at OVW.GFMD@usdoj.gov; or for COPS Subrecipients, to COPS at AskCOPSRC@usdoj.gov), unless such disclosure has already been made.

3. FEDERAL TAXES

A. If the Subrecipient is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or

HBC @

10/21/15

EXHIBIT F

(2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP

Subrecipients, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Subrecipients, to OVW at OVW.GFMD@usdoj.gov; or for COPS Subrecipients, to COPS at AskCOPSRC@usdoj.gov).

B. Where the Subrecipient is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Subrecipient certifies and assures that it will, or will continue to, provide a drug-free workplace by—

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The Subrecipient's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will —

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(Handwritten initials and signature)

EXHIBIT F

(e) Notifying the Department, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;
For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs,
ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.

Notice shall include the identification number(s) of each affected award;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

If you are unable to sign this certification, you must attach an explanation to this certification.

<u>Charles McGee</u> Name of Authorized Signor	<u>Chairman</u> Title of Authorized Signor
<u></u> Signature	<u>10/20/25</u> Date

Carroll County Attorney's Office, 95 Water Village Road, Ossipee, NH 03864

Name and Address of Agency

EXHIBIT G

Certification Regarding the Federal Funding Accountability and Transparency Act (FFATA) Compliance

The Federal Funding Accountability and Transparency Act (FFATA) requires Subrecipients of individual Federal grants equal to or greater than \$30,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$30,000 or more. If the initial award is below \$30,000 but subsequent grant modifications result in a total award equal to or over \$30,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), DOJ must report the following information for any grant award subject to the FFATA reporting requirements:

- 1) Name of entity
- 2) Amount of award
- 3) Funding agency
- 4) NAICS code for contracts / CFDA program number for grants
- 5) Program source
- 6) Award title descriptive of the purpose of the funding action
- 7) Location of the entity
- 8) Principle place of performance
- 9) Unique identifier of the entity (SAM #)
- 10) Total compensation and names of the top five executives if:
 - a. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
 - b. Compensation information is not already available through reporting to the SEC.

Subrecipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Subrecipient identified in Section 1.3 of the Grant Agreement agrees to comply with the provisions of the Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), and further agrees to have one of the Subrecipient's representative(s), as identified in Sections 1.11 of the Grant Agreement execute the following Certification:

The below named Subrecipient agrees to provide needed information as outlined above to DOJ and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

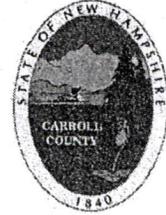
EXHIBIT G
Certification

Name: _____	Amount: _____

Handwritten signature/initials



COUNTY OF CARROLL
OFFICE OF THE COMMISSIONERS
Administration Building
95 Water Village Road Box #1
Ossipee, New Hampshire 03864
Phone 603-539-7751 • Fax 603-539-4287
www.CarrollCountyNH.gov



November 6, 2025

Certificate of Authority

I, Gene Chandler, Clerk of the Carroll County Commissioners do hereby certify that:

- 1) The Carroll County Board of Commissioners voted on October 20, 2025 to accept funds and enter into a grant agreement with the New Hampshire Department of Justice;
- 2) The Carroll County Board of Commissioners further authorizes the Chairman of the Board of Commissioners to execute any documents which may be necessary for this contract;
- 3) This authorization has not been revoked, annulled or amended in any manner whatsoever, and remains in full force and effect as of the date hereof; and
- 4) The following now occupies the office indicated above:
Charles McGee
- 5) This authority remains valid for thirty (30) days from the date of this Certificate of Authority.

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk of the Carroll County Commissioners this 6th day of November 2025

Gene Chandler, Clerk
Carroll County Commissioners

**County of Carroll
Board of Commissioners
October 20 2025**

Meeting Time: 8:30 a.m.

Location: Carroll County Annex

Present: Chairman Chuck McGee, Vice-Chairman Harold Parker, Clerk Gene Chandler, Executive Director Mellisa Seamans, Register of Deeds Karen Rines, CCHOC Superintendent Brian King, DPW Director Will DeWitte, MVC Administrator Rich Leboeuf, County Attorney Keith Blair

Public Present: Ed Comeau (www.governmentoversite.com), Fred Cain, Dallas Emery, Bob Carley, Wharton Sinkler

Pledge of Allegiance
Announcement

Public Comment

F Cain Received the nursing agency report as requested. In 38 weeks, we have spent \$52,934 per week average. More needs to be done to recruit to fill these positions.

D Emery Unsure why the County is having a paving project completed now, before the laundry addition

**Recess for Hale's Location Selectmen's Meeting
Reconvened**

Approval of Minutes

MOTION: To approve the October 6, 2025 meeting minutes by Comm'r Parker, 2nd Comm'r Chandler. Passed 3-0

Manifest Approval

Chmn. McGee read the manifest totals into the record:

Accounts Payable	Oct 9 2025	\$285,488.82
Payroll	Oct 10 2025	\$230,330.14
Accounts Payable	Oct 16 2025	\$232,091.55
Payroll	Oct 17 2025	\$286,768.61

MOTION: To approve the manifest totals by Comm'r Parker, 2nd Comm'r Chandler. Passed 3-0

Budget Presentation

CCHOC Supt B King

Supt. King presented his proposed 2026 budget. Salary and medical costs are increased with the remainder of the budget near level-funded. The 2026-2029 collective bargaining agreement negotiations are nearing completion. The current proposal is salary increases of \$4.00 per hour in year one; 3.5% in year two, and 2.5% in year three plus annual merit raises of 2.5% in year one, 3.5% year two and 2.5% year three. Reduction in the mental health line with increase in medical services line (Prime Care contract). Prime Care has recruited a full-time mental health clinician at a cost of \$140,000 including salary and benefits. The proposed budget includes this clinician as well as a contract for \$52,000 with Sakura for licensed alcohol and drug counselor coverage. The county currently has \$98,000 in opioid settlement funds that could be used to offset the jail budget. Asking for a new cruiser in capital budget due to recent costly repairs.

Budget Presentation

DPW Director W DeWitte

Two full-time employees in this budget so salary and related payroll expenses are less. Previous years' budget included seasonal/part-time help. Increased water testing requirements and pricing increased this line. Dir. DeWitte reviewed the budget line-by-line. Has learned a lot through the wastewater and water

system improvement projects this year and is requesting improved water testing equipment, tools and tool storage systems, and funding for a utility marking company to respond as needed. Bloodhound was called in this year prior to the hydrant being replaced behind the nursing home. They discovered the fiber optic line was buried very close to the hydrant. Had they not been called, that line likely would have been cut. Request to replace the tracks and air conditioning for the skid steer. The machine has 1200 +/- hours on it. A new skid steer with warranty would cost \$42,000 plus \$30,000 +/- trade-in. All of the current attachments can fit the new machine.

Budget Presentation

County Attorney Keith Blair

Heather Morgan will be returning to the office as the diversion coordinator/assistant to the county attorney. A new attorney is starting soon. General review of the line items.

VOCA (Victims of Crime Act) Grant

MOTION: To approve the 6-month VOCA grant in the amount of \$16,250 by Comm'r Parker, 2nd Comm'r Chandler. Passed 3-0

Budget Presentation

MVC Administrator R Leboeuf

Comm'r Parker extended his appreciation to the MVC maintenance staff who responded to an emergency repair at the administration building.

Admin. Leboeuf provided and reviewed a budget narrative. Budgeted increase in revenue of 6.1%. Medicaid and private pay rates will remain the same. At this time, the overall expense budget is increased .08%. Level-funding agency staffing line. Twenty-five nursing vacancies; hired a 3-11pm supervisor and a scheduler.

Executive Director Report

Dir. Mellisa Seamans

Budgets

Dir. Seamans provided copies of the treasurer, convention, Carroll County Conservation District budgets and the non-profit funding requests.

Chm McGee I don't think the County should be funding non-profit services; the County should only fund services it is responsible for. They are all good organizations but it is a question of whether or not the County should be funding this.

Dir. Seamans We received \$732,000 worth of requests this year; County policy states no more than 2% of the general fund budget will be used to fund these requests (\$450,000). The full application packets are available at the finance office

Comm'r Parker Under the criteria that the County will fund agencies that serve the entire County, recommend funding Child Advocacy Center, VNA-Hospice, Carroll County RSVP and Carroll County Adult Education.

Apportionments

Issue with the NH DRA portal was resolved after several weeks could finally be uploaded. The County tax bills will be mailed to the towns by the end of the week.

Forester/Timber Harvest

Dir. Seamans previously presented a request to advertise for a forester to assist with updating the County forest management plan and make recommendations for timber harvests. Comm'r Chandler noted that the Cooperative Extension used to provide this service and, despite increased appropriation request, no longer do. Not necessarily opposed to hiring a forester on a per-job basis; or hire someone to give advice on whether or not the County should cut. The board agreed to hold a decision on this pending further information.

Gratitude

Dir. Seamans thanked MVC staff, DPW and Facilities for their assistance throughout the paving project and with cleaning a room in the Annex for a non-public meeting space.

Admin. Leboeuf said the paving project is moving right along on schedule and that GMI Asphalt has been great to work with.

Non-Public Sessions

MOTION: To enter non-public session as permitted under NH RSA 91-A:3, II (a), (b) and (c) by Chmn. Parker, 2nd Comm'r Chandler. Passed 3-0 on a roll call vote.

Reconvened. The board voted 3-0 to seal the minutes of the non-public session because releasing the minutes would likely have an adverse effect on the reputation of a person other than a member of the public body

Prime Care Contract Amendment

MOTION To approve the Prime Care contract amendment in the amount of \$147,051.60 for mental health staffing coverage at the jail by Comm'r Parker, 2nd Comm'r Chandler. Passed 3-0

Resolution

MOTION Adopt the provisions of NH RSA 31:105 to indemnify all County employees and put them under the protection of the County insurance plan by Comm'r Parker, 2nd Comm'r Chandler. Passed 3-0

Chmn. McGee said Comm'r Parker brought this to the board's attention and there is no record of the board previously adopting this provision to protect all County employees.

Public Comment

- F Cain Opposed to the DPW purchasing a clarifier to put on the shelf because the warranty starts to run out as soon as it is purchased. Asked what the DPW uniform budget is for. Dir. Seamans offered that it may be a boot allowance but she will get the correct answer. Remains concerned that the wood processor is being stored outside without a tarp. Opposed to purchasing a skid steer. 1200 hours on a skid steer is not a lot of hours; agree with buying treads but don't think the air conditioning is necessary.
- D Emery Offered that instead of hiring a forester, the Extension could use the County land and teach their forestry class

Minutes approved on _____

Chuck McGee
Chairman

Harold Parker
Vice-Chairman

Gene Chandler
Clerk



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

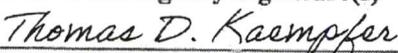
Participating Member: Carroll County 95 Water Village Road Ossipee, NH 03864		Member Number: 600	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ PO Box 23 Hooksett, NH 03106-9716	
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:	
<input checked="" type="checkbox"/> General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	1/1/2025	1/1/2026	Each Occurrence	\$ 2,000,000
			General Aggregate	\$ 10,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
<input type="checkbox"/> Automobile Liability Deductible Comp and Coll: \$1,000 <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)	
			Aggregate	
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2025	1/1/2026	<input checked="" type="checkbox"/> Statutory	
			Each Accident	\$2,000,000
			Disease – Each Employee	\$2,000,000
			Disease – Policy Limit	
<input type="checkbox"/> Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	
Description: Proof of Primex Member coverage only.				

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ – NH Public Risk Management Exchange By: <i>Mary Beth Purcell</i> Date: 4/25/2025 mpurcell@nhprimex.org Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax
State of New Hampshire Department of Justice 1 Granite Place South Concord, NH 03301			

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 New Hampshire Department of Justice		1.2. State Agency Address 1 Granite Place South, Concord, NH 03301	
1.3. Grantee Name Northern Human Services		1.4. Grantee Address 87 Washington Street, Conway, NH 03818	
1.5. Grantee Phone # (603) 447-8137	1.6. Account Number 02-20-20-201510- 5021-072-500575	1.7. Completion Date 09/30/2026	1.8. Grant Limitation \$149,044
1.9. Grant Officer for State Agency Kathleen Carr		1.10. State Agency Telephone Number (603) 271-3658	
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 Suzanne Gaetjens-Oleson, 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) Thomas D. Kaempfer, Deputy Director of Admin	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By:  Assistant Attorney General, On: / / 11/21/25			
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").

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 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, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 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.
- 8.3. 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, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,
- 9.2. computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.3. 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.
- 9.4. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.5. 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.
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.
- 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 entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.3. 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.
- 12.4. 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.
13. 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

- 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.

EXHIBIT A

-SPECIAL PROVISIONS-

Northern Human Services as the Grantee (hereinafter referred to as "Subrecipient") shall be compliant at all times with the terms, conditions and specifications detailed below, which are subject to annual review.

- 1 The Subrecipient must certify that Limited English Proficiency persons have meaningful access to any services provided by this program. National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with these requirements. The guidance document can be accessed on the Internet at www.lep.gov.
- 2 The Subrecipient assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination within the three years prior to the receipt of the federal financial assistance and after a due process hearing against the Subrecipient on the grounds of race, color, religion, national origin, sex, age, or disability, a copy of the finding will be submitted to the New Hampshire Department of Justice, Grants Management Unit and to the U.S. Department of Justice, Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531. For additional information regarding your obligations under civil rights please reference the state website at <http://www.doj.nh.gov/grants-management/civil-rights.htm> and understand if you are awarded funding from this office, civil rights compliance will be monitored by this office, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.
- 3 The Subrecipient will comply (and will require any subrecipients or contractors to comply) with any applicable nondiscrimination provisions, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); the Victims of Crime Act (34 U.S.C. § 20110(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Violence Against Women Act (34 U.S.C. § 12291(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07). It will also comply with Ex. Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38.
- 4 Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. The current consultant limit is \$650 per day or \$81.25 per hour. When the rate exceeds the limit for an 8-hour day, or a proportionate hourly rate (excluding travel and subsistence costs), a written prior approval is required. Prior approval requests require additional justification.
- 5 The Subrecipient agency agrees that, should they employ a former member of the NH Department of Justice, that employee or their relative shall not perform work on or be billed

EXHIBIT A

to any federal or state subgrant or monetary award that the employee directly managed or supervised while at the DOJ for the life of the subgrant without the express approval of the DOJ.

- 6 The Subrecipient understands that grants are funded for the grant award period noted on the grant award document. No guarantee is given or implied of subsequent funding in future years.

7 **Requirements of the award; remedies for non-compliance or for materially false statements**

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award. By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts all such assurances or certifications as if personally executed by the authorized recipient official.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. The U.S. Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

8 **Applicability of Part 200 Uniform Requirements**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this subaward.

EXHIBIT A

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

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In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

9 **Compliance with DOJ Financial Guide**

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as

EXHIBIT A

posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The subrecipient agrees to comply with the DOJ Grants Financial Guide.

10 Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

11 Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(1), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

12 Requirement to report actual or imminent breach of personally identifiable information (PII)

Any "subrecipient" at any tier must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)--(1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130).

The subrecipient's breach procedures must include a requirement to report actual or imminent breach of PII to the New Hampshire Department of Justice, Grants Management Unit by the end of the business day in which the breach becomes known.

13 All subawards ("subgrants") must have specific federal authorization

Any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

EXHIBIT A

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

14 Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000.

The subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

15 Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events.

Any subrecipient (subgrantee) at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Post-award Requirements" in the "DOJ Grants Financial Guide").

16 Requirement for data on performance and effectiveness under the award

The subrecipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

17 OJP Training Guiding Principles

Any training or training materials that any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subrecipient, available at

EXHIBIT A

<https://ojp.gov/funding/Implement/Training-Guiding-Principles-Grantees-and-Subgrantees>.

18 Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 42

Any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

19 Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 54

Any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

20 Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 38

Any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time) specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter I, Part 38, under e-CFR "current" data.

21 Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits funds awarded by OJP from being used by any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of federal grant or cooperative agreement, subgrant, contract, subcontract, or loan with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law, including exception that

EXHIBIT A

applies to Indian tribes and tribal organizations.

Should any questions arise to whether a particular use of funds by a subrecipient would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

22 Compliance with general appropriations-law restrictions on the use of federal funds for this award

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at [https://ojp.gov/funding/Explore/FY22 AppropriationsRestrictions.htm](https://ojp.gov/funding/Explore/FY22_AppropriationsRestrictions.htm), and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

23 Reporting potential fraud, waste and abuse and similar misconduct.

Any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave, NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

24 Restrictions and certifications regarding non-disclosure agreements and related matters.

No subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award,

EXHIBIT A

to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the subrecipient—
 - i. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - ii. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
2. If the subrecipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--
 - i. it represents that— it has determined that no other entity that the subrecipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - ii. it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
 - iii. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

25

Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The subrecipient at any tier must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this

EXHIBIT A

award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

26 Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

27 Access to records

The subrecipient (subgrantees) at any tier, must authorize the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), the New Hampshire Department of Justice and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA grant.

28 VOCA Requirements

Subrecipients assure they will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

Specifically, the subrecipient certifies that funds under this award will: (a) be awarded to eligible victim assistance organizations, 34 U.S.C. 20103(a)(2);

b) not be used to supplant State and local public funds that would otherwise be available for crime victim assistance, 34 U.S.C. 20103(a)(2); c) and be allocated in accordance with program guidelines or regulations implementing 34 U.S.C. 20103(a)(2)(A) and 34 U.S.C. 20103(a)(2)(B) to, at a minimum, assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by the State.

29 The subrecipient agrees to submit quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC.

This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

30 Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must—

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the any subrecipient properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).

B. Notify all persons associated with any subrecipient who are or will be involved in

EXHIBIT A

activities under this award of both--

1. this award requirement for verification of employment eligibility, and
2. the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form 1-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-verify

For purpose of satisfying the requirement of this condition regarding verification of employment eligibility, any subrecipient may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the subrecipient uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

EXHIBIT A

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

31

Unreasonable restrictions on competition under the award; association with federal government.

SCOPE. A. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award, whether by any subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier). The subrecipient (at any tier), agent, otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

B. Nothing in this condition shall be understood to authorize or require any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

1. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no subrecipient, at any tier may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions

EXHIBIT A

designed to ensure compliance with this condition.

4. Rules of construction

C. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant

32 **Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)**

Any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of any subrecipient. The details of the subrecipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

33 **Determination of suitability to interact with participating minors**

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

Any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

34 **Publications**

Any publications (written, visual or sound), whether published through Federal grant funds or matching funds, shall contain the following statements: "This project was supported by (enter the federal grant # here) awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

35 **Requirement on use of volunteers**

EXHIBIT A

The Subrecipient must utilize volunteers to assist the program unless extenuating circumstances justify the exclusion of volunteers, and a volunteer waiver is obtained from the DOJ. This requirement can not be waived without a written request from the subrecipient to DOJ and a written volunteer waiver approval from DOJ.

36 The Subrecipient agrees to assist victims in applying for Victims Compensation benefits.

Such assistance includes: identifying eligible victims; making reasonable efforts to notify eligible victims of the availability of compensation; making reasonable efforts to explain the program to victims; offering to assist victims with the application process when it is reasonable to do so.

37 The Subrecipient understands that VOCA non-allowable personnel activities include:

general administration, prevention, active investigation and prosecution of criminal activities, research and studies, lobbying, capital expenses, compensation for victims of crime and fundraising.

38 The Subrecipient agrees that all services will be provided at no charge to victims unless a program income waiver is obtained from the DOJ.

If permission to generate program income is granted, the Subrecipient agrees that there must be a sliding scale that starts at zero, and that all program income will be totally expended on grant allowable activities by the end of the funding cycle.

39 Equipment purchased with VOCA funds shall be listed by the Subrecipient on the agency inventory.

The inventory must include the item description, serial number, cost, percentage of federal VOCA funds, and location.

40 The Subrecipient agrees that if a financial audit of the agency is performed, whether it be an audit under 2 CFR or not, the Subrecipient agrees to provide a copy of the audit and any associated management letters to the DOJ, Grants Management Unit.

The Single Audit report must be submitted to the Grants Management Unit within 9 months after the subrecipient's year-end or one month after the issuance of the audit, whichever is sooner.

41 The Subrecipient, if a non-profit organization, agrees to make its financial statements available online (either on the subrecipient's website, or the DOJ's, or another publicly available website).

Organizations that have Federal 501 (c) 3 tax status are considered in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.

EXHIBIT B

-SCOPE OF SERVICES-

1. The Subrecipient shall receive a subgrant from the New Hampshire Department of Justice as the State Agency (DOJ) for expenses incurred and services provided for activities surrounding mental health treatment and services for victims of crime. This includes expenses incurred for personnel and fringe benefits.
2. The Subrecipient shall be reimbursed by the DOJ based on budgeted expenditures described in EXHIBIT C. The Subrecipient shall submit incurred expenses for reimbursement on the state approved expenditure reporting form as provided. Expenditure reports shall be submitted on a quarterly basis, within fifteen (15) days following the end of the current quarterly activities. Expenditure reports submitted later than thirty (30) days following the end of the quarter will be considered late and out of compliance. *For example, with an award that begins on January 1, the first quarterly report is due on April 15th or 15 days after the close of the first quarter ending on March 31.*
3. Subrecipient is required to maintain supporting documentation for all grant expenses both state funds and match if provided and to produce those documents upon request of this office or any other state or federal audit authority. Grant project supporting documentation shall be maintained for at least seven (7) years after the close of the Federal Grant.
4. Subrecipient shall be subject to periodic desk audits and program reviews by DOJ. Such desk audits and program reviews shall be scheduled with Subrecipient and every attempt shall be made by Subrecipient to accommodate the schedule.
5. All correspondence and submittals shall be directed to:
NH Department of Justice
Grants Management Unit
1 Granite Place South
Concord, NH 03301
603-271-7820 or Rhonda.J.Beauchemin@doj.nh.gov

EXHIBIT C

- PAYMENT TERMS-

1. The Subrecipient shall receive reimbursement in exchange for approved expenditure reports as described in EXHIBIT B.
2. The Subrecipient shall be reimbursed within thirty (30) days following the DOJ's approval of expenditures. Said payment shall be made to the Subrecipient's account receivables address per the Financial System of the State of New Hampshire.
3. The State's obligation to compensate the Subrecipient under this Agreement shall not exceed the price limitation set forth in form G-1 section 1.8.

3a. The Subrecipient shall be awarded an amount not to exceed \$149,044 of the total Grant Limitation upon Governor and Council approval or 01/01/2026, whichever is later, to 06/30/2026, with approved expenditure reports. This shall be contingent on continued federal funding and program performance.

3b. With sufficient reason and under limited circumstances, the Subrecipient may apply for an extension of the grant period for up to three months, to 09/30/2026. The Subrecipient must submit the request in writing. No extension is granted until approval is received by DOJ in writing.

EXHIBIT D

-EEOP REPORTING, CIVIL RIGHTS COMPLIANCE AND STANDARD ASSURANCES-

I, Kassie Eafrazi [responsible official], certify that

Northern Human Services [Subrecipient] has either completed the EEOP reporting tool certification at https://ojp.gov/about/ocr/faq_eeop.htm or completed an exemption form on:

3/20/24 [date]

It is understood that subrecipients who are exempt from filing the EEOP Utilization Report, including non-profits and subrecipients with less than 50 employees, must file a declaration claiming exemption. If applicable, this Declaration Claiming Exemption form is to be emailed to the New Hampshire Department of Justice Grants Management Unit and is no longer inputted into the Federal System.

EEOP Training Requirements for Subrecipients

Kassie Eafrazi [official that completed training] has completed

the EEOP training at <https://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm> on:

3/20/24 [date].

DOJ Discrimination Complaint Process

If individuals believe they may have been discriminated against by the NH Department of Justice or by an organization that receives federal funding from the NH Department of Justice based on their race, color, national origin, religion, sex, disability, age, sexual orientation or gender identity should print and complete a complaint form that can be found at: [Civil Rights | Grants Management Unit | NH Department of Justice](#)

Subrecipient Discrimination Complaint Process

I further certify that: The Subrecipient will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services and has a policy or written procedure in place for accepting discrimination based complaints from employees and program beneficiaries and that policy/procedure must be made publicly available to program beneficiaries or prospective beneficiaries.

EXHIBIT D

Certified Standard Assurances

On behalf of the Subrecipient, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

- (1) I have the authority to make the following representations on behalf of myself and the Subrecipient. I understand that these representations will be relied upon as material in any Department decision to make an award to the Subrecipient based on its application.
- (2) I certify that the Subrecipient has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.
- (3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application—
 - a. the Subrecipient will comply with all award requirements and all federal statutes and regulations applicable to the award;
 - b. the Subrecipient will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
 - c. the Subrecipient will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.
- (4) The Subrecipient understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition—
 - a. the Subrecipient understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
 - b. the Subrecipient understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;

EXHIBIT D

- c. the Subrecipient understands that it must require any pass-through subrecipient to comply with all such applicable statutes (and associated regulations); and
- d. on behalf of the Subrecipient, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Subrecipient also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Subrecipient will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Subrecipient will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) If this application is for an award from the National Institute of Justice or the Bureau of Justice Statistics pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to an institution of higher education (as defined at 34 U.S.C. § 10251(a)(17)), I assure that, if any award funds actually are made available to such an institution, the Subrecipient will require that, throughout the period of performance—

- a. each such institution comply with any requirements that are imposed on it by the First Amendment to the Constitution of the United States; and
- b. subject to par. a, each such institution comply with its own representations, if any, concerning academic freedom, freedom of inquiry and debate, research independence, and research integrity, at the institution, that are included in promotional materials, in official statements, in formal policies, in applications for grants (including this award application), for accreditation, or for licensing, or in submissions relating to such grants, accreditation, or licensing, or that otherwise are made or disseminated to students, to faculty, or to the general public.

(9) I assure that, if the Subrecipient is a governmental entity, with respect to the award (if any) made by the Department based on the application—

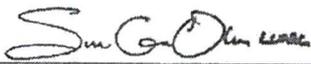
EXHIBIT D

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

(10) If the Subrecipient applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self-Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

(11) If the Subrecipient applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Subrecipient to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Suzanne Gaetjens-Oleson
Name of Authorized Signor

Signature

CEO
Title of Authorized Signor
10.22.25
Date

EXHIBIT E

-NON-SUPLANTING CERTIFICATION -

Supplanting defined

Federal funds must be used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose. Supplanting shall be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the Subrecipient or grantee will be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds. For certain programs, a written certification may be requested by the awarding agency or recipient agency stating that Federal funds will not be used to supplant State or local funds. See the OJP Financial Guide (Part II, Chapter 3)

<http://www.ojp.usdoj.gov/financialguide/part2/part2chap3.htm>.

Supplanting and job retention

A recipient or subrecipient may use federal funds to retain jobs that, without the use of the federal money, would be lost. If the grantee is planning on using federal funds to retain jobs, it must be able to substantiate that, without the funds, the jobs would be lost. Substantiation can be, but is not limited to, one of the following forms: an official memorandum, official minutes of a county or municipal board meeting or any documentation, that is usual and customarily produced when making determinations about employment. The documentation must describe the terminated positions and that the termination is because of lack of the availability of State or local funds.

Northern Human Services (Subrecipient) certifies that any funds awarded through this federal award shall be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purposes and goals of the grant.

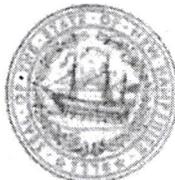
Northern Human Services (Subrecipient) understands that supplanting violations may result in a range of penalties, including but not limited to suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Printed Name and Title of Authorized Signor: Suzanne Gaetjens-Oleson, CEO

Signature: 

EXHIBIT F

NEW HAMPSHIRE DEPARTMENT OF JUSTICE



**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE
REQUIREMENTS**

Subrecipients should refer to the regulations cited below to determine the certification to which they are required to attest. Subrecipients should also review the instructions for certification included in the regulations before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Subrecipient certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Subrecipient's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Subrecipient shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Subrecipient shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

EXHIBIT F

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Subrecipient certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals—

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction;

violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Subrecipient is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Subrecipient or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Subrecipient also must disclose such felony criminal conviction in writing to the Department (for OJP Subrecipients, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Subrecipients, to OVW at OVW.GFMD@usdoj.gov; or for COPS Subrecipients, to COPS at AskCOPSRC@usdoj.gov), unless such disclosure has already been made.

3. FEDERAL TAXES

A. If the Subrecipient is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or

EXHIBIT F

(2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP

Subrecipients, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Subrecipients, to OVW at OVW.GFMD@usdoj.gov; or for COPS Subrecipients, to COPS at AskCOPSRC@usdoj.gov).

B. Where the Subrecipient is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Subrecipient certifies and assures that it will, or will continue to, provide a drug-free workplace by—

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The Subrecipient's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will —

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

EXHIBIT F

(e) Notifying the Department, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;
For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.

Notice shall include the identification number(s) of each affected award;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

If you are unable to sign this certification, you must attach an explanation to this certification.

Suzanne Gaetjens-Oleson
Name of Authorized Signor


Signature

CEO
Title of Authorized Signor

10.22.25
Date

Northern Human Services, 87 Washington Street, Conway, NH 03818

Name and Address of Agency

EXHIBIT G

Certification Regarding the Federal Funding Accountability and Transparency Act (FFATA) Compliance

The Federal Funding Accountability and Transparency Act (FFATA) requires Subrecipients of individual Federal grants equal to or greater than \$30,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$30,000 or more. If the initial award is below \$30,000 but subsequent grant modifications result in a total award equal to or over \$30,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), DOJ must report the following information for any grant award subject to the FFATA reporting requirements:

- 1) Name of entity
- 2) Amount of award
- 3) Funding agency
- 4) NAICS code for contracts / CFDA program number for grants
- 5) Program source
- 6) Award title descriptive of the purpose of the funding action
- 7) Location of the entity
- 8) Principle place of performance
- 9) Unique identifier of the entity (SAM #)
- 10) Total compensation and names of the top five executives if:
 - a. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
 - b. Compensation information is not already available through reporting to the SEC.

Subrecipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Subrecipient identified in Section 1.3 of the Grant Agreement agrees to comply with the provisions of the Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), and further agrees to have one of the Subrecipient's representative(s), as identified in Sections 1.11 of the Grant Agreement execute the following Certification:

The below named Subrecipient agrees to provide needed information as outlined above to DOJ and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

EXHIBIT G
Certification

Name: _____	Amount: _____

State of New Hampshire

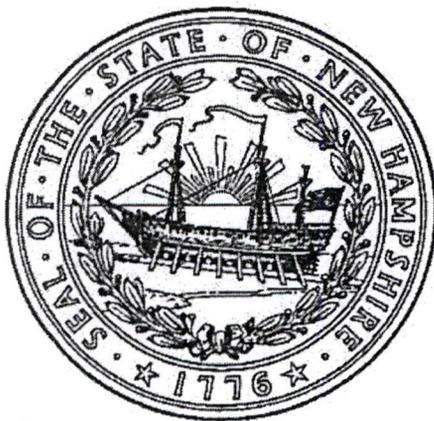
Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that NORTHERN HUMAN SERVICES is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on March 03, 1971. 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: **62362**

Certificate Number: **0007148238**



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 3rd day of April A.D. 2025.

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

David M. Scanlan
Secretary of State

Certificate of Authority # 1

(Corporation, Non-Profit Corporation)

Corporate Resolution

I, Madelene Costello, hereby certify that I am duly elected Clerk/Secretary/Officer of
(Name)
Northern Human Services. I hereby certify the following is a true copy of a vote taken at
(Name of Corporation)

a meeting of the Board of Directors/shareholders, duly called and held on January 7, 2025
at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Suzanne Gaetjens-Oleson, CEO (may list more than one person) is
(Name and Title)

duly authorized to enter into contracts or agreements on behalf of

Northern Human Services with the State of New Hampshire and any of
(Name of Corporation)

its agencies or departments and further is authorized to execute any documents
which may in his/her judgment be desirable or necessary to effect the purpose of
this vote.

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

DATED: 10.21.25

ATTEST: Madelene Costello
(Name & Title) Resident

D. List Key Personnel (Resumes must be available upon request to the person(s) listed in section B or may be attached):

<u>Name</u>	<u>Role</u>	<u>Annual Salary</u>	<u>Amount Paid From This Contract</u>
Suzanne Gaetjens-Oleson	CEO-Chief Executive Officer	\$160,000.10	\$0
Shawn Bromley	CFO-Chief Financial Officer	\$150,414.16	\$0
Tammy Phillips	CHR-Chief Human Resources	\$109,593.12	\$0
Mike Kasson	CIT- Chief of Information and Technology	\$119,902.12	\$0
Dr. Paul Lidstrom	CMO	\$325,000.00	\$0
Kassie Eafрати	CO- Chief of Operations	\$104,341.90	\$0

DISCLOSURE OF LEGAL ACTIVITIES INVOLVING THE STATE OF NEW HAMPSHIRE OR ANOTHER GOVERNMENT ENTITY

E. Check one of the following:

- [X] The entity is **not currently or has not been** party to any legal proceeding involving the State of New Hampshire (or any agency or subdivision thereof) or any other state/federal government entity before any adjudicative body in any jurisdiction **OR**
- [] The entity is or has been party to one or more legal proceedings as set forth above. Identify the jurisdiction, court or other adjudicative body, case number, and briefly describe the nature of the proceeding (Attached extra sheet if necessary).
-
-
-

CHARITABLE TRUSTS UNIT COMPLIANCE CERTIFICATION

F. Check one of the following:

- [X] is registered and in good standing with the New Hampshire Department of Justice Charitable Trusts Unit (** see note below) **or** has submitted a complete application for registration to the Charitable Trusts Unit and is awaiting a registration determination **OR**
- [] is not required to register with the Charitable Trusts Unit because it is neither tax-exempt under section 501(c)(3) of the Internal Revenue Code nor engages in charitable solicitations in the State of New Hampshire **OR**
- [] is exempt from registration with the Charitable Trusts Unit because it is a federal or state government, agency, or subdivision or is a religious organization, an integrated auxiliary of a religious organization, or is a convention or association of churches.

** Note: Attached screen shot from the DOJ Registered Charities List found at:

<https://mm.nh.gov/files/uploads/doj/remote-docs/registered-charities.pdf>

FINANCIAL DISCLOSURES

G. Check one the following:

- [X] The organization hired an outside firm to audit its financial statements or to prepare GAAP-compliant financial statements for its most recently completed fiscal year. If so, please ensure that the financial statements and audit results are available to be requested from the contact listed on Page 1 (audited financials may be attached) **OR**
- [] The above does not apply, but the organization filed an IRS Form 990 or Form 990-EZ for its most recently completed fiscal year. Please attach that IRS Form 990 or Form 990-EZ to the submission. (Form 990 Schedule B is not required) **OR**
- [] *If neither of the above apply*, complete the Income Statement and Balance Sheet below with the following basic financial information from the organization's most recently completed fiscal year:

1. INCOME STATEMENT

	<u>Revenue</u>		<u>Expenses</u>
<i>Grants</i>	\$	<i>Compensation of officers, directors, and key personnel</i>	\$
<i>Donations</i>	\$	<i>Other salaries & wages</i>	\$
<i>Program Services Revenue</i>	\$	<i>Payroll taxes & employee benefits</i>	\$
<i>Interest & Dividends</i>	\$	<i>Occupancy, rent, utilities, and insurance</i>	\$
<i>All other Revenue</i>	\$	<i>Printing, publications, postage, office supplies, and IT</i>	\$
<u>Total Revenue</u>	\$	<i>All other expenses</i>	\$
		<u>Total Expenses</u>	\$

2. BALANCE SHEET

<u>Assets</u>		<u>Liabilities</u>	
<i>Cash & Equivalents</i>	\$	<i>Accounts Payable</i>	\$
<i>Investments</i>	\$	<i>Loans Payable</i>	\$
<i>Real Estate (less any depreciation)</i>	\$	<i>All other liabilities</i>	\$
<i>Other Property & Equipment (less any depreciation)</i>	\$	<u>Total Liabilities</u>	\$
<i>Pledges, grants, accounts receivable</i>	\$		
<i>All other assets</i>	\$		
<u>Total Assets</u>	\$		

Financial Statements

NORTHERN HUMAN SERVICES, INC.

**FOR THE YEARS ENDED JUNE 30, 2024 AND 2023
AND
INDEPENDENT AUDITORS' REPORT
AND
REPORTS ON COMPLIANCE AND INTERNAL CONTROL**

NORTHERN HUMAN SERVICES, INC.

**FOR THE YEARS ENDED
JUNE 30, 2024 AND 2023**

TABLE OF CONTENTS

	<u>Page(s)</u>
Independent Auditors' Report	1 - 3
 <u>Financial Statements:</u>	
Statements of Financial Position	4
Statement of Activities	5
Statements of Cash Flows	6
Statement of Functional Expenses, Totals for All Programs	7
Statement of Functional Expenses, Mental Health	8 - 12
Statement of Functional Expenses, Developmental Services	13 - 15
Notes to Financial Statements	16 - 27
 <u>Supplementary Information:</u>	
Schedule of Functional Revenues and Expenses, Totals for All Programs	28
Schedule of Functional Revenues and Expenses, Mental Health	29 - 33
Schedule of Functional Revenues and Expenses, Developmental Services	34 - 36
Schedule of Expenditures of Federal Awards	37
Notes to Schedule of Expenditures of Federal Awards	38
Independent Auditors' Reports on Internal Control and Compliance	39 - 43
Schedule of Findings and Questioned Costs	44
Summary Schedule of Prior Audit Findings	45

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Northern Human Services, Inc.

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Northern Human Services, Inc. (a New Hampshire nonprofit organization), which comprise the statements of financial position as of June 30, 2024 and 2023, and the related statements of cash flows, and notes to the financial statements, for the years then ended, and the related statements of activities and functional expenses for the year ended June 30, 2024.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Northern Human Services, Inc. as of June 30, 2024 and 2023, and its cash flows for the years then ended, and the changes in its net assets for the year ended June 30, 2024 in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Northern Human Services, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Northern Human Services, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions,

misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Northern Human Services, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Northern Human Services, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of functional revenues and expenses on pages 28 – 36 and accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* on page 37, are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of functional revenues and expenses and schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 17, 2025, on our consideration of Northern Human Services, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Northern Human Services, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Northern Human Services, Inc.'s internal control over financial reporting and compliance.

Report on Summarized Comparative Information

We have previously audited Northern Human Services, Inc.'s 2023 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated March 30, 2024. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2023, is consistent, in all material respects, with the audited financial statements from which it has been derived.

*Leone, McDonnell & Roberts,
Professional Association*

June 17, 2025
North Conway, New Hampshire

NORTHERN HUMAN SERVICES, INC.

STATEMENTS OF FINANCIAL POSITION

JUNE 30, 2024 AND 2023

ASSETS

	<u>2024</u>	<u>2023</u>
CURRENT ASSETS		
Cash and cash equivalents, undesignated	\$ 13,193,431	\$ 21,034,112
Cash and cash equivalents, board designated	318,202	318,202
Accounts receivable, less allowance of \$342,000 and \$348,000 for 2024 and 2023, respectively	5,009,844	1,818,367
Grants receivable	522,996	133,871
Assets, limited use	726,720	712,862
Due from related party	4,238	91,582
Prepaid expenses and deposits	<u>198,468</u>	<u>144,517</u>
Total current assets	<u>19,973,899</u>	<u>24,253,513</u>
PROPERTY AND EQUIPMENT, NET	<u>423,590</u>	<u>406,761</u>
OTHER ASSETS		
Investments	2,718,383	2,376,577
Right of use asset, operating	<u>83,737</u>	<u>214,606</u>
Total other assets	<u>2,802,120</u>	<u>2,591,183</u>
Total assets	<u>\$ 23,199,609</u>	<u>\$ 27,251,457</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts payable and accrued expenses	\$ 803,112	\$ 1,156,282
Accrued payroll and related liabilities	543,370	459,537
Compensated absences payable	892,261	850,164
Other grants payable	270,071	1,114,041
Deferred revenue	104,165	283,962
Refundable advances, maintenance of effort	372,547	101,803
Client funds held in trust	353,874	363,191
Current portion of right of use liability, operating	<u>59,317</u>	<u>61,320</u>
Total current liabilities	<u>3,398,717</u>	<u>4,390,300</u>
LONG TERM LIABILITIES		
Right of use liability, operating, net of current portion	<u>24,420</u>	<u>153,286</u>
Total liabilities	<u>3,423,137</u>	<u>4,543,586</u>
NET ASSETS		
Net assets without donor restrictions		
Undesignated	19,199,904	22,132,211
Board designated	<u>318,202</u>	<u>318,202</u>
Total net assets without donor restrictions	19,518,106	22,450,413
Net assets with donor restrictions	<u>258,366</u>	<u>257,458</u>
Total net assets	<u>19,776,472</u>	<u>22,707,871</u>
Total liabilities and net assets	<u>\$ 23,199,609</u>	<u>\$ 27,251,457</u>

See Notes to Financial Statements

NORTHERN HUMAN SERVICES, INC.

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2024
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>2024 Total</u>	<u>2023 Summarized</u>
PUBLIC SUPPORT				
State and federal grants	\$ 4,069,566	\$ -	\$ 4,069,566	\$ 3,504,762
Other public support	617,458	-	617,458	577,793
Local and county support	452,382	-	452,382	434,201
Donations	<u>34,719</u>	<u>850</u>	<u>35,569</u>	<u>57,315</u>
Total public support	<u>5,174,125</u>	<u>850</u>	<u>5,174,975</u>	<u>4,574,071</u>
REVENUES				
Program service fees	33,828,722	-	33,828,722	43,969,706
Production income	51,402	-	51,402	31,674
Other revenues	<u>888,471</u>	<u>-</u>	<u>888,471</u>	<u>483,258</u>
Total revenues	<u>34,768,595</u>	<u>-</u>	<u>34,768,595</u>	<u>44,484,638</u>
Total public support and revenues	<u>39,942,720</u>	<u>850</u>	<u>39,943,570</u>	<u>49,058,709</u>
EXPENSES				
Program Services:				
Mental health	13,709,025	-	13,709,025	12,361,875
Developmental services	<u>22,190,106</u>	<u>-</u>	<u>22,190,106</u>	<u>29,255,639</u>
Total program services	35,899,131	-	35,899,131	41,617,514
General management	<u>7,751,098</u>	<u>-</u>	<u>7,751,098</u>	<u>7,676,654</u>
Total expenses	<u>43,650,229</u>	<u>-</u>	<u>43,650,229</u>	<u>49,294,168</u>
EXCESS (DEFICIENCY) OF PUBLIC SUPPORT AND REVENUES OVER EXPENSES	<u>(3,707,509)</u>	<u>850</u>	<u>(3,706,659)</u>	<u>(235,459)</u>
NON-OPERATING INCOME				
Investment return	341,806	-	341,806	200,418
Interest income	432,947	507	433,454	79,460
Net assets released from restrictions	<u>449</u>	<u>(449)</u>	<u>-</u>	<u>-</u>
Total non-operating income	<u>775,202</u>	<u>58</u>	<u>775,260</u>	<u>279,878</u>
Change in net assets	(2,932,307)	908	(2,931,399)	44,419
NET ASSETS, BEGINNING OF YEAR	<u>22,450,413</u>	<u>257,458</u>	<u>22,707,871</u>	<u>22,663,452</u>
NET ASSETS, END OF YEAR	<u>\$ 19,518,106</u>	<u>\$ 258,366</u>	<u>\$ 19,776,472</u>	<u>\$ 22,707,871</u>

See Notes to Financial Statements

NORTHERN HUMAN SERVICES, INC.

**STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

	<u>2024</u>	<u>2023</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ (2,931,399)	\$ 44,419
Adjustments to reconcile change in net assets to net cash from operating activities:		
Depreciation	49,199	79,727
Unrealized gain on investments	(239,126)	(108,766)
Realized gain on investments	(40,220)	(32,722)
(Increase) decrease in assets:		
Accounts receivable	(3,191,477)	(187,991)
Grants receivable	(389,125)	787,162
Assets, limited use	(13,858)	14,055
Due from related party	87,344	(91,582)
Prepaid expenses and deposits	(53,951)	56,649
Increase (decrease) in liabilities:		
Accounts payable and accrued expenses	(353,170)	(169,507)
Accrued payroll and related liabilities	83,833	(1,006,170)
Compensated absences payable	42,097	109,973
Other grants payable	(843,970)	(1,193,238)
Refundable advances	-	6,365
Deferred revenue	(179,797)	(222,057)
Refundable advances, maintenance of effort	270,744	(529,666)
Client funds held in trust	(9,317)	(64,457)
Due to related party	-	(422,343)
	<u>(7,712,193)</u>	<u>(2,930,149)</u>
NET CASH USED IN OPERATING ACTIVITIES		
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property	(66,028)	(111,432)
Purchases of investments	(296,562)	(782,752)
Proceeds from sales of investments	296,562	791,432
Reinvested dividends	(62,460)	(58,930)
	<u>(128,488)</u>	<u>(161,682)</u>
NET CASH USED IN INVESTING ACTIVITIES		
NET DECREASE IN CASH AND CASH EQUIVALENTS	(7,840,681)	(3,091,831)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>21,352,314</u>	<u>24,444,145</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 13,511,633</u>	<u>\$ 21,352,314</u>

See Notes to Financial Statements

NORTHERN HUMAN SERVICES, INC.

**STATEMENT OF FUNCTIONAL EXPENSES
TOTALS FOR ALL PROGRAMS**

**FOR THE YEAR ENDED JUNE 30, 2024
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Mental</u>	<u>Developmental</u>		<u>General</u>	<u>2024</u>	<u>2023</u>
	<u>Health</u>	<u>Services</u>	<u>Subtotals</u>	<u>Management</u>	<u>Total</u>	<u>Summarized</u>
EXPENSES						
Salaries and wages	\$ 9,219,027	\$ 7,532,442	\$ 16,751,469	\$ 4,500,571	\$ 21,252,040	\$ 20,000,545
Employee benefits	1,521,945	1,487,960	3,009,905	1,006,695	4,016,600	3,716,681
Payroll taxes	654,740	540,907	1,195,647	320,019	1,515,666	1,459,079
Client wages	57,908	19,047	76,955	-	76,955	94,800
Professional fees	203,864	11,011,346	11,215,210	413,733	11,628,943	19,172,249
Staff development and training	22,265	23,687	45,952	52,708	98,660	63,894
Occupancy costs	366,532	276,368	642,900	705,761	1,348,661	1,229,856
Consumable supplies	177,575	118,978	296,553	63,168	359,721	389,184
Equipment expenses	230,811	137,810	368,621	378,556	747,177	571,719
Communications	168,052	121,042	289,094	79,121	368,215	384,405
Travel and transportation	255,602	706,026	961,628	41,269	1,002,897	899,131
Assistance to individuals	2,025	129,759	131,784	(94)	131,690	79,524
Insurance	93,850	78,718	172,568	52,543	225,111	212,862
Membership dues	34,333	19,184	53,517	95,571	149,088	100,467
Bad debt expense	690,579	(17,027)	673,552	34	673,586	425,880
Other expenses	9,917	3,859	13,776	41,443	55,219	493,892
	<u>\$ 13,709,025</u>	<u>\$ 22,190,106</u>	<u>\$ 35,899,131</u>	<u>\$ 7,751,098</u>	<u>\$ 43,650,229</u>	<u>\$ 49,294,168</u>
Total expenses						

See Notes to Financial Statements

NORTHERN HUMAN SERVICES, INC.

**STATEMENT OF FUNCTIONAL EXPENSES
MENTAL HEALTH**

**FOR THE YEAR ENDED JUNE 30, 2024
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	Non-Specialized <u>Outpatient</u>	State Eligible Adult <u>Outpatient</u>	Outpatient <u>Contracts</u>	Children and <u>Adolescents</u>
EXPENSES				
Salaries and wages	\$ 240,280	\$ 1,376,639	\$ 289,894	\$ 1,102,813
Employee benefits	36,128	164,177	38,173	223,713
Payroll taxes	17,719	94,309	21,216	76,971
Client wages	-	-	-	-
Professional fees	3,651	20,753	4,030	36,328
Staff development and training	1,931	4,195	301	1,772
Occupancy costs	15,783	10,527	3,222	12,882
Consumable supplies	16,546	10,734	1,834	11,202
Equipment expenses	7,356	33,574	8,147	32,336
Communications	5,307	13,847	6,943	12,284
Travel and transportation	2,806	6,470	5,750	33,849
Assistance to individuals	220	167	14	93
Insurance	3,135	14,680	3,636	14,292
Membership dues	1,238	8,399	1,638	5,682
Bad debt expense	234,354	149,298	-	30,435
Other expenses	60	329	112	321
Total expenses	<u>\$ 586,514</u>	<u>\$ 1,908,098</u>	<u>\$ 384,910</u>	<u>\$ 1,594,973</u>

See Notes to Financial Statements

NORTHERN HUMAN SERVICES, INC.**STATEMENT OF FUNCTIONAL EXPENSES
MENTAL HEALTH****FOR THE YEAR ENDED JUNE 30, 2024
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Emergency Services</u>	<u>Other Non-BBH</u>	<u>Integrated Health Grant</u>	<u>Bureau of Drug & Alcohol Services</u>
EXPENSES				
Salaries and wages	\$ 110,875	\$ 311,709	\$ 604,825	\$ 27,386
Employee benefits	21,847	47,659	62,614	10,342
Payroll taxes	7,514	22,575	42,537	1,774
Client wages	-	-	-	-
Professional fees	2,169	4,492	13,680	577
Staff development and training	138	3,452	283	31
Occupancy costs	442	4,102	582	331
Consumable supplies	592	5,281	2,872	204
Equipment expenses	4,653	8,068	1,906	1,121
Communications	16,067	3,204	29,326	423
Travel and transportation	619	11,077	7,345	64
Assistance to individuals	10	106	-	1
Insurance	2,909	3,522	136	500
Membership dues	76	1,236	828	138
Bad debt expense	25,802	1,213	23,130	2,206
Other expenses	52	74	719	11
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total expenses	<u>\$ 193,765</u>	<u>\$ 427,770</u>	<u>\$ 790,783</u>	<u>\$ 45,109</u>

See Notes to Financial Statements

NORTHERN HUMAN SERVICES, INC.**STATEMENT OF FUNCTIONAL EXPENSES
MENTAL HEALTH****FOR THE YEAR ENDED JUNE 30, 2024
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Drug Court</u>	<u>Vocational Services</u>	<u>Restorative Partial Hospital</u>	<u>Case Management</u>
EXPENSES				
Salaries and wages	\$ 226,023	\$ 200,203	\$ 52,187	\$ 1,053,875
Employee benefits	27,660	33,126	12,095	239,202
Payroll taxes	16,715	15,563	3,807	74,823
Client wages	-	14,220	-	-
Professional fees	17,355	2,763	532	14,568
Staff development and training	5,278	395	221	(740)
Occupancy costs	-	3,106	760	9,165
Consumable supplies	2,352	1,777	14,380	6,160
Equipment expenses	-	4,549	845	26,873
Communications	2,856	3,622	326	11,306
Travel and transportation	4,006	25,591	142	53,902
Assistance to individuals	856	7	176	54
Insurance	-	2,068	386	12,226
Membership dues	131	584	106	3,425
Bad debt expense	17,414	1,626	(322)	47,621
Other expenses	133	43	154	240
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total expenses	<u>\$ 320,779</u>	<u>\$ 309,243</u>	<u>\$ 85,795</u>	<u>\$ 1,552,700</u>

See Notes to Financial Statements

NORTHERN HUMAN SERVICES, INC.**STATEMENT OF FUNCTIONAL EXPENSES
MENTAL HEALTH****FOR THE YEAR ENDED JUNE 30, 2024
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Supportive Living</u>	<u>Community Residences</u>	<u>Bridge Grant</u>	<u>Victims of Crime Act Program</u>
EXPENSES				
Salaries and wages	\$ 630,596	\$ 939,734	\$ 61,686	\$ 270,045
Employee benefits	150,410	227,215	13,096	64,110
Payroll taxes	45,805	64,909	4,404	17,838
Client wages	-	-	-	-
Professional fees	8,538	13,621	966	5,574
Staff development and training	857	979	52	556
Occupancy costs	7,917	78,407	132,634	4,715
Consumable supplies	4,396	39,376	1,177	2,620
Equipment expenses	16,207	29,098	1,647	10,999
Communications	6,266	18,572	674	4,206
Travel and transportation	30,244	14,127	3,048	4,605
Assistance to individuals	61	194	3	17
Insurance	7,294	11,271	750	4,886
Membership dues	2,037	3,173	209	1,661
Bad debt expense	17,207	16,740	-	54,886
Other expenses	209	564	15	109
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total expenses	<u>\$ 928,044</u>	<u>\$ 1,457,980</u>	<u>\$ 220,361</u>	<u>\$ 446,827</u>

See Notes to Financial Statements

NORTHERN HUMAN SERVICES, INC.**STATEMENT OF FUNCTIONAL EXPENSES
MENTAL HEALTH****FOR THE YEAR ENDED JUNE 30, 2024
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>ACT</u>	<u>System of</u>	<u>Other</u>	<u>Total</u>	<u>2023</u>
	<u>Team</u>	<u>Care</u>	<u>Mental Health</u>	<u>Mental Health</u>	<u>Summarized</u>
			<u>Programs</u>	<u>Programs</u>	
EXPENSES					
Salaries and wages	\$ 881,452	\$ 63,225	\$ 775,580	\$ 9,219,027	\$ 8,442,713
Employee benefits	135,197	2,156	13,025	1,521,945	1,437,432
Payroll taxes	59,195	4,896	62,170	654,740	616,524
Client wages	-	-	43,688	57,908	73,685
Professional fees	28,904	-	25,363	203,864	196,539
Staff development and training	841	-	1,723	22,265	22,232
Occupancy costs	49,418	-	32,539	366,532	279,658
Consumable supplies	10,286	-	45,786	177,575	166,988
Equipment expenses	26,997	-	16,435	230,811	154,234
Communications	24,797	73	7,953	168,052	196,863
Travel and transportation	34,386	-	17,571	255,602	238,701
Assistance to individuals	44	-	2	2,025	3,020
Insurance	11,545	-	614	93,850	92,687
Membership dues	3,602	-	170	34,333	40,848
Bad debt expense	68,609	-	360	690,579	385,662
Other expenses	367	-	6,405	9,917	14,089
	<u>367</u>	<u>-</u>	<u>6,405</u>	<u>9,917</u>	<u>14,089</u>
Total expenses	\$ <u>1,335,640</u>	\$ <u>70,350</u>	\$ <u>1,049,384</u>	\$ <u>13,709,025</u>	\$ <u>12,361,875</u>

See Notes to Financial Statements

NORTHERN HUMAN SERVICES, INC.

**STATEMENT OF FUNCTIONAL EXPENSES
DEVELOPMENTAL SERVICES**

**FOR THE YEAR ENDED JUNE 30, 2024
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Service Coordination</u>	<u>School District Contracts</u>	<u>Day Programs</u>	<u>Early Supports & Services</u>	<u>Independent Living Services</u>
EXPENSES					
Salaries and wages	\$ 397,623	\$ 19,516	\$ 2,441,415	\$ 572,391	\$ 94,838
Employee benefits	91,745	3,383	552,843	77,397	13,825
Payroll taxes	29,287	1,452	177,943	44,405	6,939
Client wages	-	377	10,423	-	-
Professional fees	42,436	71	416,997	125,966	11,185
Staff development and training	225	1	7,624	5,253	33
Occupancy costs	14,486	143	71,378	14,443	1,292
Consumable supplies	1,666	25	19,897	6,376	622
Equipment expenses	10,063	129	34,255	17,321	2,823
Communications	18,453	52	23,857	20,852	1,136
Travel and transportation	7,790	2,036	404,708	96,236	7,735
Assistance to individuals	19	-	23,876	21	5
Insurance	5,431	68	26,361	6,113	1,478
Membership dues	632	7	9,294	769	170
Bad debt expense	-	-	(23,289)	29,275	(3,122)
Other expenses	108	18	1,829	264	167
Total expenses	<u>\$ 619,964</u>	<u>\$ 27,278</u>	<u>\$ 4,199,411</u>	<u>\$ 1,017,082</u>	<u>\$ 139,126</u>

See Notes to Financial Statements

NORTHERN HUMAN SERVICES, INC.**STATEMENT OF FUNCTIONAL EXPENSES
DEVELOPMENTAL SERVICES****FOR THE YEAR ENDED JUNE 30, 2024
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Family Residence</u>	<u>Combined Day/ Residential Vendor</u>	<u>Individual Supported Living</u>	<u>Consolidated Services</u>	<u>Combined Day/ Residential Services</u>
EXPENSES					
Salaries and wages	\$ 1,757,296	\$ -	\$ 335,735	\$ 792,864	\$ 35,468
Employee benefits	346,555	-	104,147	170,608	7,543
Payroll taxes	128,244	-	22,891	57,716	2,557
Client wages	8,247	-	-	-	-
Professional fees	3,240,250	29,013	4,064	3,737,351	1,849,275
Staff development and training	5,889	-	247	1,761	11
Occupancy costs	95,641	-	69,593	512	1,343
Consumable supplies	59,305	-	20,292	566	6,019
Equipment expenses	50,860	-	6,601	3,810	834
Communications	34,993	-	4,161	7,321	349
Travel and transportation	55,145	-	8,233	83,342	473
Assistance to individuals	23,209	-	37	38,902	2
Insurance	27,337	-	3,295	2,091	454
Membership dues	4,402	-	403	2,724	73
Bad debt expense	(19,891)	-	-	-	-
Other expenses	1,098	-	195	39	9
	<u>5,818,580</u>	<u>29,013</u>	<u>579,894</u>	<u>4,899,607</u>	<u>1,904,410</u>
Total expenses	<u>\$ 5,818,580</u>	<u>\$ 29,013</u>	<u>\$ 579,894</u>	<u>\$ 4,899,607</u>	<u>\$ 1,904,410</u>

See Notes to Financial Statements

NORTHERN HUMAN SERVICES, INC.**STATEMENT OF FUNCTIONAL EXPENSES
DEVELOPMENTAL SERVICES****FOR THE YEAR ENDED JUNE 30, 2024
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	Acquired Brain Disorder	Other Developmental Services Programs	Total Developmental Services Programs	2023 Summarized
EXPENSES				
Salaries and wages	\$ 49,650	\$ 1,035,646	\$ 7,532,442	\$ 7,211,701
Employee benefits	17,641	102,273	1,487,960	1,372,032
Payroll taxes	3,444	66,029	540,907	526,796
Client wages	-	-	19,047	21,115
Professional fees	302,017	1,252,721	11,011,346	18,546,617
Staff development and training	16	2,627	23,687	20,897
Occupancy costs	797	6,740	276,368	290,135
Consumable supplies	677	3,533	118,978	147,751
Equipment expenses	1,174	9,940	137,810	115,900
Communications	489	9,379	121,042	135,004
Travel and transportation	2,594	37,734	706,026	622,267
Assistance to individuals	3	43,685	129,759	75,446
Insurance	636	5,454	78,718	74,193
Membership dues	73	637	19,184	45,339
Bad debt expense	-	-	(17,027)	40,218
Other expenses	13	119	3,859	10,228
	<u>379,224</u>	<u>2,576,517</u>	<u>22,190,106</u>	<u>29,255,639</u>
Total expenses	<u>\$ 379,224</u>	<u>\$ 2,576,517</u>	<u>\$ 22,190,106</u>	<u>\$ 29,255,639</u>

See Notes to Financial Statements

NORTHERN HUMAN SERVICES, INC.

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

General

Northern Human Services, Inc. (the Organization), is a New Hampshire nonprofit corporation, and was created to develop and provide a comprehensive program of mental health, developmental disabilities, and rehabilitative care to the residents of Northern New Hampshire.

Basis of Accounting

The financial statements of Northern Human Services, Inc. have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

Basis of Presentation

The Organization is required to report information regarding its financial position and activities according to the following net asset classifications. The classes of net assets are determined by the presence or absence of donor restrictions.

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization's management and board of directors.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

As of June 30, 2024 and 2023, the Organization had net assets with donor restrictions and net assets without donor restrictions.

Accounting 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 the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Contributions

All contributions are considered to be available for use without donor restrictions unless specifically restricted by the donor. Amounts received that are restricted by the donor for future periods or for specific purposes are reported as support with donor restrictions, depending on the nature of the restrictions. However, if a restriction is fulfilled in the same period in which the contribution is received, the Organization reports the support as without donor restrictions.

Cash Equivalents

The Organization considers all highly liquid financial instruments with original maturities of three months or less to be cash equivalents.

NORTHERN HUMAN SERVICES, INC.

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a charge to activities and a credit to a valuation allowance based on historical account write-off patterns by the payor, adjusted as necessary to reflect current conditions. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The Organization has no policy for charging interest on overdue accounts nor are its accounts receivable pledged as collateral.

It is the policy of the Organization to provide services to all eligible residents of Northern New Hampshire without regard to ability to pay. As a result of this policy, all charity care write-offs are recorded as reductions of revenue in the period in which services are provided. The accounts receivable allowance includes the estimated amount of charity care and contractual allowances included in the accounts receivable balances. The computation of the contractual allowance is based on historical ratios of fees charged to amounts collected.

Property and Depreciation

Property and equipment are recorded at cost or, if contributed, at estimated fair value at the date of contribution. Material assets with a useful life in excess of one year are capitalized. Depreciation is provided for using the straight-line method in amounts designed to amortize the cost of the assets over their estimated useful lives as follows:

Vehicles	5 – 10 years
Equipment	3 – 10 years

Costs for repairs and maintenance are expensed when incurred and betterments are capitalized. Assets sold or otherwise disposed of are removed from the accounts, along with the related accumulated depreciation, and any gain or loss is recognized.

Investments

Investments consist of mutual funds and interest-bearing investments and are stated at fair value on the statements of financial position based on quoted market prices. The Organization's investments are subject to various risks, such as interest rate, credit and overall market volatility, which may substantially impact the fair value of such investments at any given time.

Accrued Earned Time

The Organization has accrued a liability for future compensated absences that its employees have earned and which is vested with the employees.

Refundable Advances

Grants received in advance are recorded as refundable advances and recognized as revenue in the period in which the related services are provided or costs are incurred.

Program Service Fee Revenue

The Organization has agreements with third-party payors that provide for payments to the Organization at amounts different from its established rates. Payment arrangements include reimbursed costs, discounted charges, and per diem payments. Program service fee revenue is reported at the estimated net realizable amounts from clients, third-party payors, and others for services rendered, including estimated retroactive adjustments under reimbursement agreements with the third-party payors. Retroactive adjustments are accrued on an estimated basis in the

NORTHERN HUMAN SERVICES, INC.

NOTES TO FINANCIAL STATEMENTS **FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

period the related services are rendered and adjusted in future periods as final settlements are determined.

Advertising

The Organization expenses advertising costs as incurred.

Summarized Financial Information

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2023, from which the summarized information was derived.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis. Natural expenses are defined by their nature, such as salaries, rent, supplies, etc. Functional expenses are classified by the type of activity for which expenses are incurred, such as management and general and direct program costs. Expenses are allocated by function using a reasonable and consistent approach that is primarily based on function and use. The costs of providing certain program and supporting services have been directly charged.

Income Taxes

The Organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. In addition, the Organization qualifies for the charitable contribution deduction under Section 170(b)(1)(a) and has been classified as an organization that is not a private foundation.

FASB ASC 740, Accounting for Income Taxes, establishes the minimum threshold for recognizing, and a system for measuring, the benefits of tax return positions in financial statements, and is effective for Northern Human Services' current year. Management has analyzed Northern Human Services' tax positions taken on its information returns for all open tax years (three years) and has concluded that no additional provision for income tax is required in the Organization's financial statements.

New Accounting Pronouncement

During the year ended June 30, 2024, the Organization adopted FASB ASU 2016-13, Financial Instruments—Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments, as amended, which modifies the measurement of expected credit losses on certain financial instruments. The Organization adopted this new guidance utilizing the modified retrospective transition method. The adoption of this standard did not have a material impact on the Organization's financial statements.

Revenue Recognition

The Organization derives revenues from services provided to its clients. Service revenue is reported at the amount that reflects consideration to which the Organization expects to be entitled in exchange for providing services. These amounts are due from clients and third-party payors. Revenue is recognized as performance obligations are satisfied. Performance obligations are determined based on the nature of the services provided by the Organization and the contract with the client or third-party and are satisfied when the service is performed.

NORTHERN HUMAN SERVICES, INC.

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

The Organization determines the transaction price based on standard charges for goods and services provided as well as the state contract rate with third-party payors.

2. AVAILABILITY AND LIQUIDITY

The following represents the Organization's financial assets as of June 30, 2024 and 2023:

	<u>2024</u>	<u>2023</u>
Financial assets at year end:		
Cash and cash equivalents	\$ 13,511,633	\$ 21,352,314
Accounts receivable, net	5,009,844	1,818,367
Grants receivable	522,996	133,871
Assets, limited use	726,720	712,862
Due from related party	4,238	91,582
Investments	<u>2,718,383</u>	<u>2,376,577</u>
Total financial assets	22,493,814	26,485,573
Less amounts not available to be used within one year:		
Cash and cash equivalents, board designated	318,202	318,202
Client funds held in trust	353,874	363,191
Net assets with donor restrictions	<u>258,366</u>	<u>257,458</u>
Total amounts not available within one year	<u>930,442</u>	<u>938,851</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 21,563,372</u>	<u>\$ 25,546,722</u>

The Organization's goal is generally to maintain financial assets to meet 120 days of operating expenses (approximately \$14,400,000).

3. ASSETS, LIMITED USE

As of June 30, 2024 and 2023, assets, limited use consisted of the following:

	<u>2024</u>	<u>2023</u>
Donor restricted cash	\$ 258,366	\$ 257,458
Client funds held in trust	353,275	363,190
Employee benefits	<u>115,079</u>	<u>92,214</u>
Total assets, limited use	<u>\$ 726,720</u>	<u>\$ 712,862</u>

NORTHERN HUMAN SERVICES, INC.

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

4. PROPERTY AND DEPRECIATION

As of June 30, 2024 and 2023, property and equipment consisted of the following:

	<u>2024</u>	<u>2023</u>
Vehicles	\$ 282,525	\$ 242,373
Equipment	<u>660,790</u>	<u>634,914</u>
Total property and equipment	943,315	877,287
Less accumulated depreciation	<u>519,725</u>	<u>470,526</u>
Property and equipment, net	<u>\$ 423,590</u>	<u>\$ 406,761</u>

Depreciation expense totaled \$49,199 and \$79,727 for the years ended June 30, 2024 and 2023, respectively.

5. INVESTMENTS

The Organization's investments are presented in the financial statements in the aggregate at fair value and consisted of the following as of June 30, 2024 and 2023:

	<u>2024</u>		<u>2023</u>	
	<u>Fair Value</u>	<u>Cost</u>	<u>Fair Value</u>	<u>Cost</u>
Money Market Funds	\$ 24,320	\$ 24,320	\$ 77,414	\$ 77,414
Mutual Funds:				
Domestic equity funds	1,419,025	1,035,815	1,163,613	988,750
International equity funds	605,283	546,983	459,261	446,570
Fixed income funds	<u>669,755</u>	<u>758,395</u>	<u>676,289</u>	<u>769,818</u>
Total	<u>\$ 2,718,383</u>	<u>\$ 2,365,513</u>	<u>\$ 2,376,577</u>	<u>\$ 2,282,552</u>

Investments in common stock and U.S. government securities are valued at the closing price reported in the active market in which the securities are traded. Management considers all investments to be long term in nature.

	<u>2024</u>	<u>2023</u>
<u>Components of Investment Return:</u>		
Interest and dividends	\$ 62,460	\$ 58,930
Unrealized gains on investments	239,126	108,766
Realized gains on investments	<u>40,220</u>	<u>32,722</u>
	<u>\$ 341,806</u>	<u>\$ 200,418</u>

Investment management fees for the years ended June 30, 2024 and 2023 were \$18,281 and \$17,224, respectively, and were netted with investment return.

NORTHERN HUMAN SERVICES, INC.

NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023

6. FAIR VALUE MEASUREMENTS

FASB ASC Topic No. 820-10 provides a definition of fair value which focuses on an exit price rather than an entry price, establishes a framework in generally accepted accounting principles for measuring fair value which emphasizes that fair value is a market-based measurement, not an entity-specific measurement, and requires expanded disclosures about fair value measurements. In accordance with *FASB ASC 820-10*, the Organization may use valuation techniques consistent with market, income and cost approaches to measure fair value. As a basis for considering market participant assumptions in fair value measurements, *ASC Topic 820* establishes a fair value hierarchy, which prioritizes the inputs used in measuring fair values. The hierarchy gives the highest priority to Level 1 measurements and the lowest priority to Level 3 measurements. The three levels of the fair value hierarchy under *ASC Topic 820* are described as follows:

Level 1 - Inputs to the valuation methodology are quoted prices available in active markets for identical investments as of the reporting date.

Level 2 - Inputs to the valuation methodology are other than quoted market prices in active markets, which are either directly or indirectly observable as of the reporting date, and fair value can be determined through the use of models or other valuation methodologies.

Level 3 - Inputs to the valuation methodology are unobservable inputs in situations where there is little or no market activity for the asset or liability and the reporting entity makes estimates and assumptions related to the pricing of the asset or liability including assumptions regarding risk.

The Organization's financial instruments consist of cash, short-term receivables and payables, and refundable advances. The carrying value for all such instruments, considering the terms, approximates fair value at June 30, 2024 and 2023.

The following is a description of the valuation methodologies used for assets at fair value. There have been no changes in the methodologies used at June 30, 2024 and 2023.

Mutual Funds: All actively traded mutual funds are valued at the daily closing price as reported by the fund. These funds are required to publish their daily net asset value (NAV) and to transact at that price. All mutual funds held by the Organization are open-end mutual funds that are registered with the Securities and Exchange Commission.

NORTHERN HUMAN SERVICES, INC.

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

The table below segregates all financial assets and liabilities as of June 30, 2024 and 2023 that are measured at fair value on a recurring basis (at least annually) into the most appropriate level within the fair value hierarchy based on the inputs used to determine the fair value at the measurement date:

	<u>2024</u>			
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Money Market Funds	\$ 24,320	\$ -	\$ -	\$ 24,320
Mutual Funds				
Domestic equity funds	1,419,025	-	-	1,419,025
International equity funds	605,283	-	-	605,283
Fixed income funds	<u>669,755</u>	<u>-</u>	<u>-</u>	<u>669,755</u>
 Total investments at fair value	 <u>\$ 2,718,383</u>	 <u>\$ -</u>	 <u>\$ -</u>	 <u>\$ 2,718,383</u>
	<u>2023</u>			
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Money Market Funds	\$ 77,414	\$ -	\$ -	\$ 77,414
Mutual Funds				
Domestic equity funds	1,163,613	-	-	1,163,613
International equity funds	459,261	-	-	459,261
Fixed income funds	<u>676,289</u>	<u>-</u>	<u>-</u>	<u>676,289</u>
 Total investments at fair value	 <u>\$ 2,376,577</u>	 <u>\$ -</u>	 <u>\$ -</u>	 <u>\$ 2,376,577</u>

7. RETIREMENT PLAN

The Organization maintains a retirement plan for all eligible employees. Under the plan employees can make voluntary contributions to the plan of up to 100% of pretax or after tax annual compensation up to the maximum annual limit provided by the Internal Revenue Service. All employees who work one thousand hours per year are eligible to participate after one year of employment, as defined by the plan. During the year ended June 30, 2015, the Organization implemented a 2% discretionary contribution allocated each pay period. During the year ended June 30, 2020, the Organization increased the discretionary contribution from 2% to 3%. Contributions by the Organization totaled \$491,971 and \$452,001 for the years ended June 30, 2024 and 2023, respectively.

NORTHERN HUMAN SERVICES, INC.

NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023

8. CONCENTRATION OF CREDIT RISK

The Organization maintains cash balances that, at times, may exceed federally insured limits. The balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 for the years ended June 30, 2024 and 2023. At June 30, 2024 and 2023, the Organization had cash balances in excess of FDIC coverage. However, in addition to FDIC coverage, the Organization maintains a tri-party collateralization agreement with its primary financial institution and a trustee. The trustee maintains mortgage-backed collateralization of 102% of the Organization's deposits at its financial institution. The Organization has not experienced any losses in such accounts and believes it is not exposed to any significant risk with respect to these accounts.

9. CONCENTRATION OF RISK

For the years ended June 30, 2024 and 2023, approximately 77% and 85% of the total revenue was derived from Medicaid, respectively. The future existence of the Organization is dependent upon continued support from Medicaid.

In order for the Organization to receive Medicaid funding, they must be formally approved by the State of New Hampshire, Department of Health and Human Services, Division of Community Based Care Services, Bureau of Behavioral Health, and Bureau of Developmental Services as the provider of services for individuals with mental health illnesses and developmentally disabled individuals, for that region.

Medicaid receivables comprise approximately 93% and 90% of the total accounts receivable balances at June 30, 2024 and 2023, respectively.

10. LEASE COMMITMENTS

On July 1, 2022, the Organization was required to adopt ASU 2016-02, Leases (Topic 842). As part of implementing ASU 2016-02, the Organization evaluated current contracts to determine which met the criteria of a lease. The right of use (ROU) assets represent the Organization's right to use underlying assets for the lease term, and the lease liabilities represent the Organization's obligation to make lease payments arising from these leases. The ROU assets and lease liabilities, all of which arise from operating leases, were calculated based on the present value of future lease payments over the lease terms. The Organization has elected to discount future cash flows at the risk free borrowing rates commensurate with the lease terms, which was 4.49% and 4.27% at June 30, 2024 and 2023, respectively. For years ended June 30, 2024 and 2023, the right of use asset and lease liability is \$83,737 and \$214,606, respectively. Common expenses, classified as occupancy costs in the accompanying financial statements, are considered a non-lease component under FASB ASC 842 and are recognized as costs are incurred. The Organization's operating leases are described below:

The Organization has entered into various operating lease agreements to rent certain facilities and office equipment. The terms of these leases range from one to five years. Monthly lease payments range from \$290 to \$12,755. Rent expense incurred under the lease agreements aggregated \$1,013,436 and \$1,047,770 for the years ended June 30, 2024 and 2023, respectively.

The weighted average discount rate is 4.49%; the weighted average remaining lease term for operating lease obligations is 1.89 years.

NORTHERN HUMAN SERVICES, INC.

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

Lease liability maturities as of June 30, 2024 were as follows:

<u>Year Ended June 30</u>	<u>Amount</u>
2025	\$ 59,317
2026	26,474
2027	<u>1,000</u>
Total undiscounted lease liability	86,791
Less imputed interest	<u>3,054</u>
Total lease liability	<u>\$ 83,737</u>

The scheduled future minimum lease payments for operating leases under one year in duration are \$873,624 for the year ending June 30, 2025.

See Note 11 for information regarding lease agreements with a related party.

11. RELATED PARTY TRANSACTIONS

The Organization is related to the nonprofit corporation Shallow River Properties, Inc. (Shallow River) as a result of common board membership. Shallow River was incorporated under the laws of the State of New Hampshire on September 13, 1988, for the purpose of owning, maintaining, managing, selling, and leasing real property associated with the provision of residential, treatment, and administrative services for the clients and staff of the Organization.

The Organization has transactions with Shallow River during its normal course of operations. The significant related party transactions are as follows:

Due from Related Party

At June 30, 2024 and 2023, the Organization had a receivable due from Shallow River in the amount of \$4,238 and \$91,582, respectively.

Rental Expense

The Organization leases various properties, including office space, and properties occupied by the Organization's clients from Shallow River under the terms of tenant at will agreements. The Organization has the perpetual right to extend the leases. Total rental expense paid under the terms of the leases was \$770,034 for each of the years ended June 30, 2024 and 2023. The Organization also leases space from a board member for \$1,200 per month.

Management Fee

The Organization charges Shallow River for administrative expenses incurred on its behalf. Management fee revenue aggregated \$74,649 for each of the years ended June 30, 2024 and 2023.

Donation

Although not required by agreement between Shallow River and the Organization, Shallow River generally donates the excess of its revenues over expenses to the Organization. For the years

NORTHERN HUMAN SERVICES, INC.

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

ended June 30, 2024 and 2023, Shallow River did not make a donation to the Organization but retained its surplus of \$661,090 and \$405,007, respectively, due to future plans of acquiring a new building and for use in future renovation projects and maintenance costs.

12. REFUNDABLE ADVANCES, MAINTENANCE OF EFFORT

The Organization maintains contracted arrangements with multiple Medicaid managed care organizations (MCOs) that provide a set per member per month payment for health care services provided. This system helps manage costs, utilization, and quality of services. The Organization is paid prior to services being provided each month and is required to maintain certain levels of performance. A reconciliation is calculated at year end between the Organization and the MCOs to determine if the Organization has been overpaid compared to actual utilization and services performed, which the Organization would then be required to repay. At June 30, 2024 and 2023, the outstanding capitated payment liability totaled \$372,547 and \$101,803, respectively.

13. COMMITMENTS AND CONTINGENCIES

The Organization receives funding under various state and federal grants. Under the terms of these grants, the Organization is required to use the money within the grant period for purposes specified in the grant proposal. If expenditures for the grant were found not to have been made in compliance with the proposal, the Organization may be required to repay the grantor's funds.

Excess funds generated from state and/or Medicaid funded programs may be expended, at the Organization's discretion, to increase or improve service delivery within the program. The excess funds may not be used to increase spending for personnel, professional fees, fringe benefits, or capital expenditures without prior written approval of the State of New Hampshire.

The Organization has contracts with certain third-party payors requiring specific performance to supervise and document certain events relating to client treatment. These agencies periodically audit the performance of the Organization in fulfilling these requirements. If the payments were found not to have been made in compliance with the contracts, the Organization may be required to repay the funds received under the contract.

The Organization ensures its medical malpractice risks on a claims-made basis under a policy, which covers all of its employees. The Organization intends to renew coverage on a claims-made basis and anticipates that such coverage will be available.

Contracts with the State of New Hampshire and various federal agencies require that the properties supported be used for certain programs and/or to serve specified client populations. If Shallow River or the Organization should stop using the property to provide services acceptable to these grantors, the grantors would be entitled to all or part of the proceeds from the disposition of the property. These stipulations affect substantially all of the properties owned by Shallow River. The affected amount and the disposition are determined by negotiation with the granting authority at the time the property is sold.

NORTHERN HUMAN SERVICES, INC.

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

14. NET ASSETS WITH DONOR RESTRICTIONS

At June 30, 2024 and 2023, net assets with donor restrictions consisted of the following:

	<u>2024</u>	<u>2023</u>
Certificates of Deposit – Memorial Fund	\$ 252,417	\$ 252,417
Dream Team Fund	3,266	2,736
Income earned on the Memorial Fund	<u>2,683</u>	<u>2,305</u>
Total net assets with donor restrictions	<u>\$ 258,366</u>	<u>\$ 257,458</u>

15. ENDOWMENT FUND AND NET ASSETS WITH DONOR RESTRICTIONS

As a result of the June 30, 2006 merger of The Center of Hope for Developmental Disabilities, Inc. (Center of Hope), with and into the Organization, the Organization assumed responsibility for certain assets of Center of Hope that are subject to charitable restrictions and designated for particular purposes, namely the Memorial Fund (the Fund).

The Fund was created by the Center of Hope in 1989 for the purpose of seeking out and funding experiences that make life more interesting and full for people with disabilities. In or around 1992, additional funds were added to the Fund as a result of a testamentary bequest of Dorothy M. Walters, for the purpose of providing “maintenance funds” for programs for individuals with mental and developmental disabilities. The Center of Hope interpreted the terms of this bequest as consistent with the purpose of the Fund, and the bequest meets the definition of an endowment fund.

The Not-for-Profit Entities Topic of the *FASB ASC (ASC 958-205 and subsections)* intends to improve the quality of consistency of financial reporting of endowments held by not-for-profit organizations. This Topic provides guidance on classifying the net assets associated with donor-restricted endowment funds held by organizations that are subject to an enacted version of the Uniform Prudent Management Institutional Funds Act (UPMIFA). New Hampshire has adopted UPMIFA. The Topic also requires additional financial statement disclosures on endowments and related net assets.

The Organization has followed an investment and spending policy to ensure a total return (income plus capital change) necessary to preserve the principal of the fund and at the same time, provide a dependable source of support for life-enhancing activities of eligible individuals. The Organization will only distribute income generated by the Fund, leaving the original corpus intact.

In recognition of the prudence required of fiduciaries, the Organization only invests the Fund in certificates of deposits, which ensures that a majority of the balance of the Fund is covered by the FDIC. The Organization has taken a risk adverse approach to managing the Fund in order to mitigate financial market risk such as interest rate, credit and overall market volatility, which could substantially impact the fair value of the Fund at any given time.

As of June 30, 2024 and 2023, the endowment was entirely composed of net assets with donor restrictions.

NORTHERN HUMAN SERVICES, INC.

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

Changes in endowment net assets (at fair value) as of June 30, 2024 and June 30, 2023 were as follows:

	<u>2024</u>	<u>2023</u>
Certificates of deposit, beginning of year	\$ 252,417	\$ 252,417
Interest income	379	253
Withdrawals	<u>(379)</u>	<u>(253)</u>
Certificates of deposit end of year	<u>\$ 252,417</u>	<u>\$ 252,417</u>

16. AMERICAN RESCUE PLAN ACT

During March 2022, the Organization received funds from the State of New Hampshire Department of Health and Human Services from the American Rescue Plan Act to be used for Recruitment, Retention, and Training Programs (RRTP) for direct support workers (DSWs), direct support professionals (DSPs), and immediate supervisors. These were funds allocated for case management agencies for their employees and to pass funds through to subcontractors. During the year ended June 30, 2024, the Organization received and expended \$859,434 under the grant through payroll and subcontractor expenses. During the year ended June 30, 2023, the Organization received and expended \$1,303,648 under the grant through payroll and subcontractor expenses.

17. RECLASSIFICATION

Certain amounts and accounts from the prior year's financial statements were reclassified to enhance comparability with the current year's financial statements.

18. SUBSEQUENT EVENTS

Subsequent events are events or transactions that occur after the statement of financial position date, but before financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the statement of financial position date, including the estimates inherent in the process of preparing financial statements. Nonrecognized subsequent events are events that provide evidence about conditions that did not exist at the statement of financial position date, but arose after that date. Management has evaluated subsequent events through June 17, 2025, the date the June 30, 2024 financial statements were available for issuance.

NORTHERN HUMAN SERVICES, INC.

**SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES
TOTALS FOR ALL PROGRAMS**

**FOR THE YEAR ENDED JUNE 30, 2024
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Mental Health</u>	<u>Developmental Services</u>	<u>Subtotals</u>	<u>General Management</u>	<u>2024 Total</u>	<u>2023 Summarized</u>
REVENUES						
Program service fees:						
Client fees	\$ 728,715	\$ 19,311	\$ 748,026	\$ -	\$ 748,026	\$ 364,853
Residential fees	78,879	195,228	274,107	-	274,107	387,537
Blue Cross	205,195	52,947	258,142	-	258,142	260,496
Medicaid	10,482,751	20,838,991	31,321,742	-	31,321,742	41,749,198
Medicare	536,537	-	536,537	577	537,114	583,686
Other insurance	610,479	39,381	649,860	-	649,860	603,035
Local educational authorities	-	39,559	39,559	-	39,559	20,421
Other program fees	(338)	-	(338)	510	172	480
Production/service income	9,358	41,894	51,252	150	51,402	31,674
Public support:						
Local/county government	343,543	2,291	345,834	106,548	452,382	434,201
Donations/contributions	32,850	2,301	35,151	418	35,569	57,315
Other public support	317,491	-	317,491	-	317,491	343,090
Bureau of Developmental Services and Bureau of Behavioral Health	1,921,758	1,364,259	3,286,017	20,386	3,306,403	2,070,387
Other federal and state funding	304,245	454,685	758,930	4,233	763,163	1,434,375
Private foundation grants	298,140	(550)	297,590	2,377	299,967	234,703
Other revenues	<u>168,352</u>	<u>240,042</u>	<u>408,394</u>	<u>480,077</u>	<u>888,471</u>	<u>483,258</u>
Total revenues	<u>16,037,955</u>	<u>23,290,339</u>	<u>39,328,294</u>	<u>615,276</u>	<u>39,943,570</u>	<u>49,058,709</u>
EXPENSES						
Salaries and wages	9,219,027	7,532,442	16,751,469	4,500,571	21,252,040	20,000,545
Employee benefits	1,521,945	1,487,960	3,009,905	1,006,695	4,016,600	3,716,681
Payroll taxes	654,740	540,907	1,195,647	320,019	1,515,666	1,459,079
Client wages	57,908	19,047	76,955	-	76,955	94,800
Professional fees	203,864	11,011,346	11,215,210	413,733	11,628,943	19,172,249
Staff development and training	22,265	23,687	45,952	52,708	98,660	63,894
Occupancy costs	366,532	276,368	642,900	705,761	1,348,661	1,229,856
Consumable supplies	177,575	118,978	296,553	63,168	359,721	389,184
Equipment expenses	230,811	137,810	368,621	378,556	747,177	571,719
Communications	168,052	121,042	289,094	79,121	368,215	384,405
Travel and transportation	255,602	706,026	961,628	41,269	1,002,897	899,131
Assistance to individuals	2,025	129,759	131,784	(94)	131,690	79,524
Insurance	93,850	78,718	172,568	52,543	225,111	212,862
Membership dues	34,333	19,184	53,517	95,571	149,088	100,467
Bad debt expense	690,579	(17,027)	673,552	34	673,586	425,880
Other expenses	<u>9,917</u>	<u>3,859</u>	<u>13,776</u>	<u>41,443</u>	<u>55,219</u>	<u>493,892</u>
Total expenses	<u>13,709,025</u>	<u>22,190,106</u>	<u>35,899,131</u>	<u>7,751,098</u>	<u>43,650,229</u>	<u>49,294,168</u>
EXCESS (DEFICIENCY) OF REVENUES						
OVER EXPENSES	<u>\$ 2,328,930</u>	<u>\$ 1,100,233</u>	<u>\$ 3,429,163</u>	<u>\$ (7,135,822)</u>	<u>\$ (3,706,659)</u>	<u>\$ (235,459)</u>

NORTHERN HUMAN SERVICES, INC.

**SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES
MENTAL HEALTH**

**FOR THE YEAR ENDED JUNE 30, 2024
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Non-Specialized Outpatient</u>	<u>State Eligible Audit Outpatient</u>	<u>Outpatient Contracts</u>	<u>Children and Adolescents</u>
REVENUES				
Program service fees:				
Client fees	\$ 76,702	\$ 187,745	\$ -	\$ 37,484
Residential fees	-	-	-	-
Blue Cross	57,482	83,464	-	52,240
Medicaid	98,984	1,468,368	37,255	2,074,729
Medicare	86,212	398,724	-	(372)
Other insurance	133,579	360,278	-	56,922
Local educational authorities	-	-	-	-
Other program fees	-	-	-	-
Production/service income	-	-	-	-
Public support:				
Local/county government	57,834	-	-	-
Donations/contributions	7,850	-	-	-
Other public support	-	-	6,555	-
Bureau of Developmental Services and Bureau of Behavioral Health	21,914	10,665	-	-
Other federal and state funding	-	-	-	-
Private foundation grants	-	-	-	-
Other revenues	3,888	-	-	-
	<u>544,445</u>	<u>2,509,244</u>	<u>43,810</u>	<u>2,221,003</u>
Total revenues				
EXPENSES				
Salaries and wages	240,280	1,376,639	289,894	1,102,813
Employee benefits	36,128	164,177	38,173	223,713
Payroll taxes	17,719	94,309	21,216	76,971
Client wages	-	-	-	-
Professional fees	3,651	20,753	4,030	36,328
Staff development and training	1,931	4,195	301	1,772
Occupancy costs	15,783	10,527	3,222	12,882
Consumable supplies	16,546	10,734	1,834	11,202
Equipment expenses	7,356	33,574	8,147	32,336
Communications	5,307	13,847	6,943	12,284
Travel and transportation	2,806	6,470	5,750	33,849
Assistance to individuals	220	167	14	93
Insurance	3,135	14,680	3,636	14,292
Membership dues	1,238	8,399	1,638	5,682
Bad debt expense	234,354	149,298	-	30,435
Other expenses	60	329	112	321
	<u>586,514</u>	<u>1,908,098</u>	<u>384,910</u>	<u>1,594,973</u>
Total expenses				
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>\$ (42,069)</u>	<u>\$ 601,146</u>	<u>\$ (341,100)</u>	<u>\$ 626,030</u>

NORTHERN HUMAN SERVICES, INC.**SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES
MENTAL HEALTH****FOR THE YEAR ENDED JUNE 30, 2024
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Emergency Services</u>	<u>Other Non-BBH</u>	<u>Integrated Health Grant</u>	<u>Bureau of Drug & Alcohol Services</u>
REVENUES				
Program service fees:				
Client fees	\$ 14,825	\$ 2,636	\$ 23,184	\$ 307
Residential fees	-	-	-	-
Blue Cross	3,171	3,738	2,888	1,331
Medicaid	59,519	841,733	29,710	11,987
Medicare	1,281	(43)	(3,104)	4,497
Other insurance	15,586	672	14,768	5,165
Local educational authorities	-	-	-	-
Other program fees	-	-	-	-
Production/service income	-	-	-	-
Public support:				
Local/county government	-	-	-	-
Donations/contributions	-	-	-	-
Other public support	-	-	-	-
Bureau of Developmental Services and Bureau of Behavioral Health	-	-	776,949	-
Other federal and state funding	-	-	-	-
Private foundation grants	-	225,751	-	-
Other revenues	(499)	(548)	77,497	-
Total revenues	<u>93,883</u>	<u>1,073,939</u>	<u>921,892</u>	<u>23,287</u>
EXPENSES				
Salaries and wages	110,875	311,709	604,825	27,386
Employee benefits	21,847	47,659	62,614	10,342
Payroll taxes	7,514	22,575	42,537	1,774
Client wages	-	-	-	-
Professional fees	2,169	4,492	13,680	577
Staff development and training	138	3,452	283	31
Occupancy costs	442	4,102	582	331
Consumable supplies	592	5,281	2,872	204
Equipment expenses	4,653	8,068	1,906	1,121
Communications	16,067	3,204	29,326	423
Travel and transportation	619	11,077	7,345	64
Assistance to individuals	10	106	-	1
Insurance	2,909	3,522	136	500
Membership dues	76	1,236	828	138
Bad debt expense	25,802	1,213	23,130	2,206
Other expenses	52	74	719	11
Total expenses	<u>193,765</u>	<u>427,770</u>	<u>790,783</u>	<u>45,109</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>\$ (99,882)</u>	<u>\$ 646,169</u>	<u>\$ 131,109</u>	<u>\$ (21,822)</u>

NORTHERN HUMAN SERVICES, INC.**SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES
MENTAL HEALTH****FOR THE YEAR ENDED JUNE 30, 2024
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Drug Court</u>	<u>Vocational Services</u>	<u>Restorative Partial Hospital</u>	<u>Case Management</u>
REVENUES				
Program service fees:				
Client fees	\$ (1,943)	\$ 1,852	\$ 15,815	\$ 102,859
Residential fees	-	-	-	-
Blue Cross	-	-	-	104
Medicaid	2,222	82,815	192,423	1,324,908
Medicare	3,283	(2,174)	-	(3,077)
Other insurance	-	(428)	5,553	(475)
Local educational authorities	-	-	-	-
Other program fees	(338)	-	-	-
Production/service income	-	9,358	-	-
Public support:				
Local/county government	285,709	-	-	-
Donations/contributions	-	-	-	-
Other public support	-	-	-	-
Bureau of Developmental Services and Bureau of Behavioral Health	-	-	-	-
Other federal and state funding	-	-	-	-
Private foundation grants	-	-	-	-
Other revenues	<u>27,599</u>	<u>1,390</u>	<u>-</u>	<u>21,825</u>
Total revenues	<u>316,532</u>	<u>92,813</u>	<u>213,791</u>	<u>1,446,144</u>
EXPENSES				
Salaries and wages	226,023	200,203	52,187	1,053,875
Employee benefits	27,660	33,126	12,095	239,202
Payroll taxes	16,715	15,563	3,807	74,823
Client wages	-	14,220	-	-
Professional fees	17,355	2,763	532	14,568
Staff development and training	5,278	395	221	(740)
Occupancy costs	-	3,106	760	9,165
Consumable supplies	2,352	1,777	14,380	6,160
Equipment expenses	-	4,549	845	26,873
Communications	2,856	3,622	326	11,306
Travel and transportation	4,006	25,591	142	53,902
Assistance to individuals	856	7	176	54
Insurance	-	2,068	386	12,226
Membership dues	131	584	106	3,425
Bad debt expense	17,414	1,626	(322)	47,621
Other expenses	<u>133</u>	<u>43</u>	<u>154</u>	<u>240</u>
Total expenses	<u>320,779</u>	<u>309,243</u>	<u>85,795</u>	<u>1,552,700</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>\$ (4,247)</u>	<u>\$ (216,430)</u>	<u>\$ 127,996</u>	<u>\$ (106,556)</u>

NORTHERN HUMAN SERVICES, INC.SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES
MENTAL HEALTHFOR THE YEAR ENDED JUNE 30, 2024
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	<u>Supportive Living</u>	<u>Community Residences</u>	<u>Bridge Grant</u>	<u>Victims of Crime Act</u>
REVENUES				
Program service fees:				
Client fees	\$ 31,979	\$ 79,403	\$ -	\$ 51,771
Residential fees	-	48,454	748	-
Blue Cross	68	-	-	119
Medicaid	1,302,051	1,943,858	-	23,912
Medicare	96	-	-	13,935
Other insurance	591	-	-	9,596
Local educational authorities	-	-	-	-
Other program fees	-	-	-	-
Production/service income	-	-	-	-
Public support:				
Local/county government	-	-	-	-
Donations/contributions	-	-	-	-
Other public support	-	-	-	310,936
Bureau of Developmental Services and Bureau of Behavioral Health	-	-	236,888	-
Other federal and state funding	-	-	-	-
Private foundation grants	-	-	-	-
Other revenues	(229)	-	12,712	267
Total revenues	<u>1,334,556</u>	<u>2,071,715</u>	<u>250,348</u>	<u>410,269</u>
EXPENSES				
Salaries and wages	630,596	939,734	61,686	270,045
Employee benefits	150,410	227,215	13,096	64,110
Payroll taxes	45,805	64,909	4,404	17,838
Client wages	-	-	-	-
Professional fees	8,538	13,621	966	5,574
Staff development and training	857	979	52	556
Occupancy costs	7,917	78,407	132,634	4,715
Consumable supplies	4,396	39,376	1,177	2,620
Equipment expenses	16,207	29,098	1,647	10,999
Communications	6,266	18,572	674	4,206
Travel and transportation	30,244	14,127	3,048	4,605
Assistance to individuals	61	194	3	17
Insurance	7,294	11,271	750	4,886
Membership dues	2,037	3,173	209	1,661
Bad debt expense	17,207	16,740	-	54,886
Other expenses	209	564	15	109
Total expenses	<u>928,044</u>	<u>1,457,980</u>	<u>220,361</u>	<u>446,827</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>\$ 406,512</u>	<u>\$ 613,735</u>	<u>\$ 29,987</u>	<u>\$ (36,558)</u>

NORTHERN HUMAN SERVICES, INC.**SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES
MENTAL HEALTH****FOR THE YEAR ENDED JUNE 30, 2024
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	ACT Team	System of Care	Other Mental Health Programs	Total Mental Health Programs	2023 Summarized
REVENUES					
Program service fees:					
Client fees	\$ 104,096	\$ -	\$ -	\$ 728,715	\$ 344,544
Residential fees	27,616	-	2,061	78,879	105,798
Blue Cross	590	-	-	205,195	195,236
Medicaid	642,688	-	345,589	10,482,751	11,605,528
Medicare	37,279	-	-	536,537	583,686
Other insurance	8,672	-	-	610,479	542,137
Local educational authorities	-	-	-	-	-
Other program fees	-	-	-	(338)	480
Production/service income	-	-	-	9,358	157
Public support:					
Local/county government	-	-	-	343,543	365,264
Donations/contributions	-	-	25,000	32,850	51,521
Other public support	-	-	-	317,491	343,090
Bureau of Developmental Services and Bureau of Behavioral Health	724,543	-	150,799	1,921,758	1,773,611
Other federal and state funding	-	68,428	235,817	304,245	355,409
Private foundation grants	-	-	72,389	298,140	231,624
Other revenues	-	4,713	19,737	168,352	141,484
Total revenues	1,545,484	73,141	851,392	16,037,955	16,639,569
EXPENSES					
Salaries and wages	881,452	63,225	\$ 775,580	9,219,027	8,442,713
Employee benefits	135,197	2,156	13,025	1,521,945	1,437,432
Payroll taxes	59,195	4,896	62,170	654,740	616,524
Client wages	-	-	43,688	57,908	73,685
Professional fees	28,904	-	25,363	203,864	196,539
Staff development and training	841	-	1,723	22,265	22,232
Occupancy costs	49,418	-	32,539	366,532	279,658
Consumable supplies	10,286	-	45,786	177,575	166,988
Equipment expenses	26,997	-	16,435	230,811	154,234
Communications	24,797	73	7,953	168,052	196,863
Travel and transportation	34,386	-	17,571	255,602	238,701
Assistance to individuals	44	-	2	2,025	3,020
Insurance	11,545	-	614	93,850	92,687
Membership dues	3,602	-	170	34,333	40,848
Bad debt expense	68,609	-	360	690,579	385,662
Other expenses	367	-	6,405	9,917	14,089
Total expenses	1,335,640	70,350	1,049,384	13,709,025	12,361,875
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 209,844	\$ 2,791	\$ (197,992)	\$ 2,328,930	\$ 4,277,694

NORTHERN HUMAN SERVICES, INC.

**SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES
DEVELOPMENTAL SERVICES**

**FOR THE YEAR ENDED JUNE 30, 2024
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Service Coordination</u>	<u>School District Contracts</u>	<u>Day Programs</u>	<u>Early Supports & Services</u>	<u>Independent Living Services</u>
REVENUES					
Program service fees:					
Client fees	\$ -	\$ -	\$ -	\$ 17,721	\$ -
Residential fees	-	-	-	-	840
Blue Cross	-	-	-	52,947	-
Medicaid	328,854	-	4,628,001	783,227	3,082
Medicare	-	-	-	-	-
Other insurance	-	-	-	39,381	-
Local educational authorities	-	39,559	-	-	-
Other program fees	-	-	-	-	-
Production/service income	-	-	34,126	-	-
Public support:					
Local/county government	-	-	2,291	-	-
Donations/contributions	-	-	2,301	-	-
Other public support	-	-	-	-	-
Bureau of Developmental Services and Bureau of Behavioral Health	-	-	-	46,351	-
Other federal and state funding	-	-	-	-	-
Private foundation grants	-	-	-	-	-
Other revenues	<u>46,312</u>	<u>425</u>	<u>2,666</u>	<u>-</u>	<u>-</u>
Total revenues	<u>375,166</u>	<u>39,984</u>	<u>4,669,385</u>	<u>939,627</u>	<u>3,922</u>
EXPENSES					
Salaries and wages	397,623	19,516	2,441,415	572,391	94,838
Employee benefits	91,745	3,383	552,843	77,397	13,825
Payroll taxes	29,287	1,452	177,943	44,405	6,939
Client wages	-	377	10,423	-	-
Professional fees	42,436	71	416,997	125,966	11,185
Staff development and training	225	1	7,624	5,253	33
Occupancy costs	14,486	143	71,378	14,443	1,292
Consumable supplies	1,666	25	19,897	6,376	622
Equipment expenses	10,063	129	34,255	17,321	2,823
Communications	18,453	52	23,857	20,852	1,136
Travel and transportation	7,790	2,036	404,708	96,236	7,735
Assistance to individuals	19	-	23,876	21	5
Insurance	5,431	68	26,361	6,113	1,478
Membership dues	632	7	9,294	769	170
Bad debt expense	-	-	(23,289)	29,275	(3,122)
Other expenses	<u>108</u>	<u>18</u>	<u>1,829</u>	<u>264</u>	<u>167</u>
Total expenses	<u>619,964</u>	<u>27,278</u>	<u>4,199,411</u>	<u>1,017,082</u>	<u>139,126</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>\$ (244,798)</u>	<u>\$ 12,706</u>	<u>\$ 469,974</u>	<u>\$ (77,455)</u>	<u>\$ (135,204)</u>

NORTHERN HUMAN SERVICES, INC.**SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES
DEVELOPMENTAL SERVICES****FOR THE YEAR ENDED JUNE 30, 2024
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Family Residence</u>	<u>Combined Day/ Residential Vendor</u>	<u>Individual Supported Living</u>	<u>Consolidated Services</u>	<u>Combined Day/ Residential Services</u>
REVENUES					
Program service fees:					
Client fees	\$ 1,590	\$ -	\$ -	\$ -	\$ -
Residential fees	144,306	1,106	47,133	-	-
Blue Cross	-	-	-	-	-
Medicaid	8,970,305	8,030	9,476	4,585,921	-
Medicare	-	-	-	-	-
Other insurance	-	-	-	-	-
Local educational authorities	-	-	-	-	-
Other program fees	-	-	-	-	-
Production/service income	7,768	-	-	-	-
Public support:					
Local/county government	-	-	-	-	-
Donations/contributions	-	-	-	-	-
Other public support	-	-	-	-	-
Bureau of Developmental Services and Bureau of Behavioral Health	26,880	-	-	-	-
Other federal and state funding	-	-	-	-	-
Private foundation grants	-	-	-	-	-
Other revenues	<u>21,326</u>	<u>-</u>	<u>21</u>	<u>-</u>	<u>-</u>
Total revenues	<u>9,172,175</u>	<u>9,136</u>	<u>56,630</u>	<u>4,585,921</u>	<u>-</u>
EXPENSES					
Salaries and wages	1,757,296	-	335,735	792,864	35,468
Employee benefits	346,555	-	104,147	170,608	7,543
Payroll taxes	128,244	-	22,891	57,716	2,557
Client wages	8,247	-	-	-	-
Professional fees	3,240,250	29,013	4,064	3,737,351	1,849,275
Staff development and training	5,889	-	247	1,761	11
Occupancy costs	95,641	-	69,593	512	1,343
Consumable supplies	59,305	-	20,292	566	6,019
Equipment expenses	50,860	-	6,601	3,810	834
Communications	34,993	-	4,161	7,321	349
Travel and transportation	55,145	-	8,233	83,342	473
Assistance to individuals	23,209	-	37	38,902	2
Insurance	27,337	-	3,295	2,091	454
Membership dues	4,402	-	403	2,724	73
Bad debt expense	(19,891)	-	-	-	-
Other expenses	<u>1,098</u>	<u>-</u>	<u>195</u>	<u>39</u>	<u>9</u>
Total expenses	<u>5,818,580</u>	<u>29,013</u>	<u>579,894</u>	<u>4,899,607</u>	<u>1,904,410</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>\$ 3,353,595</u>	<u>\$ (19,877)</u>	<u>\$ (523,264)</u>	<u>\$ (313,686)</u>	<u>\$ (1,904,410)</u>

NORTHERN HUMAN SERVICES, INC.**SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES
DEVELOPMENTAL SERVICES****FOR THE YEAR ENDED JUNE 30, 2024
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Acquired Brain Disorder</u>	<u>Other Developmental Services Programs</u>	<u>Total Developmental Services Programs</u>	<u>2023 Summarized</u>
REVENUES				
Program service fees:				
Client fees	\$ -	\$ -	\$ 19,311	\$ 20,309
Residential fees	-	1,843	195,228	281,739
Blue Cross	-	-	52,947	65,260
Medicaid	-	1,522,095	20,838,991	30,143,643
Medicare	-	-	-	-
Other insurance	-	-	39,381	60,892
Local educational authorities	-	-	39,559	20,421
Other program fees	-	-	-	-
Production/service income	-	-	41,894	31,517
Public support:				
Local/county government	-	-	2,291	-
Donations/contributions	-	-	2,301	4,629
Other public support	-	-	-	-
Bureau of Developmental Services and Bureau of Behavioral Health	-	1,291,028	1,364,259	279,551
Other federal and state funding	-	454,685	454,685	1,068,254
Private foundation grants	-	(550)	(550)	-
Other revenues	-	169,292	240,042	70,618
	<u>-</u>	<u>3,438,393</u>	<u>23,290,339</u>	<u>32,046,833</u>
Total revenues				
EXPENSES				
Salaries and wages	49,650	\$ 1,035,646	7,532,442	7,211,701
Employee benefits	17,641	102,273	1,487,960	1,372,032
Payroll taxes	3,444	66,029	540,907	526,796
Client wages	-	-	19,047	21,115
Professional fees	302,017	1,252,721	11,011,346	18,546,617
Staff development and training	16	2,627	23,687	20,897
Occupancy costs	797	6,740	276,368	290,135
Consumable supplies	677	3,533	118,978	147,751
Equipment expenses	1,174	9,940	137,810	115,900
Communications	489	9,379	121,042	135,004
Travel and transportation	2,594	37,734	706,026	622,267
Assistance to individuals	3	43,685	129,759	75,446
Insurance	636	5,454	78,718	74,193
Membership dues	73	637	19,184	45,339
Bad debt expense	-	-	(17,027)	40,218
Other expenses	13	119	3,859	10,228
	<u>379,224</u>	<u>2,576,517</u>	<u>22,190,106</u>	<u>29,255,639</u>
Total expenses				
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>\$ (379,224)</u>	<u>\$ 861,876</u>	<u>\$ 1,100,233</u>	<u>\$ 2,791,194</u>

NORTHERN HUMAN SERVICES, INC.

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2024**

<u>FEDERAL GRANTOR/ PROGRAM TITLE</u>	<u>ASSISTANCE LISTING NUMBER</u>	<u>PASS-THROUGH GRANTOR'S NAME</u>	<u>PASS-THROUGH GRANTOR'S NUMBER</u>	<u>FEDERAL EXPENDITURES</u>
<u>U.S. Department of Justice</u>				
Crime Victim Assistance	16.575	New Hampshire Department of Justice	2022VOC75	\$ <u>307,652</u>
Total U.S. Department of Justice				\$ <u>307,652</u>
<u>U.S. Department of Education</u>				
Special Education Grants for Infants and Families	84.181A	State of NH Department of Health and Human Services, Division of Long Term Supports and Services	05-95-93-930010-3674	\$ <u>57,618</u>
Total U.S. Department of Education				\$ <u>57,618</u>
<u>U.S. Department of Health & Human Services</u>				
<i>Medicaid Cluster</i>				
ARPA Medical Assistance Program	93.778	State of NH Department of Health and Human Services, Division of Medicaid Services	N/A	\$ 235,817
ARPA Medical Assistance Program	93.778	State of NH Department of Health and Human Services, Division of Long Term Supports and Services	N/A	623,617
Medical Assistance Program	93.778	State of NH Department of Health and Human Services, Division of Long Term Supports and Services	05-095-093-930010-26060000	<u>49,354</u> <u>908,788</u>
Total U.S. Department of Health & Human Services				\$ <u>908,788</u>
TOTAL				\$ <u>1,274,058</u>

See Notes to Schedule of Expenditures of Federal Awards

NORTHERN HUMAN SERVICES, INC.

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 1 **BASIS OF PRESENTATION**

The accompanying schedule of expenditures of Federal Awards (the Schedule) includes the federal award activity of Northern Human Services, Inc. under programs of the federal government for the year ended June 30, 2024. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Northern Human Services, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Organization.

NOTE 2 **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3 **INDIRECT COST RATE**

Northern Human Services, Inc. has elected not to use the ten percent de minimis indirect cost rate allowed under the Uniform Guidance.

NOTE 4 **SUBRECIPIENTS**

Northern Human Services, Inc. had no subrecipients for the year ended June 30, 2024.

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

To the Board of Directors of
Northern Human Services, Inc.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Northern Human Services, Inc. (a New Hampshire nonprofit organization), which comprise the statement of financial position as of June 30, 2024, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 17, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Northern Human Services, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Northern Human Services, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Northern Human Services, Inc.'s internal control.

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

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

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

Purpose of This Report

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

*Leone, McDonnell & Roberts,
Professional Association*

June 17, 2025
North Conway, New Hampshire

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

To the Board of Directors of
Northern Human Services, Inc.

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Northern Human Services, Inc.'s (a New Hampshire nonprofit organization) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Northern Human Services, Inc.'s major federal programs for the year ended June 30, 2024. Northern Human Services, Inc.'s major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, Northern Human Services, Inc. complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Northern Human Services, Inc. and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Northern Human Services, Inc.'s compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Northern Human Services, Inc.'s federal programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Northern Human Services, Inc.'s compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment

made by a reasonable user of the report on compliance about Northern Human Services, Inc.'s compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Northern Human Services, Inc.'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Northern Human Services, Inc.'s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Northern Human Services, Inc.'s internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as item 2024-001. Our opinion on each major federal program is not modified with respect to these matters.

Government Auditing Standards requires the auditor to perform limited procedures on Northern Human Services, Inc.'s response to the noncompliance finding identified in our compliance audit described in the accompanying schedule of findings and questioned costs. Northern Human Services, Inc.'s response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control Over Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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

*Leone, McDonnell & Roberts,
Professional Association*

June 17, 2025
North Conway, New Hampshire

NORTHERN HUMAN SERVICES, INC.

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2024**

SUMMARY OF AUDITORS' RESULTS

1. The auditors' report expresses an unmodified opinion on whether the financial statements of Northern Human Services, Inc. were prepared in accordance with GAAP.
2. No significant deficiencies relating to the audit of the financial statements are reported in the *Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards*. No material weaknesses are reported.
3. No instances of noncompliance material to the financial statements of Northern Human Services, Inc. which would be required to be reported in accordance with *Government Auditing Standards* were disclosed during the audit.
4. No significant deficiencies in internal control over major federal award programs are reported in the *Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance*. No material weaknesses are reported.
5. The auditors' report on compliance for the major federal award programs for Northern Human Services, Inc. expresses an unmodified opinion on all major federal programs.
6. Audit findings that are required to be reported in accordance with 2 CFR section 200.516(a) are reported in this Schedule.
7. The program tested as a major program was: U.S. Department of Health and Human Services, Medical Assistance Program, ALN 93.778 (Medicaid Cluster).
8. The threshold for distinguishing Type A and B programs was \$750,000.
9. Northern Human Services, Inc. was determined not to be a low-risk auditee.

FINDINGS - FINANCIAL STATEMENTS AUDIT

None

FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARD PROGRAMS AUDIT

2024-001

Condition: The 2023 data collection was filed late.

Criteria: The audit is required to be submitted to the Federal Audit Clearinghouse within 30 days of issuance of the report or nine months after year end, whichever is earlier.

Cause: The audit was finalized after the data collection due date.

Effect: The Organization was not in compliance with certain grant requirements.

Recommendation: The data collection should be completed and filed timely.

Response: The Organization will attempt to ensure timely filing moving forward.

NORTHERN HUMAN SERVICES, INC.

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2024**

FINDINGS - FINANCIAL STATEMENTS AUDIT

MATERIAL WEAKNESS

2023-001 - Reconciliation process and month end close

Condition: Significant entries were required as timely reconciliations were not being kept as part of the financial statement close process each month and at year end.

Recommendation: Procedures should be implemented to ensure that monthly reconciliations for all accounts are being performed in a timely manner.

Current Status: The accounting department has continued to improve reconciliation processes and accounting procedures.

FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARD PROGRAMS AUDIT

2023-002

Condition: The 2022 data collection was filed late.

Recommendation: Auditors recommended that the data collection be completed and filed timely.

Current Status: This is a repeat finding; see 2024-001.

NORTHERN HUMAN SERVICES BOARD OF DIRECTORS

		<u>Office</u>	<u>Home</u>	<u>Term Ends</u>
Officers:	Madelene Costello, President			10.26
	Dorothy Borchers, Vice President			10.26
	Tom Pitts, Treasurer			10.27
	Georgia Caron, Secretary			10.27

Staff:	Suzanne Gaetjens-Oleson, CEO	██████████
	Shawn Bromley, CFO	██████████
	Susan Wiggin, CEO Assistant	██████████
	Kassie Eafrazi, COO, Mental Health	██████████
	Liz Charles, COO, Developmental Services	██████████

	<u>The Mental Health Center</u>	Amy Meunier	██████████
	██████████	Director of BH	
Term Expires	<u>Community Services Center</u>	Lynn Johnson	██████████
	██████████	Director of DS	

'25	Margaret McClellan, ██████████		██████████	6/01
'26	*Stephen Michaud, ██████████		██████████	11/02
'26	*Dorothy Borchers, ██████████		██████████	05/17

	<u>The Mental Health Center</u>	Valeda Cerasale	██████████
	██████████	Director of BH	
	██████████		██████████
	<u>New Horizons (also Tamworth)</u>	Shanon Mason	██████████
	██████████	Director of DS	

'27	Maddie Costello, ██████████	██████████	██████████	9/06
'27	Julie Bosak, ██████████		██████████	11/21
'28	Melissa Kanter, ██████████		██████████	1/25

	<u>The Mental Health Center</u>	Stacey Smith	██████████
	██████████	Director of BH	
	██████████		██████████
	<u>Vershire Center</u>	Lynn Johnson	██████████
	██████████	Director of DS	

'26	Georgia Caron, ██████████		██████████	5/23
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	<u>White Mountain Mental Health</u>	Amy Finkle	██████████
	██████████	Director of BH	
	<u>Common Ground (also Littleton, Woodsville)</u>	Mark Vincent	██████████
	██████████	Director of DS	

'26	Annette Carbonneau, ██████████		██████████	11/20
'25	Paul J. Smith, ██████████		██████████	5/22
'26	Tim Brooks, ██████████		██████████	11/23
'26	Tom Pitts, ██████████		██████████	11/23
'28	Debbie Szauter, ██████████		██████████	1/25

Executive Committee: M. Costello, D. Borchers, Tom Pitts, G. Caron, M. McClellan, S. Michaud, S. Gaetjens-Oleson
Finance Committee: M. Costello, M. McClellan, S. Michaud, T. Pitts, G. Caron, S. Bromley, S. Gaetjens-Oleson
Program Committee: M. Costello, J. Brosak, G. Caron, D. Borchers, L. Charles, K. Eafrazi
Nominating Committee: M. Costello, D. Borchers, G. Caron, T. Brooks

*Member representing consumer with developmental disability / NOTE: Bylaws state that a minimum of 7 meetings, including the Annual Business Meeting, must be held.

IMPORTANT: Send updated listing to AG's Office / Fax to Provider Integrity (see Rose's 4.8.21 email in Outlook Inbox BOD)

NHS VOCA 2026

Key Personnel

Name	Job Title	Salary
Suzanne Gaetjens-Oleson, LCMHC	CEO	\$160,000.10
Shawn Bromley	CFO	\$150,414.16
Tammy Phillips	CHR	\$109,593.12
Mike Kasson	CIT	\$119,902.12
Dr. Paul Lidstrom	CMO	\$325,000.00
Kassie Eafрати	COO	\$104,341.90

▶ Carolyn Martin

Objectives

To help people find available resources that will enable them to live the most productive life possible
To help children manage their mental illness and/or disabilities to the best of their capability, and live more meaningful lives

Education

Graduate: Attleboro High School

Some college credits: College of Lifelong Learning in Human Services

Experience

Case Technician (2000 to the present)

Northern Human Services (The Mental Health Center)

Provided Functional Supports Services and Case Management Services to children and their families from Pittsburg to Groveton catchment area.

Special Education Aide (1992-2000)

██████████ Colebrook, NH

Helped special education students with academic work, social skills, modified work to match their abilities, worked with one student to develop mobility skills within his community.

Skills

- ▶ Work/communicate well with people/children
- ▶ Well organized
- ▶ Computer knowledge
- ▶ Self motivated/directed
- ▶ Grant writing skills
- ▶ Working knowledge of DSM V
- ▶ Team player

SUZAN DEWITT, MSW, MLADC

E-mail: [REDACTED]

EDUCATION

January 2016 – May 2018 <i>M.S.W.</i>	University of New Hampshire	Durham, NH
August 1991 – May 1993 <i>B.S. in Sociology/Minor in Social Work</i>	Northern Arizona University	Flagstaff, AZ
August 1989 – May 1991 <i>A.A. in Humanities</i>	County College of Morris	Randolph, NJ

CREDENTIALS

May 14, 2020 The State of NH Board of Licensing for Alcohol & Other Drug Use Professionals
Master Licensed Alcohol and Drug Counselor

December 29, 2020 The State of NH Board of Mental Health Practice
Independent Clinical Social Worker

EXPERIENCE

May 2018 – present <i>Licensed Clinician</i>	Colebrook Mental Health Center	Colebrook, NH
<ul style="list-style-type: none">• Provide individual therapy for case load of clients, to people affected by mental illness, developmental disabilities, substance abuse, acquired brain injury or related disorders• Conduct intake assessments, diagnoses, and treatment plans• Working knowledge and implementation of electronic medical records (EMR)• Team collaboration among clinicians, case managers, and staff psychiatrists		
August 14, 2017- May 2018 <i>MSW Second Year Intern</i>	Colebrook Mental Health Center	Colebrook, NH
<ul style="list-style-type: none">• Provide individual therapy for case load of clients, to people affected by mental illness, developmental disabilities, substance abuse, acquired brain injury or related disorders• Conduct intake assessments, diagnoses, and treatment plans• Working knowledge and implementation of electronic medical records (EMR)• Team collaboration among clinicians, case managers, and staff psychiatrists• Developing knowledge about mental health laws		
August 23, 2016- April 20, 2017	Indian Stream Health Center	Colebrook, NH

SUZAN DEWITT, MSW, MLADC

MSW First Year Intern

- Applied SW theories and concepts to the practice setting
- Professional Development in area of NASW competencies
- Experience working with groups
- Developed/designed client and clinician manuals that are being implemented in our agency's addiction recovery IOP group
- Exposure to the Federal Grant process
- Ongoing education and evidence-based research, particularly in the areas of addiction and recovery, and agency integration

August 2008 – June 2013

Pittsburg School

Pittsburg, NH

Paraeducator/One-on-one Aide

- One-on-one and small group instruction in academic areas for special needs students
- Student progress evaluation
- Physical Education assistance
- Life Skills education
- Varied teacher assistance

August 2006 – June 2008

Stewartstown Community School

West Stewartstown, NH

Paraeducator/One-on-one Aide

- One-on-one and small group instruction in academic areas for special needs students
- Student progress evaluation
- Physical Education assistance
- Life Skills education
- Varied teacher assistance

SKILLS/MEMBERSHIP

- Excellent Communication Skills
- Experience with Mental Illness/Substance Abuse
- Knowledge of Local Resources
- Strong Understanding of Continuity of Care
- Knowledge About Varied Counseling Methods
- Basic Social Work Group Knowledge and Skills
- Knowledgeable and experience in CBT, DBT, IFS
- Strong Evidence-Based Research Skills
- NASW member
- NHADACA member
- Clinical Supervision training certificate
- Member of Kiwanis service organization
- Volunteer coaching experience

ROBYN BLAIS

My plan for the future is to utilize the skills that I have gained throughout my bachelor and master's degrees to pursue my passion of working with children and families. My previous experience allowed me to practice executing critical thinking skills and theoretical intervention techniques with supervision. I am pursuing my licensure to become a Licensed Independent Clinical Social Worker in the state of New Hampshire.

Education

- **Appalachian State University** May 2019
 - Master's of Social Work
- **Appalachian State University** May 2018
 - Bachelor of Social Work
 - Magna Cum Laude

Current Position

- **Licensed Clinician at The Mental Health Center for Northern Human Services in Colebrook, NH** June 2019 – Present

Related Experience

- **Intern at the Guardian ad Litem Program for the 24th Judicial District** August 2018 – May 2019
 - Worked closely with children, families, and child welfare agencies in order to make informed decisions as an advocate for children in the court system
 - Worked with volunteers in the program to ensure that they were trained properly and felt confident when interacting with their clients
 - Wrote and edited official court documents on a monthly basis
 - Interacted with clients and agencies involved in their lives regularly, such as school professionals, counselors, and healthcare providers
 - Utilized supervision and critical thinking skills when making decisions regarding the best interests and safety of the clients
- **Intern at the Watauga County Department of Social Services in the Child Protective Services Unit** January 2018 - May 2018
 - Worked with staff to investigate reports of suspected child abuse and neglect, and conducted in-home services, foster care, and adoptions
 - Administered services to clients and families and ensure compliance to clients' needs
 - Conducted casework management on a daily-basis
 - Coordinated with external agencies in social service provision
 - Evaluated client services to ensure maximum efficiency and quality
- **Volunteer at the Scholars with Diverse Abilities Program (SDAP)** September 2016 - January 2018
 - Acted as a natural support system for students with varying types of intellectual disabilities

Certifications

- **Trained and certified in Child Parent Psychotherapy** March 2022
- **Diagnostic Criteria 0-5 certification from New Hampshire Infant Mental Health** November 2020
- **CANS/ ANSA certification** June 2021

Stacey L. Smith

Objectives

I am seeking a career position that combines administrative and clinical duties to advance my skill set and utilize my strengths in a leadership role.

Experience

Date of Employment: March 2022 - present

Northern Human Services

Colebrook, NH

Director of Behavioral Health

- Assist staff and is responsible for the quantity and quality of work
- Maintains a functional organizational structure in accordance with accepted management
- Develops and modifies are Mental Health programs
- Works in conjunction with the CFO and Regional Mental Health Administrator in preparing budgets and managing assigned fiscal responsibilities
- Ensures that Mental Health programs and service are in compliance with the standards, regulations and guidelines of the Agency, State of New Hampshire, federal government, professional organizations, accrediting bodies and funding sources
- Effectively contributes and collaborates as a member of MH Management team and attends meetings
- Hires, trains and supervises staff; evaluates staff performance
- Maintains up to date clinical knowledge and skills
- Maintains collaborative and constructive relations ships with Agency staff, community members, and community organizations
- Ensures appropriate clinical caseloads, treatment modalities and clinical procedures
- Monitors contracts, grants and consultation services as appropriate
- Develops and maintains productivity and quality of care expectations of staff
- Reports to Regional Mental Health Administrator

Experience

Date of Employment : June 2020-March 2022

Northern Human Services

Colebrook / Groveton, NH

Clinical Coordinator

- Assist with oversight of the children's program
- Assign new referrals and incoming clients to staff
- Run staff meetings in area director's absence
- Administrative duties such as updating and utilizing the certification list of children enrolled, familiarity with budgets and allocations in differing programs and perform some duties of the area director in his absence
- Provide group and individual supervision within the children's program staff
- Involved in the hiring process and train new staff upon their employment

Stacey L. Smith

Experience

Date of Employment : 2011-present
Northern Human Services
Colebrook, NH

Infant Mental Health Case Manager

- Provide case management and functional support services targeted towards children under the age of 8 and their families.
- Skill development specific to child development and mental illness in infant and preschool aged population.
- Data collection, distribution and collaboration with outside agencies, including the use of ASQs, SDQs and PHQs.
- Obtained certifications in empirically evidenced based practices such as Growing Great Kids, PPP and TPOT in working with families and young children. Also completed NH's Intermediate Competencies for Infant Mental Health.
- Attended several conferences related to infants, toddlers and young children on varying topics (trauma, brain development, early childhood education, etc.)
- Fulfill Headstart and local childcare contracts to provide collaboration and observations for children with behavioral difficulties, as well as classroom observations to assess strengths/difficulties of staff.
- Coordinate and collaborate with clinical treatment team, area schools, guidance counselors, childcare centers and local agencies to help provide services to children and their families.

Experience

Date of Employment : 2009-2011
Northern Human Services
Groveton, NH

Children's Case Manager

- Provided case management and functional support services to children and their families (children aged 2-19).
- Crisis intervention for children in times of need.
- Skilled in administering mental health assessments, including substance abuse (SASSI) and CAFAS.
- Responsible for referring clients to resources in the community and connecting clients to appropriate support systems.
- Very skilled in collaborating with outside agencies such as DCYF, school, childcare and primary care physicians to link children and their families with appropriate services.

Experience

Date of Employment : 2007-2009
Family Resource Center
Gorham, NH

Site Coordinator for Project Youth at Gorham Middle School

- Provided and ran a quality, licensed, afterschool program for middle school students consisting of homework assistance and enrichment activities on a daily basis.
- Worked very closely with school personnel on individual students and their needs, particularly those with special educational needs.
- Developed lesson plans directly linked to the NH DOE frameworks.
- Supervised three full time staff members and several volunteers.
- Attended other afterschool programs through Project Youth and supervised children grades 1-8.
- Also helped coordinate and run a summer program for children ages 10-15 years.
- Familiar with other resources available through the Family Resource Center. Connected children and families with these resources often.

Experience

Date of Employment : 2005-present
Errol Rescue Squad
Errol, NH

Volunteer AEMT

- Was a licensed and fully trained EMT-Basic from 2005-2015. Obtained advanced certification (AEMT) in 2016. Fully licensed in NH.
- Trained to handle emergency situations with confidence and in a calm, reassuring manner.
- Experience with all types of emergencies, including medical, trauma, behavioral and mental health crises.
- Flexibility is a necessary skill.
- Was a volunteer first responder prior to obtaining EMT certification and licensure.
- Received the award for most runs went on in the division in 2006 as a new first responder.

Experience

Date of Employment : 2016-present
Errol School Board, SAU #20
Errol, NH

Errol School Board Chair

- A member of Errol Consolidated School school board.
- Attend meetings regularly for both Errol school board and SAU wide school board.
- Knowledge of SAU and local school practices and policies as well as gained knowledge of education system as a whole.
- Chair of school board as of 2021

Experience

Date of Employment : 2000-2007
The Balsams Grand Resort
Dixville, NH

Camp Counselor & Child Care Provider

- Provided childcare to children of all ages since 2000.
- Promoted to head camp counselor in 2006.

- Responsible for overseeing seven other staff members and the program.
- Additional job duties included schedule making and meetings with upper management to improve upon program.
- Skilled in child development.

Experience

Date of Employment : 2003-2007
Sweatt-Winter Childcare Center
Farmington, ME

Child Care Aide II

- Worked firsthand with preschool aged children, many from lower socioeconomic statuses.
- Skilled in managing behavioral issues.
- Patience and other skills improved as a result of working with these children.

Experience

Date of Employment : Oct. 2006- Dec. 2006
University of Maine at Farmington
Farmington, ME

Group Co-Leader

- Co-lead a group based on those having difficulties with transitions.
- Learned leadership roles while allowing group members to do own work.
- Became skilled at facilitating discussions and helping others develop new coping skills.

Professional Education

Dates of Attendance: August 2020 to present
Concord University Athens, WV
Master of Social Work

- Anticipated degree conferral July 2022
- Will graduate with a specialization in rural practice
- Current GPA 4.0

Dates of Attendance : 2003 To 2007
University of Maine at Farmington Farmington, ME
Bachelors of Arts in Psychology

- Minor in Mathematics
- Graduated magna cum laude.
- Completed MHRT, a counseling based track recognized in the state of Maine.
- Accepted into Psi Chi, a national honor society of psychology in 2006.

Academic Education

Stacey L. Smith



Dates of Attendance : 1999 To 2003

Colebrook Academy Colebrook, NH

Graduate

- Graduated 5th in class and with honors status.
- National Honor Society President 2003.
- Class secretary 2000-2003.
- Yearbook Editor 2003.
- Actively involved in World Language Club, dance classes and Homecoming and Prom committees.

References

References available upon request.

Amy Frank

Objective: To make a positive difference in the lives of people with diverse needs and disabilities.

Summary of Qualifications:

- Patient, dedicated, flexible, and thorough allowing for the ability to take on multiple tasks.
- Understand the special needs of people with emotional and developmental disabilities.
- Work well independently and as a team player.
- Worked as a supervisor for Teacher Assistants and Residential Instructors.
- Ability to develop and implement individual and group activities, Treatment Plans, IEPs, and lesson plans.
- Creative and artistic abilities allow for a variety of activities and learning methods.

Skills/Areas of Competency:

Adolescents and Families

- Work with court ordered youth, ages ten to eighteen, and their service providers including JPPOs, CPSWs, and GALs
- Assist families with daily living, parenting skills, community resources, and transitioning
- Counseling adolescents and teaching them positive coping and independent living skills in order to prepare them for adulthood

Child Development

- Aide in teaching children academics and suitable life skills to fit their particular needs, as well as getting them involved in social and recreational activities
- Able to work as part of a group or one-on-one with children and adolescents in a residential, school, and community setting to help them achieve their fullest potential in growth and development

Disabilities

- Work with diverse developmental disabilities such as Autism, Down's Syndrome, Fragile X, seizure disorders, Fetal Alcohol Syndrome, and Cerebral Palsy
- Able to assess, evaluate, and help treat children with emotional and developmental disabilities
- Work with brittle diabetics in care, treatment, and diet plans

Employment:

Northern Human Services Mental Health Center- Groveton, NH, Nov. 2, 2015 to present, Children's Case Manager

SAU #58- Groveton, NH, Aug. 2013 to Nov. 1, 2015, Paraprofessional

In-home childcare- Groveton, NH, Sept. 2009 to Aug. 2013

Northern Human Services Mental Health Center- Groveton, NH, Sept. 2008 to Aug. 2009, Children's Case Manager

NAFI North Country Shelter- Jefferson, NH, Dec. 2004 to Sept. 2008, Family Service Worker

Foster Seals- Lancaster, NH, 2001 to 2004, Paraprofessional/Special Education Teacher

Eckerd Youth Alternatives- Colebrook, NH, 1999 to 2001, Assistant Cook/Counselor

Education:

Springfield College, St. Johnsbury, Vt., 2000 to 2003, Bachelor of Science in Human Services

Lyndon State College, Lyndonville, Vt., 1993 to 1994, Elementary Education

Colebrook Academy, Colebrook, NH, 1988 to 1993, High School Diploma

RENEE KENNETT-

E-Mail: [REDACTED]

[REDACTED]

EDUCATION

Bachelor's Degree: May 2021: Springfield College (St. Johnsbury, VT Campus)

January 2007-January 2010: White Mountain Community College Berlin, NH

August 2003-February 2004: Lyndon State College Lyndonville, VT

EXPERIENCE

April 2020-Present: Colebrook/Groveton Mental Health Center

Adult's and Children's Care Coordinator (began with Children November 7 2022)

- Assessing client's needs
- Coordinating care
- Problem solving
- Creating documents to track client's progress and well-being (treatment plans, ANSA, progress notes, Etc.)
- Advocate for clients
- Provide resources and assistance
- In person/telephone meetings with clients
- Informing clients of important information
- Encouraging clients to make healthy life changes
- Working with team members for solutions that are best for the client

June 2018-April 2020: Groveton Mental Health Center

Groveton, NH

Administrative Assistant

- Computer skills such as typing, Microsoft Word, Microsoft Excel, & EMR
- Opening/closing procedures in building
- Answering phone/taking messages for staff

- Scheduling appointments for staff & clients
- Checking in and preparing Intake procedures
- Setting up Zoom for weekly meetings & Intakes
- Team Collaboration with all co-workers
- Handling co-pays & petty cash
- Registering for Child Impact Program
- Postage Meter/ sending out mail daily
- Sending out supply orders monthly
- Greeting/ welcoming clients
- Preparing request for service forms
- Scanning documents into files

January 2015-June 2018: Vershire Center

Colebrook, NH

Community Integrator

- Direct work with DD clients
- Transporting to & from homes/ jobs & errands
- Personal care assistance
- Assistance with client's independence at job duties
- Assisting with coping skills
- Assisting with meal prep & feeding
- Encouraging exercise
- Assisting clients to meet monthly goals
- Creating monthly reports
- Filing out day sheets to identify goals accomplished
- Assisting on uneven or slippery ground
- Filling out incident reports
- Building community connections

SKILLS/MEMBERSHIP

- Excellent communication skills
- Knowledge of local resources
- Understanding of continuity of care
- Great computer skills
- Very motivated & quick to learn
- Personable
- Dependable
- Creative thinking
- Good problem-solving skills
- Determined

Tommi Meckley

Education: Millersville University, Millersville PA

- **Bachelor's Degree in Psychology**, December 2015
Harrisburg Area Community College, York PA
- **Associate's Degree in Psychology**, December 2013

Course Work: Biological Psychology Behavioral Modification
Abnormal Psychology Counseling Strategies
Child Abnormal Psychology Human Development

Experience: **Mental Health Case Manager**, May 2019 – Present

- The Mental Health Center (Northern Human Services), Colebrook NH
 - Assess client needs
 - Facilitate access to services
 - Quarterly and annual reports, case management notes, treatment plans
 - IMR and ANSA certified
 - REAP certified
 - VOCA Provider

Department Supervisor, June 2015 – December 2018

- Triangle Printing Company, York PA

Assistant Supervisor, June 2011 – June 2015

- Triangle Printing Company, York PA

Intern, June 2015 – July 2015

- Oasis Club House, York PA

Volunteering: **Recreational Assistant**, November 2015

- Manor Care, York PA

Mentor, June 2013 – August 2013

- Autism York, York PA

References available upon request.

Elizabeth Dubay

Education

DBT- Certified
IMR- Certified

Rochester, NH USA

Plymouth State University

Plymouth, NH USA

MS - Clinical Mental Health Counseling (Chi Sigma Iota-Upsilon Pi)
Marriage and Family Counseling Certificate
(Chi Sigma Iota-Upsilon Pi) GPA 3.77
Graduated: May 2017

Southern New Hampshire University

Manchester, NH USA

Bachelor of Arts Psychology (Magna Cum Laude) GPA 3.522
Graduated: September 2012

Hesser College

Portsmouth, NH USA

Associate of Arts Psychology
Graduated: September 2007

Therapeutic Experience

September 24, 2018-Present

Northern Human Services

Wolfeboro, NH USA

Responsibilities

- Conduct lethality assessments and determine overall lethality risk.
- Complete mental health evaluation to determine level of care required for client's who present to local hospital emergency room with mental health concerns.
- Provide crisis intervention for persons experiencing psychiatric/emotional crises. Intervention includes phone screenings and telephone triage face-to-face evaluations, crisis stabilization services, safety planning, and referral for outpatient support.
- Develop and maintain collaborative working relationships with hospital based staff and other providers in order to effectively serve all clients in crisis.

July 10, 2017- August 15, 2018: **Adult Therapist**

Community Partners

Rochester, NH USA

Responsibilities

- Conduct intake assessments to evaluate the individual's appropriateness for program. at discharge, and every 90 days while client is enrolled in treatment.

- Provide individual therapy to clients with a wide range of presenting problems, including: clients with severe mental illness, severe and persistent mental illness, co-occurring disorders, and low utilizing clients.
- Provide individual support as needed in regards to crisis intervention, referrals to other resources, and communicating with outside parties involved in the client's treatment.
- Manage 50-100 clients while maintaining clinical documentation.
- Provide clinical oversight and leadership to all assigned cases.
- Develop and implement treatment plans, evaluate progress towards goals, and make changes as necessary.

December 2016-May 2017: Therapist-In-Training, Marriage and Family Therapy Intern
 Portsmouth Regional Hospital Partial Hospitalization Program (PHP) Hampton, NH USA

Responsibilities

- Offer systemic therapy to individuals, couples, and families with a variety of presenting problems, including: anxiety, depression, bipolar disorder, personality disorders, anger management, PTSD, suicidal/homicidal ideations, unemployment, substance abuse, co-parenting, conflictual relationships, bereavement, and difficult transition periods.
- Participating in supervision to strengthen and expand clinical skills.
- Work with clients and supervisors to form and implement treatment plans with a theoretical foundation.
- Support fellow clinicians by participating in observations and group feedback on difficult cases.
- Facilitate/Co-facilitate group therapy (15 clients) surrounding topics of: Intrapersonal Growth, Interpersonal Skills, Emotion Regulation, Distress Tolerance, and Relapse Prevention.
- Documentation of therapeutic notes utilizing DAP format.

April 2016-Dec 2016: Therapist-In-Training, Mental Health Counseling Intern
 Portsmouth Regional Hospital Partial Hospitalization Program (PHP) Hampton, NH USA

Responsibilities

- Offer systemic therapy to individuals, couples, and families with a variety of presenting problems, including: anxiety, depression, bipolar disorder, personality disorders, anger management, PTSD, suicidal/homicidal ideations, unemployment, substance abuse, co-parenting, conflictual relationships, bereavement, and difficult transition periods.
- Participating in supervision to strengthen and expand clinical skills.
- Work with clients and supervisors to form and implement treatment plans with a theoretical foundation.
- Support fellow clinicians by participating in observations and group feedback on difficult cases.

- Facilitate/Co-facilitate group therapy (15 clients) surrounding topics of: Intrapersonal Growth, Interpersonal Skills, Emotion Regulation, Distress Tolerance, and Relapse Prevention.
- Documentation of therapeutic notes utilizing DAP format.

Nov 2015-Nov 2016: **Awake Overnight/ Relief Adolescent Counselor** Dover, NH USA
 Dover Children's Home

Responsibilities

- Supervising residents and group activities to promote a safe environment
- Teach residents behavior modification techniques, problem solving, and life skills.
- Report observations of adolescents to the treatment team during weekly staff meetings.
- Provide a positive therapeutic environment and serve as a positive role model.
- Maintain documentation pertinent to residential client.
- Provide individual counseling to residential clients when needed.

July 2007- August 2009: **Residential Care Counselor/Supervisor** Hampton, NH USA
 OdysseyNH Adolescent Therapeutic Center

Responsibilities

- On-site consumer resident supervision and support.
- Communicating observations and information about the consumer resident to the program coordinator, RN, and treatment team.
- Supervising, organizing, and supporting recreational and/or socialization activities.
- Apply Crisis Prevention Institute (CPI) techniques to youth with behavioral and psychiatric conditions
- Participation in the development and implementation of the comprehensive treatment/service plan.
- Documenting observations, information, and services provided to the consumer resident in progress notes.

Awards

PSU Chi Sigma Iota-Upsilon Pi

Winter 2014 - Present

Elizabeth Dubay

References

Community Partners

[REDACTED]
[REDACTED]

1. Team Supervisor: Kelly Brough ([REDACTED])

Portsmouth Regional Hospital, Partial Hospitalization Program

[REDACTED]
[REDACTED]

2. Program Manager: Stephen Curtis ([REDACTED])
3. Clinical Supervisor: Jason Frazier ([REDACTED])

Dover Children's Home

[REDACTED]
[REDACTED]

4. Program Director: Melissa Royer ([REDACTED])

The Helping Center

[REDACTED]
[REDACTED]

5. Program Director: Stephen Flynn

TONI GARCEAU LCMHC

OBJECTIVE

Licensed Clinical Mental Health Counselor with Masters in Counseling Psychology and National Certification in Trauma Focused Cognitive Behavioral Therapy seeking a clinical position with an agency providing counseling for children and adults suffering from emotional and behavioral disorders. Goal is to join a multidisciplinary team in identifying the contributions to negative developmental outcomes, decrease the negative trajectory of untreated mental illness and assist the families and individuals in choosing the appropriate intervention to strengthen the relationship and promote positive change.

EDUCATION

Assumption College	Worcester Ma.
Masters Degree in Counseling Psychology	Sept. 2009-Sept. 2011
University of Rhode Island	Kingston R.I.
BA, Psychology,	Sept. 2003-June 2007

HONORS AND AWARDS

Deans List, University of Rhode Island, 2006 and 2007
Outstanding Contributions to Psychology Senior Award 2007
Child and Family Concentration 2011

HUMAN SERVICES EXPERIENCE

Licensed Clinical Mental Health Counselor #1058
Northern Human Services

Wolfeboro, N.H
March 2014-present

- Provide direct patient care, through a multimodal approach to therapies, to the community under the guidelines and expectations of NH Health and Human Services
- Utilizing empirically validated treatment through TF-CBT to victims of trauma and childhood sexual abuse
- Provide case management services to connect individuals to their community
- Provide monthly on call Emergency Services to area hospitals
- Engage in collaborative consult with area schools

Clinician*Worcester, Ma.**Massachusetts Society for the Prevention of Cruelty to Children April 2012-March 2014*

- Assessment, intake and treatment of children in accordance with CBHI guidelines through in-home therapy and outpatient services
- Providing specific treatment to children and families with sexual abuse history through VOCA (Victims of Crimes against Children Act) program
- Coordinated parent-support group for parents of sexually abused children
- Completed training and currently utilizing Trauma-Focused Cognitive-Behavioral Therapy
- LMHC eligible, completing supervisory requirements
- Develop treatment plan and utilize resources provided by Therapeutic Mentoring and Therapeutic Training & Support team
- Utilization of combined and multimodal therapeutic framework and Cognitive-Behavioral Systems Approach to treatment

Milien Therapist*East Providence, Rhode Island**Bradley Hospital, Pediatric Partialization Program**Sept. 2007-April 2012*

- Planned and conducted developmentally appropriate activities for 10-14 children ages 6 weeks to 6 years old
- Develop, coordinate and implement structured and unstructured interventions
- Facilitator of daily processing group
- Instruction of weekly social skills group focusing on emotion regulation, affect recognition, and relaxation techniques.
- Ongoing assessment and coordination of treatment with supervisory colleagues in adherence with evidence based treatment
- Participation in bi-weekly multidisciplinary team meetings
- Educate and provide feedback to caregivers in the home and on the unit
- Administration of relevant psychological measures
- Ongoing training in de-escalation and restraint protocol through Safety Care and trained in CPR
- Researched and introduced school readiness and social competence program to be used upon unit expansion

Child Care Provider*Johnston, Rhode Island**Oct. 1998-Sept. 2008*

Clinical Intern

Worcester, Ma.

Massachusetts Society for the Prevention of Cruelty to Children (MSPCC)

May 2010 to April 2011

- Provided psycho-education and parenting skills to biological and foster families exclusive to children who, in addition to being victims of abuse, are placed out of the home.
- Provided intake services, assessment and treatment to children with a history of sexual abuse under the Victims of Crimes against Children Act (VOCA).
- Provided psychotherapy, cognitive-behavioral therapy and behavior interventions to children from a multicultural background in need of mental health services.
- Provided interventions based on concept of Trauma-Focused CBT to children exhibiting symptoms of post-traumatic stress disorder
- Conducted non-directive play therapy
- Facilitator of Girls Adolescent Support Group focusing on coping skills, self-esteem, and ways of constructing healthy relationships
- Participation in Weekly Trauma Group with clinical staff
- Administration of Child and Adolescents Needs and Strengths (CANS) Assessment

MANAGEMENT EXPERIENCE

Pier 1 Imports

First Assistant Manager

Newport, Rhode Island

July 1996-Sept. 1998

- Direct supervision of nine employees
- Responsible for scheduling and payroll
- Control and ordering of inventory
- Introduced Integrity Selling to staff and customer service skills
- Visual merchandising of high traffic retail store

References available upon request

RESUMÉ – Vicki Harlow, M.Ed.

EDUCATION:

Post Master's - 3 credit course - Abnormal Psychology - College for Lifelong Learning
M. Ed. – Health Education (Guidance and Counseling minor) – Plymouth State College,
Plymouth, N.H.

B.S. in Education – Tufts University, Medford, MA.

RELEVANT EXPERIENCE:

2001 – present – Outpatient Clinician – Northern Human Services – Mental Health

1987- 2001 – Psycho Social Rehabilitation Counselor – Carroll County Mental Health

TRAININGS:

October 1992 – Dialectical Behavior Therapy – Two day training

May 1997 – Dialectical Behavioral Therapy Intensive Training. One week training

October 1997 - Dialectical Behavior Therapy (DBT) Part II. One week training

October 1999 – Substance Abuse – “Improving the Quality of Treatment”

October 2001 - Dialectical Behavior Therapy – Part I - Intensive Training. One week training

July 2002 – “Screening and Assessment for Alcohol and Other Drugs” 1 day

May 2003 – Brain Injury Symposium – 1 day

June 2004 – Counsel on Access to Lethal Means – 3 hrs.

Sept. 2006 – Advanced Motivational Interviewing – 6 hrs.

October 2006 – Substance Abuse Conference, “Recovery and Resiliency” 2 days

April 2009 – Rural Educational Assistance Program (REAP) 1 day

June 2009 – Adolescent Dialectical Behavior Therapy – 4 hrs.

May 2010 - Illness Management and Recovery Training – 2 hrs.

Sept. 2010 – Suicide Prevention and Response – 3 ½ hrs.

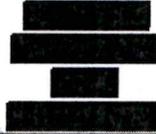
WORKSHOPS:

- May 1995 – “Behavioral Assessment and Reactive Strategies”
- May 1995 – “Basic Principals of Positive Programming and Nonaversive Behavior Management”
- September 1996 – Governor’s Commission on Domestic Violence
- March 1997 – “Conditional Discharges”
- March 1998- “Elderly Abuse and Neglect”
- May 1998 – “Human Rights”
- June 2001 – “Treatment of PTSD in Adulthood”
- April 2004 - "Screening and Assessment for Alcohol and Other Drugs"
- Sept. 2004 - "CD Revocations" Workshop at New Hampshire Hospital
- Dec. 2004 - "New Treatments in Understanding and Treating Self-Injury
- June 2005 - "Uncovering Dangerous Secrets; Suicide, Violence, and Difficult Personality Disorders"
- June 2005 - Presentation by staff of Brain Injury Association of N.H.
- June 2008 – Adolescent Dialectical Behavior Therapy
- March 2010 – 8 hrs. E-Learning – Client/Patience Rights, Confidentiality and HIPPA, Corporate Compliance and Ethics, Deficit Reduction Act Compliance, Security
- June 2010 – Workshop on “Supported Employment”
- June 2010 – “Smoking Cessation”

ONGOING TRAININGS AND SUPERVISION:

- Weekly supervision by Licensed Clinician
- Weekly staff meetings and presentations by clinical staff incl. agency psychiatrist
- Weekly staff meetings with case management team
- Quarterly Ed. Sessions/Updates w Pharmaceutical Companies
- March 2009-June 2009 – Weekly DBT consultation team meetings

Jennifer H. Ogren, LICSW



EDUCATION

Master Degree in Social Work University of New Hampshire	May 2001
Bachelor of Arts in Psychology Keene State College	May 1994
Associates in Chemical Dependency Keene State College	May 1993

PROFESSIONAL LICENCE

Licensed Clinical Social Worker (NH) 1229	September 10, 2004
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WORK EXPERIENCE

NORTHERN HUMAN SERVICES, Wolfeboro and Conway, NH. May 2001 to present.

Clinical Director: January 1, 2022 to present. Hire, train, and supervise clinical staff; attend and run treatment teams and clinical team; attend community meetings as a representative of NHS; assign and help staff manage caseloads, intakes, and emergency service commitments; ensures appropriate treatment modalities and clinical procedures; work with other clinical directors to improve communication and develop policy agency wide; supervise interns; monitors accessibility, quality, and integration of clinical services; ensures that programs and services are in compliance with the standards, regulations and guidelines of the Agency, State of New Hampshire, federal government, professional organizations, accrediting bodies and funding sources.

Outpatient Clinician. May 2001 to present. Perform client intakes; Work with clients to develop treatment plans and monitor progress; provide outpatient therapy for children, adolescents, families, and adults; maintain records, attend weekly treatment team meetings; participate in weekly supervision; perform emergency assessments; provide case management; have done home visits; taught child impact seminar for 12 years; supervise MSW interns and license eligible staff.

SEACOAST MENTAL HEALTH, Portsmouth NH December 1994 to May 2000.

Case Manager – Children’s Department. April 1997 to May 2000. Worked on Intensive In Home Support Team with high-risk kids and their families; facilitated meetings between schools and families; provided direct and indirect assistance to clients and families; provided parent support and education; responsible for certifications and quarterly paperwork; helped families develop and/or use expand community resources; participated in community wrap around meetings; functional support to kids and their families at their home and in the community; provided respite care.

Case Manager – CSP Department: December 1994-April 1997. Worked with a case load of 35 clients with severe, persistent mental illness; implemented and developed treatment plans with treatment team, client, and family; responsible for certifications, yearly and quarterly paperwork; provided support around medication distribution; provided direct and indirect assistance to clients and families; connected clients to community resources; helped client develop and/or expand community resources; provided functional support services.

References Upon Request

Jennifer H. Ogren, LICSW



WORK EXPERIENCE

Outpatient Clinician. Carroll County Mental Health, Wolfeboro, NH. Perform client intakes. Work with clients to develop treatment plans and monitor progress; provide outpatient therapy for children, adolescents, and adults; maintain records, attend weekly treatment team meetings; participate in weekly supervision; teach child impact seminar; supervise MSW interns. October 2004 – present.

Substance Abuse Counselor. Carroll County Mental Health, Wolfeboro, NH. Perform client assessments and intakes; Assist clients in developing of individual treatment plans and monitor their progress; Counsel clients in individual, group, and family formats; Respond to client emergencies and crises; Work with local agencies to provide substance abuse prevention and intervention; Spend tow hours weekly at Youth Center; Provide consultation to them in the area of adolescent development, substance abuse, and behavior management; Attend community meetings; Attend staff meetings, case conferences, and required training's. Supervised MSW intern. May 2003 – July 2004.

Outpatient Clinician. Carroll County Mental Health, Wolfeboro, NH. Performed client screenings and intakes. Worked with clients to develop treatment plans and monitored their progress; Provided outpatient therapy for children, adolescents, and adults; Maintained records; Documented developments and important events in accordance with clinical policies; Responded to clients emergencies and crises; Attended weekly treatment team meetings, clinical case presentations and required training's; Taught weekly DBT classes and attended weekly consultation meetings; Attended community meetings; Attended IEP and other school related meetings. Worked emergency services weekly and/or as needed. May 2001 - May 2003.

Emergency Services On Call Clinician. Carroll County Mental Health, Wolfeboro, NH. Provided regular and after hours emergency services support and assessment for possible inpatient psychiatric hospitalization; Performed mental status exams and suicidal assessments at Huggins Hospital Emergency Room; Consulted with doctors and psychiatrists regarding recommendations and hospitalizations; Attended IEA hearings; Provided crisis and safety plans to client; Worked with client on follow up care; Second year MSW internship. September 2000 – May 2001.

School Counselor. Woodman Park Elementary School, Dover, NH. Developed and implemented social skills training for the 3rd and 4th grade students; Developed and implemented an alternative recess program for at risk students; provided individual

Robert A. Murray, MD

CURRICULUM VITAE

BORN: June 4, 1950 – Woodbury, NJ

EDUCATION: Honor Graduate, Vineland High School
Vineland, NJ Class of 1968

University of Pennsylvania,
Philadelphia, PA, 1968-1972
BA in Chemistry, summa cum laude, 1972
Phi Beta Kappa, 1971

Hahnemann Medical College,
Philadelphia, PA, 1974-1978, MD 1978
Alpha Omega Alpha, 1978

Internship at Pennsylvania Hospital
Philadelphia PA, June 18, 1978-July 1979

Resident in Psychiatry Institute of Pennsylvania Hospital,
Philadelphia, PA, July 1979-July 1982

Awarded Certificate of Achievement in the treatment of Adolescents
by Institute of Pennsylvania Hospital, 1982

**PROFESSIONAL
ACTIVITIES:**

Private practice of Psychiatry with special focus on treatment of
adolescents and young adults at the Institute of Pennsylvania
Hospital, July 1982-October 1992

Employment at West Philadelphia Community Mental Health
Consortium, 1982-1989

Staff Psychiatrist at Larchwood Counseling Center, Southwest
Counseling Center and University City Counseling Center,
1982-1984 (part time)

Psychiatrist, Emergency Home Visiting Team, 1984-1989 (part
time); performed psychiatric evaluations and did short term
crisis stabilization treatment with an inner city population in
their homes

Employment at Mercy Catholic Medical Center Psychiatric
Crisis Service, Misericordia Division, 1983-1989 (part time)

Robert A. Murray, MD
Curriculum Vitae

PROFESSIONAL
ACTIVITIES continued:

Staff Psychiatrist at Lutheran Hospital Counseling Services, LaCross, Wisconsin. Duties included psychiatric evaluation of adolescents and adults, medication management, supervision of therapeutic staff, supervision of eating disorders program and community support program for the chronically mentally ill. October 1992-August 1994

Medical Director of Community Support Services, Riverbend Community Mental Health, Inc., Concord, NH. Supervision of two part-time psychiatrists and a psychiatric nurse practitioner. Psychiatric assessment and treatment of severely mentally ill patients in conjunction with a multidisciplinary team. Clinical leadership, program planning and development. September 1994-2006

Medical Director, Riverbend Community Mental Health, Inc., Concord, NH. Overall supervision of all medical staff and clinical services. Clinical leadership, program planning and development for a large, innovative community mental health center. Also provided direct clinical care of adult patients with severe mental illness. Developed and inaugurated an ACT Team. 2006-2015

Staff Psychiatrist at New Hampshire Hospital, Concord, NH. Assessment and treatment of adult inpatients. Clinical leadership of inpatient interdisciplinary treatment teams. January 2015-present

MEDICAL STAFF
AFFILIATIONS:

Mercy Catholic Medical Center, Philadelphia, PA
1983-1989

Lutheran Hospital, LaCross, WI
1992-1994

The Institute of Pennsylvania, Philadelphia, PA
Associate Psychiatrist, 1982-1990
Attending Psychiatrist, 1990-1994

Concord Hospital, Concord, NH, Psychiatry Department
1994-present (status changed from Active to Honorary Medical Staff in 2015)

New Hampshire Hospital, Concord, NH
2015-present

BOARD
CERTIFICATION:

Adult Psychiatry, 1992

REFERENCES AVAILABLE UPON REQUEST

DAWN M. HOLEMON, M.D.

CERTIFICATION AND LICENSURE

*Missouri, (R2H59) Wyoming (10849A) New Hampshire (19310)
Medical Council of New Zealand , inactive Minnesota, inactive
American Board of Psychiatry and Neurology, October 1988
(30644)*

EDUCATION

*Washington University Department of Psychiatry | St. Louis,
MO Psychiatry Residency*

*St. Louis University School of Medicine | St. Louis, MO
Medical Degree*

Wheaton College | Wheaton, IL Bachelor of Arts, History

PROFESSIONAL EXPERIENCE

December 3 2018-present

Northern Human Services Berlin, New Hampshire

*Outpatient psychiatrist providing medical management, initial
evaluation, and team supervision.*

*Counties Manukau Health Auckland, New Zealand October
2017 to March 2018 Consultant psychiatrist in Adult Outpatient
Clinic*

July 1982 to June 1986

August 1978 to May 1982

March 1975 to May 1978

December 2018-present

Castlewood Treatment Center for Eating Disorders | St. Louis, MO April 2010 to July 2017

Medical Director September 2014-October 2016. Duties include: initial psychiatric evaluation, medical management of eating disorder treatment, ongoing medical management of psychiatric illness through all levels of care, participation in treatment team planning, administrative duties. Level of appointment; Consultant Hours 30 hours weekly Working within the medical team with nursing, dietitian and therapy support. Total number of beds 38 and treating 15 patients per week.

SSM Hospital System | St. Louis, MO January 2005 to present

Population served: adolescents, children and adults with severe mental illness in urban community. Duties include: initial psychiatric evaluation, ongoing treatment, and consultation services in inpatient setting. Level of appointment; Consultant Hours 30 hours weekly Working within the medical team with nursing and social worker support. Total number of beds 85 and treating 25 patients per week.

Saint Joseph Hospital-Wentzville 500 Medical Drive Wentzville, Missouri 63385

Private Practice | Clayton, MO January 1994 to October 2014

Psychotherapy and medication management; population served included adults and adolescents. All outpatient services as psychiatric consultant with secretarial support staff. Treating 8 adolescents per week and 30 adults per week.

January 1994-October 2014 Individual Practice; Consultant in Psychiatry; Hours varied 10-30 weekly January 1990-October 1993 St. Louis, MO Group Practice; Consultant in Psychiatry; Hours 40 weekly July 1986-July 1987 St. Paul, MN Group Practice; Consultant in Psychiatry; Hours 40 weekly

Washington University Student Health Service | St. Louis, MO August 1987 to July 1989

Evaluation and management of psychiatric illness; undergraduate and graduate students. Level of appointment; Consultant Hours 20 weekly All outpatient work seeing college students with total treated per week 25. Worked on the psychiatric team with therapist support staff.

** Maternity leave from July, 1989-January, 1990*

Relevant Qualifications: Practicing psychiatrist for over 30 years with adult and adolescent population in both hospital and clinic settings. Organizational member of the SSM Medical Staff in St. Louis MO. Served as

Medical Director for Castlewood Treatment Center for Eating Disorders with administrative and clinical duties in residential setting.

*Publication: The Sounds Of Silence? Wengel S. MD; Burke W, MD;
Holemon D, MD Journal of the American Geriatrics Society 37;
163-166, 1989*

References provided upon request

Nicole Demers

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Skills

- Microsoft Office
- Time Management Skills
- Collaboration internally and externally
- Organization
- Written Communication
- Ability to adapt to challenging situations

Work Experience

March 2018- Present

Northern Human Services, Licensed Clinical Mental Health Counselor, Critical Time Supervisor Region 1

- ACT Clinician
- Hospital Contract; to include mental health assessments
- Created Coos County Nursing Home Contract
- Created Saint Vincent de Paul Nursing Home Contract
- Caseload of 61
- Emergency Services
- Reviewing charts
- Involuntary Emergency Admissions
- Complaint and Prayers
- Conditional Discharge Revocations
- Established relationships with New Hampshire Psychiatric Hospital's admissions and care management teams.
- Treatment plans, Quarterlies, and other required documentation

December 2012- June 2018

Coos County Nursing Home, Licensed Nursing Assistant

- Help residents with activities of daily living.
- Charting on assigned residents

Education

June 2016- December 2018

Plymouth State University, Plymouth NH

Masters of Science, Clinical Mental Health Counseling

August 2012-May 2016

Keene State College, Keene NH

Bachelors of Arts, Psychology

Trainings

- CACS (Certified Approved Clinical Supervisor), 2021
 - Certified Clinical Telemental Health Provider Training, 2022
 - Certified Clinical Trauma Professional, 2022
 - Confidentiality in the 21st Century, 2021
 - Evidence based Treatment for First Episode Psychosis, 2021
-

Courtney Theriault

Professional Summary:

Experienced mental health professional who supports children and their families with management of mental health symptoms in order to enhance their behavioral, social, and emotional functioning in their natural environments.

Education:

Lyndon State College

Bachelor of Science, Human Services and Counseling 1998

Professional Experience:

Northern Human Services

Children's Care Coordinator-July 2012-Present

Support children and families in management of mental health symptoms, which impact their functioning in multiple environments.

Assess mental health symptoms, develop treatment plans, complete assessments, progress reviews, and progress notes in a timely fashion.

Coordinate care with parents, community agencies, and school staff in order to meet Clients social, emotional, and behavioral needs.

Regularly communicate with multi-disciplinary teams while following HIPPA guidelines.

SAU 3

Title One Literacy Interventionist-September 2001-June 2011

Supported elementary aged children in building the skills necessary to be successful academically and social in their school environment. Provided academic services for children with diverse intellectual, social and behavioral abilities. Worked independently within a team of educators to provide differentiated instruction to best enhance students academic, social, and emotional needs.

Androscoggin Valley Hospital

Mental Health Worker-2000-2001

Worked with patients in need of mental health services on an inpatient basis. Supported patients and staff with the daily physical and emotional needs of patients receiving inpatient mental health services.

Child and Family Services

Parent Aide-1998-1999

Provided support and education to parents and children who were in need of services mandated through DCYF. Supervised visitation between parents and children who were in the reunification process. Provided social support within the community and assisted in building the necessary parenting skills needed to maintain a positive home environment.

Community Activities

Androscoggin Valley Hospital Hospice Volunteer

Juvenile Restorative Justice

Christine Lamirande LCMHC

PROFESSIONAL SUMMARY

Experienced Licensed Clinical Mental Health Counselor and Clinical Director. Skilled professional with a background overseeing quality clinical services provided to clients, finding creative solutions to clinical and administrative issues, and interacting with diverse personalities. Driven Clinical Supervisor offering 14 years of clinical experience and 10 years of supervisory experience. A highly collaborative leader offering exemplary communication and organizational skills. Dependable candidate successful at managing multiple priorities with a positive attitude, high level of integrity, and attention to detail.

KEY COMPETENCIES

- Clinical Leadership and Supervision
 - Experienced Clinical Abilities
 - Exemplary Communication Skills and Collaboration
 - Training, Onboarding, and Staff Development
 - Compliance with Regulatory Guidelines
 - Proficient with EMR Software
 - Familiarity with HIPAA Guidelines
-

PROFESSIONAL EXPERIENCE

Northern Human Services

August 2019 - Present

Clinical Director

- Direct day-to-day operational functions for a Community Mental Health Center, providing guidance and leadership to over 30 employees.
- Facilitate hiring of qualified Clinicians and Case Managers and train all clinical staff, providing direct supervision, ongoing staff development, and continuing education to employees.
- Implement new policies, educate staff, maintain compliance with statutory, regulatory, and local, state, and federal guidelines.
- Provide ongoing evidence-based therapy to clients, complete clinical assessments, and implement appropriate treatment plans, to help clients achieve their identified goals.

White Mountain Community College

January 2020 - Present

Adjunct Professor

Berlin, NH

- Created an associate degree college course on "Trauma Counseling and Self-Care" that is taught during the Spring semester every year.

Division of Children Youth and Families

October 2016 - August 2019

Child Protective Service Worker IV

Berlin, NH

- Performed complex protective services casework, to coordinate, manage, and administer services for children and families, including safely maintaining children in the home, strengthening families for reunification, providing permanency for children in care and working closely with various community agencies, while promoting the prevention of child abuse and neglect.
- Maintained monthly contacts with parents and children to work with parents on following their case plan and making improvements in their mental health, substance abuse concerns, parenting skills, and relationships with their children.
- Developed, recommended, implemented, monitored, and evaluated family treatment and solution-based case plans, in collaboration with other community providers and in conjunction with the family and the court.
- Responded to crisis situations.
- Attended court proceedings, maintained case records and legal documentations, submitted court documents, and offered testimony.

NFI North- Davenport School and Residential Program

May 2012 - October 2016

Clinical Coordinator

Jefferson, NH

- Provided individual and group counseling to the adolescent female residents, between the ages of 13-18 years old, with a variety of behavioral and mental health issues, and court ordered to residential treatment.
- Assessed residents' needs and created customized treatment plans, working with the clinical team and families to assess and meet individual goals.
- Provided on-call support for the program, helping to manage emergency situations.
- Supervised and managed all clinical services and daily activities of a clinical team, consisting of Case Managers, Direct Care Counselors, Clinicians, and Nurses.
- Recruited, hired, and trained all clinical staff, providing direct supervision, ongoing staff development and training to employees.

Northern Human Services

May 2009 - May 2012

Licensed Clinical Mental Health Counselor

Berlin, NH

- Counseled adults, adolescents, and children suffering from a variety of mental illnesses and behavioral issues through individual and family therapy.
- Provided emergency services, answering emergency calls, performing mental health assessments for local hospitals, facilitated psychiatric hospitalizations, and made clinical recommendations.
- Used advanced counseling skills and evidence-based practices to establish goals and treatment plans with clients.
- Experience working as a Dialectical Behavioral Therapy group facilitator for adolescents and trained in Trauma Focused- Cognitive Behavioral Therapy.
- Observed and monitored client behavior and responses to treatment and adjusted treatment as appropriate.
- Directed family-centered, strengths-based, culturally competent and individualized intakes and assessments.

Northern Human Services

May 2008 - May 2009

Clinical Mental Health Counseling Intern

Berlin, NH

- Completed 700 hours of counseling adults, adolescents, and children suffering from a variety of mental illnesses.
- Received weekly supervision to increase knowledge of various counseling skills.
- Applied an array of different methodologies to assist clients in therapy.
- Attended various educational seminars and trainings to expand awareness of mental health symptoms and treatment.

University of Massachusetts IRTP

April 2007 - May 2008

Milieu Counselor

Worcester, MA

- Assisted residents with activities of daily living and taught appropriate emotion regulation and other coping skills, to include social skills, and provided emotional support as needed.
- Provided emergency response in crisis situations, to diffuse tensions, prevent violence, and maintain safety.

Rape Crisis Center of Central Massachusetts

January 2006 - May 2006

Sexual Assault Counselor

Worcester, MA

- Attended 45 hours of training and counseled survivors of sexual assault via the Sexual Assault hotline.

EDUCATION

Assumption College
Master of Arts: Counseling Psychology
Dual Concentrations in Cognitive Behavioral Therapy and Child and Family Therapy

Worcester, MA
May 2009

Assumption College
Bachelor of Arts: Counseling Psychology
GPA: 3.85, Graduated Magna Cum Laude

Worcester, MA
December 2006

CERTIFICATIONS

- Licensed Clinical Mental Health Counselor #893 **November 21, 2011- Present**
- Clinical Supervisor Certification **January 15, 2016**
- Trauma Focused- Cognitive Behavioral Therapy **April 5, 2012**
- Accelerated Resolution Therapy **August 20, 2022**
- Certified Clinical Trauma Professional **February 6, 2022**

Samantha Smalley

SUMMARY

Service-oriented Clinical Mental Health Counseling student with a background in the helping professions. Core competencies include instruction, organizing and administering assessments as well as excellent time management and communications skills. Handles tasks with efficiency and accuracy. Exceptional interpersonal communication skills and ability to quickly learn new technology programs.

EDUCATION

Master of Arts in Clinical Mental Health Counseling
Southern New Hampshire University

Anticipated May 2024

Bachelor of Arts in Human Services
Hesser College

May 2013

COUNSELING SKILLS

- Apply existing and relevant research to client cases while informing the client of the counseling approach
- Determine appropriate, ethical and cultural considerations for assessing the client while communicating with the client to determine their needs
- Present assessment results in a clear and understandable way to the client while working with the individual to move forward in their case plan.

PROFESSIONAL EXPERIENCE

Mental Health Case Manager/ intern clinician
Northern Human Services (Berlin, NH)

September 2022-Present

- Review client treatment plans and yearly assessments
- Assist the client with functional tasks and paperwork
- Connect the client to resources within the community
- Work with clients with various mental health conditions and assist them in meeting their goals to achieve success within their community and or family life

PROFESSIONAL EXPERIENCE

Media Generalist

September 2018 –2022

New Hampshire Department of Corrections (Berlin, NH)

- Responsible for the day-to-day operations of the general library and the law library at the Northern Correctional Facility.
- Work in close contact with the inmates of Northern Correctional Facility.
- Responsible for the security of staff, inmates and property within the library.
- Maintain the selection, evaluation and purchasing of legal materials to insure compliance with court mandated guidelines.
- Provide supervision, training and education to inmates.

Coordinator

December 2013 – September 2018

Gorham Community Learning Center (Gorham, NH)

- Provided lesson plans and enriching learning opportunities for about 20 students while supervising both associate and assistant teachers to ensure a positive and structured environment.
- Organize and maintain inventory of classroom materials to create an inviting learning environment.
- Provided role modeling and support to build positive relationships with students.
- Scheduled various activities as well as the necessary actions to make the day run effectively and efficiently.
- Maintained a positive relationship with family members of students as well as cultivating a positive work environment for all staff members.

Lead Teacher

April 2011 – August 2012

Garrison City Early Childhood Center, LLC (Dover, NH)

- Provided supervision for 15 or more students
- Discussed progress notes with parents; set up parent-teacher conferences
- Maintained a positive relationship with co-workers and families
- Maintained organization of classroom materials
- Researched and applied learning techniques and styles that were individualized for each student to promote optimal learning outcomes.
- Provided progress reports and discussed with the families to effectively communicate the educational status of the student to create plans for success.

BRIANNA HEALEY

I am currently working in the human services field with children and families who need assistance with behaviors and school troubles. I am extremely organized, I stay on top of all paperwork requirements, and manage my schedule to ensure I am supporting as many clients as possible each week. I am extremely proficient at advocating for my clients' needs and ensuring they are being supported in all aspects of their lives.

EXPERIENCE

12/10/2018 – PRESENT

KID'S CASE MANAGER AND OUTREACH WORKER, NORTHERN HUMAN SERVICES

I am in charge of maintaining a case load of at least 20 clients. I provide case management services which is checking in once a month to assist with needs and connect with other agencies. I also provide outreach for my clients to work on different skills they have in their treatment plan goals. I work with insurance agencies when applicable to assist my clients. On the VOCA team with the agency as well.

04/2018 – 02/2020

HOST, NINETY-NINE RESTAURANT

The responsibilities of a host at the 99 involved many different things. I was regularly in charge of running the waitlist, keeping track of parties and when to seat them. Also taking, packaging, and checking to go orders to ensure they were correct. It was a very fast-paced restaurant environment.

EDUCATION

MAY 2019

BACHELOR OF SCIENCE, SPRINGFIELD COLLEGE

I graduated Summa Cum Laude; my GPA was 3.9, with my bachelor's degree in May of 2019. My degree is in Human Services. I obtained my degree while working two jobs and taking classes on the weekends.

MAY 2017

ASSOCIATES IN EARLY CHILDHOOD EDUCATION, WMCC

I obtained my associate's degree in early childhood education from White Mountain Community College in May of 2017. I went to school part time while working two jobs. I was able to stay on top of all my courses and course work. I do not recall my GPA but it was at least a 3.5.

SKILLS

- I can type at least 70 words per minute with minimal mistakes.
- Detail oriented.
- Self-motivated to stay on task.
- Great at multi-tasking.
- Fast learner.

ACTIVITIES

In my current role at WMMH I was given a commendation in 2020 during peak COVID for having a case load of almost 50 clients and still being on top of what they all needed at the time. I am extremely good at adapting to new roles and changes in the work place. I am friendly, outgoing, and able to connect with people in order to help them.

Nicole Demers

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Skills

- Microsoft Office
- Time Management Skills
- Collaboration internally and externally
- Organization
- Written Communication
- Ability to adapt to challenging situations

Work Experience

March 2018- Present

Northern Human Services, Licensed Clinical Mental Health Counselor, Critical Time Supervisor Region 1

- ACT Clinician
- Hospital Contract; to include mental health assessments
- Created Coos County Nursing Home Contract
- Created Saint Vincent de Paul Nursing Home Contract
- Caseload of 61
- Emergency Services
- Reviewing charts
- Involuntary Emergency Admissions
- Complaint and Prayers
- Conditional Discharge Revocations
- Established relationships with New Hampshire Psychiatric Hospital's admissions and care management teams.
- Treatment plans, Quarterlies, and other required documentation

December 2012- June 2018

Coos County Nursing Home, Licensed Nursing Assistant

- Help residents with activities of daily living.
- Charting on assigned residents

Education

June 2016- December 2018

Plymouth State University, Plymouth NH

Masters of Science, Clinical Mental Health Counseling

August 2012-May 2016

Keene State College, Keene NH

Bachelors of Arts, Psychology

Trainings

- CACS (Certified Approved Clinical Supervisor), 2021
- Certified Clinical Telemental Health Provider Training, 2022
- Certified Clinical Trauma Professional, 2022
- Confidentiality in the 21st Century, 2021
- Evidence based Treatment for First Episode Psychosis, 2021

Bethany Ricker

Objective To provide comprehensive clinical services to underserved populations in the Northern New Hampshire Region. It is my focus to help clients learn how to best manage symptoms and forge healthy relationships in effort to achieve their desired goals.

Experience **Clinician**
NFI NORTH - Bethlehem, NH
July 2020 – December 2022
Individuals served included those entering Transitional Housing Services after psychiatric hospitalization. Responsibilities included day-to-day treatment of participants including individual and group therapy services. Provision of crisis services for individuals experiencing symptoms of suicidal ideation. Oversight of assessment documentation and session notes. Collaborative work with treatment team members to identify best practices and assist participants in meeting their treatment goals. Clinical supervision provided for Clinicians seeking licensure.

Clinician / Clinical Director

White Mountain Mental Health, Littleton, NH

August 2008 – July 2020

Provided treatment services to a wide variety of populations including adults suffering from severe mental illness and addiction issues. Provision of individual and family therapy. Collaborative work with multi-disciplinary team including case managers, medical providers, and community providers. Clinical supervision provided for Clinicians seeking licensure.

Clinical Director role responsibilities included oversight of clinical program services, supervision of Clinicians, and troubleshooting clinical / program issues.

Education

**Master of Science - Human Services/Mental Health
Counseling**

Springfield College, St. Johnsbury, VT

August 2008

Coursework topics included cultural studies, human services, counseling, and addiction issues.

**Bachelor of Science - Human Services/Mental Health
Counseling**

Springfield College, St. Johnsbury, VT

August 2005

Coursework topics included case management, human services, counseling, cultural studies, and addiction issues.

Communication Communication has been a top priority in collaborative work with co-workers and community providers. Effective use of communication through various modalities including day-to-day communication with participants and co-workers, as well as provision of clinical presentations and topical trainings provided for peers and co-workers.

**Certifications /
Licensure**

LCMHC in NH

C-DBT

NCC

Clinical Supervisor – Roster in NH

References

References provided upon request.



REBECCA CORONITY

EXPERIENCE

JUNE 2022-PRESENT

DIRECTOR OF CHILDREN'S SERVICES, NORTHERN HUMAN SERVICES

Supervision clinicians for licensure.

Supervisor care coordinators on the children's team.

Supervision clinicians across Northern Human Services in the Child Parent Psychotherapy Modality.

Attend director's meetings for interagency as well as state-wide.

Collaborate with area resources/agencies to improve services for children and families.

JANUARY 2016 – PRESENT

CLINICIAN, NORTHERN HUMAN SERVICES

Conduct assessments and evaluations on children, families and adults to gather information to develop a treatment plan.

Utilize client developed goals to conduct therapy sessions using evidenced based practices to meet client needs.

Assess individuals in emergency situations to evaluate for suicide and homicidality.

DECEMBER 2012 – JANUARY 2016

CLINICIAN, WEST CENTRAL BEHAVIORAL HEALTH

Conduct assessments and evaluations on children and families to gather information and develop a treatment plan.

Utilize client developed goals to conduct therapy sessions to meet child and family needs.

Co-Leader of female adolescent Dialectical Behavioral Therapy (DBT) group.

Co-Presenter at Child and Family Psychotherapy (CPP) Training.

MAY 2011 – MAY 2012

CLINICAL INTERN, NORTHERN HUMAN SERVICES

Conduct assessments and evaluations on children and adults to gather information and develop a treatment plan.

Utilize client developed goals to conduct therapy sessions to meet child and family needs.

Assess individuals in emergency situations and evaluate for suicide and homicidality.

OCTOBER 2007 – MAY 2012

CASE MANAGER, NORTHERN HUMAN SERVICES

Collaborate and assist with accessing community resources.

Provide support and interventions to clients in community settings through functional support services.

EDUCATION

AUGUST 2012

MASTER'S SCIENCE, SPRINGFIELD COLLEGE

All coursework for licensed eligible mental health counseling.

GPA: 3.94

AUGUST 2007

BACHELOR'S SCIENCE, PLYMOUTH STATE UNIVERSITY

Includes all casework for undergraduate degree in social work.

SKILLS

- Excellent communication skills, ability to work well in teams and collaborate with other agencies for client support.
- Meet Deadlines
- Communication
- Organization
- Team work

ACTIVITIES

Member of the Board of Trustees of the Franconia Children's Center.

LICENSE

Licensed Clinical Mental Health Counselor 2021-Present

CERTIFICATIONS

MATCH

Child Parent Psychotherapy (CPP)

Jaime-Rose Kelly



EDUCATION:

Springfield College
School of Professional and Continuing Studies
Mental Health Counseling
St. Johnsbury, Vermont
Master's Degree, Clinical Mental Health
August 2018

Liberty University
Lynchburg, Virginia
Master's Degree: Human Services Counseling: Crisis Response and Trauma
Graduated with Highest Academic Honors
May 14, 2016

Eastern Nazarene College
Quincy, Massachusetts
Bachelor of Art Degree: Psychology: Child and Adolescent Development
Graduated with High Academic Honors
May 2002

LICENSE/CERTIFICATION:

Licensed Clinical Mental Health Clinician #2307
Certified Clinical Trauma Professional

RELEVANT TRAININGS:

CALM Trainer
Suicide Prevention and Postvention
DBT
Beacon Trainings-21 Hours
De-escalation Skills
Motivational Interviewing
Trauma Trainings
CIT

EXPERIENCE:

<p>October 2022-present Northern Human Services <i>Director of Acute Services</i> Kassie Eafrazi, COO [REDACTED]</p>	<p>September 2018-present Northern Human Services <i>LRH Hospital Contract Clinician</i> Amy Finkle, Director Behavioral Health [REDACTED] Jody Brusseau, LRH Director of CM [REDACTED]</p>
<p>July 2017-present Northern Human Services <i>Emergency Services Clinician</i> <i>Licensed Clinician 2020</i> Suzanne Gaetjens-Oleson, CEO [REDACTED]</p>	<p>May 2017-August 2018 Northern Human Services <i>Clinical Intern</i> Erin Bell, Supervisor</p>
<p>May 2012-October 2018 per diem 2018-2022 Chef Joe's Catering <i>Server/Waitress</i> Joe and Nancy Peterson [REDACTED]</p>	<p>March 2012-December 2015 Kelly's Video Littleton, New Hampshire <i>Co-owner</i> Mike and Jaime-Rose Kelly [REDACTED]</p>
<p>January 2005-February 2012 At-home Daycare Littleton, New Hampshire <i>Self-employed daycare provider</i> Jaime-Rose Kelly</p>	<p>September 2007-January 2018 <i>Homeschool Educator</i> Littleton, New Hampshire Jaime-Rose Kelly [REDACTED]</p>

<p>July 2002-December 2004 White Mountain Mental Health Agency Littleton, New Hampshire <i>Children's Case Manager</i> Suzanne Gaetjens-Oleson, Supervisor [REDACTED]</p>	<p>April 2000-July 2002 South Shore Mental Health Quincy, MA <i>Case Manager</i> Kristin Whitmore, Supervisor [REDACTED]</p>
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VOLUNTEER:

<p>Good News Club Lakeway Elementary and Franconia Helper, 2012-2018 Jan Starring [REDACTED]</p>	<p>H.I.S. Homeschool Co-op Faith Bible Church Director, 2013-2018 Nick Deyoung [REDACTED]</p>
<p>Sex Trafficking Panel with Threads of Hope, and others Hosted by Faith Bible Church Coordinator Jaime-Rose Kelly, with Morgan Trahan August 25, 2016</p>	<p>NH Behavioral Response Team NH DHHS Volunteer, 2015-present Jennifer Schirmer [REDACTED]</p>
<p>Lakeway Elementary School Parent Volunteer 2008-present</p>	<p>LHS/DBMS Principal Search Committee 11/2020-12/2020 Crusader Pride member 9/2020-present</p>

PROFESSIONAL REFERENCES:

Suzanne Gaetjens-Oleson
Regional Mental Health Administrator, Northern Human Services

[REDACTED]
[REDACTED]

Toni Garceau
Former Clinical Supervisor, Northern Human Services

[REDACTED]
[REDACTED]

Amy Finkle
Director of Behavioral Health, NHS-White Mountain Mental Health

[REDACTED]
[REDACTED]

Jody Brusseau
LRH Case Management/Utilization Review Manager

[REDACTED]
[REDACTED]

Malcolm Starring
Former Pastor, Faith Bible Church

[REDACTED]
[REDACTED]

PROFESSIONAL SKILLS:

- Emergency Services
- Hospital contract duties
- Sexual Assault Response Team (SART)
- Leadership Skills
- Management Skills
- Administrative Skills
- Clinical Supervision
- Team Building
- Various trainings
- Compassion
- Listening Skills
- Heart for justice ministries and missions
- Member of American Christian Counselors Association, awarded by coursework completed in Summer 2015

HOBBIES:

Singing

Running

Reading

Time with personal relationships

Hiking

Visiting elderly

Service, wherever needed

Jennifer Wackerle, MSW, LICSW



EDUCATION:

1991 Masters of Social Work, Boston University School of Social Work
1986 B.A. (Psychology), Mount Holyoke College, Magna Cum Laude

LICENSURE:

LICSW in NH (#1971) and MA (#1026141)

PROFESSIONAL EXPERIENCE:

9/22-present **Northern Human Services: White Mountain Mental Health, Littleton NH**
Clinical Director

- o Supervise clinical team, ensuring the coordination of care for clients in outpatient community mental health center
- o Collaborate with management team in order to ensure efficient agency operations which allows for quality client care
- o Provide ongoing supervision and support to staff and interns
- o Coordinate client referrals, ensuring smooth and efficient access to care, while addressing priority situations, urgent needs, and lethality concerns, in consideration of staff availability
- o Collaborate with community stakeholders and referral agents in order to promote client access to care, and support the agency's mission and values
- o Create an agency tone which enables team members to meet the needs of our clients, while maintaining a culture of mutual respect and collaboration

4/16-present **Northern Human Services: White Mountain Mental Health, Littleton NH**
Clinician

- o Conduct diagnostic intakes, develop treatment plans, provide psychotherapy services to adults in outpatient community mental health center
- o Areas of expertise include PTSD, Mood Disorders, Anxiety, Substance Use Disorder, ADHD, Chronic Mental Illness, adults with history of acute, chronic and/or complex trauma
- o Assist with development of coping skills, as well as identification of community resources
- o Collaborate with multidisciplinary team as well as community providers

- 7/12-7/21 **The Highlands Inn, Bethlehem NH**
Owner, operator
- o Coordinated daily operations for 17 room inn including staff supervision, budgeting, accounting, inventory management, marketing, and guest relations
- 9/10-7/12 **Whittier Rehabilitation Hospital, Bradford, MA**
Social Worker: Long Term Acute Care Rehabilitation Hospital
- o Conducted psychosocial assessments of patients; identified discharge service needs; facilitated necessary referrals
 - o Provided emotional support to patients regarding loss, substance abuse, adjustment to illness, psychosocial stressors, trauma
 - o Provided emotional support to family members
 - o Conducted caregiver support group and stroke survivor group
 - o Provided positive customer experience for patients and families
 - o Collaborated positively and effectively with multidisciplinary treatment team of doctors, nurses, rehab therapists
- 8/02-9/10 **Anna Jaques Hospital, Newburyport, MA**
Social Worker, Medical/Surgical and Birth Center Units
- o Conducted psychosocial assessments, identified discharge service needs, provided necessary referrals to patients and families in general inpatient units as well as neonatal care center and birth center
 - o Provided emotional support to patients and families regarding medical, psychosocial and end of life issues
 - o Intervened in crisis situations
 - o Recipient of AJH "President's Award" due to customer service
- 1997-2006
(part time) **Arbour (HRI) Counseling Services, Haverhill, MA**
Therapist
- o Provided ongoing clinic and home based individual and family therapy to children and adults; conducted diagnostic assessments, designed and implemented treatment plans
- 1999-2002 **Pentucket Area Early Intervention, West Newbury, MA**
Clinical Team Supervisor:
- o Supervised multidisciplinary team of 10-12 clinicians
 - o Coordinated provision of services for 100+ families
 - o Participated in agency policy and development
 - o Supervised Social Work interns

Pentucket Area Early Intervention, West Newbury, MA

1991-1994 & Developmental Therapist

1996-2002

- o Conducted family and psychosocial developmental assessments as part of a multidisciplinary treatment team
- o Provided individual and group developmental play therapy to developmentally delayed and at risk children ages birth to three
- o Provided individual, couples and family therapy
- o Designed and facilitated parent groups
- o Developed and implemented treatment plans
- o Collaborated with treatment providers

1994-1996 **MSPCC Family Counseling Center, Lawrence, MA**

Therapist

- o Provided ongoing clinic, home and school based individual and family therapy to children and adults
- o Conducted diagnostic evaluations, designed and implemented treatment plans, collaborated with treatment providers

1987-1989 **Department of Social Services, Cambridge/Somerville, MA**

Protective Social Worker

- o Provided ongoing protective casemanagement services to children and families
- o Conducted family assessments, designed and implemented family service plans, collaborated with treatment providers

1986-1987 **Ellis Memorial Center, Boston, MA**

Preschool Teacher

- o Developed and implemented curriculum
- o Established individual and group goals

INTERNSHIP EXPERIENCE

1990-1991 **Newton-Wellesley Hospital Psychiatric Unit, Wellesley, MA**

Social Work Intern

- o Conducted psychosocial assessments, provided brief individual and family treatment, developed discharge plans as part of a multidisciplinary treatment team

1989-1990 **ABCD Head Start, Allston, MA**

Social Work Intern

- o Conducted family assessments, provided support, information and referral services to children and families

HEATHER ST.ONGE

OBJECTIVE

Maintain Employment at Northern Human Services

EXPERIENCE

APRIL 2023-PRESENT

CHILDRENS CARE COORDINATOR, NORTHERN HUMAN SERVICES

Provide case management for clients and their family to help them access services and resources that may help support their overall emotional health and wellbeing. Work with clinical team to develop a plan for skill training that provides support services to children with emotional support needs. Perform record keeping tasks including appointment notes, assessments, quarterly paperwork, treatment plans, updated consents, scheduled reports and mandated reporting in a timely, accurate and confidential manner.

MARCH 2018-MARCH 2023

CENTER DIRECTOR/LEAD TEACHER, HEAD START

Ensure compliance with Head Start Performance Standards, federal and state regulations, and NH Childcare Licensing requirements. Participate in ongoing professional development. Perform record keeping including documentation, assessments, written plans and procedures, scheduled reports and mandated reporting in a timely, accurate and confidential manner. Conduct home and center visits with families.

JANUARY 2010- FEBRUARY 2018

PRESCHOOL PROGRAM COORDINATOR, CHILD DEVELOPMENT CENTER AT WMCC

Support and maintain WMMC preschool program in accordance with NAEYC accreditation criteria and NH licensing standards. Implement program curriculum, including environment, activities and use of materials. Supervise, guide and asses program teachers and ECE students. Conduct orientations for families entering the program. Maintain individual goals, plans and assessments on each child, ensure the classroom teachers maintain individual goals, plans and assessments for their primary children. Create relationships and a shared learning experience for children and their families. Conduct parent conferences, plan and attend weekly teachers meetings. Attend special education meetings, track IEP's for children in the preschool program. Complete 18 hours/year of additional trainings in the field. Maintain a current NH Early Childhood credential.

JULY 2, 2012- SEPTEMBER 15, 2012

INTERIM DIRECTOR, CHILD DEVELOPMENT CENTER AT WMCC

Create and sustain a developmentally appropriate infant/toddler, preschool and school-age program. Carry out general responsibilities of day-to-day operation of Child Care program. Supervise childcare staff, practicum and work-study students. Work with the Early Childhood Education faculty at WMCC. Manage classroom schedules, including children and personnel.

Interviews applicants. Conduct orientation and training of new personnel. Supervise and evaluate lab helper positions. Plan and implement in-service training and regular staff meetings. Provide referral service to Special Education Department; contracts with local school districts for special education placements, conducts registration and orientation of families into the Child Care Program. Work with WMCC business office to prepare and maintain child care billing. Attend all IEP planning sessions.

JANUARY 2008-JANUARY 2010

LEAD TEACHER, CHILD DEVELOPMENT CENTER AT WMCC

Plan and implement curriculum for children ages 3 months to 12 years, Set up environments, observe and document child development in the class room, monitor nutritional intake, meet the physical, emotional, cognitive and social needs of the children.

EDUCATION

JANUARY 2006-MAY 2008

**ASSOCIATES IN EARLY CHILDHOOD EDUCATION,
WHITE MOUNTAINS COMMUNITY COLLEGE BERLIN**

Graduated with honors. GPA 3.4

SEPTEMBER 2016-NOVEMBER 2016

GRANITE STATE COLLEGE

Began working on my bachelors degree in ECE-Child Services

SKILLS

- Strong interpersonal and relationship building skills with both children and adults
- A drive to continue growing and learning
- Passion for helping and working with children and families
- I work well as part of a team and independently
- Organized and efficient
- Presenting myself as a professional while representing my place of employment.

I have recently worked as a team member of the Coos Connects to help bridge the gap between local SAU's and early childhood programs.

CREDENTIALS

EARLY CHILDHOOD TEACHER LEVEL 5

MASTER TEACHER LEVEL 1

Katlyn Giragosian

Education

Bachelor of Science: Early Childhood Studies, Graduated May 2013

Plymouth State University, Plymouth, NH

- Option: Early Care and Education
- Minor: Child Welfare and Family Studies

9/11 - 5/13 **Early Childhood Practicums**, NAEYC Accredited Centers
- Center for Young Children and Families (Plymouth, NH)
Early Head Start CAP (Laconia, NH)

Professional Experience

6/20 - Present **Case Manager**, White Mountain Mental Health, Littleton, NH

- Provide symptom management and support for clients struggling with mental illness
- Assist clients and families in their homes and community to learn/practice skills
- Complete clinical documentation of care in an organized and timely manner

6/18 - 7/19 **Center Director/Lead Teacher**, Littleton Head Start, Littleton, NH

- Implemented developmentally appropriate curriculum and assessment
- Observed/Documented children in order to assess progress and development (TS Gold)
- Communicated with families and create supporting responsive relationships
- Maintained Child Care Licensing requirements for site

2/18 - 6/18 **After Care Lead Teacher**, Sunnybrook Montessori, Lancaster, NH

- Supervised and provided support for children ages 3-5 in an after school care setting
- Communicated with families
- Organize and clean classroom

8/15 - 6/18 **Center Director/Preschool Teacher**, Whitefield Head Start, Whitefield, NH

- Implemented developmentally appropriate curriculum and assessment
- Communicated with families and fostered open and positive relationships
- Observed/Documented children's behavior and growth to assess progress and development (TS Gold)
- Maintained Child Care Licensing requirements for site

8/14 - 6/15 **Assistant Preschool Teacher/Long-term Substitute Preschool**,
Belmont Elementary School, Belmont, NH

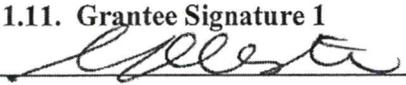
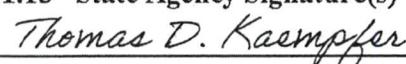
- Assisted Lead Teacher in preparing and implementing daily learning experiences
- Guided children with classroom routine and centers
- Communicated with families at pick-up and drop-off
- Attended Case Management/IEP meetings to follow up students growth and goals

References available upon request.

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 New Hampshire Department of Justice		1.2. State Agency Address 1 Granite Place South, Concord, NH 03301	
1.3. Grantee Name New Hampshire Legal Assistance		1.4. Grantee Address 117 North State Street Concord, NH 03301	
1.5 Grantee Phone # (603) 206-2226	1.6. Account Number 02-20-20-201510 -5021-072-500575	1.7. Completion Date 9/30/2026	1.8. Grant Limitation \$373,580
1.9. Grant Officer for State Agency Kathleen Carr		1.10. State Agency Telephone Number (603) 271-3658	
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 Sarah Mattson Dustin, Executive Director	
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) Thomas D. Kaempfer, Deputy Director of Admin	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required)			
By: <i>Christen Lavers</i> Assistant Attorney General, On: / / 11/24/25			
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").

Subrecipient Initials 
Date 11/21/25

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 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, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 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.
- 8.1. PERSONNEL.
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.
- 8.3. 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.
- 9.1. DATA: RETENTION OF DATA: ACCESS.
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, 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

- 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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11/21/25

EXHIBIT A

-SPECIAL PROVISIONS-

New Hampshire Legal Assistance as the Grantee (hereinafter referred to as "Subrecipient") shall be compliant at all times with the terms, conditions and specifications detailed below, which are subject to annual review.

- 1 The Subrecipient must certify that Limited English Proficiency persons have meaningful access to any services provided by this program. National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with these requirements. The guidance document can be accessed on the Internet at www.lep.gov.

- 2 The Subrecipient assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination within the three years prior to the receipt of the federal financial assistance and after a due process hearing against the Subrecipient on the grounds of race, color, religion, national origin, sex, age, or disability, a copy of the finding will be submitted to the New Hampshire Department of Justice, Grants Management Unit and to the U.S. Department of Justice, Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531. For additional information regarding your obligations under civil rights please reference the state website at <http://www.doj.nh.gov/grants-management/civil-rights.htm> and understand if you are awarded funding from this office, civil rights compliance will be monitored by this office, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

- 3 The Subrecipient will comply (and will require any subrecipients or contractors to comply) with any applicable nondiscrimination provisions, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); the Victims of Crime Act (34 U.S.C. § 20110(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Violence Against Women Act (34 U.S.C. § 12291(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07). It will also comply with Ex. Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38.

- 4 Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. The current consultant limit is \$650 per day or \$81.25 per hour. When the rate exceeds the limit for an 8-hour day, or a proportionate hourly rate (excluding travel and subsistence costs), a written prior approval is required. Prior approval requests require additional justification.

- 5 The Subrecipient agency agrees that, should they employ a former member of the NH Department of Justice, that employee or their relative shall not perform work on or be billed

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EXHIBIT A

to any federal or state subgrant or monetary award that the employee directly managed or supervised while at the DOJ for the life of the subgrant without the express approval of the DOJ.

6 The Subrecipient understands that grants are funded for the grant award period noted on the grant award document. No guarantee is given or implied of subsequent funding in future years.

7 **Requirements of the award; remedies for non-compliance or for materially false statements**

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award. By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts all such assurances or certifications as if personally executed by the authorized recipient official.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. The U.S. Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

8 **Applicability of Part 200 Uniform Requirements**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this subaward.

EXHIBIT A

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

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In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

9 **Compliance with DOJ Financial Guide**

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as

EXHIBIT A

posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The subrecipient agrees to comply with the DOJ Grants Financial Guide.

10 **Reclassification of various statutory provisions to a new Title 34 of the United States Code**

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

11 **Requirements related to "de minimis" indirect cost rate**

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(1), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

12 **Requirement to report actual or imminent breach of personally identifiable information (PII)**

Any "subrecipient" at any tier must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)--(1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130).

The subrecipient's breach procedures must include a requirement to report actual or imminent breach of PII to the New Hampshire Department of Justice, Grants Management Unit by the end of the business day in which the breach becomes known.

13 **All subawards ("subgrants") must have specific federal authorization**

Any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

EXHIBIT A

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

14 Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000.

The subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

15 Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events.

Any subrecipient (subgrantee) at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Post-award Requirements" in the "DOJ Grants Financial Guide").

16 Requirement for data on performance and effectiveness under the award

The subrecipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

17 OJP Training Guiding Principles

Any training or training materials that any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subrecipient, available at

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11/21/25

EXHIBIT A

<https://ojp.gov/funding/Implement/Training-Guiding-Principles-Grantees-and-Subgrantees>.

18 Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 42

Any subrecipient (“subgrantee”) at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

19 Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 54

Any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

20 Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 38

Any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time) specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter I, Part 38, under e-CFR "current" data.

21 Restrictions on “lobbying”

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the subrecipient (“subgrantee”) at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits funds awarded by OJP from being used by any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of federal grant or cooperative agreement, subgrant, contract, subcontract, or loan with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law, including exception that

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11/21/25

EXHIBIT A

applies to Indian tribes and tribal organizations.

Should any questions arise to whether a particular use of funds by a subrecipient would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

22 Compliance with general appropriations-law restrictions on the use of federal funds for this award

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at <https://ojp.gov/funding/Explore/FY22 AppropriationsRestrictions.htm>, and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

23 Reporting potential fraud, waste and abuse and similar misconduct.

Any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave, NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

24 Restrictions and certifications regarding non-disclosure agreements and related matters.

No subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award,

EXHIBIT A

to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the subrecipient—

- i. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- ii. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the subrecipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

- i. it represents that— it has determined that no other entity that the subrecipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- ii. it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
- iii. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

25

Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The subrecipient at any tier must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this

EXHIBIT A

award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

26 Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

27 Access to records

The subrecipient (subgrantees) at any tier, must authorize the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), the New Hampshire Department of Justice and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA grant.

28 VOCA Requirements

Subrecipients assure they will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

Specifically, the subrecipient certifies that funds under this award will: (a) be awarded to eligible victim assistance organizations, 34 U.S.C. 20103(a)(2); b) not be used to supplant State and local public funds that would otherwise be available for crime victim assistance, 34 U.S.C. 20103(a)(2); c) and be allocated in accordance with program guidelines or regulations implementing 34 U.S.C. 20103(a)(2)(A) and 34 U.S.C. 20103(a)(2)(B) to, at a minimum, assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by the State.

29 The subrecipient agrees to submit quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC.

This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

30 Employment eligibility verification for hiring under the award

1. Any subrecipient at any tier must:

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the any subrecipient properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).

B. Notify all persons associated with any subrecipient who are or will be involved in

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11/21/25

EXHIBIT A

activities under this award of both--

1. this award requirement for verification of employment eligibility, and
2. the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form 1-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-verify

For purpose of satisfying the requirement of this condition regarding verification of employment eligibility, any subrecipient may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the subrecipient uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

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11/21/23

EXHIBIT A

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

31

Unreasonable restrictions on competition under the award; association with federal government.

SCOPE. A. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award, whether by any subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier). The subrecipient (at any tier), agent, otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

B. Nothing in this condition shall be understood to authorize or require any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

1. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no subrecipient, at any tier may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions

EXHIBIT A

designed to ensure compliance with this condition.

4. Rules of construction

C. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant

32 Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

Any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of any subrecipient. The details of the subrecipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

33 Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

Any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

34 Publications

Any publications (written, visual or sound), whether published through Federal grant funds or matching funds, shall contain the following statements: "This project was supported by (enter the federal grant # here) awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

35 Requirement on use of volunteers

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11/21/25

EXHIBIT A

The Subrecipient must utilize volunteers to assist the program unless extenuating circumstances justify the exclusion of volunteers, and a volunteer waiver is obtained from the DOJ. This requirement can not be waived without a written request from the subrecipient to DOJ and a written volunteer waiver approval from DOJ.

36 The Subrecipient agrees to assist victims in applying for Victims Compensation benefits.

Such assistance includes: identifying eligible victims; making reasonable efforts to notify eligible victims of the availability of compensation; making reasonable efforts to explain the program to victims; offering to assist victims with the application process when it is reasonable to do so.

37 The Subrecipient understands that VOCA non-allowable personnel activities include:

general administration, prevention, active investigation and prosecution of criminal activities, research and studies, lobbying, capital expenses, compensation for victims of crime and fundraising.

38 The Subrecipient agrees that all services will be provided at no charge to victims unless a program income waiver is obtained from the DOJ.

If permission to generate program income is granted, the Subrecipient agrees that there must be a sliding scale that starts at zero, and that all program income will be totally expended on grant allowable activities by the end of the funding cycle.

39 Equipment purchased with VOCA funds shall be listed by the Subrecipient on the agency inventory.

The inventory must include the item description, serial number, cost, percentage of federal VOCA funds, and location.

40 The Subrecipient agrees that if a financial audit of the agency is performed, whether it be an audit under 2 CFR or not, the Subrecipient agrees to provide a copy of the audit and any associated management letters to the DOJ, Grants Management Unit.

The Single Audit report must be submitted to the Grants Management Unit within 9 months after the subrecipient's year-end or one month after the issuance of the audit, whichever is sooner.

41 The Subrecipient, if a non-profit organization, agrees to make its financial statements available online (either on the subrecipient's website, or the DOJ's, or another publicly available website).

Organizations that have Federal 501 (c) 3 tax status are considered in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.

EXHIBIT B

-SCOPE OF SERVICES-

1. The Subrecipient shall receive a subgrant from the New Hampshire Department of Justice as the State Agency (DOJ) for expenses incurred for civil legal services and victimadvocacy provided to victims of crime, including but not limited to personnel, benefits,travel, intake services contract, and indirect costs.
2. The Subrecipient shall be reimbursed by the DOJ based on budgeted expenditures described in EXHIBIT C. The Subrecipient shall submit incurred expenses for reimbursement on the state approved expenditure reporting form as provided. Expenditure reports shall be submitted on a quarterly basis, within fifteen (15) days following the end of the current quarterly activities. Expenditure reports submitted later than thirty (30) days following the end of the quarter will be considered late and out of compliance. *For example, with an award that begins on January 1, the first quarterly report is due on April 15th or 15 days after the close of the first quarter ending on March 31.*
3. Subrecipient is required to maintain supporting documentation for all grant expenses both state funds and match if provided and to produce those documents upon request of this office or any other state or federal audit authority. Grant project supporting documentation shall be maintained for at least seven (7) years after the close of the Federal Grant.
4. Subrecipient shall be subject to periodic desk audits and program reviews by DOJ. Such desk audits and program reviews shall be scheduled with Subrecipient and every attempt shall be made by Subrecipient to accommodate the schedule.
5. All correspondence and submittals shall be directed to:
NH Department of Justice
Grants Management Unit
1 Granite Place South
Concord, NH 03301
603-271-8473 or sarah.e.sciuto@doj.nh.gov

EXHIBIT C

- PAYMENT TERMS-

1. The Subrecipient shall receive reimbursement in exchange for approved expenditure reports as described in EXHIBIT B.
2. The Subrecipient shall be reimbursed within thirty (30) days following the DOJ's approval of expenditures. Said payment shall be made to the Subrecipient's account receivables address per the Financial System of the State of New Hampshire.
3. The State's obligation to compensate the Subrecipient under this Agreement shall not exceed the price limitation set forth in form G-1 section 1.8.

3a. The Subrecipient shall be awarded an amount not to exceed \$373,580 of the total Grant Limitation upon Governor and Council approval or 01/01/2026, whichever is later, to 06/30/26, with approved expenditure reports. This shall be contingent on continued federal funding and program performance.

3b. With sufficient reason and under limited circumstances, the Subrecipient may apply for an extension of the grant period for up to three months, to 09/30/2026. The Subrecipient must submit the request in writing. No extension is granted until approval is received by DOJ in writing.

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11/21/25

EXHIBIT D

-EEOP REPORTING, CIVIL RIGHTS COMPLIANCE AND STANDARD ASSURANCES-

I, Sarah Mattson Dustin [responsible official], certify that

New Hampshire Legal Assistance has either completed the EEOP reporting tool certification at https://ojp.gov/about/ocr/faq_eeop.htm or completed an exemption form on:

April 5, 2024 [date]

It is understood that subrecipients who are exempt from filing the EEOP Utilization Report, including non-profits and subrecipients with less than 50 employees, must file a declaration claiming exemption. If applicable, this Declaration Claiming Exemption form is to be emailed to the New Hampshire Department of Justice Grants Management Unit and is no longer inputted into the Federal System.

EEOP Training Requirements for Subrecipients

Sarah Mattson Dustin [official that completed training] has completed the EEOP training at <https://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm> on:

June 24, 2025 [date].

DOJ Discrimination Complaint Process

If individuals believe they may have been discriminated against by the NH Department of Justice or by an organization that receives federal funding from the NH Department of Justice based on their race, color, national origin, religion, sex, disability, age, sexual orientation or gender identity should print and complete a complaint form that can be found at: [Civil Rights | Grants Management Unit | NH Department of Justice](#)

Subrecipient Discrimination Complaint Process

I further certify that: The Subrecipient will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services and has a policy or written procedure in place for accepting discrimination based complaints from employees and program beneficiaries and that policy/procedure must be made publicly available to program beneficiaries or prospective beneficiaries.

EXHIBIT D

Certified Standard Assurances

On behalf of the Subrecipient, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

- (1) I have the authority to make the following representations on behalf of myself and the Subrecipient. I understand that these representations will be relied upon as material in any Department decision to make an award to the Subrecipient based on its application.
- (2) I certify that the Subrecipient has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.
- (3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application—
 - a. the Subrecipient will comply with all award requirements and all federal statutes and regulations applicable to the award;
 - b. the Subrecipient will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
 - c. the Subrecipient will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.
- (4) The Subrecipient understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition—
 - a. the Subrecipient understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
 - b. the Subrecipient understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;

EXHIBIT D

- c. the Subrecipient understands that it must require any pass-through subrecipient to comply with all such applicable statutes (and associated regulations); and
- d. on behalf of the Subrecipient, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Subrecipient also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Subrecipient will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Subrecipient will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) If this application is for an award from the National Institute of Justice or the Bureau of Justice Statistics pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to an institution of higher education (as defined at 34 U.S.C. § 10251(a)(17)), I assure that, if any award funds actually are made available to such an institution, the Subrecipient will require that, throughout the period of performance—

- a. each such institution comply with any requirements that are imposed on it by the First Amendment to the Constitution of the United States; and
- b. subject to par. a, each such institution comply with its own representations, if any, concerning academic freedom, freedom of inquiry and debate, research independence, and research integrity, at the institution, that are included in promotional materials, in official statements, in formal policies, in applications for grants (including this award application), for accreditation, or for licensing, or in submissions relating to such grants, accreditation, or licensing, or that otherwise are made or disseminated to students, to faculty, or to the general public.

(9) I assure that, if the Subrecipient is a governmental entity, with respect to the award (if any) made by the Department based on the application—

EXHIBIT D

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

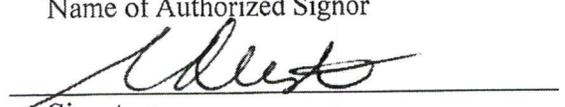
(10) If the Subrecipient applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self-Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

(11) If the Subrecipient applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Subrecipient to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Sarah Mattson Dustin

Name of Authorized Signor



Signature

Executive Director

Title of Authorized Signor

11/21/25

Date

EXHIBIT E

-NON-SUPPLANTING CERTIFICATION -

Supplanting defined

Federal funds must be used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose. Supplanting shall be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the Subrecipient or grantee will be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds. For certain programs, a written certification may be requested by the awarding agency or recipient agency stating that Federal funds will not be used to supplant State or local funds. See the OJP Financial Guide (Part II, Chapter 3)

<http://www.ojp.usdoj.gov/financialguide/part2/part2chap3.htm>.

Supplanting and job retention

A recipient or subrecipient may use federal funds to retain jobs that, without the use of the federal money, would be lost. If the grantee is planning on using federal funds to retain jobs, it must be able to substantiate that, without the funds, the jobs would be lost. Substantiation can be, but is not limited to, one of the following forms: an official memorandum, official minutes of a county or municipal board meeting or any documentation, that is usual and customarily produced when making determinations about employment. The documentation must describe the terminated positions and that the termination is because of lack of the availability of State or local funds.

New Hampshire Legal Assistance (Subrecipient) certifies that any funds awarded through this federal award shall be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purposes and goals of the grant.

New Hampshire Legal Assistance (Subrecipient) understands that supplanting violations may result in a range of penalties, including but not limited to suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Printed Name and Title of Authorized Signor: Sarah Mattson Dustin, Executive Director

Signature: 

EXHIBIT F

NEW HAMPSHIRE DEPARTMENT OF JUSTICE



**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE
REQUIREMENTS**

Subrecipients should refer to the regulations cited below to determine the certification to which they are required to attest. Subrecipients should also review the instructions for certification included in the regulations before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Subrecipient certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Subrecipient's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Subrecipient shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Subrecipient shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

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11/21/25

EXHIBIT F

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Subrecipient certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals—

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction;

violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Subrecipient is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Subrecipient or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Subrecipient also must disclose such felony criminal conviction in writing to the Department (for OJP Subrecipients, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Subrecipients, to OVW at OVW.GFMD@usdoj.gov; or for COPS Subrecipients, to COPS at AskCOPSRC@usdoj.gov), unless such disclosure has already been made.

3. FEDERAL TAXES

A. If the Subrecipient is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or

EXHIBIT F

(2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP

Subrecipients, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Subrecipients, to OVW at OVW.GFMD@usdoj.gov; or for COPS Subrecipients, to COPS at AskCOPSRC@usdoj.gov).

B. Where the Subrecipient is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Subrecipient certifies and assures that it will, or will continue to, provide a drug-free workplace by—

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The Subrecipient's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will —

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

EXHIBIT F

(e) Notifying the Department, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;
For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.

Notice shall include the identification number(s) of each affected award;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

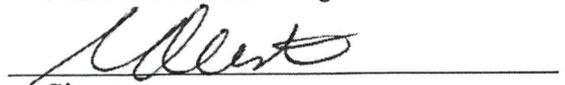
(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

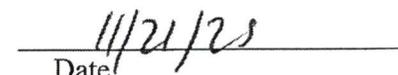
If you are unable to sign this certification, you must attach an explanation to this certification.

Sarah Mattson Dustin

Name of Authorized Signor


Signature

Executive Director

Title of Authorized Signor


Date

New Hampshire Legal Assistance
117 North State Street Concord, NH 03301

Name and Address of Agency

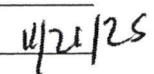
Subrecipient Initials 
Date 

EXHIBIT G

Certification Regarding the Federal Funding Accountability and Transparency Act (FFATA) Compliance

The Federal Funding Accountability and Transparency Act (FFATA) requires Subrecipients of individual Federal grants equal to or greater than \$30,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$30,000 or more. If the initial award is below \$30,000 but subsequent grant modifications result in a total award equal to or over \$30,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), DOJ must report the following information for any grant award subject to the FFATA reporting requirements:

- 1) Name of entity
- 2) Amount of award
- 3) Funding agency
- 4) NAICS code for contracts / CFDA program number for grants
- 5) Program source
- 6) Award title descriptive of the purpose of the funding action
- 7) Location of the entity
- 8) Principle place of performance
- 9) Unique identifier of the entity (SAM #)
- 10) Total compensation and names of the top five executives if:
 - a. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
 - b. Compensation information is not already available through reporting to the SEC.

Subrecipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

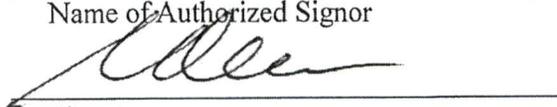
The Subrecipient identified in Section 1.3 of the Grant Agreement agrees to comply with the provisions of the Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), and further agrees to have one of the Subrecipient's representative(s), as identified in Sections 1.11 of the Grant Agreement execute the following Certification:

The below named Subrecipient agrees to provide needed information as outlined above to DOJ and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

gmd

11/21/25

EXHIBIT G
Certification

<u>Sarah Mattson Dustin</u> Name of Authorized Signor	<u>Executive Director</u> Title of Authorized Signor
 Signature	<u>11/21/25</u> Date

As the Subrecipient identified in Section 1.3 of the Grant Agreement, I certify that the responses to the below listed questions are true and accurate.

1. The Unique Entity ID (SAM) number for your entity is: **F6YXETEA4DM5**
2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

X NO YES

If the answer to #2 above is NO, stop here

If the answer to #2 above is YES, please answer the following:

3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C.78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

 NO YES

If the answer to #3 above is YES, stop

If the answer to #3 above is NO, please answer the following:

5. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

EXHIBIT G
Certification

Name: _____	Amount: _____

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 NEW HAMPSHIRE LEGAL ASSISTANCE is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on April 20, 1971. 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: 63969

Certificate Number: 0007142068



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 April A.D. 2025.

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

David M. Scanlan
Secretary of State

CERTIFICATE OF AUTHORITY

I, Courtney Herz, hereby certify that:
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of New Hampshire Legal Assistance.
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on November 12, 2025, at which a quorum of the Directors/shareholders were present and voting.
(Date)

VOTED: That Sarah Mattson Dustin, Executive Director (may list more than one person)
(Name and Title of Contract Signatory)

is duly authorized on behalf of New Hampshire Legal Assistance to enter into contracts or agreements with the State
(Name of Corporation/ LLC)

of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

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

Dated: 11/21/25

Courtney Herz
Signature of Elected Officer

Name: Courtney Herz

Title: Secretary

Signed and sworn to (or affirmed) before me on Nov. 21, 2025 (date), by

Courtney Herz (name).

My Commission Expires 12/21/2027
Affix Seal, if any

[Signature]
Signature of Notarial Officer / Title





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/25/2025

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 Cross Insurance-Manchester 1100 Elm Street Manchester NH 03101	CONTACT NAME: Maura King		
	PHONE (A/C, No, Ext): (603) 669-3218 FAX (A/C, No): (603) 645-4331 E-MAIL ADDRESS: manch.certs@crossagency.com		
INSURED New Hampshire Legal Assistance, Inc. 117 N. State Street Concord NH 03301	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A:	Chubb National Ins Co	10052
	INSURER B:	Chubb Ins Co	078406
	INSURER C:	Federal Ins Co	20281
	INSURER D:	ACE American Ins Co	22667
	INSURER E:		
	INSURER F:		

COVERAGES CERTIFICATE NUMBER: 25-26 All Lines w/Cyber 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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			D02331044	07/01/2025	07/01/2026	EACH OCCURRENCE	\$ 2,000,000					
			DAMAGE TO RENTED PREMISES (Ea occurrence)				\$ 2,000,000						
			MED EXP (Any one person)				\$ 5,000						
			PERSONAL & ADV INJURY				\$ 1,000,000						
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:							GENERAL AGGREGATE	\$ 4,000,000					
							PRODUCTS - COMP/OP AGG	\$ Included					
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			73643440	07/01/2025	07/01/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000					
								BODILY INJURY (Per person)	\$				
								BODILY INJURY (Per accident)	\$				
								PROPERTY DAMAGE (Per accident)	\$				
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB			56722988	07/01/2025	07/01/2026	EACH OCCURRENCE	\$ 1,000,000					
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$					
	DED <input checked="" type="checkbox"/> RETENTION \$ 0							\$					
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	71835643 (3a.) NH & NY	07/01/2025	07/01/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER						
								E.L. EACH ACCIDENT	\$ 1,000,000				
								E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000				
								E.L. DISEASE - POLICY LIMIT	\$ 1,000,000				
D	Cyber Liability			D02331226	07/01/2025	07/01/2026	Each claim	1,000,000					
									Aggregate	1,000,000			
									Deductible per claim	5000			

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

Refer to policy for exclusionary endorsements and special provisions.

CERTIFICATE HOLDER

New Hampshire Department of Justice
1 Granite Place South

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
Maura King

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NONPROFIT COVER SHEET

A. Entity Name: New Hampshire Legal Assistance

B. Entity's Contact Information for Records Requests (e.g., resumes of key personnel; audited financial statements):

Lindsay Lincoln Director of Grants Development & Administration llincoln@nhla.org
(603) 295-9327 117 North State Street Concord, NH 03301-4407

C. List Board of Directors and Affiliations

<u>Name (Identify any additional role(s) in Parentheses)</u>	<u>Affiliations</u>
E.g., John Doe (President)	
Anne Jenness (Chair)	Dartmouth Health
Sindiso Mnisi Weeks (Vice Chair)	University of Massachusetts- Boston
Matthew Streeter (Treasurer)	North Country Healthcare, Inc.
Courtney Herz (Secretary)	Sheehan Phinney
Hilary Alvarez	Concord Family Medicine
Ophelia Burnett	American Friends Service Committee
Elizabeth Bushnell	Community Bridges
Joe Caristi	Speare Memorial Hospital
Lauren Snow Chadwick	National Education Association
Steven Dignard	Retired
Catherine Flinchbaugh	Formerly of NH Public Defender
Claire H. Gagnon	Boys & Girls Club of Central & Northern NH
Douglas P. Hill	Retired Attorney
Hilary Holmes Rheaume	Bernstein Shur
Nicole MacDonald	Realty One Group Next Level
Jacqueline Martineau	Baker, Newman, Noyes
Abbygale Martinen Dow	Sheehan Phinney
Craig McMahon	Law of Office of Craig McMachon, PLLC
Erin Vanden Borroe	Orr & Reno, PA

D. List Key Personnel (Resumes must be available upon request to the person(s) listed in section B or may be attached):

<u>Name</u>	<u>Role</u>	<u>Annual Salary</u>	<u>Amount Paid From This Contract</u>
Peggy Brick	Staff Attorney	\$102,166	\$48,528.85
Jessica Erazo	Staff Attorney and Project Director	\$85,663	\$31,695.31
Rose Lamerand	Paralegal	\$72,400	\$26,788.00
Maria Eveleth	Paralegal	\$87,366	\$19,220.52
Ruth Heintz	Managing Attorney	\$125,885	\$1,888.27
Mary Krueger	Staff Attorney	\$109,145	\$26,740.53
Aly McKnight	Staff Attorney	\$79,259	\$19,418.45
Colleen Perry	Paralegal	\$59,015	\$14,458.68

DISCLOSURE OF LEGAL ACTIVITIES INVOLVING THE STATE OF NEW HAMPSHIRE OR ANOTHER GOVERNMENT ENTITY

E. Check one of the following:

- [X] The entity is **not currently or has not been** party to any legal proceeding involving the State of New Hampshire (or any agency or subdivision thereof) or any other state/federal government entity before any adjudicative body in any jurisdiction **OR**
 - [] The entity is or has been party to one or more legal proceedings as set forth above. Identify the jurisdiction, court or other adjudicative body, case number, and briefly describe the nature of the proceeding (Attached extra sheet if necessary).
-
-
-

CHARITABLE TRUSTS UNIT COMPLIANCE CERTIFICATION

F. Check one of the following:

- [X] is registered and in good standing with the New Hampshire Department of Justice Charitable Trusts Unit (** see note below) **or** has submitted a complete application for registration to the Charitable Trusts Unit and is awaiting a registration determination **OR**
- [] is not required to register with the Charitable Trusts Unit because it is neither tax-exempt under section 501(c)(3) of the Internal Revenue Code nor engages in charitable solicitations in the State of New Hampshire **OR**
- [] is exempt from registration with the Charitable Trusts Unit because it is a federal or state government, agency, or subdivision or is a religious organization, an integrated auxiliary of a religious organization, or is a convention or association of churches.

** Note: Attached screen shot from the DOJ Registered Charities List found at:

<https://mm.nh.gov/files/uploads/doj/remote-docs/registered-charities.pdf>

FINANCIAL DISCLOSURES

G. Check one the following:

- [X] The organization hired an outside firm to audit its financial statements or to prepare GAAP-compliant financial statements for its most recently completed fiscal year. If so, please ensure that the financial statements and audit results are available to be requested from the contact listed on Page 1 (audited financials may be attached) **OR**
- [] The above does not apply, but the organization filed an IRS Form 990 or Form 990-EZ for its most recently completed fiscal year. Please attach that IRS Form 990 or Form 990-EZ to the submission. (Form 990 Schedule B is not required) **OR**
- [] ***If neither of the above apply***, complete the Income Statement and Balance Sheet below with the following basic financial information from the organization's most recently completed fiscal year:

1. INCOME STATEMENT

<u>Revenue</u>		<u>Expenses</u>	
<i>Grants</i>	\$	<i>Compensation of officers, directors, and key personnel</i>	\$
<i>Donations</i>	\$	<i>Other salaries & wages</i>	\$
<i>Program Services Revenue</i>	\$	<i>Payroll taxes & employee benefits</i>	\$
<i>Interest & Dividends</i>	\$	<i>Occupancy, rent, utilities, and insurance</i>	\$
<i>All other Revenue</i>	\$	<i>Printing, publications, postage, office supplies, and IT</i>	\$
<u>Total Revenue</u>	\$	<i>All other expenses</i>	\$
		<u>Total Expenses</u>	\$

2. BALANCE SHEET

<u>Assets</u>		<u>Liabilities</u>	
<i>Cash & Equivalents</i>	\$	<i>Accounts Payable</i>	\$
<i>Investments</i>	\$	<i>Loans Payable</i>	\$
<i>Real Estate (less any depreciation)</i>	\$	<i>All other liabilities</i>	\$
<i>Other Property & Equipment (less any depreciation)</i>	\$	<u>Total Liabilities</u>	\$
<i>Pledges, grants, accounts receivable</i>	\$		
<i>All other assets</i>	\$		
<u>Total Assets</u>	\$		



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248459779
June 11, 2008 LTR 4168C E0
02-0300897 000000 00 000
00026861
BODC: TE

NEW HAMPSHIRE LEGAL ASSISTANCE
117 N STATE ST
CONCORD NH 03301-4407170



017451

Employer Identification Number: 02-0300897
Person to Contact: MS. LEWIS
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your request of June 02, 2008, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in SEPTEMBER 1971, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

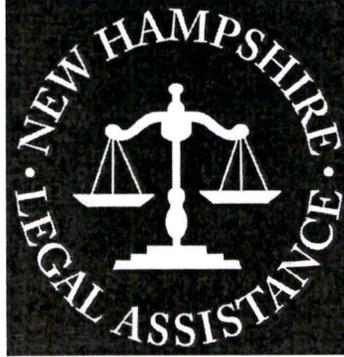
Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I



NEW HAMPSHIRE LEGAL ASSISTANCE, INC.

Financial Statements

With Schedule of Expenditures of Federal Awards

December 31, 2024 and 2023

and

Independent Auditor's Report

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

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

Schedule of Findings and Questioned Costs

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
FINANCIAL STATEMENTS
December 31, 2024 and 2023

TABLE OF CONTENTS

	<u>Page(s)</u>
INDEPENDENT AUDITOR'S REPORT	1-3
FINANCIAL STATEMENTS	
Statements of Financial Position	4
Statements of Activities	5
Statements of Functional Expenses	6-7
Statements of Cash Flows	8
NOTES TO FINANCIAL STATEMENTS	9-20
FEDERAL COMPLIANCE	
SCHEDULE:	
I Schedule of Expenditures of Federal Awards	21-22
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS	23
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>	24-25
Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance	26-28
Schedule of Findings and Questioned Costs	29-30
SUPPLEMENTAL SCHEDULES	
Combining Statements of Financial Position	31-32
Combining Statements of Activities	33-34

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
New Hampshire Legal Assistance, Inc.

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of New Hampshire Legal Assistance, Inc. (a nonprofit organization), which comprise the statements of financial position as of December 31, 2024 and 2023, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of New Hampshire Legal Assistance, Inc. as of December 31, 2024 and 2023, 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.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of New Hampshire Legal Assistance, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about New Hampshire Legal Assistance, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 New Hampshire Legal Assistance, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about New Hampshire Legal Assistance, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying combining statements of financial position and activities are presented for purposes of additional analysis and are not a required part of the financial statements. Additionally, the accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements

themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining statements of financial position and activities and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 4, 2025 on our consideration of New Hampshire Legal Assistance, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of New Hampshire Legal Assistance, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering New Hampshire Legal Assistance, Inc.'s internal control over financial reporting and compliance.

Nashon Clukay & Company PC

Manchester, New Hampshire
April 4, 2025

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
Statements of Financial Position
December 31, 2024 and 2023

	<u>2024</u>	<u>2023</u>
ASSETS		
CURRENT ASSETS:		
Cash and equivalents	\$ 1,828,562	\$ 1,012,818
Cash, restricted	14,168	42,945
Investments	1,640,230	1,406,582
Grants and contracts receivable	2,224,518	2,298,149
Contributions receivable, net	38,439	113,189
Prepaid expenses	19,847	14,326
Security deposits	14,925	13,925
TOTAL CURRENT ASSETS	<u>5,780,689</u>	<u>4,901,934</u>
NONCURRENT ASSETS:		
Right-of-use assets	784,465	846,089
Property and equipment, net	235,675	269,837
TOTAL NONCURRENT ASSETS	<u>1,020,140</u>	<u>1,115,926</u>
 TOTAL ASSETS	 <u>\$ 6,800,829</u>	 <u>\$ 6,017,860</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:		
Accounts payable	\$ 226,764	\$ 173,750
Accrued expenses	362,423	318,813
Deposits held for others	14,168	42,945
Current portion of lease liability	181,901	156,449
TOTAL CURRENT LIABILITIES	<u>785,256</u>	<u>691,957</u>
NONCURRENT LIABILITIES:		
Lease liability	602,564	689,640
TOTAL NONCURRENT LIABILITIES	<u>602,564</u>	<u>689,640</u>
TOTAL LIABILITIES	<u>1,387,820</u>	<u>1,381,597</u>
NET ASSETS:		
Without donor restrictions:		
Undesignated	1,651,543	2,087,684
Board designated operating reserve	1,525,000	700,000
With donor restrictions	2,236,466	1,848,579
TOTAL NET ASSETS	<u>5,413,009</u>	<u>4,636,263</u>
 TOTAL LIABILITIES AND NET ASSETS	 <u>\$ 6,800,829</u>	 <u>\$ 6,017,860</u>

See notes to financial statements

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
Statements of Activities
For the Years Ended December 31, 2024 and 2023

	<u>2024</u>	<u>2023</u>
CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS		
SUPPORT AND REVENUE:		
New Hampshire Bar Foundation - IOLTA	\$ 502,831	\$ 430,500
Government grants and contracts	2,934,618	3,087,982
United Ways	-	1,554
Contributions - Foundations and Other	260,958	180,566
Contributions - Campaign for Legal Services	605,749	511,493
Contributions - Nonfinancial assets	45,494	56,352
Case revenue	50,196	33,619
Miscellaneous	151,361	91,608
Investment income (loss)	107,368	87,617
Net assets released from donor restrictions	<u>1,770,277</u>	<u>1,735,358</u>
TOTAL SUPPORT AND REVENUE WITHOUT DONOR RESTRICTIONS	<u>6,428,852</u>	<u>6,216,649</u>
EXPENSES:		
Program services:		
Domestic violence project	1,723,348	1,003,654
Housing justice project	1,068,549	1,421,205
Justice in aging project	623,328	430,298
Public benefits	413,215	426,543
Immigrant justice project	287,533	289,420
Youth law project	220,149	176,723
Other civil legal services	418,973	855,078
Total program services	<u>4,755,095</u>	<u>4,602,921</u>
Supporting services:		
Fund raising	204,261	209,732
Management and general	896,238	859,736
Unallocated payments to other local nonprofit organizations	184,399	143,408
Total supporting services	<u>1,284,898</u>	<u>1,212,876</u>
TOTAL EXPENSES	<u>6,039,993</u>	<u>5,815,797</u>
INCREASE (DECREASE) IN NET ASSETS WITHOUT DONOR RESTRICTIONS	<u>388,859</u>	<u>400,852</u>
CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS		
New Hampshire Bar Foundation - IOLTA	359,169	307,500
Government grants and contracts	1,125,000	1,125,000
Contributions - Foundations and Other	673,995	285,266
Net assets released from donor restrictions	<u>(1,770,277)</u>	<u>(1,735,358)</u>
INCREASE (DECREASE) IN NET ASSETS WITH DONOR RESTRICTIONS	<u>387,887</u>	<u>(17,592)</u>
CHANGE IN NET ASSETS	776,746	383,260
NET ASSETS - January 1	<u>4,636,263</u>	<u>4,253,003</u>
NET ASSETS - December 31	<u>\$ 5,413,009</u>	<u>\$ 4,636,263</u>

See notes to financial statements

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
Statement of Functional Expenses
For the Year Ended December 31, 2024

	Program Services							Supporting Services				Combined Total	
	Domestic Violence Project	Housing Justice Project	Justice in Aging Project	Benefits Project	Immigrant Justice Project	Youth Law Project	Other Civil Legal Services	Total	Fund Raising	Management and General	Other		Total
Salaries	\$ 1,096,679	\$ 689,776	\$ 359,533	\$ 280,544	\$ 179,000	\$ 141,919	\$ 234,480	\$ 2,981,931	\$ 100,478	\$ 585,254		\$ 685,732	\$ 3,667,663
Payroll taxes	81,895	51,901	27,052	21,109	13,469	10,678	17,643	223,747	6,872	44,626		51,498	275,245
Employee benefits	186,055	117,913	61,460	47,957	30,599	24,260	40,084	508,328	17,498	111,767		129,265	637,593
Space and occupancy	65,594	41,416	21,585	16,843	10,747	8,520	30,600	195,305		57,309		57,309	252,614
Communications	7,704	4,883	2,545	1,986	1,267	1,005	1,671	21,061		3,828		3,828	24,889
Office supplies and expenses	10,101	6,711	3,710	2,211	1,907	3,385	4,077	32,102	23,331	5,236		28,567	60,669
Library	13,083	6,875	3,477	3,390	3,207	1,373	17,973	49,378					49,378
Contracted services	113,216	85,771	75,894	26,880	29,229	23,498	45,500	399,988	27,113	46,518		73,631	473,619
Litigation costs	2,341	4,815	1,021	444	7,472	22	1,045	17,160					17,160
Training and meetings	8,765	8,493	2,427	1,481	1,541	553	7,718	30,978	1,276	4,993		6,269	37,247
Dues and fees	5,776	3,433	2,350	1,396	1,802	706	6,767	22,230	5	3,587		3,592	25,822
Insurance	8,215	5,766	2,714	2,118	1,351	1,071	1,770	23,005		18,101		18,101	41,106
Equipment rental and maintenance	1,501	951	496	387	247	196	323	4,101		540		540	4,641
Postage	2,745	1,779	906	707	451	358	591	7,537		902		902	8,439
Sub-grants	50,144	16,667	49,000					115,811					115,811
Travel	46,127	12,117	4,231	2,005	2,846	704	1,917	69,947	1,174	1,447		2,621	72,568
Distributions to campaign partners											\$ 184,399	184,399	184,399
Fundraising events									21,730			21,730	21,730
Other expenses	9,320	354	274	126	81	64	1,090	11,309	4,784	4,321		9,105	20,414
Depreciation	14,087	8,928	4,653	3,631	2,317	1,837	5,724	41,177		7,809		7,809	48,986
Total Functional Expenses	\$ 1,723,348	\$ 1,068,549	\$ 623,328	\$ 413,215	\$ 287,533	\$ 220,149	\$ 418,973	\$ 4,755,095	\$ 204,261	\$ 896,238	\$ 184,399	\$ 1,284,898	\$ 6,039,993

See notes to financial statements

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
Statement of Functional Expenses
For the Year Ended December 31, 2023

	Program Services							Supporting Services				Combined Total	
	Domestic Violence Project	Housing Justice Project	Justice in Aging Project	Benefits Project	Immigrant Justice Project	Youth Law Project	Other Civil Legal Services	Total	Fund Raising	Management and General	Other		Total
Salaries	\$ 614,225	\$ 852,534	\$ 241,029	\$ 282,416	\$ 167,329	\$ 115,222	\$ 575,431	\$ 2,848,186	\$ 115,867	\$ 568,207		\$ 684,074	\$ 3,532,260
Payroll taxes	47,702	66,209	18,719	21,933	12,995	8,948	44,689	221,195	8,177	44,457		52,634	273,829
Employee benefits	103,456	143,595	40,597	47,568	28,184	19,407	96,922	479,729	22,320	98,139		120,459	600,188
Space and occupancy	40,426	56,113	15,864	18,588	11,013	7,584	37,873	187,461		53,648		53,648	241,109
Communications	5,722	7,897	2,233	2,616	1,550	1,067	5,330	26,415		4,415		4,415	30,830
Office supplies and expenses	7,032	16,747	2,762	2,910	1,752	3,367	5,930	40,500	17,696	5,728		23,424	63,924
Library	12,378	13,570	3,865	5,299	2,663	1,834	9,159	48,768		55		55	48,823
Contracted services	69,851	87,381	23,258	29,579	41,092	11,152	52,688	315,001	6,614	43,674		50,288	365,289
Litigation costs	4,514	7,041	1,395	2,223	9,061	2,229	4,769	31,232					31,232
Training and meetings	4,072	18,129	2,926	1,085	5,369	590	1,418	33,589	3,298	3,976		7,274	40,863
Dues and fees	5,131	7,751	2,187	2,076	1,565	847	4,231	23,788		1,581		1,581	25,369
Insurance	4,750	7,933	1,864	2,495	1,294	891	4,450	23,677		12,692		12,692	36,369
Equipment rental and maintenance	929	1,289	364	427	253	174	870	4,306		866		866	5,172
Postage	1,760	2,453	691	809	548	330	1,649	8,240		964		964	9,204
Sub-grants	42,255	102,292	65,400					209,947					209,947
Travel	26,412	18,350	3,592	2,570	2,413	1,470	1,623	56,430	699	1,139		1,838	58,268
Distributions to campaign partners											\$ 143,408	143,408	143,408
Fundraising events									31,306			31,306	31,306
Other expenses	5,131	945	449	313	185	128	638	7,789	3,755	12,863		16,618	24,407
Depreciation	7,908	10,976	3,103	3,636	2,154	1,483	7,408	36,668		7,332		7,332	44,000
Total Functional Expenses	\$ 1,003,654	\$ 1,421,205	\$ 430,298	\$ 426,543	\$ 289,420	\$ 176,723	\$ 855,078	\$ 4,602,921	\$ 209,732	\$ 859,736	\$ 143,408	\$ 1,212,876	\$ 5,815,797

See notes to financial statements

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
Statements of Cash Flows
For the Years Ended December 31, 2024 and 2023

	<u>2024</u>	<u>2023</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 776,746	\$ 383,260
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Depreciation	48,986	44,000
Net change in carrying amount of right-of-use assets	61,624	(119,828)
Unrealized (gains) losses in investments	(9,424)	(42,170)
Net effect of changes in:		
Grants and contracts receivable	73,631	(375,899)
Contributions receivable, net	74,750	(68,845)
Prepaid expenses	(5,521)	56,605
Security deposits	(1,000)	-
Accounts payable	53,014	73,583
Accrued expenses	43,610	(159,651)
Deposits held for others	(28,777)	27,944
Refundable advances	-	(19,516)
Lease liability	(61,624)	119,828
Net cash provided (used) by operating activities	<u>1,026,015</u>	<u>(80,689)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of property and equipment	(14,824)	(65,106)
Sale of investments	399,880	
Purchase of investments	(624,104)	(599,214)
Net cash provided (used) in investing activities	<u>(239,048)</u>	<u>(664,320)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Net cash provided (used) for financing activities	<u>-</u>	<u>-</u>
NET INCREASE (DECREASE) IN CASH AND EQUIVALENTS	786,967	(745,009)
CASH AND EQUIVALENTS - January 1	<u>1,055,763</u>	<u>1,800,772</u>
CASH AND EQUIVALENTS - December 31	<u>\$ 1,842,730</u>	<u>\$ 1,055,763</u>
Non-Cash Supplemental Disclosures:		
In-kind donations received	\$ 45,494	\$ 56,352
In-kind expenses	\$ (45,494)	\$ (56,352)
Right-of-use assets obtained in exchange for new operating lease liabilities	\$ 83,554	\$ 274,938
Supplemental Disclosure of Cash Flow Information:		
Operating cash outflows from operating leases	\$ (197,764)	\$ (194,764)

See notes to financial statements

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
NOTES TO FINANCIAL STATEMENTS
For the Years Ended December 31, 2024 and 2023

NOTE 1--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

New Hampshire Legal Assistance, Inc. (NHLA) is a non-profit organization incorporated in 1971. NHLA provides civil legal aid, working alongside clients who have low income and need help with legal problems impacting basic human needs. Services range from basic legal information, to personalized legal advice, to representation in all of New Hampshire's courts and before many local, state, and federal administrative agencies. NHLA offers the following program services.

Domestic Violence Advocacy Project

The Domestic Violence Advocacy Project (DVAP) provides holistic civil legal services to victims and survivors of domestic violence, stalking, human trafficking, and sexual assault. DVAP advocates primarily represent victims and survivors seeking protective orders and related family law relief (such as divorce and parenting rights).

Housing Justice Project and Other Housing Work

The Housing Justice Project (HJP) focuses on preventing homelessness by working alongside clients to preserve their housing or access to safe and affordable housing options. The HJP handles evictions and other cases involving Section 8 vouchers and federally assisted housing, property taxes, mobile home parks, and dangerous housing conditions (such as childhood lead poisoning). Through the Fair Housing Project, NHLA investigates complaints of housing discrimination and represents people who are victims of housing discrimination. NHLA works with homeowners facing foreclosure and property tax delinquency. The Energy and Utility Justice Project represents clients with issues related to utility disconnections and arrears and problems accessing assistance programs such as the Electric Assistance Program, the Weatherization Assistance Program, the Fuel Assistance Program, and energy efficiency programs.

Benefits Project

The Benefits Project helps individuals with disabilities obtain Social Security Disability Insurance (SSDI), Supplemental Security Income (SSI), and Aid to the Permanently and Totally Disabled (APTD) benefits and access quality health care through the Medicaid and Medicare programs. Benefits Project advocates also represent individuals and families with other assistance programs, such as the Supplemental Nutrition Assistance Program (SNAP, formerly the Food Stamp Program), various cash benefits programs, unemployment insurance, and municipal welfare programs.

Justice in Aging Project

NHLA provides legal services to older adults (persons age 60 or older) through the Justice in Aging Project (JIA Project). JIA Project advocates assist older adults with a variety of civil legal problems including illegal and abusive debt collection practices, financial exploitation, long-term care resident rights, public and private housing problems, and denial of government benefits and health care.

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended December 31, 2024 and 2023

Youth Law Project

NHLA's Youth Law Project (YLP) serves children and adolescents who are at risk of involvement with the juvenile legal system and need civil legal help to access services necessary to graduate from high school. YLP advocates work primarily on special education and school discipline issues, as well as the rights of children and youth in foster care.

Immigrant Justice Project

The Immigrant Justice Project (IJP) provides immigration legal services. IJP advocates focus on cases in which a person is eligible for asylum or other humanitarian immigration relief, as well as cases involving relief for victims of crime, including children.

Accounting Policies

The accounting policies of New Hampshire Legal Assistance, Inc. (the "Entity"), conform to accounting principles generally accepted in the United States of America as applicable to nonprofit 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. 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

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

For the Years Ended December 31, 2024 and 2023

net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and other cash accounts with a maturity of 90 days or less. For purposes of the Statements of Cash Flows, cash and cash equivalents consist of the following:

	<u>2024</u>	<u>2023</u>
As presented on the Statements of Financial Position -		
Cash and equivalents	\$ 1,828,562	\$ 1,012,818
Cash, restricted	<u>14,168</u>	<u>42,945</u>
	<u>\$ 1,842,730</u>	<u>\$ 1,055,763</u>

Investments

Investments, which consist of brokered certificates of deposit and U.S. Treasury notes, are reported at their fair values in the statements of financial position. Net investment return/(loss) is reported in the statements of activities and consists of interest income, and unrealized gains and losses, less external and direct internal investment expenses.

Contributions Receivable

Unconditional promises to give (pledges) are recorded as received and are considered available for use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as net assets with donor restrictions, for either time or purpose. Unconditional promises to give due in the next year are reflected as current promises to give and are recorded at their fair value. Unconditional promises to give due in subsequent years are reflected as long-term promises to give and are recorded at their present value. Conditional pledges are recognized only when the conditions on which they depend are substantially met and the pledges become unconditional.

Contributions receivable at December 31, 2024 and 2023 are current and expected to be collected within one year.

Bad Debts

The Entity uses the reserve method for accounting for bad debts. It is the Entity's policy to charge off uncollectible receivables when management determines the receivable will not be collected. Contributions receivable at December 31, 2024 and 2023 are recorded net of an allowance for uncollectible pledges of \$1,750.

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended December 31, 2024 and 2023

Property and Equipment

Property and equipment is recorded at cost for purchased items and at fair value for donated items as of the date of donation. Property and equipment is summarized as follows:

	<u>2024</u>	<u>2023</u>
Land	\$ 10,000	\$ 10,000
Building and improvements	484,233	484,233
Leasehold improvements	2,050	2,050
Equipment	<u>419,588</u>	<u>416,582</u>
	915,871	912,865
Less: Accumulated Depreciation	<u>(680,196)</u>	<u>(643,028)</u>
	<u>\$ 235,675</u>	<u>\$ 269,837</u>

Depreciation is computed using the straight-line method covering estimated three to ten-year lives for equipment, seven to forty-year lives for the building and improvements, and over the life of the related lease for leasehold improvements. Expenditures for repairs and maintenance are expensed when incurred and betterments with a useful life in excess of three years are capitalized.

Depreciation expense for the years ending December 31, 2024 and 2023 was \$48,986 and \$44,000, respectively.

Deposits Held for Others

Deposits held for others consist of funds that are held for the express purpose of third-party individuals and organizations and are therefore not available to support the Entity's own programs.

Leases

The Entity leases office space (operating lease) in various locations across the State of New Hampshire. The determination of whether an arrangement is a lease is made at the lease's inception. Under ASC 842, a contract is (or contains) a lease if it conveys the right to control the use of an identified asset for a period of time in exchange for consideration. Control is defined under the standard as having both the right to obtain substantially all of the economic benefits from use of the asset and the right to direct the use of the asset. Management only reassesses its determination if the terms and conditions of the contract are changed.

Operating leases are included in operating lease right-of-use (ROU) assets, other current liabilities, and an operating lease liability on the statements of financial position.

ROU assets represent the right to use an underlying asset for the lease term, and lease liabilities represent the obligation to make lease payments. Operating lease ROU assets and liabilities are recognized at the lease commencement date based on the present value of the future minimum lease payments over the lease term. The operating leases did not provide an implicit interest rate; therefore the Entity has elected to use a risk free rate based on the published IRS applicable federal rate at the lease commencement date in determining the present value of lease payments. Lease expense for operating lease payments is recognized on a straight-line basis over the lease term.

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended December 31, 2024 and 2023

Revenue and Revenue Recognition

The Entity recognizes contributions when cash is received. Special events, donations, and other income are recorded as revenues as received. Conditional promises to give, that is, those with a measurable performance or other barrier and a right of return, are not recognized until the conditions on which they depend have been met.

The Entity also has revenue derived from cost-reimbursable federal and state contracts and grants, which are conditional upon certain performance requirements and/or incurrence of allowable qualifying expenses. Amounts received are recognized as revenue without donor restrictions when the Entity has incurred expenditures in compliance with the specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the statements of financial position. Due to fixed price contracts, at any time the Entity may receive amounts in advance of qualifying expenditures, in which case, the amount is recorded as a refundable advance liability.

Case Revenue

The Entity receives a regular stream of case revenue from fees in Social Security and SSI disability cases. These fee awards must be approved by the Social Security Administration Administrative Law Judge. From time to time the Entity also receives larger attorney fee awards in individual and class action cases. This category of attorney fee awards are episodic, and it is not possible to predict in advance their amounts or the dates they will be received. Accordingly, case revenue is recognized when cash is received.

Donated Services

The Entity receives donated professional services from a variety of part-time volunteers and interns in the form of administrative assistance, as well as paralegal and legal services. The estimated fair value of these donations is recorded as revenue and expenses in the statements of activities.

Fund Raising Activities

Fund raising expenses represent the allocated costs of the Campaign for Legal Services (See Note 12). Distributions of campaign donations to the Entity's campaign partner agency, 603 Legal Aid, have been reported as unallocated payments to other local nonprofit organizations because the Entity has an agreement to distribute these funds. These are not typical out-of-pocket operating or fundraising expenses of the Entity.

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, indirect costs have been allocated among the programs and supporting services benefited, based primarily on percentage allocations calculated based on hours worked (time and effort). The expenses that are allocated include payroll taxes, employee benefits, occupancy, office supplies and expenses, postage, equipment rental and maintenance, communications,

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

For the Years Ended December 31, 2024 and 2023

professional library, insurance, training and meetings, dues and fees, contract services, travel, and depreciation, which are allocated on the basis of time and effort, as noted previously.

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 December 31, 2024 or 2023 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 during the reporting period. Actual results could differ from those estimates.

Fair Value of Financial Instruments

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

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.

NOTE 2--LIQUIDITY AND AVAILABILITY

The Entity regularly monitors the availability of resources required to meet its operating needs and other contractual commitments, while also striving to maximize the investment of its available funds. Financial assets in excess of daily cash requirements are invested in brokered certificates of deposit and U.S. Treasury notes.

The following table reflects the Entity's financial assets as of December 31, 2024 and 2023, 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 board designated operating reserve. In the event the need arises to utilize the board designated reserve funds for liquidity purposes, the reserves could be drawn upon through board resolution. The Entity has a \$500,000 line of credit available to meet cash flow needs if needed.

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

For the Years Ended December 31, 2024 and 2023

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

	<u>2024</u>	<u>2023</u>
Cash and equivalents	\$ 1,828,562	\$ 1,012,818
Investments	1,640,230	1,406,582
Grants and contracts receivable	2,224,518	2,298,149
Contributions receivable, net	<u>38,439</u>	<u>113,189</u>
Total Financial Assets	5,731,749	4,830,738
Less:		
Net assets with donor restrictions	(2,236,466)	(1,848,579)
Board designated operating reserve	<u>(1,525,000)</u>	<u>(700,000)</u>
Financial Assets Available to Meet Cash Needs for General Expenditures Within One Year	<u>\$ 1,970,283</u>	<u>\$ 2,282,159</u>

NOTE 3--SIGNIFICANT CONCENTRATIONS OF CREDIT RISK

The Entity maintains bank deposits at financial institutions with local branches located in New Hampshire. The Entity's cash balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to a total of \$250,000 for all cash checking and sweep accounts. The Entity has entered into agreements with the financial institutions to move funds in excess of FDIC limits into insured cash sweep accounts. Funds held in the insured cash sweep accounts are placed into FDIC insured deposit accounts with other financial institutions throughout the United States. Additionally, certain bank deposits are held in accounts separate from the insured cash sweep account. These separate accounts may periodically exceed FDIC limits for short periods of time throughout the year. As of December 31, 2024, deposits of \$15,774 were in excess of FDIC insurance limits and uninsured and uncollateralized. As of December 31, 2023, deposits of \$44,566 were in excess of FDIC insurance limits and uninsured and uncollateralized. However, to date, no losses have been experienced on any of these accounts.

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.

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended December 31, 2024 and 2023

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.

A significant portion of the Entity’s investments is in brokered certificates of deposit and U.S. Treasury notes. The brokered certificates of deposit and U.S. Treasury notes are valued by the custodians of the securities using pricing models based on credit quality, time to maturity, stated interest rates, and market-rate assumptions, and are classified within Level 2.

The following tables set forth by level, within the fair value hierarchy, the Entity’s assets measured at fair value on a recurring basis, as of December 31, 2024 and 2023:

Assets at Fair Value as of December 31, 2024				
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Certificates of deposit		\$ 100,172		\$ 100,172
U.S. Treasury notes		1,540,058		1,540,058
Total Assets at Fair Value	<u>\$ -</u>	<u>\$ 1,640,230</u>	<u>\$ -</u>	<u>\$ 1,640,230</u>

Assets at Fair Value as of December 31, 2023				
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Certificates of deposit		\$ 389,121		\$ 389,121
U.S. Treasury notes		1,017,461		1,017,461
Total Assets at Fair Value	<u>\$ -</u>	<u>\$ 1,406,582</u>	<u>\$ -</u>	<u>\$ 1,406,582</u>

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended December 31, 2024 and 2023

NOTE 5--GRANTS AND CONTRACTS RECEIVABLE

Grants and contracts receivable, by funding category, consist of the following at December 31, 2024 and 2023:

	<u>2024</u>	<u>2023</u>
State of New Hampshire and Federal - Departments and Agencies	\$ 1,532,417	\$ 1,592,070
New Hampshire Bar Foundation - IOLTA	431,000	369,000
United Way (various branches)	-	33,744
Foundations and Other	261,101	303,335
	<u>\$ 2,224,518</u>	<u>\$ 2,298,149</u>

NOTE 6--LEASE LIABILITY

For the years ended December 31, 2024 and 2023, the Entity has four operating leases for office buildings throughout the State of New Hampshire. The Entity leases its current Manchester, New Hampshire office building under an agreement that commenced May 1, 2018, and which was amended through March 30, 2028. The Entity leases its Concord, New Hampshire office under an agreement that commenced November 19, 2014, and was amended through October 31, 2028, including a two-year option to renew which management expects to exercise. The Entity leases its Berlin, New Hampshire office under an agreement that commenced May 26, 2021, and which was amended through May 31, 2034, including a five-year option to renew which management expects to exercise. The Entity leases its Claremont, New Hampshire office under an agreement that commenced January 1, 2023, and which was amended through December 31, 2028, including a two-year option to renew which management expects to exercise. The terms of all of the Entity's leases, with the exception of the Claremont office, contain a provision that allows the Entity to terminate the lease prior to the end of the lease term in the event of a funding reduction.

Lease options that the Entity believes are reasonably certain to be exercised are included in the measurement of the lease assets and liabilities. The lease term is used for the amortization/depreciation life of lease assets.

The maturities of the lease liability as of December 31, 2024 are as follows:

Year Ended <u>December 31,</u>	<u>Operating</u>
2025	\$ 209,910
2026	210,606
2027	215,641
2028	146,136
2029	13,336
Thereafter	<u>65,501</u>
Total Lease payments	861,130
Less: Interest	<u>(76,665)</u>
Present value of Lease Liability	<u>\$ 784,465</u>

The following summarizes the line items in the statements of activities which include the components of lease expense and costs for the years ended December 31, 2024 and 2023:

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended December 31, 2024 and 2023

	<u>2024</u>	<u>2023</u>
Operating lease expense included in program services and management and general expenses	<u>\$ 197,764</u>	<u>\$ 194,764</u>

The following additional information is deemed relevant and useful as the Entity has four operating leases as of December 31, 2024 and 2023.

	<u>2024</u>	<u>2023</u>
Weighted-average remaining lease term	4.42 years	5.31 years
Weighted-average discount rate	3.99%	5.10%

NOTE 7--ACCRUED VACATION LEAVE

Employees earn annual vacation leave as they provide services. Pursuant to Entity policy, employees may accumulate, subject to certain limitations, unused vacation leave, and upon termination of employment be compensated for such amounts at current rates of pay. Employees may not “cash out” their accumulated vacation leave at any time during their employment. Accumulated earned vacation leave at December 31, 2024 and 2023 was \$155,759 and \$142,232, respectively, and has been included as part of the ‘Accrued expenses’ liability in the statements of financial position.

NOTE 8--NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions have been restricted for the following as of December 31, 2024 and 2023:

	<u>2024</u>	<u>2023</u>
Subject to expenditure for specified purpose:		
Fair Housing legal services	\$ 2,825	
Aging related legal services	25,718	\$ 78,544
Health Care Access		1,525
Medical legal partnership	39,291	
Consumer protection		23,325
Strategic planning	15,000	
Immigration	62,500	62,500
Self help library	12,500	
Impact litigation	334,000	
Other legal services	17,000	4,218
	<u>508,834</u>	<u>170,112</u>
Subject to expenditure for specified period and purpose:		
Civil legal services	1,551,669	1,091,245
Domestic Violence		375,000
Aging related legal services	65,000	65,000
Immigration	50,000	100,000
Health Care Access		3,000
Medical legal partnership	60,463	39,222
Campaign	500	5,000
	<u>1,727,632</u>	<u>1,678,467</u>
Total Net Assets With Donor Restrictions	<u>\$ 2,236,466</u>	<u>\$ 1,848,579</u>

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended December 31, 2024 and 2023

NOTE 9--CONTRIBUTED NONFINANCIAL ASSETS

The Entity recognized contributed nonfinancial assets within revenue and program expenses, which did not have donor-imposed restrictions. Contributed services recognized comprise of professional services from paralegals and attorneys advising on various legal matters. Contributed services are valued and are reported at the estimated fair value in the financial statements based on current rates for similar legal services provided by the Entity.

For the years ended December 31, 2024 and 2023, contributed nonfinancial assets recognized within the statements of activities included:

	<u>2024</u>	<u>2023</u>
Volunteer Paralegal hours	\$ 41,101	\$ 49,536
Volunteer Attorney hours	<u>4,393</u>	<u>6,816</u>
Contributions - Nonfinancial assets	<u>\$ 45,494</u>	<u>\$ 56,352</u>

NOTE 10--PENSION PLAN

The Entity operates a 401(k)-retirement plan, and under the plan’s “safe harbor” rules, the Entity contributes 3% of all employees’ salaries to the plan. Under the terms of the plan, the Entity has the discretion to make a higher level of contribution to the plan but is not obligated. For the years ended December 31, 2024 and 2023, the Entity’s discretionary contribution was up to a 2% match of contributing employees’ salaries. Contributions to the plan for the years ended December 31, 2024 and 2023 totaled \$169,451 and \$158,998, respectively.

NOTE 11--ECONOMIC DEPENDENCY

For the years ended December 31, 2024 and 2023, approximately 35.0% and 38.2%, respectively, of total support and revenue was derived from an appropriation from the State of New Hampshire. The discontinuation or reduction of the State appropriation would likely result in a decrease in services provided by the Entity, until alternative revenues could be obtained.

NOTE 12--CAMPAIGN FOR LEGAL SERVICES

In June 2005, the Entity assumed administration of the Campaign for Legal Services (the Campaign) from the New Hampshire Bar Foundation. The Campaign is a joint fundraising effort on behalf of the Entity and 603 Legal Aid, a not-for-profit entity providing civil legal services to low-income people in the State of New Hampshire. Revenue and expenses of these activities have been reported as contributions received and made, and as fund-raising expenses in these financial statements. For the years ended December 31, 2024 and 2023, the Campaign had total unrestricted revenue and support of \$613,036 and \$564,602, respectively, and total expenses, excluding distributions, of \$203,260 and \$209,732, respectively.

Distributions to the Entity and 603 Legal Aid during the years ended December 31, 2024 and 2023 totaled \$409,776 and \$354,871, respectively. Distributions were allocated and made as follows for the years ended December 31, 2024 and 2023: the Entity received \$225,377 and \$211,463, respectively, and 603 Legal Aid received \$184,399 and \$143,408, respectively.

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
For the Years Ended December 31, 2024 and 2023

NOTE 13--LINE OF CREDIT

The Entity has an available line of credit with its primary bank for up to \$500,000. For the years ended December 31, 2024 and 2023, the interest rate was 8.00% and 9.00%, respectively. No amounts have been drawn on the line of credit and there was no outstanding balance due as of December 31, 2024 or 2023.

NOTE 14--CONTINGENCIES

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

NOTE 15--SUBSEQUENT EVENTS

Subsequent events have been evaluated through April 4, 2025 which is the date the financial statements were available to be issued.

SCHEDULE I
NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2024

Federal Grantor / Pass-Through Grantor / Program or Cluster Title	Assistance Listing Number	Pass-Through Entity Identifying Number	Total Federal Expenditures	Expenditures to Subrecipients
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT				
Pass Through Payments from the City of Concord, New Hampshire Community Development Block Grants/State's program and Non-Entitlement Grants in Hawaii	14.228	#21-150-FSPF	\$ 10,409	\$ -
Direct Award Program Fair Housing Initiatives Program	14.408	#FPEI210005	353,613	-
Direct Award Program Education and Outreach Initiatives	14.416	#FEOI230035	50,194	-
Total Department of Housing and Urban Development			414,216	-
DEPARTMENT OF JUSTICE				
Pass Through Payments from the County of Strafford, New Hampshire Justice Systems Response to Families	16.021	N/A	3,532	-
Direct Award Program Legal Assistance for Victims	16.524	15JOVW-22-GG-00297	171,234	50,145
Pass Through Payments from the New Hampshire Department of Justice Crime Victim Assistance	16.575	#2025VOC22	365,644	-
Pass Through Payments from the New Hampshire Department of Justice Violence Against Women Formula Grants	16.588	#2023VAW17	45,000	-
Total Department of Justice			585,410	50,145

See notes to schedule of expenditures of federal awards

SCHEDULE I
NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
Schedule of Expenditures of Federal Awards (Continued)
For the Year Ended December 31, 2024

Federal Grantor / Pass-Through Grantor / Program or Cluster Title	Assistance Listing Number	Pass-Through Entity Identifying Number	Total Federal Expenditures	Expenditures to Subrecipients
DEPARTMENT OF THE TREASURY				
Pass Through Payments from the State of New Hampshire Governor's Office COVID-19 - Coronavirus State and Local Fiscal Recovery Funds	21.027	2024ARVPS20	413,166	_____
Total Department of the Treasury			<u>413,166</u>	<u>-</u>
DEPARTMENT OF HEALTH AND HUMAN SERVICES				
Pass Through Payments from New Hampshire Bureau of Elderly and Adult Services				
<i>Aging Cluster:</i>				
Special Programs for the Aging - Title III, Part B - Grants for Supportive Services and Senior Centers	93.044	SS-2023-BEAS-02- Legal-01	100,414	_____
<i>Total Aging Cluster</i>			<u>100,414</u>	<u>-</u>
Total Department of Health and Human Services			<u>100,414</u>	<u>-</u>
Total Expenditures of Federal Awards			<u>\$ 1,513,206</u>	<u>\$ 50,145</u>

See notes to schedule of expenditures of federal awards

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended December 31, 2024

NOTE 1--BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") includes the federal award activity of New Hampshire Legal Assistance, Inc. under programs of the federal government for the year ended December 31, 2024. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of New Hampshire Legal Assistance, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of New Hampshire Legal Assistance, Inc.

NOTE 2--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

NOTE 3--INDIRECT COST RATE

New Hampshire Legal Assistance, Inc. has elected to use a negotiated indirect cost rate instead of the de minimis indirect cost rate of 10-percent for awards received through October 1, 2024, and 15-percent thereafter, as allowed under the Uniform Guidance.

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

Independent Auditor's Report

To the Board of Directors
New Hampshire Legal Assistance, Inc.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of New Hampshire Legal Assistance, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2024, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated April 4, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered New Hampshire Legal Assistance, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of New Hampshire Legal Assistance, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of New Hampshire Legal Assistance, Inc.'s internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

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

Purpose of this Report

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

Vachon Clukay & Company PC

Manchester, New Hampshire

April 4, 2025

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

Independent Auditor's Report

To the Board of Directors
New Hampshire Legal Assistance, Inc.

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited New Hampshire Legal Assistance, Inc.'s compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of New Hampshire Legal Assistance, Inc.'s major federal programs for the year ended December 31, 2024. New Hampshire Legal Assistance, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, New Hampshire Legal Assistance, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of New Hampshire Legal Assistance, Inc. and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of New Hampshire Legal Assistance, Inc.'s compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to New Hampshire Legal Assistance, Inc.'s federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on New Hampshire Legal Assistance, Inc.'s compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about New Hampshire Legal Assistance, Inc.'s compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding New Hampshire Legal Assistance, Inc.'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of New Hampshire Legal Assistance, Inc.'s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of New Hampshire Legal Assistance, Inc.'s internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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

Vashon Clukay & Company PC

Manchester, New Hampshire
April 4, 2025

New Hampshire Legal Assistance, Inc.
Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2024

Section I--Summary of Auditor's Results

Financial Statements

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

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?	_____ yes	_____ <u>X</u> no	
Significant deficiency(ies) identified?	_____ yes	_____ <u>X</u> none reported	

Noncompliance material to financial statements noted?	_____ yes	_____ <u>X</u> no	
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Federal Awards

Internal control over major federal programs:

Material weakness(es) identified?	_____ yes	_____ <u>X</u> no	
Significant deficiency(ies) identified?	_____ yes	_____ <u>X</u> none reported	

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

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	_____ yes	_____ <u>X</u> no	
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Identification of major federal program(s):

Assistance Listing Number(s)

21.027

Name(s) of Federal Program or Cluster

Coronavirus State and Local Fiscal Recovery Funds

Dollar threshold used to distinguish between Type A and Type B programs:	\$ <u>750,000</u>
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Auditee qualified as low-risk auditee?	_____ <u>X</u> yes	_____ no	
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Section II--Financial Statement Findings

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

Section III--Federal Award Findings and Questioned Costs

There were no findings and questioned costs as defined under 2 CFR 200.516(a).

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
Combining Statement of Financial Position
December 31, 2024

	<u>New Hampshire Legal Assistance</u>	<u>Campaign for Legal Services</u>	<u>Eliminations</u>	<u>Total</u>
ASSETS				
CURRENT ASSETS:				
Cash and equivalents	\$ 1,517,633	\$ 310,929		\$ 1,828,562
Cash, restricted	14,168			14,168
Investments	1,640,230			1,640,230
Grants and contracts receivable	2,224,518			2,224,518
Contributions receivable, net	214,801	32,450	\$ (208,812)	38,439
Prepaid expenses	18,449	1,398		19,847
Security deposits	14,925			14,925
TOTAL CURRENT ASSETS	<u>5,644,724</u>	<u>344,777</u>	<u>(208,812)</u>	<u>5,780,689</u>
NONCURRENT ASSETS:				
Right-of-use assets	784,465			784,465
Property and equipment, net	235,675			235,675
TOTAL NONCURRENT ASSETS	<u>1,020,140</u>	<u>-</u>	<u>-</u>	<u>1,020,140</u>
 TOTAL ASSETS	 <u>\$ 6,664,864</u>	 <u>\$ 344,777</u>	 <u>\$ (208,812)</u>	 <u>\$ 6,800,829</u>
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES:				
Accounts payable	\$ 98,423	\$ 337,153	\$ (208,812)	\$ 226,764
Accrued expenses	356,299	6,124		362,423
Deposits held for others	14,168			14,168
Current portion of lease liability	181,901			181,901
TOTAL CURRENT LIABILITIES	<u>650,791</u>	<u>343,277</u>	<u>(208,812)</u>	<u>785,256</u>
NONCURRENT LIABILITIES:				
Lease liability	602,564			602,564
TOTAL NONCURRENT LIABILITIES	<u>602,564</u>	<u>-</u>	<u>-</u>	<u>602,564</u>
TOTAL LIABILITIES	<u>1,253,355</u>	<u>343,277</u>	<u>(208,812)</u>	<u>1,387,820</u>
NET ASSETS:				
Without donor restrictions:				
Undesignated	1,650,543	1,000		1,651,543
Board designated operating reserve	1,525,000			1,525,000
With donor restrictions	2,235,966	500		2,236,466
TOTAL NET ASSETS	<u>5,411,509</u>	<u>1,500</u>	<u>-</u>	<u>5,413,009</u>
 TOTAL LIABILITIES AND NET ASSETS	 <u>\$ 6,664,864</u>	 <u>\$ 344,777</u>	 <u>\$ (208,812)</u>	 <u>\$ 6,800,829</u>

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
Combining Statement of Financial Position
December 31, 2023

	<u>New Hampshire Legal Assistance</u>	<u>Campaign for Legal Services</u>	<u>Eliminations</u>	<u>Total</u>
ASSETS				
CURRENT ASSETS:				
Cash and equivalents	\$ 719,826	\$ 292,992		\$ 1,012,818
Cash, restricted	42,945			42,945
Investments	1,406,582			1,406,582
Grants and contracts receivable	2,298,149			2,298,149
Contributions receivable, net	293,070	106,602	\$ (286,483)	113,189
Prepaid expenses	13,928	398		14,326
Security deposits	13,925			13,925
TOTAL CURRENT ASSETS	<u>4,788,425</u>	<u>399,992</u>	<u>(286,483)</u>	<u>4,901,934</u>
NONCURRENT ASSETS:				
Right-of-use assets	846,089			846,089
Property and equipment, net	269,837			269,837
TOTAL NONCURRENT ASSETS	<u>1,115,926</u>	<u>-</u>	<u>-</u>	<u>1,115,926</u>
TOTAL ASSETS	<u>\$ 5,904,351</u>	<u>\$ 399,992</u>	<u>\$ (286,483)</u>	<u>\$ 6,017,860</u>
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES:				
Accounts payable	\$ 76,626	\$ 383,607	\$ (286,483)	\$ 173,750
Accrued expenses	308,428	10,385		318,813
Deposits held for others	42,945			42,945
Current portion of lease liability	156,449			156,449
TOTAL CURRENT LIABILITIES	<u>584,448</u>	<u>393,992</u>	<u>(286,483)</u>	<u>691,957</u>
NONCURRENT LIABILITIES:				
Lease liability	689,640			689,640
TOTAL NONCURRENT LIABILITIES	<u>689,640</u>	<u>-</u>	<u>-</u>	<u>689,640</u>
TOTAL LIABILITIES	<u>1,274,088</u>	<u>393,992</u>	<u>(286,483)</u>	<u>1,381,597</u>
NET ASSETS:				
Without donor restrictions:				
Undesignated	2,086,684	1,000		2,087,684
Board designated operating reserve	700,000			700,000
With donor restrictions	1,843,579	5,000		1,848,579
TOTAL NET ASSETS	<u>4,630,263</u>	<u>6,000</u>	<u>-</u>	<u>4,636,263</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 5,904,351</u>	<u>\$ 399,992</u>	<u>\$ (286,483)</u>	<u>\$ 6,017,860</u>

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
Combining Statement of Activities
For the Year Ended December 31, 2024

	<u>New Hampshire Legal Assistance</u>	<u>Campaign for Legal Services</u>	<u>Eliminations</u>	<u>Total</u>
CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS				
SUPPORT AND REVENUE:				
New Hampshire Bar Foundation - IOLTA	\$ 502,831			\$ 502,831
Government grants and contracts	2,934,618			2,934,618
Contributions - Foundations and Other	260,958			260,958
Contributions - Campaign for Legal Services	225,377	\$ 605,749	\$ (225,377)	605,749
Contributions - Nonfinancial assets	45,494			45,494
Case revenue	50,196			50,196
Miscellaneous	151,361			151,361
Investment income (loss)	104,581	2,787		107,368
Net assets released from donor restrictions	<u>1,765,777</u>	<u>4,500</u>		<u>1,770,277</u>
TOTAL SUPPORT AND REVENUE WITHOUT DONOR RESTRICTIONS	<u>6,041,193</u>	<u>613,036</u>	<u>(225,377)</u>	<u>6,428,852</u>
EXPENSES:				
Program services:				
Domestic violence project	1,723,348			1,723,348
Housing justice project	1,068,549			1,068,549
Justice in aging project	623,328			623,328
Public benefits	413,215			413,215
Immigrant justice project	287,533			287,533
Youth law project	220,149			220,149
Other civil legal services	418,973			418,973
Total program services	<u>4,755,095</u>	<u>-</u>	<u>-</u>	<u>4,755,095</u>
Supporting services:				
Fund raising	1,001	428,637	(225,377)	204,261
Management and general	896,238			896,238
Unallocated payments to other local nonprofit organizations		184,399		184,399
Total supporting services	<u>897,239</u>	<u>613,036</u>	<u>(225,377)</u>	<u>1,284,898</u>
TOTAL EXPENSES	<u>5,652,334</u>	<u>613,036</u>	<u>(225,377)</u>	<u>6,039,993</u>
 INCREASE (DECREASE) IN NET ASSETS WITHOUT DONOR RESTRICTIONS	 <u>388,859</u>	 <u>-</u>	 <u>-</u>	 <u>388,859</u>
CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS				
New Hampshire Bar Foundation - IOLTA	359,169			359,169
Government grants and contracts	1,125,000			1,125,000
Contributions - Foundations and Other	673,995			673,995
Net assets released from donor restrictions	<u>(1,765,777)</u>	<u>(4,500)</u>		<u>(1,770,277)</u>
INCREASE (DECREASE) IN NET ASSETS WITH DONOR RESTRICTIONS	<u>392,387</u>	<u>(4,500)</u>	<u>-</u>	<u>387,887</u>
 CHANGE IN NET ASSETS	 781,246	 (4,500)	 -	 776,746
NET ASSETS - January 1	<u>4,630,263</u>	<u>6,000</u>	<u>-</u>	<u>4,636,263</u>
NET ASSETS - December 31	<u>\$ 5,411,509</u>	<u>\$ 1,500</u>	<u>\$ -</u>	<u>\$ 5,413,009</u>

NEW HAMPSHIRE LEGAL ASSISTANCE, INC.
Combining Statement of Activities
For the Year Ended December 31, 2023

	New Hampshire <u>Legal Assistance</u>	Campaign for <u>Legal Services</u>	<u>Eliminations</u>	<u>Total</u>
CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS				
SUPPORT AND REVENUE:				
New Hampshire Bar Foundation - IOLTA	\$ 430,500			\$ 430,500
Government grants and contracts	3,087,982			3,087,982
United Ways	1,554			1,554
Contributions - Foundations and Other	180,566			180,566
Contributions - Campaign for Legal Services	211,463	\$ 511,493	\$ (211,463)	511,493
Contributions - Nonfinancial assets	56,352			56,352
Case revenue	33,619			33,619
Miscellaneous	91,608			91,608
Investment income (loss)	85,808	1,809		87,617
Net assets released from donor restrictions	<u>1,684,058</u>	<u>51,300</u>		<u>1,735,358</u>
TOTAL SUPPORT AND REVENUE WITHOUT DONOR RESTRICTIONS	<u>5,863,510</u>	<u>564,602</u>	<u>(211,463)</u>	<u>6,216,649</u>
EXPENSES:				
Program services:				
Domestic violence project	1,003,654			1,003,654
Housing justice project	1,421,205			1,421,205
Justice in aging project	430,298			430,298
Public benefits	426,543			426,543
Immigrant justice project	289,420			289,420
Youth law project	176,723			176,723
Other civil legal services	855,078			855,078
Total program services	<u>4,602,921</u>	<u>-</u>	<u>-</u>	<u>4,602,921</u>
Supporting services:				
Fund raising		421,195	(211,463)	209,732
Management and general	859,736			859,736
Unallocated payments to other local nonprofit organizations		143,408		143,408
Total supporting services	<u>859,736</u>	<u>564,603</u>	<u>(211,463)</u>	<u>1,212,876</u>
TOTAL EXPENSES	<u>5,462,657</u>	<u>564,603</u>	<u>(211,463)</u>	<u>5,815,797</u>
INCREASE (DECREASE) IN NET ASSETS WITHOUT DONOR RESTRICTIONS	<u>400,853</u>	<u>(1)</u>	<u>-</u>	<u>400,852</u>
CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS				
New Hampshire Bar Foundation - IOLTA	307,500			307,500
Government grants and contracts	1,125,000			1,125,000
Contributions - Foundations and Other	280,266	5,000		285,266
Net assets released from donor restrictions	<u>(1,684,058)</u>	<u>(51,300)</u>		<u>(1,735,358)</u>
INCREASE (DECREASE) IN NET ASSETS WITH DONOR RESTRICTIONS	<u>28,708</u>	<u>(46,300)</u>	<u>-</u>	<u>(17,592)</u>
CHANGE IN NET ASSETS	429,561	(46,301)	-	383,260
NET ASSETS - January 1	<u>4,200,702</u>	<u>52,301</u>	<u>-</u>	<u>4,253,003</u>
NET ASSETS - December 31	<u>\$ 4,630,263</u>	<u>\$ 6,000</u>	<u>\$ -</u>	<u>\$ 4,636,263</u>

NEW HAMPSHIRE LEGAL ASSISTANCE Board of Directors (Updated June 11, 2025)

NAME	Employment	Work Address
HILARY ALVAREZ	Concord Family Medicine	[REDACTED]
OPHELIA BURNETT	American Friends Service Committee	[REDACTED]
ELIZABETH BUSHNELL	Community Bridges	[REDACTED]
JOE CARISTI	Speare Memorial Hospital	[REDACTED]
LAUREN SNOW CHADWICK	National Education Association	[REDACTED]
STEVEN DIGNARD	Retired	N/A
CATHERINE FLINCHBAUGH	Formerly of NH Public Defender	N/A
CLAIRE H. GAGNON	Boys & Girls Clubs of Central and Northern NH	[REDACTED]
COURTNEY HERZ (Secretary)	Sheehan Phinney	[REDACTED]
DOUGLAS P. HILL	Retired attorney	N/A

NAME	Employment	Work Address
HILARY HOLMES RHEAUME	Bernstein Shur	[REDACTED]
ANNE JENNESS (Chair)	Dartmouth Health	[REDACTED]
NICOLE MACDONALD	Realty One Group Next Level	[REDACTED]
JACQUELINE MARTINEAU	Baker, Newman, Noyes	[REDACTED]
ABBYGALE MARTINEN DOW	Sheehan Phinney	[REDACTED]
CRAIG MCMAHON	Law Office of Craig McMahon, PLLC	[REDACTED]
SINDISO MNISI WEEKS (Vice Chair)	University of Massachusetts-Boston	[REDACTED]
MATTHEW STREETER (Treasurer)	North Country Healthcare, Inc.	[REDACTED]
ERIN VANDEN BORRE	Orr & Reno, PA	[REDACTED]

NEW HAMPSHIRE LEGAL ASSISTANCE
2026 Victims of Crime State Funding Phase 2

Key Personnel

Name	Job Title	Estimated Annual Salary	% Paid from this Contract	Amount Paid from this Contract
Peggy Brick	Staff Attorney	\$102,166	95%	\$48,528.85
Jessica Erazo	Staff Attorney and Project Director	\$85,663	74%	\$31,695.31
Rose Lamerand	Paralegal	\$72,400	74%	\$26,788.00
Maria Eveleth	Paralegal	\$87,366	44%	\$19,220.52
Ruth Heintz	Managing Attorney	\$125,885	3%	\$1,888.27
Mary Krueger	Staff Attorney	\$109,145	49%	\$26,740.53
Aly McKnight	Staff Attorney	\$79,259	49%	\$19,418.45
Colleen Perry	Paralegal	\$59,015	49%	\$14,458.68

Margaret Brick



PROFILE Attorney experienced in Family law, including domestic violence and trauma implicated cases.
Professional focus on Ethics. Bilingual: Spanish/English.

BAR New Hampshire State Bar, New Hampshire Federal District Court Bar
United States Immigration Court- Boston
Wisconsin State Bar and Wisconsin Federal District Court Bar

CAREER HISTORY

04/2022- Present **New Hampshire Legal Assistance**
Law Practice: Domestic Violence Advocacy Project. Family law matters representing survivors of domestic violence and sexual abuse in protective order cases and family law cases.

08/2019- 03/2022 **Samaha Russell Hodgdon, PA**
Law Practice: Family law matters including Domestic Violence, divorce, parenting issues and divorce mediation, Guardianship representation of proposed wards, Business, Real Estate, Wills and Trusts law

01/2011- 05/2020 **Southern New Hampshire University**
Adjunct Professor of Business Law and Philosophy Ethics. Business School Bradley Three Year Honors Program and School of Arts & Science.

09/2009 - 12/2015 **Margaret Brick, Attorney and Counselor at Law, PLLC.**
Law Practice: Family matters including divorce, Wills and Trusts. Employment Practices. Mediation Practice: Family mediation, Employment Discrimination cases for EEOC and N.H. Commission for Human Rights.

02/2010 – 05/2017 **Bhutanese Community of New Hampshire**
Of Counsel 501(c)3 organization. Reduced fee and pro bono legal services.

05/2009 – 2/2010 **International Institute of New Hampshire**
Pro bono legal services for Immigration Law Clinic, Family-based Immigration Law.

2008 – 2010 **Cheshire Mediation. Keene, NH**
Individual and co-mediation of cases both privately scheduled and by Court appointment. Supervision of Mediator Interns.

2000 - 2003 **New England College. Henniker, NH**
Adjunct faculty

1995 - 1999 **Illinois District 41- Elected School Board Member. Glen Ellyn, IL**

EDUCATION

- 1988 **University of Wisconsin Law School.** Madison, WI
J.D.
- 1985 **University of Wisconsin-Madison.** Madison, WI
B.A . Spanish-With Honors

CERTIFICATIONS

- Equal Employment Opportunity Commission (EEOC)- Boston Office Rostered Mediator
- Mediator NH Commission for Human Rights
- N.H. Superior Court Rule 150 Certification
- New Hampshire Collaborative Law Alliance certified Attorney

PROFESSIONAL ORGANIZATIONS

- New Hampshire Bar- Active
- The Kindness Cures Project, Ltd.- Board Member Emeritus 501(c)3 organization
- Littleton Regional Hospital Ethics Committee Member
- Wisconsin Bar Associations-Inactive
- Physicians for Human Rights- Attorney Associate 2010-2012
- New Hampshire Collaborative Law Alliance Member
- New Hampshire Conflict Resolution Association. Board Member 2008-2013. President 2012

Jessica D. Erazo

BAR ADMISSIONS

New Hampshire

EDUCATION

University of New Hampshire School of Law, Concord, NH

Juris Doctor

May 2018

NYS Pro Bono Scholars Program Graduate

Wheelock College, Boston, MA

Bachelor of Social Work and Juvenile Justice

May 2015

GPA 3.52

LEGAL EXPERIENCE

New Hampshire Legal Assistance, Concord, NH

July 2024-Present

Domestic Violence Advocacy Project Director

- Train and mentor project staff; collaborate with staff with case specific issues and provide guidance.
- Collaborate with managing attorneys to review the legal work done by project staff.
- Work closely with the Controller to set the budget, hours, and expectations for the advocates working on the project.
- Collaborate with the Grant Writer/Manager; ensure reports are submitted and new funding opportunities are sought. Ensure project goals and objectives required by grant funding are met.

New Hampshire Legal Assistance, Concord, NH

May 2018-Present

Staff Attorney

- Represent clients throughout their family law cases; prepare and represent clients at temporary hearings, final hearings, and modification hearings.
- Advise clients of different paths for their family law case; discuss in detail the options for settlement, mediation, neutral case evaluation, and court hearings and possible outcomes.
- Represent clients at domestic violence protective order hearings; prepare exhibits and client testimony.

New Hampshire Legal Assistance, Manchester NH

March 2018-May 2018

Legal Intern

- Assisted with preparation for trials and hearings; drafted Financial Affidavits, Uniform Support Orders, and settlement documents for supervising attorney.

Rochester Circuit Court-Family Division-Referee Philip Cross, Rochester NH

June 2017-August 2017

Clerk

- Assisted with writing orders; thoroughly read case files, attended hearings, and prepared temporary or final orders under the supervision of Philip Cross.

Department of Children, Youth, and Families, Rochester NH

June 2016-August 2016

Intern

- Assisted with preparation for trials and hearings; prepared exhibits and documents for supervisor to use during hearings.

EXPERIENCE

LexisNexis, Concord, NH

August 2016-January 2018

- Assisted students with research questions and helped students find cases or statutes using the program.

Rose Lamerand



Skills and Qualifications:

- Certified Immigration Paralegal (Spanish/English)
- Certified Legal Interpreter (Spanish/English)
- Notary Public in NH (Exp. Nov. 22, 2027)
- Microsoft Office Suite, Adobe, Apricot, LawLogix, Karpel, and Abacus
- Ability to preserve a high level of confidential
- Professional and business-oriented as well as extremely patient and empathetic
- Able to face new opportunities and demonstrate problem solving skills to prioritize and meet workload requirements
- Read, write and speak fluent English and Spanish with strong verbal and written communication skills in both languages

Experience:

New Hampshire Legal Assistance, Manchester NH

Paralegal Advocate - Domestic Violence Advocacy Project: 10/02/2023 – Present

- Assist low-income clients who are victims/survivors of domestic violence to obtain court assistance with protective orders and family law cases.
- Support DVAP attorney through gathering information and documents and litigation support, including preparation of draft documents and extensive work with clients.
- Assist DVAP attorney in weekly DV Clinics held at the District Court by screening clients and gathering information for the attorney before hearings.
- Implement NHLA's client-centered approach to civil legal aid, including language access, cultural competency, and trauma-informed practices.

Barry & Honorow, PLLC, Nashua NH

Legal Assistant: 07/2022 – 09/2023

- Administrative duties such as filing, typing, copying, binding, scanning, and intake processing of new clients.
- Assemble legal documents such as discovery, exhibits, witness list, and any other documents needed for hearings.
- Draft Motions, Deeds, cover letters, and other legal documents per attorney request.
- Maintain attorney calendars for client appointments, hearings, and trials.

Hillsborough County Attorney's Office, Manchester NH

Victim/Witness Advocate: 11/2020 – 06/2022

- In collaboration with the designated prosecutor, conduct initial victim/witness meetings, in English and Spanish, to assess court preparation needs and concerns.
- Accompany victims/witnesses to all court hearings to ensure compliance with the Victim's Bill of Rights Act.
- Speak on behalf of the victim during sentencing proceeding and parole hearings.
- Make appropriate referrals to community resources such as social, financial, mental health, and medical assistance.
- Maintain, process, distribute, and update records, files, and documents pertaining to current cases.
- Prepare victims/witnesses for all trial cases by conducting mock trials.
- Keep current on all changes in legislation affecting all assigned criminal cases.

Winer & Bennett, LLP, Nashua, NH

Paralegal/Office Assistant: 07/2019 – 04/2020

- Manage front office (continued duties from 2011-2016).
- Serve as point of contact for all office and building needs.
- Interpret and translate of all legal documents required for Spanish speaking clients.
- Monthly updates and translations to law firm website from English to Spanish.
- Maintain client legal document database as well as office files.
- Legal research on a daily basis (re: property, criminal records, estate planning, etc.).
- Arrange in house Depositions for attorneys, clients, and opposing parties.

NH Catholic Charities, Nashua, NH

Immigration Paralegal: 2017 – 2019

- Provide assistance to the Immigration Attorney and Bureau of Immigration Appeals Accredited staff with immigration cases for new and current clients for families and individuals.
- Intake calls for immigration department for all Spanish speaking callers.
- Interpret and translate immigration applications and documents from start to finish of all legal cases.
- Research and complete all required case documentation to present to USCIS.
- Develop and participate in special projects, activities, events, staff meetings, trainings and conferences as required.

Administrative Assistant: 2016 – 2017 / Promoted to Immigration Paralegal 2017

- Administrative duties such as greeting walk-in clients, screening and forwarding in-coming calls, coordinating and distributing correspondence, typing and filing.
- Collect office co-pays and legal fees.
- Prepare billing and deposits for accounts payable.
- Manage office supply orders and inventory.

Winer & Bennett, LLP, Nashua, NH

Receptionist/Office Assistant duties: 2011-2016

- Screen incoming calls and greet walk-in clients.
- Maintain and manage front office, common areas, and conference rooms.
- Serve as an interpreter/translator for Spanish speaking clients during attorney/client meetings.
- Maintain Attorney monthly hearing calendars.
- Manage office supply orders and equipment maintenance schedule.

NH Legal Assistance, Nashua, NH

Administrative Manager: 2002 - 2011

- Respond to incoming telephone calls and client visit; oversee intake.
- Assist office staff with typing, copying, faxing, filing, and other duties pursuant to Managing Attorney's instructions.
- Train support staff and all new hires on office procedures, database, and timekeeping.
- Schedule regular meetings of all Branch Office staff as requested by Managing Attorney.
- Maintain office files including opening and closing all client files.
- Oversee all office maintenance needs and issues for office equipment as well as building issues with office landlord.
- Assist the Fair Housing Project with interpretation assistance for perspective testers as well as translation of documents and flyers for the program.

Tandem Staffing, Lowell, MA

Recruiting Manager: 1995 - 2002

- Recruitment of candidates for daily temp work, long term temp work, temp-to-hire and direct hire positions.
- Organized office events to attract and recruit applicants for current and future job openings.

Education:

- AILA/CLINIC (Immigration Paralegal Certificate) 2018-2019
- Southern NH Area Health Education Center (Legal Interpretation Certificate) 2005
- Dynamic Systems Solutions, NH (Word, Excel and PowerPoint Certificate) 2000

Maria I. Eveleth



EDUCATION

- Bachelor of Science, Rivier University, Nashua, New Hampshire
- Business Management Certificate, New Hampshire Technical College, Manchester, New Hampshire
- Juris Doctor University Pontificia Bolivariana, Medellín, Colombia (Completed 4 ½ years of a 5-year program)

EXPERIENCE AND ACCOMPLISHMENTS

- 2023-Present** Department of Justice First Level Accredited Representative. As a DOJ Accredited Representative for NHLA's Immigration Justice Project, I represent immigrants in a myriad of immigration petitions with a special focus on petitions and applications that help protect victims of crimes.
- 2017-2023** Fair Housing Project Co-Director/Testing Coordinator, New Hampshire Legal Assistance, Manchester, New Hampshire. As a project codirector/testing coordinator I supervise HUD grant and grant supported work. Representing fair housing clients throughout the state, coordinating the only testing program in the state.
- 2015-2017** Testing Coordinator, New Hampshire Legal Assistance, Manchester, New Hampshire. As a testing coordinator I recruited and trained testers, conducted systemic testing in rental properties as well as testing requested by HUD.
- 2003-2015** Second Level Accredited Representative of a Nonprofit Organization Recognized by the Board of Immigration Appeals, New Hampshire Catholic Charities, Nashua, New Hampshire
- 2000-2003** First Level Accredited Representative of a Nonprofit Organization Recognized by the Board of Immigration Appeals, New Hampshire Catholic Charities, Windham, New Hampshire

As an accredited representative, I represented more than thirteen hundred individuals over a sixteen year period in a myriad of immigration matters, including but not limited to family petitions, permanent residence applications, applications to remove conditions on residence, special programs passed by Congress, naturalization applications, waivers of excludability, fiancé petitions, and individuals in removal proceedings.

Specialty: Family Based Immigration and Violence Against Women Act (VAWA) and U visas.

PRESENTATIONS:

Collaborated in many immigration presentations as a trainer on a variety of immigration topics nationwide.

SPECIAL SKILLS:

Bilingual English/Spanish.

RUTH HEINTZ

EDUCATION

University of California, Boalt Hall School of Law, Berkeley, CA
J.D., May 1995

Dartmouth College
B.A. cum laude with major in engineering sciences, June 1988

BAR ADMISSIONS

State Bar of California - 1996 (inactive)
State Bar of Ohio - 1997 (inactive)
State Bar of Oregon - 1999 (submitted Form A resignation in 2007)
State Bar of New Hampshire - 2004

EXPERIENCE

New Hampshire Legal Assistance, North Country, New Hampshire
Staff Attorney, starting June 2004, *Managing Attorney*, September 2008 to present.
Represent and provide legal advice to low-income and senior clients primarily living in northern New Hampshire with a wide variety of legal problems: housing (evictions, conditions, Section 8 terminations, fair housing); Social Security and Medicaid; family law (divorce, custody and visitation, child support, domestic violence restraining orders); unemployment compensation and other public benefits; utilities; and other matters.
Appear in state and federal courts and at administrative hearings.

Southeastern Ohio Legal Services, Portsmouth, Zanesville, and Newark, Ohio
Staff Attorney, May 1996 to March 1999, April 2001 to May 2004.
Represented and provided legal advice to low-income clients living in rural Ohio with a wide variety of legal problems: family law (divorce, custody and visitation, child support, domestic violence); housing (evictions, conditions, rent escrow, land installment contracts, foreclosures); consumer law including predatory lending and debt collection; utilities; Social Security, unemployment compensation, and other public benefits; special education; wills; and other matters. Member of the "housing team" and "predatory lending team" to strategize and address concerns of low-income people. Appeared in state and federal courts and at administrative hearings.

Legal Aid Services of Oregon, Pendleton, Oregon
Staff Attorney, April 1999 to April 2001.
Represented and provided legal advice primarily to members and other Native American residents of the Umatilla Indian Reservation in various areas of poverty law and Indian law. Appeared in tribal and state courts and at administrative hearings.

San Francisco Neighborhood Legal Assistance Foundation, San Francisco, California
Domestic Relations Unit Law Clerk, January 1994 to May 1995.

East Bay Community Law Center, Berkeley, California
HIV Unit Intern, January 1995 to May 1995.

Legal Aid Society of Alameda County, Oakland, California
Law Clerk, June 1993 to June 1994.

Family Violence Law Center, Berkeley, CA
Volunteer, Spring and Summer 1993.

Tongass Alaska Girl Scout Council, Juneau, AK
VISTA Volunteer, November 1989 to November 1990.

Education

University of New Hampshire School of Law
Concord, NH
J.D., 2006
GPA 3.76, top 10%
Robert M. Viles fellow, full scholarship

Keene State College
Keene, NH
B.A. Psychology, 1994
GPA 4.0
Honors, summa cum laude

Licensed Vermont and New Hampshire Attorney
Member, Vermont Bar Association, New Hampshire Bar Association.

Work Experience

2019-present

New Hampshire Legal Assistance, Claremont, NH
Staff Attorney

Advocate for low-income victim/survivors of domestic and sexual violence and human trafficking in family law and related civil legal matters including public housing, homelessness, town welfare, food stamps, unemployment, consumer law, TANF and other public benefits.

2017-2019

Vermont Packinghouse LLC, North Springfield, VT
General Counsel

Work with General Manager on various business and legal issues. Ensure regulatory compliance in areas of Federal and State law; manage workers' compensation claims and safety; conduct legal research; participate in staff engagement activities; perform human resources tasks; oversee company communications; strategic planning.

2014-2017

New Hampshire Legal Assistance, statewide, based in Claremont, NH
Deputy Director

Work with Executive Director as part of the Senior Management team to manage statewide civil legal services law firm mission and vision; manage NHLA programs, priorities, and staff to achieve organization goals; oversee legal work, litigation, policy advocacy, staff development and training, standards of practice and case management system; oversee hiring process; oversight of personnel matters; oversee IT and operations; input and decision-making responsibility on budget, insurance, audits, retirement planning, purchasing and other fiscal matters; oversee and update NHLA Policies and Procedures Manual; oversee leases, vendor contracts, office maintenance needs; oversee staff time and work duties; oversee client intake, client grievance procedures, conflicts, income eligibility waivers; maintain relationships with partner agencies; oversee internal and external communications via press and social media; manage individual case load.

- 2006-2014** **New Hampshire Legal Assistance**, Claremont, NH
Project Director, Domestic Violence Advocacy Project (DVAP); Staff Attorney
- Advocate for low-income victim/survivors of domestic and sexual violence in family law and related civil legal matters; oversee and coordinate DVAP activities including project attorney and paralegal work; serve as the liaison to project partners and community groups such as the New Hampshire Coalition Against Domestic and Sexual Violence, New Hampshire's Bar Association Pro Bono Program, domestic violence crisis centers and shelters, New Hampshire's Legal Advice and Referral Center, and New Hampshire Catholic Charities; responsible for drafting federal and state grant applications and biennial grant reports; serve as faculty on biennial statewide domestic violence trainings for *pro bono* lawyers and crisis center advocates; serve on the New Hampshire Governor's Commission on Domestic and Sexual Violence and Human Trafficking Commission; Advocate for clients on various legal issues including public housing, homelessness, town welfare, food stamps, unemployment, bankruptcy, TANF and domestic violence.
- 2001-2003** **New Hampshire Public Radio**, Concord, NH
Executive Producer, "The Exchange," statewide daily public affairs program.
- Managed program, host, staff, schedule and overall vision; researched, selected and assigned program topics; pre-interviewed and booked program guests; wrote and edited copy; produced and edited recorded elements; produced election coverage and other special projects.
- 1995-2001** **New Hampshire Public Radio**, Concord, NH
- Producer, "The Exchange," statewide daily public affairs program
Assistant Producer, "The Exchange," statewide daily public affairs program.
Assistant Producer, "Perspectives," daily half hour interview program.
"Voter's Voice" Election project coordinator, 1996 Presidential Primary.

Volunteer Activities

- 2016-present** **Springfield Elementary Schools Parent Teacher Association**,
Springfield, VT
President; lead PTA in various efforts to improve Springfield schools; engage parents and teachers in building strong educational systems and experiences.
- 2016-present** **Girl Scout Leader: Troop #51293**, Springfield, VT
Lead girls in learning, leadership, life, outdoor and business skills.
- 2012-2017** **American Civil Liberties Union New Hampshire**, Concord, NH
Board of Directors, Vice Chair

Mary Krueger, Esq. • [REDACTED]
[REDACTED]

Executive committee, finance and economic justice committees and other board duties.

2007-2016

Turning Points Network, Crisis Center, Claremont, NH

Board of Directors, Past Treasurer, Past President

Support agency's current and future goals; fundraising, event planning; participate in strategic planning; oversee agency budget in collaboration with executive committee and Director.

2007-2017

Access to Justice Commission, Concord, NH

Member, appointed by New Hampshire Supreme Court.

ALY M. MCKNIGHT

EDUCATION

Northeastern University School of Law, Boston, MA, Juris Doctor, May 2022

- **Concentration:** Poverty Law & Economic Justice
- **Honors:** Commencement Speaker (2022), Forum Editor, *Northeastern University Law Review* (2021 – 2022); Chief Justice Ralph Gants Access to Justice Fellowship (2021); Associate Editor, *Northeastern University Law Review* (2020 – 2021)
- **Publications:** Aly McKnight, *NOTE: The Human Rights Approach to Black Maternal Mortality: Why Policymakers Should Listen to Black Moms*, 14 NE UNIV. L. REV. __ 2022.
- **Research Assistant:** Under the supervision of Prof. Lucy Williams, summarized cases in international human rights law for ESCR-Net caselaw database (2020 – 2022)
- **Teaching Assistant:** Prof. Elizabeth Bloom, Legal Skills in Social Context (Winter 2020/21)
- **Poverty Law Clinic:** Represented clients seeking unemployment insurance, welfare assistance, and medical debt alleviation (Summer 2020)
- **Activities:** Disability Justice Caucus (July 2021 – May 2022), National Disabled Law Students Association, *Director of Social Media* (May 2020 – May 2021)

William Smith College, Geneva, NY

Bachelor of Arts in Sociology and Public Policy Studies, *magna cum laude*, May 2015

- **Honors:** Betsy Bullock Mitchell Award (graduating senior who best encompasses the values of William Smith) (2015); President's Civic Engagement Award (2015); Hai Timiai Sr. Honor Society (2014, 2015); Irving Louis Horowitz Prize in Sociology (2014); Laurel Soph./Jr. Honor Society (2012 – 2014); Anderson Centennial Scholar (2011 – 2015)
- **Teaching Fellow:** Sociology (supporting all sociology classes) (Sept. 2014 – May 2015)
- **Study Abroad:** Univ. KwaZulu-Natal, Pietermaritzburg, South Africa (Spring 2013)
- **Activities:** William Smith Congress, President (2014); Orientation Leader (Summer 2013, 2014); Civic Leader for Boys & Girls Clubs of Geneva (2012–2013)

PROFESSIONAL EXPERIENCE

New Hampshire Legal Assistance, Portsmouth, NH

Jan. 2024 – Present

Staff Attorney, Domestic Violence Advocacy Project

Provide direct legal representation to survivors of domestic violence with low incomes seeking counsel in NH protection order, divorce, and parenting cases.

Health Law Advocates, Boston, MA

Oct. 2022 – Oct. 2023

Staff Attorney/Medical-Legal Partnership for Immigrants Fellow

Provided direct services to immigrant clients seeking to access comprehensive public health insurance and eliminate medical debt. Upgraded 50 immigrant clients to comprehensive coverage. Eliminated \$18,000 in medical debt. Participated in advocacy coalitions, developed relationships with hospitals and community health centers. Represented two disabled clients at appeal hearings with Office of Medicaid Board of Hearings. Testified before legislative Joint Committee on Health Care Financing.

Judge Thompson, U.S. Court of Appeals (1st Circuit), Boston, MA,

Sept. 2021 – Dec. 2021

Judicial Intern

Researched and wrote bench memoranda on pending civil and criminal appellate cases prior to oral argument before the First Circuit. Cite and fact-checked opinions before publication.

This resume is two pages long in a sans serif font to account for the visual access needs of readers.

AARP Foundation Litigation, Washington, D.C.

Feb. 2021 – May 2021

Legal Intern

Conducted research and produced memos on issues including mootness doctrine, interrelated Medicaid and ADA/Rehabilitation Act statutes and regulations, and the valuation of privacy in claims for noneconomic damages. Used *Relativity* to review defendant documents in preparation for the deposition of witnesses.

Greater Boston Legal Services, Welfare Law Unit, Boston, MA

Aug. 2020 – Nov. 2020

Legal Intern

Represented clients seeking food stamps, cash assistance, rent relief, and stimulus checks. Researched state-by-state practices of welfare benefits programs during the pandemic. Worked with interpreters and translators to effectively communicate with multilingual clients.

New Futures, Concord, NH

Feb. 2017 – Aug. 2019

Vice President of Community Engagement (Sept. 2018 – Aug. 2019)

Developed and oversaw data management, training program, and organizing strategy for statewide health advocacy non-profit. Managed team of community engagement coordinators.

Training Director (Dec. 2017 – Aug. 2018)

Developed and delivered advocacy curriculum in communities across NH. Consulted and trained organizations to build statewide health advocacy capacity. Authored legislative policy guidance on substance use disorders for NH Public Health Association and served on Friends of NH Drug Courts board of directors.

Community Engagement Coordinator (Feb. – Dec. 2017)

Trained advocates on substance misuse issues throughout NH communities and mobilized them to testify at public hearings, contact legislators, and participate in coalitions.

Greater Nashua Public Health Network, Nashua, NH

Oct. 2016 – Feb. 2017

Substance Misuse Continuum of Care Facilitator

Facilitated the development of continuum of care for substance use disorder (SUD) in the Nashua region.

Office of Mayor Jim Donchess, Nashua, NH

Nov. 2015 – Sept. 2016

Assistant to the Mayor

Founded Mayor's Opioid Task Force and coordinated communication between 60+ community agencies. Developed internal city communications plan and wrote press releases and remarks for Mayor. Addressed citizen concerns. Maintained Mayor's calendar and social media.

BAR ADMISSION

Admitted in Massachusetts, November 2022. New Hampshire bar admission pending.

This resume is two pages long in a sans serif font to account for the visual access needs of readers.

Colleen Perry

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[REDACTED]

[REDACTED]

Work Experience

Paralegal Advocate, Domestic Violence Advocacy Project

New Hampshire Legal Assistance

December 2023 to Present

- Working with DVAP team to provide legal support in civil protective order and family law cases for survivor/victim clients.
- Supporting the team in gathering information and documents for cases, litigation support, preparing draft documents, and working to support clients.
- Working within NHLA's holistic, client centered approach to ensure that the client's case is approached in a trauma informed, culturally sensitive manner.
- Participating in community engagement efforts.

Paralegal

Parnell, Michels and McKay

April 2023 to October 2023

- Responsible for sending daily correspondence to clients.
- Completing Financial Affidavits and Mandatory Disclosures for divorce and parenting proceedings.
- Scheduling initial consults and managing attorney schedules.
- Filing and organization as needed.

Court Advocate

YWCA - Manchester, NH

September 2021 to April 2023

- Providing legal advocacy to clients experiencing domestic and sexual violence.
- Assists clients in filling out legal paperwork.
- Works with local organizations to create networks of support for clients.
- Helps to train incoming staff and volunteers on court procedures and legal advocacy.

Instructor-Day Program

Aspire Living and Learning - Merrimack, NH

May 2019 to June 2021

- Ensuring the daily health and safety of the client.
- Implementation of the day program schedule developed by the team.
- Daily monitoring of the client and reporting any changes to management.
- Participating in development of the clients Individual Service Plan.
- Training new staff on the program to ensure continuity.

Paraeducator Two

Crotched Mountain Rehabilitation Center - Greenfield, NH

July 2018 to May 2019

- Directly supporting clients with Intellectual and Developmental Disabilities.
- Assisting clients develop meaningful relationships.
- Supporting clients with daily care and hygiene.
- Working to achieve the goals outlined in a client's Individualized Education Program.

Parts Coordinator

Mobility Works - Londonderry, NH

February 2016 to July 2018

- Responsible for ordering parts for 20 stores nationwide.
- Tracked packages daily and ensured timely delivery to stores.
- Helped maintain parts inventory and would replenish levels when needed.
- Resolved shipping issues that would arise daily.

Administrative Assistant

Mobility Works - Londonderry, NH

September 2015 to February 2016

- Took care of all the daily administrative tasks.
- Did daily cash reports and kept track of dealer plates.
- Provided support to mobility consultants.
- Answered phones and scheduled service appointments.

Freelance Writer

New Hampshire State Parks - New Hampshire

January 2015 to September 2015

- Traveled to New Hampshire State Parks and created articles and took pictures that the state used in marketing campaigns.

Education

Bachelor of Arts in English

Keene State College-Keene - Keene, NH

2008 to 2012