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# State of New Hampshire

## POLICE STANDARDS & TRAINING COUNCIL



Sheriff Christopher D. Connelly  
Chairman

Arthur D. Kehas  
Law Enforcement Training Facility & Campus  
17 Institute Drive, Concord, N.H. 03301-7413  
603-271-2133 – Fax: 603-271-1785  
TDD Access: Relay NH 1-800-735-2964

John V. Scippa  
Director

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July 26, 2023

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

### REQUESTED ACTION

Authorize the New Hampshire Police Standards and Training Council (NHPSTC) to enter into a **retroactive** contract with the National Alliance on Mental Illness – Concord, NH (Vendor Code 166630) for \$184,230 to provide technical law enforcement training effective upon Governor and Council approval for the period of July 1, 2023, through June 30, 2024. **100% General Fund.**

Funding is available in accounts Police Crisis Intervention Training and Law Enforcement Training as follows:

	<u>FY2024</u>
06-87-87-870510-72380000-102-500731	\$159,780.00
06-87-87-871010-66390000-102-500731	<u>\$ 24,450.00</u>
<b>Total</b>	<b><u>\$184,230.00</u></b>

### EXPLANATION

The contract is **retroactive** due to the early schedule of classes beginning in July before we were able to secure the required documents from the vendor. Each year, the New Hampshire Police Standards & Training Council releases a request for proposals for specialized in-service training classes that we lack either the staffing or the expertise to present ourselves. These classes are offered to New Hampshire police officers at no charge to them or their departments, as a service. The specific classes to be provided under this agreement are: (4) two-day sessions of *Handling Calls Involving Persons with Mental Illness* at the Corrections Academy at the cost of \$19,560; (1) two day session of *Handling Calls Involving Persons with Mental Illness* at the Part-Time Academy at a cost of \$4,890; (9) five-day sessions of *Crisis Intervention Team Training* for recruits and in-service officers at a cost of \$154,980 and (4) *Crisis Intervention Team Advanced Refresher Course* in-service training at a cost of \$4,800.

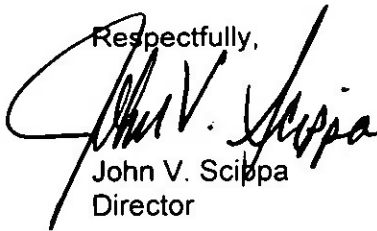
These classes were bid out as part of the RFP process that was released by NHPSTC on March 9, 2023. In the topic area of mental health training for police, NAMI was the only bidder.

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

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July 26, 2023

After review of their submission, we felt that the class content was such that it met the best interest of NHPSTC and the law enforcement community. We respectfully request that you accept these courses and approve this service agreement.

Respectfully,  
  
John V. Scipia  
Director

## Bid Specification

NAMI-NH was the only vendor that submitted a proposal for mental health training. Bids are scored based on four categories: Program Cost, Course Content, Quality and Quantity of Student Materials, and Experience and Ability of Course Instructors. Those participating in the bid evaluation process were Law Enforcement Training Specialists Captain Adam Hawkins, Lieutenant Timothy Burt, and Dr. Kimberly Stewart.

Mental Health - Academy	Total Price / Class	# of Days	AH	KS	TB	Average Score	Number of Class Offerings	Total Cost
NAMI - CIT	\$17,220	5	100	81	100	93.67	9	\$154,980
NAMI - CIT Refresher	\$1,200	0.5	100	86	100	95.33	4	\$4,800
CIMH - DOC	\$4,890	2.5	100	78	100	92.67	4	\$19,560
CIHM - PTA	\$4,890	2.5	100	83	100	94.33	1	\$4,890

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

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

**Dr. Kimberly Stewart** – Dr. Stewart joined PSTC in June 2022. Prior to joining PSTC, Dr. Stewart was a professor of criminal justice and legal studies as well as a court-appointed public defender. She holds a law degree from Massachusetts School of Law as well as a PhD in Criminal Justice from NOVA Southeastern. She currently serves as the curriculum administrator at PSTC and teaches the Instructor Development in-service class.

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

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name NH Police Standards and Training		1.2 State Agency Address 17 Institute Drive Concord, NH 03301	
1.3 Contractor Name NAMI-NH		1.4 Contractor Address 85 North State Street Concord, NH 03301	
1.5 Contractor Phone Number 603-225-5259	1.6 Account Unit and Class 06-87-87-08700- 72380000-102-500731 and 06-87-87-08700- 66390000-102-500731	1.7 Completion Date 6/30/2024	1.8 Price Limitation \$184,230.00
1.9 Contracting Officer for State Agency John V. Scippa, Director		1.10 State Agency Telephone Number 603-271-2133	
1.11 Contractor Signature  Date: 7/25/23		1.12 Name and Title of Contractor Signatory Susan L. Stearns, Executive Director	
1.13 State Agency Signature  Date: 7/26/23		1.14 Name and Title of State Agency Signatory John V. Scippa, Director	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: 07/27/2023			
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____			

**2. SERVICES TO BE PERFORMED.** The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed.

3.3 Contractor must complete all Services by the Completion Date specified in block 1.7.

**4. CONDITIONAL NATURE OF AGREEMENT.**

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

**5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.**

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8. The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance

hereof, and shall be the only and the complete compensation to the Contractor for the Services.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 The State's liability under this Agreement shall be limited to monetary damages not to exceed the total fees paid. The Contractor agrees that it has an adequate remedy at law for any breach of this Agreement by the State and hereby waives any right to specific performance or other equitable remedies against the State.

**6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/EQUAL EMPLOYMENT OPPORTUNITY.**

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws and the Governor's order on Respect and Civility in the Workplace, Executive order 2020-01. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of age, sex, sexual orientation, race, color, marital status, physical or mental disability, religious creed, national origin, gender identity, or gender expression, and will take affirmative action to prevent such discrimination, unless exempt by state or federal law. The Contractor shall ensure any subcontractors comply with these nondiscrimination requirements.

6.3 No payments or transfers of value by Contractor or its representatives in connection with this Agreement have or shall be made which have the purpose or effect of public or commercial bribery, or acceptance of or acquiescence in extortion, kickbacks, or other unlawful or improper means of obtaining business.

6.4. The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with this Agreement and all rules, regulations and orders pertaining to the covenants, terms and conditions of this Agreement.

**7. PERSONNEL.**

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 The Contracting Officer specified in block 1.9, or any successor, shall be the State's point of contact pertaining to this Agreement.

## 8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

- 8.1.1 failure to perform the Services satisfactorily or on schedule;
- 8.1.2 failure to submit any report required hereunder; and/or
- 8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) calendar days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) calendar days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

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

## 9. TERMINATION.

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

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) calendar days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. In addition, at the State's discretion, the Contractor shall, within fifteen (15) calendar days of notice of early termination, develop and submit to the State a transition plan for Services under the Agreement.

## 10. PROPERTY OWNERSHIP/DISCLOSURE.

10.1 As used in this Agreement, the word "Property" shall mean all data, information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any Property which has been received from the State, or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Disclosure of data, information and other records shall be governed by N.H. RSA chapter 91-A and/or other applicable law. Disclosure requires prior written approval of the State.

**11. CONTRACTOR'S RELATION TO THE STATE.** In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

## 12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

12.1 Contractor shall provide the State written notice at least fifteen (15) calendar days before any proposed assignment, delegation, or other transfer of any interest in this Agreement. No such assignment, delegation, or other transfer shall be effective without the written consent of the State.

12.2 For purposes of paragraph 12, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.3 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State.

12.4 The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

**13. INDEMNIFICATION.** The Contractor shall indemnify, defend, and hold harmless the State, its officers, and employees from and against all actions, claims, damages, demands, judgments, fines, liabilities, losses, and other expenses, including, without limitation, reasonable attorneys' fees, arising out of or relating to this Agreement directly or indirectly arising from death, personal injury, property damage, intellectual property infringement, or other claims asserted against the State, its officers, or employees caused by the acts or omissions of negligence, reckless or willful misconduct, or fraud by the Contractor, its employees, agents, or subcontractors. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the State's sovereign immunity, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.



#### 14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all Property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the Property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or any successor, a certificate(s) of insurance for all insurance required under this Agreement. At the request of the Contracting Officer, or any successor, the Contractor shall provide certificate(s) of insurance for all renewal(s) of insurance required under this Agreement. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

#### 15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or any successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. **WAIVER OF BREACH.** A State's failure to enforce its rights with respect to any single or continuing breach of this Agreement shall not act as a waiver of the right of the State to later enforce any such rights or to enforce any other or any subsequent breach.

17. **NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. **AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

#### 19. CHOICE OF LAW AND FORUM.

19.1 This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire except where the Federal supremacy clause requires otherwise. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

19.2 Any actions arising out of this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration, but must, instead, be brought and maintained in the Merrimack County Superior Court of New Hampshire which shall have exclusive jurisdiction thereof.

20. **CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and any other portion of this Agreement including any attachments thereto, the terms of the P-37 (as modified in EXHIBIT A) shall control.

21. **THIRD PARTIES.** This Agreement is being entered into for the sole benefit of the parties hereto, and nothing herein, express or implied, is intended to or will confer any legal or equitable right, benefit, or remedy of any nature upon any other person.

22. **HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

23. **SPECIAL PROVISIONS.** Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

24. **FURTHER ASSURANCES.** The Contractor, along with its agents and affiliates, shall, at its own cost and expense, execute any additional documents and take such further actions as may be reasonably required to carry out the provisions of this Agreement and give effect to the transactions contemplated hereby.

25. **SEVERABILITY.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

26. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

**Exhibit A**

There are no special provisions.

**Exhibit B**

The contractor will provide instruction, instructors, and all instructional materials for the following classes to be held at New Hampshire Police Standards and Training Council (PSTC) or at other locations as mutually agreed upon by both parties:

**Full-Time Police Academy Classes: Crisis Intervention Training**

193rd Academy	5 days	\$12,000 w/o incidentals	\$17,220 with incidentals
194th Academy	5 days	\$12,000 w/o incidentals	\$17,220 with incidentals
195th Academy	5 days	\$12,000 w/o incidentals	\$17,220 with incidentals
196th Academy	5 days	\$12,000 w/o incidentals	\$17,220 with incidentals

**Corrections Academy Classes: Handling Calls Involving Persons with Mental Illness**

121st Academy	2 days	\$4,890
122nd Academy	2 days	\$4,890
123rd Academy	2 days	\$4,890
124th Academy	2 days	\$4,890

**Part-Time Police Academy Class: Handling Calls Involving Persons with Mental Illness**

283rd Academy	2 days	\$4,890
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**In-Service: Crisis Intervention Team (CIT) Training**

5-Days In-Service Training	Max 35 Participants	\$17,220
5-Days In-Service Training	Max 35 Participants	\$17,220
5-Days In-Service Training	Max 35 Participants	\$17,220
5-Days In-Service Training	Max 35 Participants	\$17,220
5-Days In-Service Training	Max 35 Participants	\$17,220

**Advanced/In-Service CIT program (previously trained)**

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

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

### Exhibit C

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

# State of New Hampshire

## Department of State

### CERTIFICATE

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

Business ID: 62349

Certificate Number: 0006215929



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 25th day of April A.D. 2023.

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

David M. Scanlan  
Secretary of State

CERTIFICATE OF AUTHORITY

I, Todd Donovan, hereby certify that:

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

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on July 24, 2023, at which a quorum of the Directors/shareholders were present and voting.

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

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

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



Signature of Elected Officer  
Name: Todd Donovan  
Title: President

Dated: July 24, 2023





**NAMI NEW HAMPSHIRE**  
**Financial Statements**  
**With Schedule of Expenditures of Federal Awards**  
**June 30, 2022 and 2021**  
**and**  
**Independent Auditor's Report**

**Report on Internal Control Over Financial Reporting  
and on Compliance and Other Matters Based on an Audit  
of Financial Statements Performed in Accordance  
With *Government Auditing Standards***

**Report on Compliance for Each Major Federal Program  
and Report on Internal Control Over Compliance  
Required by the Uniform Guidance**

**Schedule of Findings and Questioned Costs**

**NAMI NEW HAMPSHIRE**

**FINANCIAL STATEMENTS**

**June 30, 2022 and 2021**

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## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors  
NAMI New Hampshire

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the accompanying financial statements of NAMI New Hampshire (a nonprofit organization), which comprise the statements of financial position as of June 30, 2022 and 2021, 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 NAMI New Hampshire as of June 30, 2022 and 2021, 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 NAMI New Hampshire 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 these 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 NAMI New Hampshire'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 Responsibility 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 judgement 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 judgement 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 NAMI New Hampshire'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 judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about NAMI New Hampshire'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 schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 16, 2022, on our consideration of NAMI New Hampshire's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering NAMI New Hampshire's internal control over financial reporting and compliance.

*Vashon Clubay & Company PC*

Manchester, New Hampshire  
December 16, 2022

**NAMI NEW HAMPSHIRE**  
**STATEMENTS OF FINANCIAL POSITION**  
June 30, 2022 and 2021

<b>ASSETS</b>	<u>2022</u>	<u>2021</u>
<b>CURRENT ASSETS:</b>		
Cash	\$ 551,943	\$ 526,623
Investments	881,555	687,193
Accounts receivable, net	268,685	355,275
Grants receivable	<u>572,686</u>	<u>319,882</u>
<b>TOTAL CURRENT ASSETS</b>	<u>2,274,869</u>	<u>1,888,973</u>
<b>PROPERTY AND EQUIPMENT:</b>		
Land	290,800	290,800
Building and improvements	1,177,690	1,177,690
Equipment	8,218	8,218
Furniture and fixtures	<u>604</u>	<u>604</u>
	1,477,312	1,477,312
Less accumulated depreciation	<u>(222,015)</u>	<u>(195,490)</u>
<b>PROPERTY AND EQUIPMENT, NET</b>	<u>1,255,297</u>	<u>1,281,822</u>
<b>OTHER NONCURRENT ASSETS:</b>		
Investments	<u>821,634</u>	<u>848,351</u>
<b>TOTAL OTHER NONCURRENT ASSETS</b>	<u>821,634</u>	<u>848,351</u>
<b>TOTAL ASSETS</b>	<u>\$ 4,351,800</u>	<u>\$ 4,019,146</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES:</b>		
Accounts payable	\$ 213,569	\$ 116,644
Accrued expenses	273,190	140,200
Refundable grant	152,083	
Current portion of mortgage notes payable	<u>16,137</u>	<u>11,853</u>
<b>TOTAL CURRENT LIABILITIES</b>	<u>654,979</u>	<u>268,697</u>
<b>NONCURRENT LIABILITIES:</b>		
Mortgage notes payable, less current portion	<u>317,905</u>	<u>406,606</u>
<b>TOTAL NONCURRENT LIABILITIES</b>	<u>317,905</u>	<u>406,606</u>
<b>TOTAL LIABILITIES</b>	<u>972,884</u>	<u>675,303</u>
<b>NET ASSETS:</b>		
Without donor restrictions:		
Undesignated	2,557,282	2,451,970
Board designated	821,634	848,351
With donor restrictions:		
Purpose restrictions		<u>43,522</u>
<b>TOTAL NET ASSETS</b>	<u>3,378,916</u>	<u>3,343,843</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 4,351,800</u>	<u>\$ 4,019,146</u>

*See notes to financial statements*

**NAMI NEW HAMPSHIRE**  
**STATEMENTS OF ACTIVITIES**  
For the Years Ended June 30, 2022 and 2021

	<u>2022</u>	<u>2021</u>
<b>CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS</b>		
<b>REVENUE AND SUPPORT:</b>		
Fees and grants from governmental agencies	\$ 2,516,451	\$ 2,588,944
Contributions	663,216	640,142
Interest and dividends	283	11,694
Unrealized gains (losses) on investments	(94,158)	173,424
Fundraising events	200,565	180,723
Training services	1,439,974	1,193,860
Membership dues	3,968	6,556
Other revenue	92,654	5,998
SBA Paycheck Protection Program loan forgiveness		454,800
Net assets released from donor restrictions	<u>43,522</u>	
<b>TOTAL REVENUE AND SUPPORT WITHOUT DONOR RESTRICTIONS</b>	<u><b>4,866,475</b></u>	<u><b>5,256,141</b></u>
<b>EXPENSES:</b>		
<b>PROGRAM SERVICES:</b>		
Community and Public Policy Relations	218,090	217,910
Connect Suicide Prevention Project	863,686	802,007
Public Education	<u>2,679,246</u>	<u>2,345,448</u>
<b>TOTAL PROGRAM SERVICES</b>	<u><b>3,761,022</b></u>	<u><b>3,365,365</b></u>
<b>SUPPORTING SERVICES:</b>		
Management and General	683,297	426,563
Fundraising	<u>343,561</u>	<u>231,053</u>
<b>TOTAL SUPPORTING SERVICES</b>	<u><b>1,026,858</b></u>	<u><b>657,616</b></u>
<b>TOTAL EXPENSES</b>	<u><b>4,787,880</b></u>	<u><b>4,022,981</b></u>
<b>INCREASE IN NET ASSETS WITHOUT DONOR RESTRICTIONS</b>	<u><b>78,595</b></u>	<u><b>1,233,160</b></u>
<b>CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS</b>		
Training services		43,522
Net assets released from donor restrictions	<u>(43,522)</u>	
<b>INCREASE (DECREASE) IN NET ASSETS WITH DONOR RESTRICTIONS</b>	<u><b>(43,522)</b></u>	<u><b>43,522</b></u>
<b>CHANGE IN NET ASSETS</b>	<b>35,073</b>	<b>1,276,682</b>
<b>NET ASSETS - JULY 1</b>	<u><b>3,343,843</b></u>	<u><b>2,067,161</b></u>
<b>NET ASSETS - JUNE 30</b>	<u><b>\$ 3,378,916</b></u>	<u><b>\$ 3,343,843</b></u>

*See notes to financial statements*

**NAMI NEW HAMPSHIRE  
STATEMENT OF FUNCTIONAL EXPENSES**

For the Year Ended June 30, 2022

	Program Services				Supporting Services			Total Expenses
	Community and Public Policy <u>Relations</u>	Connect Suicide Prevention <u>Project</u>	Public <u>Education</u>	Total Program <u>Services</u>	Management and <u>General</u>	<u>Fundraising</u>	Total Supporting <u>Services</u>	
<b>SALARIES AND RELATED EXPENSES:</b>								
Salaries	\$ 161,790	\$ 310,117	\$ 1,859,793	\$ 2,331,700	\$ 427,114	\$ 155,695	\$ 582,809	\$ 2,914,509
Employee benefits	21,940	53,485	287,303	362,728	28,552	19,775	48,327	411,055
Payroll taxes	11,469	22,607	139,717	173,793	44,601	10,051	54,652	228,445
	<u>195,199</u>	<u>386,209</u>	<u>2,286,813</u>	<u>2,868,221</u>	<u>500,267</u>	<u>185,521</u>	<u>685,788</u>	<u>3,554,009</u>
<b>OTHER EXPENSES:</b>								
Accounting	508	2,158	6,729	9,395	2,412	889	3,301	12,696
Audit fees	800	3,400	10,600	14,800	3,800	1,400	5,200	20,000
Legal and membership fees		1,964	1,715	3,679	6,156		6,156	9,835
Contracted services	696	390,990	57,378	449,064	41,970	48,260	90,230	539,294
Client services/training	3,774	13,023	88,394	105,191	5,458	5,741	11,199	116,390
Software subscriptions	322	1,248	28,676	30,246	14,155	10,444	24,599	54,845
Staff conferences and conventions	340	1,691	3,004	5,035	12,669	2,628	15,297	20,332
Occupancy	1,289	5,479	17,082	23,850	6,210	2,256	8,466	32,316
Office supplies	4,221	11,681	32,390	48,292	15,821	7,493	23,314	71,606
Maintenance	5,244	22,286	69,483	97,013	24,908	9,177	34,085	131,098
Fundraising/Event supplies						27,826	27,826	27,826
Depreciation	1,296	5,511	11,291	18,098	6,158	2,269	8,427	26,525
Food supplies	86	1,610		1,696	5,458	20,673	26,131	27,827
Equipment rental	562	2,389	7,449	10,400	2,670	984	3,654	14,054
Equipment maintenance			4,712	4,712	8,458	338	8,796	13,508
Advertising			275	275		66	66	341
Printing	275	1,277	3,650	5,202	202	7,613	7,815	13,017
Telephone and communications	2,819	5,187	27,659	35,665	22,115	1,657	23,772	59,437
Postage and shipping	51	223	3,187	3,461	1,114	5,392	6,506	9,967
Staff transportation	8	5,149	11,865	17,022	285	1,415	1,700	18,722
Insurance	520	2,211	6,894	9,625	2,472	911	3,383	13,008
Other expenditures	80			80	539	608	1,147	1,227
Total	<u>\$ 218,090</u>	<u>\$ 863,686</u>	<u>\$ 2,679,246</u>	<u>\$ 3,761,022</u>	<u>\$ 683,297</u>	<u>\$ 343,561</u>	<u>\$ 1,026,858</u>	<u>\$ 4,787,880</u>

See notes to financial statements

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

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

See notes to financial statements



**NAMI NEW HAMPSHIRE**  
**STATEMENTS OF CASH FLOWS**  
For the Years Ended June 30, 2022 and 2021

	<u>2022</u>	<u>2021</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Cash received from grants, contributions, and contracts	\$ 4,902,621	\$ 4,474,034
Interest income received	283	11,694
Cash paid to employees	(2,812,084)	(2,629,683)
Cash paid to suppliers and others	(1,703,026)	(1,476,291)
Interest paid	<u>(16,254)</u>	<u>(18,621)</u>
Net Cash Provided by Operating Activities	<u>371,540</u>	<u>361,133</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Purchase of investments	<u>(261,803)</u>	<u>(191,185)</u>
Net Cash Used for Investing Activities	<u>(261,803)</u>	<u>(191,185)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>		
Payments on mortgage notes payable	<u>(84,417)</u>	<u>(103,107)</u>
Net Cash Used for Financing Activities	<u>(84,417)</u>	<u>(103,107)</u>
 Net Increase in Cash	 25,320	 66,841
Cash, beginning of year	<u>526,623</u>	<u>459,782</u>
Cash, ending of year	<u>\$ 551,943</u>	<u>\$ 526,623</u>
 <b>Supplemental Disclosure of Non-cash Transactions:</b>		
Unrealized gains (losses) on investments	\$ (94,158)	\$ 173,424
SBA Paycheck Protection Program loan forgiveness	-	454,800
	<u>\$ (94,158)</u>	<u>\$ 628,224</u>

*See notes to financial statements*

**NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
For the Years Ended June 30, 2022 and 2021**

**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

***Organization and Purpose***

NAMI New Hampshire (National Alliance on Mental Illness) was founded as a nonprofit corporation in 1982 and is committed to improving the lives of all people affected by mental illness and suicide through support, education and advocacy. As a grassroots coalition of people living with mental illness and their families, NAMI NH has over 40 years of service to Granite State children, transition age youth, adults, and seniors, offering statewide activities which provide education/training and support to individuals, families and communities. The organization also promotes and provides advocacy and empowerment at the individual/family level as well as at the systems level by offering members, volunteers, and stakeholders training and graduated opportunities to build confidence in advocacy and leadership skills. Last year, NAMI NH provided support, education and advocacy to over 15,000 individuals. The financial support for these programs and activities comes from a variety of sources that include governmental and private foundation grants, contract services, donations, and membership dues.

We envision a future where people affected by mental illness have hope, help, and health, and are able to:

- Access the supports and evidence-based treatment necessary for recovery;
- Have a lifespan that is not cut short by suicide or co-occurring conditions; and
- Reach their full potential, living in their communities free from discrimination.

In support of our mission, NAMI NH is dedicated to providing support, education and advocacy equitably without discrimination against, or harassment of, any person on the basis of race, color, national origin, language, religion, sex, age, disability, citizenship, marital status, creed, sexual orientation, gender expression or gender identity (individuals' preferred gender will be respected, and individuals will be referred to by their name and pronoun of choice, whenever feasible) or any other characteristic protected by federal or state law. Any such discrimination or harassment is prohibited and will not be tolerated.

***Accounting Policies***

The accounting policies of NAMI New Hampshire conform to accounting principles generally accepted in the United States of America as applicable to non-profit entities except as indicated hereafter. The following is a summary of significant accounting policies.

***Basis of Accounting***

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

***Basis of Presentation***

The financial statements have been prepared in accordance with the reporting pronouncements pertaining to Not-for-Profit Entities included within the FASB Accounting Standards Codification. The Entity is required to report information regarding its financial position and activities according to the following net asset classifications:

**NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
For the Years Ended June 30, 2022 and 2021**

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

*Net Assets With Donor Restrictions* – Net assets subject to donor or certain grantor imposed restrictions. Some donor imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

***Recognition of Donor Restrictions***

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

***Donated Services, Materials and Facilities***

NAMI New Hampshire receives significant volunteer time and efforts. The value of these volunteer efforts, while critical to the success of its mission, are not reflected in the financial statements because the accounting criteria for recognition of such volunteer efforts have not been satisfied.

Donated goods and professional services are recorded as both revenues and expenses at their estimated fair value. The Entity received donated supplies and professional services in support of fundraising activities totaling -\$0- during each of the years ending June 30, 2022 and 2021, respectively.

***Functional Allocation of Expenses***

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

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

**NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
For the Years Ended June 30, 2022 and 2021**

***Cash and Cash Equivalents***

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

***Investments***

Investments, which consist principally of money market accounts, mutual funds, and exchange traded funds, are carried at their market value at June 30, 2022 and June 30, 2021. Investments reported as non-current represent amounts designated by the Board as held for an operating reserve. Unrealized gains and losses on investments are reflected in the statements of activities.

***Property and Equipment***

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

	<u>Years</u>
Building and improvements	39
Equipment	5
Furniture and fixtures	7-10

Depreciation expense was \$26,525 and \$32,413 for the years ended June 30, 2022 and 2021, respectively.

***Compensated Absences***

Full-time and part-time employees are entitled to paid vacation based on their length of employment. Employees are allowed to carry forward a maximum of 10 vacation days. Upon termination of employment, full-time employees will receive up to five days of accrued/unused vacation pay. Accrued vacation pay amounted to \$47,248 and \$42,111 as of June 30, 2022 and 2021, respectively.

***Bad Debts***

The Entity uses the reserve method for accounting for bad debts. An allowance for uncollected receivables of \$4,000 has been recorded as of June 30, 2022 and 2021.

***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.

**NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
For the Years Ended June 30, 2022 and 2021**

FASB Accounting Standards Codification Topic 740 entitled *Accounting for Income Taxes* requires the Entity to report uncertain tax positions for financial reporting purposes. The Entity had no uncertain tax positions as of June 30, 2022 and, accordingly does not have any unrecognized tax benefits that need to be recognized or disclosed in the financial statements.

***Estimates***

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

***Fair Value of Financial Instruments***

Cash, accounts receivable, accounts payable and accrued expenses are carried in the financial statements at amounts which approximate fair value due to the inherently short-term nature of the transactions. The fair values determined for financial instruments are estimates, which for certain accounts may differ significantly from the amounts that could be realized upon immediate liquidation.

***Revenue Recognition***

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

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

**NOTE 2—LIQUIDITY AND AVAILABILITY**

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

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

The following table reflects the Entity's financial assets as of June 30, 2022 and 2021, reduced by amounts that are not available to meet general expenditures within one year of the statement of financial

**NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
For the Years Ended June 30, 2022 and 2021**

position date because of donor and other restrictions or internal board designations. Amounts not available include the internal board designated funds. In the event the need arises to utilize the board designated funds for liquidity purposes, the funds could be drawn upon by a vote of the Finance Committee.

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

	<u>2022</u>	<u>2021</u>
Cash	\$ 551,943	\$ 526,623
Investments	1,703,189	1,535,544
Accounts receivable, net	268,685	355,275
Grants receivable	<u>572,686</u>	<u>319,882</u>
Total Financial Assets	3,096,503	2,737,324
Less:		
Net assets with donor restrictions		(43,522)
Board designated funds	<u>(821,634)</u>	<u>(848,351)</u>
Financial Assets Available to Meet Cash Needs for General Expenditures Within One Year	<u>\$ 2,274,869</u>	<u>\$ 1,845,451</u>

**NOTE 3—SIGNIFICANT CONCENTRATIONS OF CREDIT RISK**

The Entity maintains bank deposits at local financial institutions located in New Hampshire. The Entity's cash deposits are insured by the Federal Deposit Insurance Corporation (FDIC) up to a total of \$250,000 at each financial institution. Deposits with financial institutions in excess of FDIC insurance limits totaled \$236,161 as of June 30, 2022. The Entity has not experienced any losses on such accounts.

**NOTE 4—INVESTMENTS**

*Fair Value Measurements*

The Entity reports under the Fair Value Measurements pronouncements of the FASB Accounting Standards Codification (FASB ASC 820), which establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs of valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurement) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy are described below.

**Level 1** - Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets at the measurement date.

**Level 2** - Inputs to the valuation include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in markets that are not active;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

**NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
For the Years Ended June 30, 2022 and 2021**

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

**Level 3** - Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

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

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

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

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

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Entity believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The following tables set forth by level, within the fair value hierarchy, the Entity's assets measured at fair value as of June 30, 2022 and 2021:

Assets at Fair Value as of June 30, 2022			
	<u>Level 1</u>	<u>Level 2</u>	<u>Total</u>
Money market mutual funds	\$ 917,637		\$ 917,637
Mutual funds	368,677		368,677
Exchange traded funds	370,173		370,173
Certificates of deposit		\$ 41,694	41,694
Corporate debt securities		5,008	5,008
Total assets at fair value	<u>\$ 1,656,487</u>	<u>\$ 46,702</u>	<u>\$ 1,703,189</u>



**NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
For the Years Ended June 30, 2022 and 2021**

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

**NOTE 5—SBA NOTE PAYABLE**

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

**NOTE 6—MORTGAGE NOTES PAYABLE**

At June 30, 2022 and 2021, the mortgage notes payable consist of the following:

	<u>2022</u>	<u>2021</u>
\$348,000 mortgage note payable, secured by property, payable in monthly installments of \$2,364 including interest through March 2028. Interest is fixed at 5.35% through March 2028, with interest thereafter based on the Federal Home Loan Bank of Boston Advance rate plus 3%.	\$ 236,042	\$ 313,459
\$140,000 mortgage note payable to the City of Concord, New Hampshire is non-interest bearing and is secured by the property. The Entity is a subrecipient of Community Development Block Grant funds which were used to create an ADA compliant community education space. Repayment of the funds will be required in the event of noncompliance with the grant. The note will be forgiven over a period of 20 years through December 31, 2034.	98,000	105,000
	<u>\$ 334,042</u>	<u>\$ 418,459</u>

Under the terms of the mortgage note payable for the property located at 87 North State Street, Concord New Hampshire, with a balance outstanding as of June 30, 2022 of \$236,042, the Entity must maintain a loan to value ratio of less than 80%. Additionally, the Entity must demonstrate a debt service coverage ratio of at least 1.00. As of June 30, 2022, the Entity was in compliance with the debt requirements.

**NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
For the Years Ended June 30, 2022 and 2021**

Following are the maturities of the mortgage notes payable as of June 30, 2022:

Year Ending <u>June 30,</u>	<u>Amount</u>
2023	\$ 16,137
2024	17,022
2025	17,955
2026	18,940
2027	19,978
Thereafter	146,010
	<u>\$ 236,042</u>

**NOTE 7—NET ASSETS WITH DONOR RESTRICTIONS**

Net assets with donor restrictions consist of the following purpose restricted funding at June 30, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Nashua IDN3	\$ -	\$ 43,522

**NOTE 8—BOARD DESIGNATED NET ASSETS**

Board designated net assets consist of the following at June 30, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Contingency fund	\$ 671,634	\$ 698,351
Fixed Asset fund	100,000	100,000
Special Opportunity fund	50,000	50,000
	<u>\$ 821,634</u>	<u>\$ 848,351</u>

**NOTE 9—REVENUE FROM CONTRACTS WITH CUSTOMERS**

The following tables provide information about balances of receivables, contract assets, and contract liabilities associated with contracts with customers for the years ended June 30, 2022 and 2021:

	<u>Receivables</u>	<u>Contract Assets</u>	<u>Contract Liabilities</u>
June 30, 2022	\$ 268,685	\$ -	\$ -
June 30, 2021	\$ 355,275	\$ -	\$ -
July 1, 2020	\$ 373,059	\$ -	\$ -

**NOTE 10—CONCENTRATION OF REVENUE RISK**

The Entity's primary source of revenues is fees and grants received from the State of New Hampshire and directly from the federal government. During the years ended June 30, 2022 and 2021, the Entity recognized revenue of \$2,516,452 (52%) and \$2,588,944 (49%), respectively, from fees and grants from governmental agencies. Revenue is recognized as earned under the terms of the grant agreements and is

**NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
For the Years Ended June 30, 2022 and 2021**

received on a cost reimbursement basis. Other support originates from training services, contributions, in-kind donations, and other income.

**NOTE 11—RETIREMENT PLAN**

The Entity has a deferred compensation retirement plan under Section 403(b) of the Internal Revenue Code. Under the terms of the plan, employee contributions are made through a salary reduction plan. During the years ending June 30, 2022 and 2021, the Entity's contribution to the plan was equal to up to 2.0% of each eligible employee's annual salary. The Entity contributed \$51,064 and \$24,679 for the years ended June 30, 2022 and 2021, respectively.

**NOTE 12—CONTINGENCIES**

The Entity participates in a number of federally assisted grant programs. These programs are subject to financial and compliance audits by the grantors or their representatives. The amounts, if any, of additional expenses which may be disallowed by the granting agency cannot be determined at this time, although the Entity expects such amounts, if any, to be immaterial.

**NOTE 13—SUBSEQUENT EVENTS**

Subsequent events have been evaluated through December 16, 2022 which is the date the financial statements were available to be issued.

SCHEDULE I  
**NAMI New Hampshire**  
**Schedule of Expenditures of Federal Awards**  
For the Year Ended June 30, 2022

Federal Grantor / Pass-Through Grantor / Program or Cluster Title	Assistance Listing Number	Pass-Through Entity Identifying Number	<u>Expenditures</u>
<b>DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>			
Received directly from U.S. Treasury Department			
Substance Abuse and Mental Health Services - Projects of Regional and National Significance	93.243	N/A	<u>\$ 796,784</u>
Pass Through Payments from the City of Manchester, New Hampshire			
Substance Abuse and Mental Health Services - Projects of Regional and National Significance	93.243	#1H79SM082210-01	35,343
Substance Abuse and Mental Health Services - Projects of Regional and National Significance	93.243	#1H79SM082210-02	<u>134,500</u>
			<u>169,843</u>
			<u>966,627</u>
Pass Through Payments from the New Hampshire Department of Corrections			
Block Grants for Community Mental Health Services	93.958	#49053316	<u>35,400</u>
Pass Through Payments from the University of New Hampshire			
Block Grants for Community Mental Health Services	93.958	#PZL0190	<u>142,088</u>
			<u>177,488</u>
<b>Total Department of Health and Human Services</b>			<u>1,144,115</u>
<b>Total Expenditures of Federal Awards</b>			<u>\$ 1,144,115</u>

*See notes to schedule of expenditures of federal awards*

**NAMI NEW HAMPSHIRE**  
**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
For the Year Ended June 30, 2022

**NOTE 1—BASIS OF PRESENTATION**

The accompanying Schedule of Expenditures of Federal Awards (the “Schedule”) includes the federal award activity of NAMI New Hampshire under programs of the federal government for the year ended June 30, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of NAMI New Hampshire, it is not intended to and does not present the financial position, changes in net assets, or cash flows of NAMI New Hampshire.

**NOTE 2— SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

**NOTE 3—INDIRECT COST RATE**

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

**NOTE 4—RELATIONSHIP TO FINANCIAL STATEMENTS**

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

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

Independent Auditor's Report

To the Board of Directors  
NAMI New Hampshire

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of NAMI New Hampshire (a nonprofit organization), which comprise the statement of financial position as of June 30, 2022 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 December 16, 2022.

**Report on Internal Control Over Financial Reporting**

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

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

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

## **Report on Compliance and Other Matters**

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

### **Purpose of this Report**

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

*Vashon Clukay & Company PC*

Manchester, New Hampshire  
December 16, 2022

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

Independent Auditor's Report

To the Board of Directors  
NAMI New Hampshire

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited NAMI New Hampshire'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 NAMI New Hampshire's major federal programs for the year ended June 30, 2022. NAMI New Hampshire's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, NAMI New Hampshire complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

***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 NAMI New Hampshire 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 NAMI New Hampshire'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 NAMI New Hampshire'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 NAMI New Hampshire'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 NAMI New Hampshire'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 NAMI New Hampshire'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 NAMI New Hampshire'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 NAMI New Hampshire'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  
December 16, 2022

**NAMI New Hampshire  
Schedule of Findings and Questioned Costs  
For the Year Ended June 30, 2022**

**Section I--Summary of Auditor's Results**

**Financial Statements**

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

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

\_\_\_\_\_ yes      X   no

Significant deficiency(ies) identified?

\_\_\_\_\_ yes      X   none reported

Noncompliance material to financial statements noted?

\_\_\_\_\_ yes      X   no

**Federal Awards**

Internal control over major federal programs:

Material weakness(es) identified?

\_\_\_\_\_ yes      X   no

Significant deficiency(ies) identified?

\_\_\_\_\_ yes      X   none reported

Type of auditor's report issued on compliance for major federal programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

\_\_\_\_\_ yes      X   no

Identification of major federal program(s):

**Assistance Listing Number(s)**

93.243

**Name of Federal Program or Cluster**

Substance Abuse and Mental Health Services - Projects of Regional and National Significance

Dollar threshold used to distinguish between Type A and Type B programs:

\$ 750,000

Auditee qualified as low-risk auditee?

\_\_\_\_\_ yes      X   no

**Section II--Financial Statement Findings**

There were no findings relating to the financial statements required to be reported by GAGAS.

**Section III--Federal Award Findings and Questioned Costs**

There were no findings and questioned costs as defined under 2 CFR 200.516(a).

# KEY ADMINISTRATIVE PERSONNEL

## NH Police Standards and Training

Contractor Name: NAMI New Hampshire

Name of Program: NH Police Standards and Training

BUDGET PERIOD: SFY 2024				
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Susan Stearns	Executive Director	\$160,000	0.00%	\$0.00
Bernedette Seifert	Deputy Director	\$114,490	0.00%	\$0.00
Tammy Murray	Chief Financial Officer	\$144,442	0.00%	\$0.00
Susan Samuel	CIT Manager	\$75,000	30.00%	\$22,500.00
Elaine de Mello	Director of Suicide Prevention	\$90,950	1.00%	\$909.50
<b>TOTAL SALARIES</b>				<b>\$23,409.50</b>



NAMI  
National Alliance on Mental Illness

# New Hampshire

## Board of Directors

Kate Atkinson	Member
William Breault	Member
Barb Brunelle	Member
Charlie Cotton	Member
Karen Cusano	Member
Jennifer De Voe	Member
Todd Donovan	President
Mohamed ElSayed	Member
Arthur Gardiner	Member
Cheryl Guerin	Secretary
Nathaniel Jones	Member
Jay Kahn	Member
Joseph Keenan	Treasurer, Vice President
Elizabeth Labonte	Member
Shawn LaFrance	Member
Will Lusenhop	Member
Patricia Marsden	Member
Teresa Moler	Member
Jennifer Rabalais	Member
Nicole Sublette	Member
Deborah Urbanik	Member
Jeffrey White	Member

*Find Help, Find Hope*

NAMI New Hampshire • 85 North State Street • Concord, NH 03301  
InfoLine: 800-242-6264 • Tel: 603-225-5359 • [info@NAMINH.org](mailto:info@NAMINH.org) • [www.NAMINH.org](http://www.NAMINH.org)

# Susan Samuel

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**Objective** To use my skills with the public in a way that has personal and professional integrity and ethics with understanding of local, state and federal procedure and policy. To use my understanding of mental illness and substance use disorder as brain diseases that require and respond to treatment as any other medical conditions while understanding the psychological impact it has on the individual and their families, friends, communities and systems. To be current and use safe language when interacting with community and families.

**Education** 2007-2009  
**MSCJ-Criminal Justice** South University Savannah GA  
2001-2006 Springfield College Manchester, NH  
**BSSH-Human Services (graduated Summa Cum Laude)**  
**MSHS- Community Counseling, *concentration in addiction***

**Professional Experience** 2008-current NAMI New Hampshire Concord, NH  
**CIT Manager**

The position I hold is dedicated to coordinating and delivering multiple CIT Programs per year to NH State Police, Fire/EMS and other first responders. Most recently, I have been tasked with coordinating and delivering CIT to local law enforcement. I also have worked collaboratively with local law enforcement in delivering their own CIT programs.

I received my CIT coordinator certification from CIT International in 2018 and have continued to maintain that certification and keep my skills updated according to the fidelity of the model and current community standards.

I am also a nationally trained Mental Health First Aid trainer. I am credentialed in all of the modules-Adult, Youth, Older Adults, Military, Higher Education, Rural, Public Safety and Fire/EMS and although I deliver many of these modules in the communities that we work in, my major task is to deliver this 8-hour training to our state's Fire/EMS. I am certified in delivering each of these programs in-person, virtually and/or the accredited hybrid versions.

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

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

2003-2008 Crotched Mountain Foster Grandparent Program Manchester NH

**Program Coordinator**

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

1998-2003 Southern New Hampshire Services-WIC

Manchester, NH

**Clinic Technician/Administrative Office**

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

**Community  
Activities**

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



**Mental Health and Substance use in the Community and the workplace.**

- Trained Boomerang Diversion Program Facilitator working in conjunction with local courts and juvenile justice programs for first time juvenile drug offenders.
- Court appointed "surrogate parent" trained by PIC to represent students with disabilities that are wards of the state in education and IEP process.
- Trained tester for NH Legal Assistance Fair Housing Project.
- Com-Peer with Manchester Mental Health, acting as role-model and companion to assigned adult individual.

**Ann Duckless, MA**

85 North State Street

Concord, NH 03301

Tel. 603-225-5359

**WORK EXPERIENCE:**

**National Alliance on Mental Illness NH, Concord, NH**

**01/06 – Present**

*Community Educator and Prevention Specialist*

Serve as a team member and lead trainer with the *Connect* Suicide Prevention Program. Work collaboratively in NH and nationwide with states, communities, tribal nations, college campuses, and military installations in providing suicide prevention and mental health trainings to community providers and members, as well as reducing risk and promoting healing with postvention trainings for first responders, school crisis response teams, funeral directors and clergy. Insure sustainability through Train-the-Trainer model and offer technical assistance throughout the implementation process.

**New Hampshire Teen Institute, Concord, NH**

**10/02 – 12/05**

*Program Director*

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

**Franklin Pierce College, Concord, NH**

**1997 - 2005**

*Adjunct Faculty*

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

**Hollis/Brookline NH Schools, SAU #41**

**10/90 - 10/02**

*Student Assistance Program Coordinator*

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

**CLINICAL EXPERIENCE:**

**Monica Derr & Associates, Amherst, NH**

**9/91-12/93**

*Marriage/Family Therapist Substance Abuse Counselor*

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

**Family Therapy Institute, Bedford, NH**

**9/89 - 9/91**

*Marriage/Family Therapist Substance Abuse Specialist*

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

**Brookside Hospital, Nashua, NH**

9/88 – 6/89

*Chemical Dependency Counselor*

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

**EDUCATION:**

Antioch/New England Graduate School, Keene, NH 1990  
Master of Arts in Counseling Psychology with dual concentrations in  
Substance Abuse and in Marriage and Family Therapy

University of Vermont, Burlington, VT 1982  
Bachelor of Arts in Psychology

**SPECIALTY AREAS:**

Cultural Effectiveness Trainer 1996  
Anti-Defamation League, Boston, MA

Adjunct Faculty for Foster/Adoptive Parents 2002 - Present  
Granite State College, Concord, NH

**PROFESSIONAL ORGANIZATIONS:**

New Hampshire Prevention Certification member 2006

**HONORS:**

*Excellence in Teaching Award*, Franklin Pierce College 2004

**Elaine de Mello**  
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85 North State Street  
Concord, NH 03301  
(603) 340-1062 (cell)  
edemello@naminh.org

**EDUCATION:**

University of Connecticut, Concord, NH: MSW (1985)  
Lehman College, Bronx, NY: MS in Therapeutic Recreation (1980)  
Ramapo College, Mahwah, NJ: BS in Psychology (1978)

**CERTIFICATIONS/LICENSES:**

LCSW, State of NH: 1987-Present  
School Counselor and School Social Worker, State of NH: 2000-2013

**EXPERIENCE:**

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

**Director of Suicide Prevention Services**

- Develop and implement community protocols and training for suicide prevention, intervention and postvention leading to recognition as a National Best Practice program (the Connect Program).
- Provide consultation and training nationally in suicide prevention and postvention to schools/campuses, tribes, coalitions, organizations and state entities to implement a comprehensive public health approach using best practices from the National Strategy for Suicide Prevention
- Provide and guide postvention responses in the aftermath of a suicide to reduce further risk and promote healing
- Manage federal, state and private grants and contracts; procure new grants and contracts and oversee implementation of work plans, budgets and project goals including federal suicide prevention grants
- Hire and supervise staff and serve on management team to provide direction for agency
- Co-chair of Youth Suicide Prevention Assembly (statewide coalition in NH) and member of the NH Suicide Fatality Review Committee: review cases of suicide deaths, recommend practices and resources to statewide and regional partners, coordinate annual suicide prevention conference
- Develop and implement support and educational services for youth and adults provided through NAMI NH
- Coordinate & present statewide educational programs on mental illness and suicide prevention for schools, colleges, businesses, law enforcement personnel, health services providers, and the general public.
- Develop and lead courses for statewide specialized provider organizations including Division of Children, Youth and Families (DCYF), PSTC (Police Standards and Training Council) and NH National Guard

- Develop, review, and disseminate educational material about mental health and mental illness for target audiences
- Develop, revise and implement family education programs about mental illness.
- Maintain contact with professionals, affiliates and consumer groups to provide consultation, technical support, educational material and resources.

2004-Present Plymouth State University, Plymouth, NH  
**Teaching Lecturer, Health Education & Social Work**

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

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

**Child Impact Teacher**

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

2002-2012 Genesis Behavioral Health, Laconia, NH

**Emergency Services Clinician & QI Consultant**

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

1999-2001 Division of Behavioral Health, Concord, NH

**Consultant**

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

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

**Guidance Counselor (9/92-6/00)**

1981-1999 Genesis the Counseling Group, Laconia, NH

**Quality Improvement Director (9/96-7/99)**

**Community Support Program Director (9/86-9/96)**

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

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

1978-1981 Rockland Psychiatric Center, Orangeburg, NY

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

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

**Trainer/Certified In:**

- NH Police Standards Council: Mental Health Crisis Response, Suicide Prevention and Postvention

- Connect Suicide Prevention and Postvention, all disciplines
- AMSR: Assessing and Managing Suicide Risk (AMSR) for clinical and college settings
- CALM: Counseling on Access to Lethal Means
- American Association of Suicidology: Certified to conduct psychological autopsies
- National faculty/facilitator for national Zero Suicide academy programs

**Professional Memberships:**

- National Alliance on Mental Illness (1988-Present)

**Awards:**

- New Hampshire Rehabilitation Association: Practitioner of the Year (1985)
- New Hampshire Alliance for the Mentally Ill: Administrator of the Year (1993)
- New Hampshire Alliance for the Mentally Ill: Professional of the Year (1998)
- New Hampshire State Award for Suicide Prevention (2012)

**Courses Taught At Plymouth State University:**

- Mental Health Issues (Wellness course through the Health and Human Performance Department)
- Mental Health and Society (Global Awareness Course through the Social Work Department)
- Human Behavior II (Social Work Department)
- Social Work Theory and Macro Systems (Social Work Department)

**Keynotes and National Workshops Include:**

- Building A Comprehensive Suicide Prevention Program:** AAS 2017
- Both Sides of the Door: Addressing the Trauma in the Aftermath of a Suicide:** NH Suicide Prevention Conference 2016, AAS 2017
- Building Your Partners' Capacity to Collaborate: Skills, Relationships, and the Creation of Future Leaders in Suicide Prevention,** presented at the SAMHSA Campus Grantee Meeting, Orlando, Florida; February, 2010
- Promoting Wellness For Warriors, Veterans and Their Families,** presented at the National Yellow Ribbon Conference, Orlando, Florida; September, 2010
- Catalyst for Recovery:** A Postvention Planning Process, Training and consultation provided to the Juneau Suicide Prevention Coalition, Juneau, Alaska; November, 2010 and American Association of Suicidology (AAS) national conference, April 2012
- Moving Away From Death and Towards Life: Examining The Practical, Social, and Cultural Issues Related to Lethal Means Restriction and Suicide Prevention,** SAMHSA State, Campus and Tribal Grantee meeting in Las Vegas, Nevada; March, 2010, and AAS Annual Conference in Portland, Oregon; April , 2011
- Media, Safe Messaging and Suicide Prevention** webinar and workshop offered at several national tribal conferences and national suicide prevention conferences, 2011-2013