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ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE

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33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD  
ATTORNEY GENERAL

JANE E. YOUNG  
DEPUTY ATTORNEY GENERAL



February 12, 2019

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

Your Excellency and Members of the Council:

**REQUESTED ACTION**

Authorize the Department of Justice to **retroactively** enter into a subgrant with the New Hampshire Coalition Against Domestic and Sexual Violence (NHCADSV), Concord NH (Vendor #155510-B001), in an amount not to exceed \$340,165, from the Federal Fiscal Year 2018 U.S. Department of Justice, Violence Against Women, Sexual Assault Services Program Grant (SASP), for the purpose of providing services to victims of domestic and sexual violence from January 1, 2019 to June 30, 2020 effective upon Governor and Executive Council approval. 100% Federal Funds.

Funding is available as follows:

02-20-20-201510-5301	<u>FY 2019</u>
Sexual Assault Support Program	
072-500575, Grants Federal	\$340,165

**EXPLANATION**

This item request is **retroactive** because the full and correct contract was not received by this office from the subgrantee for timely consideration by Governor and Council prior to January 1, 2019.

The (SASP) formula grant, from the U.S. Department of Justice, Office on Violence Against Women, is awarded to New Hampshire on an annual basis. These are the only federal funds solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault.

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and the Honorable Council  
February 12, 2019  
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These funds will be directly subgranted to the New Hampshire Coalition Against Domestic and Sexual Violence. NHCADSV is an organization that is committed to ending domestic and sexual violence. In addition, it serves as a coordinating organization for its 13-member agency crisis units that in turn provide services to survivors of sexual assault, domestic violence, human trafficking and stalking. NHCADSV will pass this funding to its member agencies that will provide services to sexual assault victims throughout the State. The funding will be used to address the shortage of direct intervention and related services, with a focus on sexual assault trauma, from which victims must heal. Services may include crisis counseling, advocacy, and other types of support.

In the event that federal funds are no longer available, general funds will not be requested to support this program.

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

Respectfully submitted,



Gordon J. MacDonald  
Attorney General

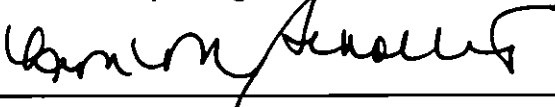
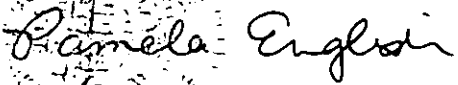
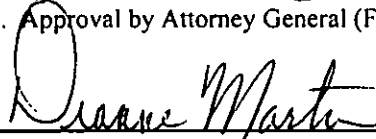
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**GRANT AGREEMENT**

The State of New Hampshire and the Subrecipient hereby  
Mutually agree as follows:

**GENERAL PROVISIONS**

**1. Identification and Definitions.**

1.1. State Agency Name <b>New Hampshire Department of Justice</b>		1.2. State Agency Address <b>33 Capitol St. Concord, NH 03301</b>	
1.3. Subrecipient Name <b>NH Coalition Against Domestic and Sexual Violence</b>		1.4. Subrecipient Address <b>PO Box 353 One Eagle Square, Suite 300 Concord, NH 03302-0353</b>	
1.5 Subrecipient Phone # <b>603-224-8893 ext 304</b>	1.6. Account Number <i>WMS</i> <b>5031-072-500575</b>	1.7. Completion Date <b>06/30/2020</b>	1.8. Grant Limitation \$ <b>340,165</b>
1.9. Grant Officer for State Agency <b>Kathleen B. Carr</b>		1.10. State Agency Telephone Number <b>603-271-1234</b>	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Subrecipient Signature 1 		1.12. Name & Title of Subrecipient Signor 1 <b>Lyn M. Schollett, Executive Director</b>	
Subrecipient Signature 2 <i>If Applicable</i>		Name & Title of Subrecipient Signor 2 <i>If Applicable</i>	
1.13. Acknowledgment: State of New Hampshire, County of <b>Merrimack</b> on <b>11-29-18</b> , before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace  (Seal):			
1.13.2. Name & Title of Notary Public or Justice of the Peace <b>Pamela English, Notary</b>			
1.14. State Agency Signature(s) <b>Kathleen Carr</b>		1.15. Name & Title of State Agency Signor(s) <b>Kathleen Carr, Director of Admin.</b>	
1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By:  Assistant Attorney General, On: <b>12/11/18</b>			
1.17. Approval by Governor and Council (if applicable) By: _____ On: <b>1 / 1</b>			

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

3. AREA COVERED. Except as otherwise specifically provided for herein, the Subrecipient shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
  - 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.17), or upon signature by the State Agency as shown in block 1.14 ("the effective date").
  - 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
  - 5.1. The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.
  - 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT B.
  - 5.3. In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Subrecipient the Grant Amount. The State shall withhold from the amount otherwise payable to the Subrecipient under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
  - 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Subrecipient for all expenses, of whatever nature, incurred by the Subrecipient in the performance hereof, and shall be the only, and the complete, compensation to the Subrecipient for the Project. The State shall have no liabilities to the Subrecipient other than the Grant Amount.
  - 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY SUBRECIPIENT WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Subrecipient shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Subrecipient, including the acquisition of any and all necessary permits.
7. RECORDS and ACCOUNTS.
  - 7.1. Between the Effective Date and the date three (3) years after the Completion Date the Subrecipient shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
  - 7.2. Between the Effective Date and the date three (3) years after the Completion Date, at any time during the Subrecipient's normal business hours, and as often as the State shall demand, the Subrecipient shall make available to the State all records pertaining to matters covered by this Agreement. The Subrecipient shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Subrecipient" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Subrecipient in block 1.3 of these provisions
8. PERSONNEL.
  - 8.1. The Subrecipient shall, at its own expense, provide all personnel necessary to perform the Project. The Subrecipient warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
  - 8.2. The Subrecipient shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
  - 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA: RETENTION OF DATA: ACCESS.
  - 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Subrecipient shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Subrecipient notice of such termination.
11. EVENT OF DEFAULT: REMEDIES.
  - 11.1. Any one or more of the following acts or omissions of the Subrecipient shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
    - 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
    - 11.1.2 Failure to submit any report required hereunder; or
    - 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
    - 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
  - 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
    - 11.2.1 Give the Subrecipient a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Subrecipient notice of termination; and
    - 11.2.2 Give the Subrecipient a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Subrecipient during the period from the date of such notice until such time as the State determines that the Subrecipient has cured the Event of Default shall never be paid to the Subrecipient; and
    - 11.2.3 Set off against any other obligation the State may owe to the Subrecipient any damages the State suffers by reason of any Event of Default; and
    - 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
  - 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Subrecipient shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.
  - 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Subrecipient to receive that portion of the Grant amount earned to and including the date of termination.
  - 12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Subrecipient from any and all liability for damages sustained or incurred by the State as a result of the Subrecipient's breach of its obligations hereunder.
  - 12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Subrecipient hereunder, the Subrecipient, may terminate this Agreement without cause upon thirty (30) days written notice.
13. CONFLICT OF INTEREST. No officer, member of employee of the Subrecipient, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her

- personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. **SUBRECIPIENT'S RELATION TO THE STATE.** In the performance of this Agreement the Subrecipient, its employees, and any subcontractor or subgrantee of the Subrecipient are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Subrecipient nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. **ASSIGNMENT AND SUBCONTRACTS.** The Subrecipient shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Subrecipient other than as set forth in Exhibit A without the prior written consent of the State.
16. **INDEMNIFICATION.** The Subrecipient shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Subrecipient or subcontractor, or subgrantee or other agent of the Subrecipient. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
17. **INSURANCE AND BOND.**
- 17.1 The Subrecipient shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and
- 17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
18. **WAIVER OF BREACH.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Subrecipient.
19. **NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
20. **AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required or by the signing State Agency.
21. **CONSTRUCTION OF AGREEMENT AND TERMS.** This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
22. **THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
23. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
24. **SPECIAL PROVISIONS.** The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

## EXHIBIT A

### -SCOPE OF SERVICES-

1. New Hampshire Coalition Against Domestic and Sexual Violence as Subrecipient shall receive a grant from the New Hampshire Department of Justice (DOJ) for expenses incurred for services provided to victims of sexual assault in compliance with the terms, conditions, specifications, and scope of work as outlined in state award # 2019SAS01 under state solicitation 2019SASP.
2. The Subrecipient shall be reimbursed by the DOJ based on budgeted expenditures described in Exhibit B. The Subrecipient shall submit incurred expenses for reimbursement on the state approved expenditure reporting form as provided. Expenditure reports shall be submitted on a quarterly basis, within fifteen (15) days following the end of the current quarterly activities. Expenditure reports submitted later than thirty (30) days following the end of the quarter will be considered late and out of compliance. *For example, with an award that begins on January 1, the first quarterly report is due on April 15<sup>th</sup> or 15 days after the close of the first quarter ending on March 31.*
3. Subrecipient is required to maintain supporting documentation for all grant expenses both state funds and match if provided and to produce those documents upon request of this office or any other state or federal audit authority. Grant project supporting documentation should be maintained for at least 5 years after the close of the project.
4. Subrecipient shall be required to submit an annual application to the DOJ for review and compliance.
5. Subrecipient shall be subject to periodic desk audits and program reviews by DOJ. Such desk audits and program reviews shall be scheduled with Subrecipient and every attempt shall be made by Subrecipient to accommodate the schedule.
6. All correspondence and submittals shall be directed to:  
NH Department of Justice  
Grants Management Unit  
33 Capitol Street  
Concord, NH 03301  
603-271-8091 or Travis.Teeboom@doj.nh.gov

**EXHIBIT B**

**-SCHEDULE/TERMS OF PAYMENT-**

1. The Subrecipient shall receive reimbursement in exchange for approved expenditure reports as described in EXHIBIT A.
2. The Subrecipient shall be reimbursed within thirty (30) days following the DOJ's approval of expenditures. Said payment shall be made to the Subrecipient's account receivables address per the Financial System of the State of New Hampshire.
3. The State's obligation to compensate the Subrecipient under this Agreement shall not exceed the price limitation set forth in form P-37 section 1.8.

3a. The Subrecipient shall be awarded an amount not to exceed \$340,165 of the total Grant Limitation from 1/1/19 through 6/30/2020, with approved expenditure reports. This shall be contingent on continued federal funding and program performance.

3b. The Subrecipient shall be awarded \$340,165 of the total Grant Limitation from January 1, 2019 through June 30, 2020 with approved expenditure reports. This shall be contingent on continues federal VAWA funding and program performance.

Subrecipient Initials \_\_\_\_\_

Date \_\_\_\_\_

## **EXHIBIT C**

### **-SPECIAL PROVISIONS-**

- 1) Subrecipients shall also be compliant with the terms, conditions, specifications detailed in the following:
  - 2019 SASP Grant Program Guidelines and Special Conditions
  - Acknowledgement of Notice of Statutory Requirement to comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as amended.
  - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions.



# SASP PROGRAM GUIDELINES AND CONDITIONS

## Exhibit C

### State of New Hampshire Grant Agreement

I, the below-named individual, on behalf of the below-named agency (hereinafter referred to as “subrecipient”), am legally authorized to submit and accept grants on behalf of the applicant agency, and hereby certify that the grant program outlined in this application package, if funded by Sexual Assault Services Program formula grant funds, will adhere to the following guidelines and conditions:

1. The subrecipient agrees to comply with the Uniform Administrative Requirements, Cost Principles and Audit Requirements in 2 CFR Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 CFR Part 2800 (together with Part 200 Uniform Requirements), and the current edition of the DOJ Grants Financial Guide as posted on the OVW website, including any updated version that may be posted during the period of performance. The subrecipient also agrees that all financial records pertinent to this award, including the general accounting ledger and all supporting documents, are subject to agency review throughout the life of the award, during the close-out process, and the three years after submission of the final Federal Financial Report (SF-425) or as long as the records are retained, whichever is longer, pursuant to 2 C.F.R. 200.333, 200.336.

2. The subrecipient agrees to implement this project within ninety (90) days following the grant award date or provide a letter to this office outlining their reasons for delay. Grant programs not started within (90) days of the original grant award date are subject to automatic cancellation of their grant funding.

3. The subrecipient assures that federal funds received for this grant program will not be used to supplant State and local funds that would otherwise be available for the program’s purpose. The subrecipient further assures that the Sexual Assault Services Program grant funds will be expended only for purposes and activities covered within the subrecipients approved application.

4. The subrecipient, at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting of requirements, where applicable) governing the use of federal funds for expenses related to conferences (as the term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences. Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears on the OVW website at <http://www.justice.gov/ovw/conference-planning>.

5. The subrecipient understands and agrees that any training or training materials developed or delivered with funding provided under the award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at <http://www.justice.gov/ovw/grantees#resources>.

6. If the subrecipient currently has other active awards of federal funds, or if the subrecipient received any other award of federal funds during the periods of performance for this award, the subrecipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the subrecipient must promptly notify the NH Department of Justice Grants Management Unit in writing of the potential duplication, and, if so requested by the NH Dept. of Justice, must seek a budget-modification to eliminate any inappropriate duplication of funding.

## SASP PROGRAM GUIDELINES AND CONDITIONS

8. The subrecipient authorizes representatives from the United States Department of Justice and the New Hampshire Department of Justice to access and examine all records, books, papers, and/or documents (paper or electronic) related to this Sexual Assault Services Program. Further, the subrecipient agrees to submit to performance monitoring visits by the New Hampshire Department of Justice and/or the United States Department of Justice on a periodic basis to ensure that materials and products (written, visual, or sound) developed with the OVW formula grant program funding fall within the scope of the grant program and do not compromise victim safety.

9. The subrecipient agrees to maintain detailed time and attendance records for personnel positions funded with Sexual Assault Services grant program funding.

10. Equipment purchased with Sexual Assault Services Program grant funds shall be inventoried by the subrecipient. The inventory must include the item description, serial number, cost, location, and percentage of federal Sexual Assault Services Program grant funds expended on the item.

11. The subrecipient agrees that the title to any equipment purchased with Sexual Assault Services Program funds will revert back to the New Hampshire Department of Justice, Grants Management Unit, when it is no longer being used for the intended purposes for which it was acquired.

12. The subrecipient agrees that grant funds will not be used to conduct public awareness or community education campaigns or related activities to broadly address domestic violence, dating violence, sexual assault, or stalking without specific prior approval from the NH Department of Justice Grants Management Unit. However, grant funds may be used to support, inform, and provide outreach to victims regarding available services.

13. The subrecipient at any tier shall comply with USDOJ regulations pertaining to civil rights and nondiscrimination under 28 CFR Part 42, specifically including any applicable requirements in Subpart E of 28 CFR Part 42 that relates to an equal employment opportunity program.

14. The subrecipient assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination within the three years prior to the receipt of the federal financial assistance and after a due process hearing against the subrecipient on the grounds of race, color, religion, national origin, sex, age, or disability, a copy of the finding will be submitted to the New Hampshire Department of Justice, Grants Management Unit and to the U.S. Department of Justice, Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531. For additional information regarding your obligations under civil rights please reference the state website at <https://www.doj.nh.gov/grants-management/civil-rights.htm> and understand if you are awarded funding from this office, civil rights compliance will be monitored by this office, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

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

## SASP PROGRAM GUIDELINES AND CONDITIONS

16. Any subrecipient at any tier must comply with all applicable requirements of C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

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

17. The subrecipient agrees to comply with all relevant statutory requirements, which may include, among other relevant authorities the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968. 34 U.S.C. §§ 10101 et seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, the Violence Against Women Reauthorization of 2013, P.L. 113-114 and OVW's implementation regulations at 28 CFR Part 90.

18. The subrecipient must certify that Limited English Proficiency persons have meaningful access to any services provided by this program. National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with these requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov). (Executive Order: 13166)

19. The subrecipient agrees to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9). This form is to be used by the subrecipient to verify that persons employed by the subrecipient are eligible to work in the U.S. <https://www.uscis.gov/i-9>

20. In general, as a matter of federal law, federal funds may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, in order to avoid violation of 18 U.S.C. § 1913. The recipient, or any subrecipient ("subgrantee") may, however, use federal funds to collaborate with and provide information to federal, state, local, tribal and territorial public officials and agencies to develop and implement domestic violence, dating violence, sexual assault, and stalking (as those terms are defined in 34 U.S.C § 12291 (a)) when such collaboration and Provision of information is consistent with the activities otherwise authorized under the grant program.

Federal law generally prohibits federal funds awarded by OVW being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modify any such award. See 31 U.S.C. § 1352. Certain expectation to this law will apply, including an expectation that applies to Indian tribes and tribal organizations.

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

## SASP PROGRAM GUIDELINES AND CONDITIONS

21. Grants are funded for the grant award period noted on the grant award document. No guarantee is given or implied of subsequent funding in future years.

22. Repayment of this grant may be required if the subrecipient receives a state or federal forfeiture, which exceeds the amount of the grant award.

23. Pursuant to 23 USC §§402, 403 and 29 USC §668, the subrecipient agrees to encourage on-the-job seat belt policies and programs for their employees and contractors when operating company-owned, rented, or personally owned vehicles. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging while Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("Subgrantees") to adopt and enforce policies banning employees from texting messaging while driving any vehicle during the course of performing work funded by this award, and to establish workforce safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

24. In regard to the Publication Disclaimer for SAS Formula subrecipients, all materials and publications (written, web-based, visual, or audio) resulting from subaward activities shall contain the following statements:

"This project was supported by subgrant No. \_\_\_\_\_ awarded by the state administrating office for the Office on Violence Against Women, U.S. Department of Justice's SAS Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice."

Any subrecipient, at any tier, must comply with this condition.

25. The subrecipient ("subgrantees") at any tier agrees to comply with the provisions of 34 U.S.C. § 12291 (b)(2), nondisclosure of confidential or private information, which includes creating and maintaining documentation of compliance, such as policies and procedures for release of victim information.

26. The subrecipient agency agrees that, should they employ a former member of the NH Department of Justice (NHDOJ), that employee or their relative shall not perform work on or be billed to any federal or state subgrant or monetary award that the employee directly managed or supervised while at the NHDOJ for the life of the subgrant without the express approval of the NH Department of Justice.

27. The Hatch Act restricts the political activity of individuals principally employed by state or local executive agencies that work in connection with programs financed in whole or part by federal loans or grants. The Hatch Act prohibits a grant-funded person from becoming a candidate for public office in a partisan election. For further information please refer to U.S.C. Title 5 Sections 1501-1508 and Title 5 of the Code of Federal Regulations part 151.

28. State or local prosecution, law enforcement, and courts must have consulted with their local victim service programs during the course of developing their grant applications in order to ensure that proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

29. No charges to the victim shall be allowed by any organization or agency that receives funding from this federal grant program. No program income shall be generated.

## SASP PROGRAM GUIDELINES AND CONDITIONS

30. The subrecipient agrees that grant funds will not be used to support the development or presentation of a domestic violence, sexual assault, dating violence, and/or stalking curriculum for primary or secondary schools. The subrecipient further agrees that grant funds will not be used to teach primary or secondary school students from an already existing curriculum.

31. All 501(c)(3) organization (“except churches”) doing business in New Hampshire must be registered with the NH Charitable Trust Unit at the NH Department of Justice and may have additional requirements to register with the NH Secretary of State's office dependent upon the structure of your organization. See <http://doj.nh.gov/site-map/charities.htm>

32. The subrecipient acknowledges that 34 U.S.C. § 12291 (b)(13) prohibits subrecipients of OVW awards from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. The subrecipients agree that it will comply with this provision. The recipient also agrees to ensure that any subrecipients (“subgrantees”) at any tier will comply with the provision.

33. The subrecipient acknowledges that consultants paid with award funds generally may not be paid at a rate in excess of \$81.25 per hour and not to exceed \$650.00 per day. To exceed this specific maximum rate, recipients must submit to the OVW a detailed justification and have such justification approved by the OVW prior to the obligation or expenditure of such funds. Issuance of this award or approval of the award budget alone does not indicate approval of any consultant rates in excess of \$81.25 per hour and not to exceed \$650.00 per day. Although prior approval is not required for consultant rates below this specified maximum rate, subrecipients are required to maintain documentation to support all daily or hourly consultant rates.

34. The subrecipient agrees that grant funds will not support activities that compromise victim safety and recovery, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children, procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW funded services (e.g., seek an order of protection, receive counseling, participate in couples’ counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.); procedure or policies that fail to ensure services providers conduct safety planning and victims; project design and budgets that fail to account for the access needs of participants with disabilities and participant who have limited English proficiency or are deaf or hard of hearing; or any other activities outlined in the solicitation under which the approved application was submitted.

35. The subrecipient agrees that grant funds will be used only for the purposes described in the subrecipient’s approved application. The subrecipient must not undertake any work or activities that are not described in the grant application, and must not use staff, equipment, or other goods or services paid for with grants funds for such work or activities, without prior approval. The subrecipient must submit all proposals of changes in work or activities that are not described in the grant application to the NHDOJ Grants Management Unit. Subrecipients are not to follow through any changes until prior written approval from the NHDOJ Grants Management Unit.

## SASP PROGRAM GUIDELINES AND CONDITIONS

36. The subrecipient understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment of federal grants, recoupment of money provided under an award, and civil and/or criminal penalties.

37. The recipient and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) and the NH Department of Justice "NHDOJ" any credible evidence that a principal, employee,

agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse or misconduct involving or relating to funds under this reward should also be reported to the OIG by (1) mail directed to: Office of Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 2053; and/or (2) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (Phone) or (202) 616-9881 (fax). Additional information is available from the DOJ OIG website at <https://OIG.justice.gov/hotline.com>

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

39. The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information. If the NHDOJ and or the USDOJ learns or is notified that the subrecipient ("subgrantees") at any tier, including recipients of "subawards" and procurement contracts granted by subrecipients, is or has been requiring its employees or contractors or subcontractors to execute confidentiality agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by the agency.

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

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

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the subrecipient can contact the NHDOJ Grants Management Unit for guidance.

## SAŠP PROGRAM GUIDELINES AND CONDITIONS

41. The recipient and subrecipients at any tier agrees to follow the applicable set of general terms and conditions that are available at <http://www.justice.gov/ovw/grantees#award-conditions>. These do not supersede any specific conditions in the award document.

42. Any subrecipient ("subgrantee") at any tier must comply with all applicable restrictions on the use of federal funds set out in the federal appropriations statutes. Pertinent restrictions, for each fiscal year, are set out at <http://www.justice.gov/ovw/award-conditions> (Award Conditions: General Appropriation-Law restrictions on use of federal award funds), and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a subrecipient should or might fall within the scope of an appropriations-law restriction, the subrecipient is to contact the NHDOJ Grants Management Unit for guidance. The NH DOJ Grants Management Unit will contact OVW and request permission for the subrecipient to proceed. The subrecipient, at any tier, may not proceed without prior notification of approval by the NHDOJ Grants Management Unit.

43. The subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of subrecipients (subgrantees"), or individuals defined (for purposes of this conditions) as "employees" of a subrecipient. The details obligation related to prohibited conduct related to trafficking in persons are posted on the OVW website at <http://www.justice.gov/ovw/award-conditions> (Award Conditions: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OVW authority to terminate award)), and are incorporated by reference here.

44. In pursuant to 2 C.F.R. 200.315 (b), the State of New Hampshire may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under this award. OVW reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work, in whole or in part (including in the creation of derivative works), for federal purposes, and to authorize others to do so. OVW reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, in the whole of in part (including in the creation of derivative works), any work developed by a subrecipient ("subgrantee") of this award, for federal purposes, and to authorize others to do so.

A recipient (or subrecipient, contractor, or subcontractor of this award at any tier) must obtain advance written approval from the NHDOJ, and must comply with all conditions specified by the program manager in connections with that approval, before 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

It is the responsibility of the subrecipient, contractor, or subcontractor as applicable) to ensure that this condition is included in any subaward, contract or subcontract under this award.

45. The subrecipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <http://www.sam.gov>. This includes applicable requirements regarding registration with SAM, as well as maintaining current information in SAM.

The details of the recipient and subrecipient obligations related to SAM and to the unique entity identifiers are posted on the OVW Website at <http://www.justice.gov/ovw/award-conditions> (Award Conditions: requirements related to system for Award Management (SAM) and unique entity identifiers), and are incorporated by references here.

## SASP PROGRAM GUIDELINES AND CONDITIONS

46. The subrecipient understands and agrees that the DOJ awarding agency (OJP, OVW, and or NHDOJ as appropriate) may withhold award funds, or may impose other related requirements, if the subrecipient does not satisfactorily and promptly address outstanding issues from the audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connections with audits, investigations, or reviews of DOJ awards.

47. The subrecipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP, OVW, and or NHDOJ as appropriate) during the period of performance for this award, if the recipient is designated as “high-risk” for purposes of the DOJ high-risk grantee list.

48. The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the subrecipient that relates to the conduct during the period of performance also is a material requirement of this award.

Failure to comply with any one or more of these award requirements, whether a condition set out in full above, or a certification or assurance related to conduct during the award period, may result in the Office on Violence Against Women (“OVW”) and or the NHDOJ taking appropriate actions with respect to the subrecipient and the award. Among other things, OVW or the NHDOJ Grants Management Unit may withhold award funds, disallow costs, or suspended or terminate the award. OVW and or the NHDOJ may take other legal actions as appropriate.

Any false material, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of material fact) may be the subject to criminal prosecution (including under 18 U.S.C 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 379-3730 and 3801-3812)

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

49. The director of OVW, upon a finding that there has been substantial failure by the subrecipient to comply with applicable laws, regulations, and/or the terms and conditions of the award or relevant solicitation, will terminate or suspend until the Director is satisfied that there is no longer such failure, all or part of the award, in accordance with the provisions of 28 C.F.R. Part 18, as applicable.

50. The subrecipient at any tier must have written procedures in place to respond in the event of an actual or imminent breach (as defined in OMB M-17-12) if it 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of personally identifiable information (PII) (as defined in 2 C.F.R. 200.79) within the scope of an OVW grant-funded program or activity, or 2) uses or operates a Federal information system (as defined in OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OVW Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.




**SASP PROGRAM GUIDELINES AND CONDITIONS**

51. The subrecipient agrees that funds will only be used for the provision of direct intervention and related assistance to victims of sexual violence and their family and household members, including 24-hour crises line services, medical and criminal justice/civil legal accompaniment, advocacy, and short term individual and group support counseling. Funds cannot be used towards prevention education efforts, projects focused on training allied professionals and/or communities, or the establishment or maintenance of Sexual Assault Response Teams.

52. The NHDOJ will verify that subrecipients (“subgrantees”), except, government rape crises centers and tribal government programs, are organizations that are described in section 501 (c) (3) of the Internal Revenue Code of 1986 and are exempt from taxation under section 501(a) of that code.

53. The subrecipient agrees that it will meaningfully engage with and include participation from the state or territorial sexual assault coalition and representatives from the underserved communities in the implementation of state or territorial plans to administer the SAS Formula Grant.

Lyn M. Schollett, Executive Director  
Name and Title of Authorized Representative

  
Signature

12.4.18  
Date

NH Coalition Against Domestic & Sexual Violence, One Eagle Square, Suite 300, Concord, NH 03301

Name and Address of Agency



## Non-supplanting Certification

### Supplanting defined

Federal funds must be used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose. Supplanting shall be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds. For certain programs, a written certification may be requested by the awarding agency or recipient agency stating that Federal funds will not be used to supplant State or local funds. See the OJP Financial Guide (Part II, Chapter 3). <http://www.ojp.usdoj.gov/financialguide/part2/part2chap3.htm>.

### Supplanting and job retention

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

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The NH Coalition Against Domestic and Sexual Violence (Applicant) certifies that any funds awarded through grant number 2019 SASP shall be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purposes and goals of the grant.

The NH Coalition Against Domestic and Sexual Violence (Applicant) understands that supplanting violations may result in a range of penalties, including but not limited to suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Printed Name and Title: Lyn M. Schollett, Executive Director

Signature:  Date: November <sup>29</sup>, 2018

NEW HAMPSHIRE DEPARTMENT OF JUSTICE



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

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

**1. LOBBYING**

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

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

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

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

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies,

with respect to prospective participants in a primary tier “covered transaction,” as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals—

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

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

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

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

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

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

### 3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov); for OVW Applicants, to OVW at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov); or for COPS Applicants, to COPS at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov)).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;

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

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

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

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

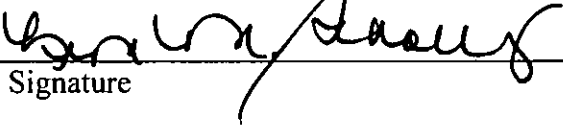
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

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

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

Lyn M. Schollett, Executive Director

Name and Title of Head of Agency



Signature

11.29.18

Date

NH Coalition Against Domestic and Sexual Violence, P.O. Box 353, Concord, NH 03302

Name and Address of Agency



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## **Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended**

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Under section 40002(b)(2) of the Violence Against Women Act, as amended (42 U.S.C. 13925(b)(2)), grantees and subgrantees with funding from the Office on Violence Against Women (OVW) are required to meet the following terms with regard to nondisclosure of confidential or private information and to document their compliance. By signature on this form, applicants for grants from OVW are acknowledging that they have notice that, if awarded funds, they will be required to comply with this provision, and will mandate that subgrantees, if any, comply with this provision, and will create and maintain documentation of compliance, such as policies and procedures for release of victim information, and will mandate that subgrantees, if any, will do so as well.

### **(A) In general**

In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, grantees and subgrantees under this subchapter shall protect the confidentiality and privacy of persons receiving services.

### **(B) Nondisclosure**

Subject to subparagraphs (C) and (D), grantees and subgrantees shall not—

- (i) disclose, reveal, or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected; or
- (ii) disclose, reveal, or release individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of legal incapacity, a court-appointed guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial grant program, except that consent for release may not be given by the abuser of the minor, incapacitated person, or the abuser of the other parent of the minor.



If a minor or a person with a legally appointed guardian is permitted by law to receive services without the parent's or guardian's consent, the minor or person with a guardian may release information without additional consent.

**(C) Release**

If release of information described in subparagraph (B) is compelled by statutory or court mandate—

- (i) grantees and subgrantees shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and
- (ii) grantees and subgrantees shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.

**(D) Information sharing**

(i) Grantees and subgrantees may share—

- (I) nonpersonally identifying data in the aggregate regarding services to their clients and nonpersonally identifying demographic information in order to comply with Federal, State, tribal, or territorial reporting, evaluation, or data collection requirements;
- (II) court-generated information and law enforcement-generated information contained in secure, governmental registries for protection order enforcement purposes; and
- (III) law enforcement-generated and prosecution-generated information necessary for law enforcement and prosecution purposes.

(ii) In no circumstances may—

- (I) an adult, youth, or child victim of domestic violence, dating violence, sexual assault, or stalking be required to provide a consent to release his or her personally identifying information as a condition of eligibility for the services provided by the grantee or subgrantee;
- (II) any personally identifying information be shared in order to comply with Federal, tribal, or State reporting, evaluation, or data collection requirements, whether for this program or any other Federal, tribal, or State grant program.

**(E) Statutorily mandated reports of abuse or neglect**

Nothing in this section prohibits a grantee or subgrantee from reporting suspected abuse or neglect, as those terms are defined and specifically mandated by the State or tribe involved.

**(F) Oversight**

Nothing in this paragraph shall prevent the Attorney General from disclosing grant activities authorized in this Act to the chairman and ranking members of the Committee on the Judiciary of the House of Representatives and the Committee on the Judiciary of the Senate exercising Congressional oversight authority. All disclosures shall protect confidentiality and omit personally identifying information, including location information about individuals.


**(G) Confidentiality assessment and assurances**

Grantees and subgrantees must document their compliance with the confidentiality and privacy provisions required under this section.

As the duly authorized representative of the applicant, I hereby acknowledge that the applicant has received notice of that if awarded funding they will comply with the above statutory requirements. This acknowledgement shall be treated as a material representation of fact upon which the Department of Justice will rely if it determines to award the covered transaction, grant, or cooperative agreement.

Lyn M. Schollett, Executive Director  
Typed Name of Authorized Representative Title

Telephone Number 603 224-8893 ext. 308

11.29.18  
Signature of Authorized Representative Date Signed

NH Coalition Against Domestic and Sexual Violence  
Agency Name

**Public Reporting Burden Paperwork Reduction Act Notice.** Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 60 minutes per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, 10<sup>th</sup> Floor, Washington, DC 20530.

# CERTIFICATE OF VOTE

I, Amy Vorenberg, Clerk of the Board of Directors, do hereby certify that:  
(Name of the elected Officer of the Agency; cannot be contract signatory)

1. I am a duly elected Officer of the New Hampshire Coalition Against Domestic and Sexual Violence\_\_\_\_.  
(Agency Name)

2. The following is a true copy of the resolution duly adopted at a meeting of the Board of Directors of  
the Agency duly held on November 28, 2017:  
(Date)

**RESOLVED:** That the \_\_\_Executive Director\_\_\_\_\_.  
(Title of Contract Signatory)

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

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of  
the 29 day of November, 2018\_\_\_\_.  
(Date Contract Signed)

4. Lyn M. Schollett is the duly elected Executive Director  
(Name of Contract Signatory) (Title of Contract Signatory)

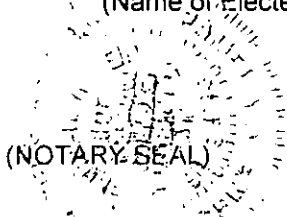
of the Agency.

Amy Vorenberg  
(Signature of the Elected Officer) Clerk, NHCADSV

STATE OF NEW HAMPSHIRE  
County of Merrimack

The forgoing instrument was acknowledged before me this 29 day of November, 2018\_\_\_\_.

By Amy Vorenberg  
(Name of Elected Officer of the Agency)



Pamela English  
(Notary Public/Justice of the Peace)

Commission Expires: 10-29-19

# State of New Hampshire

## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NEW HAMPSHIRE COALITION AGAINST DOMESTIC AND SEXUAL VIOLENCE is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on April 30, 1981. 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: 63838

Certificate Number : 0004083351



IN TESTIMONY WHEREOF,  
I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 17th day of April A.D. 2018.

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

William M. Gardner  
Secretary of State

Internal Revenue Service  
District Director

Department of the Treasury

P.O. Box 9107  
Boston, MA 02203

Date: MAY 18 1983

Our Letter Dated:

November 24, 1981

Person to Contact:

Marcus E. Darr/dj

Contact Telephone Number:

223-4241

▷ New Hampshire Coalition Against  
Family Violence  
P.O. Box 353  
Concord, NH 03301

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code, because you are an organization of the type described in section \* . Your exempt status under section 501(c)(3) of the code is still in effect. \*170(b)(1)(A)(vi) and 509(a)(1).

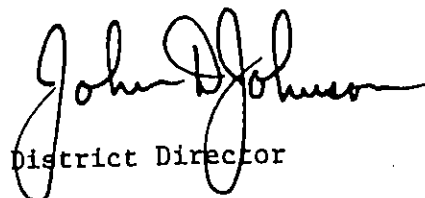
Grantors and contributors may rely on this determination until the Internal Revenue Service publishes notice to the contrary. However, a grantor or a contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(1) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1) organization.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

For tax years ending on and after December 31, 1982, organizations whose gross receipts are not normally more than \$25,000 are excused from filing Form 990. For guidance in determining if your gross receipts are "normally" not more than the \$25,000 limit, see the instructions for the Form 990.

Sincerely yours,

  
District Director

AFFIDAVIT OF AMENDMENT  
(Reference RSA 292:5 & 292:7)

FILED

AUG 16 1985

NEW HAMPSHIRE  
SECRETARY OF STATE

(Please complete in black type or ink)

I, the undersigned, being the Clerk  
(clerk, ~~secretary~~ / ~~notary~~ / ~~attorney~~) of  
the New Hampshire Coalition Against Family Violence

a New Hampshire voluntary corporation, do hereby certify that at a meeting  
duly called for the purpose, held on April 2, 1985, in  
(date)

Concord, NH  
(town/city and state), by a majority vote of said

corporation, VOTED THAT:

the name of the corporation be changed to the New Hampshire Coalition  
Against Domestic and Sexual Violence.

A true record, attest: William J. Wolben  
(clerk, ~~secretary~~ / ~~notary~~ / ~~attorney~~)

Date signed Aug. 12 1985

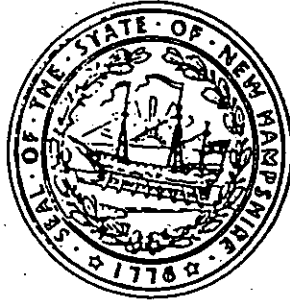
Filing fee payable to Secretary of State - \$10.00.

File original with Office of the Secretary of State, Corporations Division  
Mailing address: State House, Room 204, Concord, N. H. 03301  
Location: 3rd Floor, State House Annex

File copy with Clerk of the town/city of the principal place of business.

# State of New Hampshire

OFFICE OF SECRETARY OF STATE



I, WILLIAM M. GARDNER, Secretary of State of the State of New Hampshire, do hereby certify that the following and hereto attached Amendment to the Articles of Agreement including name change of NEW HAMPSHIRE COALITION AGAINST FAMILY VIOLENCE to NEW HAMPSHIRE COALITION AGAINST DOMESTIC AND SEXUAL VIOLENCE has been recorded in the Records of Voluntary Corporations, Volume 1 - 7, Page 301.

In Testimony Whereof, I hereto set my hand and  
cause to be affixed the Seal of the State, at  
Concord, this 16th day of August  
A.D. 19 85



*William M. Gardner*  
Secretary of State





**NEW HAMPSHIRE COALITION AGAINST  
DOMESTIC AND SEXUAL VIOLENCE**

**AUDITED FINANCIAL STATEMENTS**

**June 30, 2018 and 2017**

**SINGLE AUDIT REPORTS**

**June 30, 2018**

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# ROWLEY & ASSOCIATES, P.C.

CERTIFIED PUBLIC ACCOUNTANTS  
46 N. STATE STREET  
CONCORD, NEW HAMPSHIRE 03301  
TELEPHONE (603) 228-5400  
FAX # (603) 226-3532

MEMBER  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

MEMBER OF THE PRIVATE  
COMPANIES PRACTICE SECTION

## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
New Hampshire Coalition  
Against Domestic and Sexual Violence  
Concord, New Hampshire

### Report on the Financial Statements

We have audited the accompanying financial statements of New Hampshire Coalition Against Domestic and Sexual Violence (a nonprofit organization); which comprise the statement of financial position as of June 30, 2018 and the related statement of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of New Hampshire Coalition Against Domestic and Sexual Violence as of June 30, 2018 and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Report on Summarized Comparative Information**

We have previously audited the New Hampshire Coalition Against Domestic and Sexual Violence's 2017 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 18, 2017. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2017, is consistent, in all material respects, with the audited financial statements from which it has been derived.

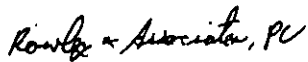
## **Other Matters**

### *Other information*

Our audit was 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* 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 information 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 October 19, 2018, on our consideration of New Hampshire Coalition Against Domestic and Sexual Violence's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the New Hampshire Coalition Against Domestic and Sexual Violence's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering New Hampshire Coalition Against Domestic and Sexual Violence's internal control over financial reporting and compliance.



Rowley & Associates, P.C.  
Concord, New Hampshire  
October 19, 2018

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Statements of Financial Position**  
**June 30, 2018 and 2017**

<b>ASSETS</b>	<u>2018</u>	<u>2017</u>
<b><u>CURRENT ASSETS</u></b>		
Cash, unrestricted	\$ 518,873	\$ 693,733
Cash, temporarily restricted	38,980	-
Grants Receivable	1,527,457	1,316,633
Prepaid Expenses	20,421	11,516
<b>Total Current Assets</b>	<u>2,105,731</u>	<u>2,021,882</u>
<b><u>PROPERTY AND EQUIPMENT</u></b>		
Land	52,143	52,143
Building	267,592	267,592
Equipment	114,179	102,623
Building & Leasehold Improvements	53,455	25,736
	<u>487,369</u>	<u>448,094</u>
Less Accumulated Depreciation	(237,534)	(226,761)
<b>Total Property and Equipment, Net</b>	<u>249,835</u>	<u>221,333</u>
<b><u>LONG-TERM ASSETS</u></b>		
Security Deposit	6,213	-
<b>Total Assets</b>	<u>\$ 2,361,779</u>	<u>\$ 2,243,215</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b><u>CURRENT LIABILITIES</u></b>		
Current Portion of Long-Term Debt	\$ 6,354	\$ 6,046
Accounts Payable	1,230,380	1,115,289
Accrued Expenses	105,157	84,503
<b>Total Current Liabilities</b>	<u>1,341,891</u>	<u>1,205,838</u>
<b><u>LONG-TERM LIABILITIES</u></b>		
Long-Term Debt, Net of Current Portion	31,508	37,861
<b><u>NET ASSETS</u></b>		
Unrestricted	949,400	999,516
Temporarily Restricted	38,980	-
<b>Total Net Assets</b>	<u>988,380</u>	<u>999,516</u>
<b>Total Liabilities and Net Assets</b>	<u>\$ 2,361,779</u>	<u>\$ 2,243,215</u>

See Independent Auditors' Report and Notes to Financial Statements

**New Hampshire Coalition Against Domestic and Sexual Violence  
Statements of Activities  
Years Ended June 30, 2018 and 2017**

	<u>2018</u>	<u>2017</u>
<b><u>UNRESTRICTED NET ASSETS</u></b>		
Support and Revenue:		
Grant Revenue	\$ 6,349,683	\$ 5,369,395
Contributions	233,980	535,168
Donated Services	129,417	134,937
Miscellaneous income	23,338	15,785
<b>Total Support and Revenue</b>	<u>6,736,418</u>	<u>6,055,285</u>
<b><u>NET ASSETS RELEASED FROM RESTRICTIONS</u></b>		
Net Assets Released from Donor Imposed Restriction	<u>-</u>	<u>38,348</u>
<b><u>EXPENSES</u></b>		
Program Services	6,653,578	5,641,959
Management and General	112,249	126,767
Fundraising	20,707	16,477
<b>Total expenses</b>	<u>6,786,534</u>	<u>5,785,203</u>
<b>Increase (Decrease) in Unstricted Net Assets</b>	<u>(50,116)</u>	<u>308,430</u>
<b><u>TEMPORARILY RESTRICTED NET ASSETS</u></b>		
Grant Revenue	38,980	-
Net Assets Released from Donor Imposed Restriction	<u>-</u>	<u>(38,348)</u>
<b>Increase (Decrease) in Temporarily Restricted Net Assets</b>	<u>38,980</u>	<u>(38,348)</u>
<b>INCREASE (DECREASE) IN NET ASSETS</b>	(11,136)	270,082
<b>NET ASSETS AT BEGINNING OF YEAR</b>	<u>999,516</u>	<u>729,434</u>
<b>NET ASSETS AT END OF YEAR</b>	<u>\$ 988,380</u>	<u>\$ 999,516</u>

See Independent Auditors' Report and Notes to Financial Statements

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Statement of Functional Expenses**  
**Year Ended June 30, 2018**  
**With Comparative Totals for Year Ended June 30, 2017**

	<u>Program Services</u>	<u>Management &amp; General</u>	<u>Fundraising</u>	<u>Total 2018</u>	<u>Total 2017</u>
Salaries	\$ 1,032,844	\$ 68,871	\$ 12,704	\$ 1,114,419	\$ 978,558
Payroll taxes	82,976	5,533	1,021	89,530	81,880
Health and Dental Insurance	80,585	5,374	991	86,950	85,175
Other Employee Benefits	34,375	2,292	423	37,090	29,334
Professional Services	166,027	11,071	2,042	179,140	140,158
Contract/Grant Services	4,707,965	-	-	4,707,965	4,061,493
Survivor Grants	109,630	-	-	109,630	19,650
Memberships	3,298	220	41	3,559	3,595
Publications	1,034	69	13	1,116	995
Advertising/Public Awareness	371	25	5	401	748
Copying	4,302	287	53	4,642	4,692
Office Supplies	44,906	2,994	552	48,452	35,072
Postage	4,328	289	53	4,670	4,534
Printing	10,726	715	132	11,573	6,736
Equipment & Moving	12,004	800	148	12,952	-
Maintenance & Repair	31,821	2,122	391	34,334	24,444
Rent Expense	21,872	1,458	269	23,599	300
Interest	1,904	127	23	2,054	2,352
Parking	3,794	253	47	4,094	153
Insurance	11,218	748	138	12,104	9,026
PMC Partial Reimbursement	1,205	80	15	1,300	1,300
Staff Development	16,126	1,075	198	17,399	12,335
Travel	51,707	3,448	636	55,791	69,865
Telephone	34,854	2,324	429	37,607	41,542
Utilities	8,295	553	102	8,950	6,012
Miscellaneous	1,307	87	16	1,410	8,554
AVAP Miscellaneous Expense	63,181	-	-	63,181	54,423
AVAP Member Training/Education	6,376	-	-	6,376	4,183
Direct Training	47,172	-	-	47,172	47,160
Community Education	35,878	-	-	35,878	29,358
Depreciation Expense	9,984	666	123	10,773	9,470
Accounting Fees	11,513	768	142	12,423	12,106
<b>Total Expenses</b>	<b>\$ 6,653,578</b>	<b>\$ 112,249</b>	<b>\$ 20,707</b>	<b>\$ 6,786,534</b>	<b>\$ 5,785,203</b>

See Independent Auditors' Report and Notes to Financial Statements

**New Hampshire Coalition Against Domestic and Sexual Violence  
Statements of Cash Flows  
Years Ended June 30, 2018 and 2017**

	<u>2018</u>	<u>2017</u>
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>		
Increase (Decrease) in Net Assets	\$ (11,136)	\$ 270,082
Adjustments to Reconcile Increase in Net Assets to Net Cash Provided by Operating Activities		
Change in restricted cash	(38,980)	38,348
Depreciation	10,773	9,470
(Increase) Decrease in Operating Assets:		
Grants Receivable	(210,824)	(204,537)
Prepaid Expenses	(8,905)	1,036
Security Deposit	(6,213)	-
Increase (Decrease) in Operating Liabilities:		
Accounts Payable	115,091	201,039
Accrued Expenses	20,654	9,554
<b>NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>	<u>(129,540)</u>	<u>324,992</u>
<b><u>CASH FLOWS FROM INVESTING ACTIVITIES</u></b>		
Acquisition of Fixed Assets	(39,275)	-
<b>NET CASH USED BY INVESTING ACTIVITIES</b>	<u>(39,275)</u>	<u>-</u>
<b><u>CASH FLOWS FROM FINANCING ACTIVITIES</u></b>		
Repayment of Long-Term Debt	(6,045)	(5,747)
<b>NET CASH USED BY FINANCING ACTIVITIES</b>	<u>(6,045)</u>	<u>(5,747)</u>
<b>NET INCREASE (DECREASE) IN UNRESTRICTED CASH</b>	(174,860)	319,245
<b>UNRESTRICTED CASH AT BEGINNING OF YEAR</b>	<u>693,733</u>	<u>374,488</u>
<b>UNRESTRICTED CASH AT END OF YEAR</b>	<u>\$ 518,873</u>	<u>\$ 693,733</u>
<b><u>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</u></b>		
Cash paid during the year for:		
Interest	<u>\$ 2,054</u>	<u>\$ 2,352</u>
Donated Services	<u>\$ 129,417</u>	<u>\$ 134,937</u>

See Independent Auditors' Report and Notes to Financial Statements



**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to Financial Statements**  
**Years Ended June 30, 2018 and 2017**

**NOTE A-NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES**

**Nature of Activities**

The Coalition is a private, non-profit, tax-exempt organization committed to ending domestic and sexual violence. The Coalition serves as a coordinating organization for its 13 member agency crisis centers that in turn provide services to survivors of sexual assault, domestic violence, human trafficking, and stalking. Twelve of the Coalition's member agencies are autonomous, private, non-profit organizations with their own mission, structure, and board of directors; one is a university-based program. The Coalition receives 97% of its funding from federal and state agencies and less than 1% from private fundraising.

**The Vision of the Coalition is:**

All New Hampshire communities provide safety for every person.

**The Mission of the Coalition is:**

The New Hampshire Coalition Against Domestic & Sexual Violence creates safe and just communities through advocacy, prevention and empowerment of anyone affected by sexual violence, domestic violence and stalking.

This mission is accomplished by the Coalition, which includes 13 independent community-based member programs, a board of directors and a central staff working together to:

- Influence public policy on the local, state and national levels;
- Ensure that quality services are provided to victims;
- Promote the accountability of societal systems and communities for their responses to sexual violence, domestic violence and stalking;
- Prevent violence and abuse before they occur.

To elaborate on the above mission and vision statements, the Coalition supports member agency staff with specialized training, resources and technical assistance; convenes member agency staff to facilitate shared learning and peer support; and collects and disseminates best practices and current information. The Coalition supports the development of new services and serves as a statewide clearinghouse and coordinating organization related to victim services. It administers state and federal contracts that provide funding for its member programs.

Coalition staff provide education and training to court and law enforcement officials and attorneys, and collaborate with legal assistance organizations that provide lawyers for survivors and their families. Coalition staff work to promote cross-system collaboration with child protective services and child advocacy centers to assure safety for children exposed to or who have experienced domestic and sexual violence, and for their parents. Coalition staff participate on numerous statewide boards and commissions to advocate for effective responses to victims.

The Coalition's Public Affairs staff work closely with other advocacy groups, legislators and survivors to draft legislation, organize testimony, and advocate for policy changes throughout the legislative session. The Coalition either takes an active role in or tracks close to 150 bills each legislative session. These bills address a wide range of issues including domestic and sexual violence; stalking; family law; divorce and child custody/visitation/support; reproductive rights; law enforcement and courts; privacy and personal information; healthcare; and economic justice.

Coalition staff also provide resources and sources for responsible news media and reporting. Coalition staff create and distribute statewide communications materials to raise awareness about sexual assault, domestic violence, prevention and services available to victims.

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to Financial Statements**  
**Years Ended June 30, 2018 and 2017**

**NOTE A-NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES, (continued)**

**Nature of Activities (Continued)**

The Coalition plays a key leadership role in efforts to prevent domestic and sexual violence throughout New Hampshire. Coalition staff collaborate with state and local entities to support policies and practices to advance effective prevention education. Coalition staff are proactive in educating the public about the causes and effects of domestic and sexual violence and stalking and as well as services available across the state. The Coalition has sponsored research on the prevalence of violence in New Hampshire.

The Coalition also manages several specific programs to assist its member crisis centers and the public. The following are three distinct programs that directly affect survivors of domestic violence, sexual violence and stalking:

**AmeriCorps Victim Assistance Program (AVAP)**

The AmeriCorps Victim Assistance Program (AVAP) founded in 1994 is a multi-agency collaboration housed by the Coalition that ensures that direct services are available to victims of domestic and sexual violence and stalking throughout New Hampshire. AVAP is part of AmeriCorps, a national service program that offers opportunities to Americans who are interested in making a substantial commitment to serve their country through national service.

Members of the AmeriCorps Victim Assistance Program are placed throughout New Hampshire at member agencies, police departments, prosecutor offices, the New Hampshire Department of Corrections, and child advocacy centers to offer support and information to victims of domestic and sexual violence and stalking. Currently, AVAP members are focusing their advocacy efforts on providing financial literacy and housing services to survivors of domestic violence, sexual assault, and stalking. AVAP members are trained in the AllState Foundation's Moving Ahead through Financial Management curriculum which they use in one-on-one sessions and in financial literacy workshops focused on an array of topics from basic budgeting to checking a credit report. Members also provide information and facilitate referrals to local financial and housing services. Last year AVAP members provided 801 survivors with financial literacy services and 395 survivors with housing placement services.

**Sexual Assault Nurse Examiner (SANE) Program**

A Sexual Assault Nurse Examiner (SANE) is a Registered Nurse who has been specially trained to provide comprehensive care to sexual assault survivors, who demonstrates competency in conducting medical/forensic examinations and who has the ability to be a witness in a sexual assault prosecution. Coalition staff are responsible for training and working with registered SANEs and medical professionals across the state to ensure that sexual assault victims receive consistent and professional care during forensic exams.

**The Family Violence Prevention Specialist Program**

Research shows a high correlation (40-60%) between the perpetration of domestic violence and the perpetration of child abuse and neglect in the same family. The Family Violence Prevention Specialist Program was built on the principle that abused and neglected children are best served when they can remain in a safe household with a non-violent parent.

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to Financial Statements**  
**Years Ended June 30, 2018 and 2017**

**NOTE A-NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES, (continued)**

The Family Violence Prevention Specialist program began in 1998 as a coordinated effort between the Coalition and the Division for Children, Youth, and Families (DCYF). Family Violence Prevention Specialists (FVPSs) are employed by local member agencies of the Coalition, and are co-located at local DCYF District Offices. The FVPSs are a source of assistance and training to child protective service workers while providing advocacy services to victims of domestic violence involved with DCYF. This program results in more effective assistance to victims through the development of interventions that recognize the adult victim's need for support and advocacy in order to improve safety outcomes for children.

**Significant Accounting Policies**

The financial statements of the Coalition have been prepared in conformity with Generally Accepted Accounting Principles (GAAP) as applied to not-for-profits. The Financial Accounting Standards Board (FASB) is the accepted standard-setting body for establishing accounting and financial reporting principles for not-for-profits. The more significant of the FASB's generally accepted accounting principles applicable to the Coalition, and the Coalition's conformity with such principles, are described below. These disclosures are an integral part of the Coalition's financial statements.

**Financial Statement Presentation**

The Coalition is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. In addition, the Coalition is required to present a statement of cash flows. The Coalition additionally maintains a classification of land, building and equipment within its unrestricted net asset statements of activity, which is combined into total unrestricted net assets.

**Grants Receivable and Promises to Give**

Contributions are recognized when the donor makes a promise to give to the Coalition that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

**Contributed Services**

During the years ended June 30, 2018 and 2017, the value of contributed services relating to printing, community education, direct training and professional fees were \$129,417 and \$134,937, respectively. Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence or nature of any donor restrictions.

In addition, many individuals volunteer their time and perform a variety of tasks that assist the Coalition; these amounts have not been recognized in the accompanying statement of activities because the criterion for recognition of such volunteer effort is that services must be specialized skills, which would be purchased if not donated.

**Estimates**

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

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to Financial Statements**  
**Years Ended June 30, 2018 and 2017**

**NOTE A-NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES, (continued)**

**Compensated Absences**

Employees of the Coalition are entitled to paid vacation depending on job classification, length of services, and other factors. The statement of financial position reflects accrued vacation earned, but unpaid as of June 30, 2018 and 2017 in the amounts of \$63,017 and \$48,102, respectively.

**Allocation of Expenses**

The Coalition allocates expenses among program services, management and general, and fundraising based on direct costs and other factors, including space utilization and time.

**Property and Equipment**

It is the Coalition's policy to capitalize property and equipment over \$2,500 and all expenditures for repairs, maintenance, renewals and betterments that prolong the useful lives of assets. Lesser amounts are expensed. Purchased property and equipment is capitalized at cost. Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Coalition reports expiration of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Coalition reclassifies temporarily restricted net assets to unrestricted net assets at that time. Property and equipment are depreciated using the straight-line method. The ranges of useful lives are as follows:

Building and Improvements	39 Years
Equipment	3-7 Years

Depreciation expense recorded by the Coalition for the years ended June 30, 2018 and 2017 was \$10,773 and \$9,470, respectively.

**Income Taxes**

The Coalition is a not-for-profit corporation under Section 501(c) (3) of the Internal Revenue Code, is exempt from federal income taxes, and is classified as other than a private foundation. In addition, the Coalition qualifies for the charitable contribution deduction under Section 170(b)(1)(A).

**Cash and Cash Equivalents**

For purposes of the Statements of Cash Flows, the Coalition considers all highly liquid investments (short-term investments such as certificates of deposits and money market accounts) with an initial maturity of three months or less to be cash equivalents. There were no cash equivalents as of June 30, 2018 and 2017.

**Segregation of Accounts**

Under Title 1, New Hampshire, The State and Its Government, Chapter 15 Lobbyist Section 15:1-a, the Coalition is required to physically and financially separate state funds from any non-state funds that may be used for the purposes of lobbying or attempting to influence legislation, participate in political activity, or contribute funds to any entity engaged in these activities. The Coalition has established and maintains a separate bank account for this purpose. The account balances were \$4,634 and \$2,185 at June 30, 2018 and 2017, respectively.

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to Financial Statements**  
**Years Ended June 30, 2018 and 2017**

**NOTE B – RESTRICTIONS ON NET ASSETS**

Temporarily restricted net assets consist of funds received by the Organization, restricted as to use or time. The restrictions are considered to expire when payments are made. As of June 30, 2018 and 2017 respectively, the temporarily restricted net assets are available for the following purpose:

	<u>2018</u>	<u>2017</u>
NH Charitable Foundation	\$ 24,282	\$ -
Allstate	14,311	-
Verizon Respect Week	387	-
Total	<u>\$ 38,980</u>	<u>\$ -</u>

**NOTE C – LONG-TERM NOTES**

As of June 30, 2018 and 2017, long-term debt consists of the following:

	<u>2018</u>	<u>2017</u>
Mortgage Note, Payable to Merrimack County Savings Bank, Interest at 4.99%, with Monthly Payments of \$675 including Principal and Interest, Maturity date is October 8, 2023. Secured by Real Property	\$ 37,862	\$ 43,907
Less Current Portion	<u>6,354</u>	<u>6,046</u>
Total Long Term Debt	<u>\$ 31,508</u>	<u>\$ 37,861</u>

Future scheduled maturities of long-term debt are as follows:

Years ending June 30:

2019	\$ 6,354
2020	6,678
2021	7,020
2022	7,377
2023	7,755
Thereafter	<u>2,678</u>
Total	<u>\$ 37,862</u>

**NOTE D – LINE OF CREDIT**

The Coalition has a one-year \$150,000 revolving line of credit agreement with Merrimack County Savings Bank. The credit line matures on May 20, 2019 and automatically renews annually. Interest is stated at the Wall Street Journal prime rate plus .5%, which resulted in interest rates of 5.5% and 5.25% as of June 30, 2018 and 2017, respectively.. The line of credit is secured by all business assets. There were no borrowings against the line as of June 30, 2018 and 2017.

**NOTE E – CONCENTRATION OF CREDIT RISK**

The Coalition maintains cash balances in several accounts at a local bank. These accounts are insured by the Federal Deposit Insurance Corporation up to \$250,000. At June 30, 2018 and 2017 the Organization had \$174,712 and \$339,971 uninsured cash balances, respectively. Management considers this a normal business risk.

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to Financial Statements**  
**Years Ended June 30, 2018 and 2017**

**NOTE F – DESCRIPTION OF LEASING ARRANGEMENTS**

The Coalition presently leases office equipment under short-term operating lease agreements.

The Coalition entered a ten-year lease agreement for office space and parking spaces on March 1, 2018, expiring in 2028. Annual rent is \$74,556 with 4% annual escalations each year on the anniversary of the lease term. Annual parking is \$7,800 with no more than 2% annual increases. The future minimum lease payments on this agreement as of June 30 are:

2019	\$ 83,350
2020	86,372
2021	89,515
2022	92,784
2023	96,183
Thereafter	<u>497,475</u>
Total	<u>\$ 945,679</u>

**NOTE G – PENSION PLAN**

The Coalition has a 403(b) savings plan for the benefit of its employees. The plan covers substantially all employees after one year of service. During their budgeting process, the Board of Directors determines the amount to be contributed annually. Employer contributions for the years ended June 30, 2018 and 2017 totaled \$21,572 and \$12,553, respectively.

**NOTE H - TAX EXEMPT STATUS**

The Coalition is a public charity exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code. The Coalition does not believe it has done anything during the past year that would jeopardize its tax exempt status at either the state or Federal level. The Coalition reports its activities to the IRS in an annual information return. Although the Coalition is not currently the subject of a tax examination by the Internal Revenue Service (IRS), the Coalition’s tax years ended June 30, 2015 through 2017 are open to examination by the IRS under the applicable statute of limitations.

In accordance with FASB ASC 740-10, Accounting for Uncertainty in Income Taxes, the Coalition is under the opinion that there are no unsustainable positions that have been taken in regards to federal or state income tax reporting requirements. Accordingly, management is not aware of any unrecognized tax benefits or liabilities that should be recognized in the accompanying statements.

**NOTE I - FAIR VALUE MEASUREMENTS**

In accordance with FASB ASC 820, *Fair Value Measurements and Disclosures*, the Organization is required to disclose certain information about its financial assets and liabilities. Fair values of assets measured on a recurring basis at June 30 were as follows:

	<u>Fair Value</u>	Significant Other Observable Inputs (Level 2)
<u>2018</u>		
Grants Receivable	<u>\$1,527,457</u>	<u>\$1,527,457</u>
<u>2017</u>		
Grants Receivable	<u>\$1,316,633</u>	<u>\$1,316,633</u>

The fair value of grants receivable are estimated at the present value of expected future cash flows.

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to Financial Statements**  
**Years Ended June 30, 2018 and 2017**

**NOTE J - SUBSEQUENT EVENT**

Management has evaluated subsequent events through October 19, 2018, the date on which the financial statements were available to be issued to determine if any are of such significance to require disclosure. During the fiscal year the Coalition moved its office out of its building to new leased space. On September 18, 2018 the Coalition sold that building. There are carrying costs of both spaces reflected in the financial statements.

It has been determined that no other subsequent events matching this criterion occurred during this period.

# ROWLEY & ASSOCIATES, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

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MEMBER  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

MEMBER OF THE PRIVATE  
COMPANIES PRACTICE SECTION

## INDEPENDENT AUDITOR'S 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*

Board of Directors  
New Hampshire Coalition  
Against Domestic and Sexual Violence  
Concord, 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 New Hampshire Coalition Against Domestic and Sexual Violence (a nonprofit organization), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 19, 2018.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered New Hampshire Coalition Against Domestic and Sexual Violence's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of New Hampshire Coalition Against Domestic and Sexual Violence's internal control. Accordingly, we do not express an opinion on the effectiveness of New Hampshire Coalition Against Domestic and Sexual Violence'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 may exist that have not been identified.

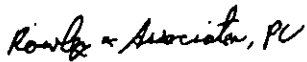


## Compliance and Other Matters

As part of obtaining reasonable assurance about whether New Hampshire Coalition Against Domestic and Sexual Violence'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 determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## Purpose of this Report

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

---

Rowley & Associates, P.C.  
Concord, New Hampshire  
October 19, 2018

# ROWLEY & ASSOCIATES, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

46 N. STATE STREET  
CONCORD, NEW HAMPSHIRE 03301  
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MEMBER  
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MEMBER OF THE PRIVATE  
COMPANIES PRACTICE SECTION

## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Directors  
New Hampshire Coalition  
Against Domestic and Sexual Violence  
Concord, New Hampshire

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

We have audited New Hampshire Coalition Against Domestic and Sexual Violence's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of New Hampshire Coalition Against Domestic and Sexual Violence's major federal programs for the year ended June 30, 2018. New Hampshire Coalition Against Domestic and Sexual Violence's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

### **Management Responsibility**

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for each of New Hampshire Coalition Against Domestic and Sexual Violence's major federal programs based on our audit of the types of compliance requirements referred to above. 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). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about New Hampshire Coalition Against Domestic and Sexual Violence's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of New Hampshire Coalition Against Domestic and Sexual Violence's compliance.

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

In our opinion, New Hampshire Coalition Against Domestic and Sexual Violence 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, 2018.

## Report on Internal Control over Compliance

Management of New Hampshire Coalition Against Domestic and Sexual Violence is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered New Hampshire Coalition Against Domestic and Sexual Violence's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program 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 internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of New Hampshire Coalition Against Domestic and Sexual Violence's 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 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 first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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.



Rowley & Associates, P.C.  
Concord, New Hampshire  
October 19, 2018

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Schedule of Findings and Question Costs**  
Year Ended June 30, 2018

**SECTION I – SUMMARY OF AUDITOR’S RESULTS**

1. The auditor’s report expresses an unmodified opinion on whether the financial statements of the New Hampshire Coalition Against Domestic and Sexual Violence were prepared in accordance with GAAP.
2. No reportable conditions relating to the audit of the financial statements are reported in the Independent Auditor’s Report. No material weaknesses are reported.
3. No instances of noncompliance material to the financial statements of New Hampshire Coalition Against Domestic and Sexual Violence, which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.
4. No significant deficiencies in internal control over major federal award programs are reported in the Independent Auditor’s Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance. No Material weaknesses are reported.
5. The auditor’s report on compliance for the major federal award programs for New Hampshire Coalition Against Domestic and Sexual Violence expresses an unmodified opinion on all major federal programs.
6. Audit findings that are required to be reported in accordance with 2 CFR section 200.516(a) are reported in this Schedule.
7. The programs tested as a major programs were:

Victims of Crime Act	16.575
Family Violence Prevention Service Act	93.671

8. The threshold for distinguishing Types A and B Programs was: \$750,000.
9. The New Hampshire Coalition Against Domestic and Sexual Violence was determined to be a low-risk auditee.

**SECTION II – FINDINGS: FINANCIAL STATEMENT AUDIT**

No matters were reported.

**SECTION III – FINDINGS AND QUESTIONED COSTS: FEDERAL AWARD PROGRAMS AUDIT**

No matters were reported.

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Schedule of Expenditures of Federal Awards**  
**For the Year Ended June 30, 2018**

<u>Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Passed Through to Subrecipients</u>	<u>Federal Expenditures</u>
<u>U.S. Department of Justice:</u>				
Direct Program - Violence Against Women Act of 2000	16.556		-	234,660
Pass-Through Programs from State of NH Department of Justice:				
VAWA, SASP	16.017	2018SASP01	327,822	327,822
VAWA, SASP	16.017	2017SASP01	2,140	2,140
VOCA, PMC Subcontracts	16.575	2018VOC31	1,741,750	1,741,750
VOCA, Training	16.575	2018VOC31	-	16,250
VOCA, SA	16.575	2018VOC49	119,221	259,971
VOCA, CA	16.575	2018VOC48	-	36,032
VOCA, DV	16.575	2018VOC47	75,219	93,729
VOCA, Technology & Foundation Project	16.575	2018VOC31	-	142,000
VAWA, STOP	16.588	2018W090	-	71,925
VAWA, STOP	16.588	2017W090	-	105,912
VAWA, GTEAP	16.590	2015GTEAP03	46,135	49,545
Total Pass-Through Programs			<u>2,312,287</u>	<u>2,847,076</u>
<b>TOTAL U.S. DEPARTMENT OF JUSTICE</b>			<u><b>2,312,287</b></u>	<u><b>3,081,736</b></u>
<u>U.S. Department of Health and Human Services:</u>				
Direct Program - Family Violence Prevention Services Act	93.591		-	182,053
Direct Program - Family Violence Prevention Services Act	93.671		-	72,018
Pass-Through Programs from State of NH Department of HHS:				
Sexual Violence Prevention	93.136	102-500731	325,487	454,333
Family Violence Prevention Services Act	93.671	155510 B001	868,580	888,580
Total Pass-Through Programs			<u>1,194,067</u>	<u>1,342,913</u>
<b>TOTAL U.S. DEPARTMENT OF HEALTH &amp; HUMAN SERVICES</b>			<u><b>1,194,067</b></u>	<u><b>1,596,984</b></u>
<u>Corporation for National &amp; Community Services:</u>				
Pass-Through from Volunteer NH!				
AmeriCorps Victim Assist Program	94.006		-	226,543
<b>TOTAL EXPENDITURES OF FEDERAL AWARDS</b>			<u><b>\$ 3,506,354</b></u>	<u><b>\$ 4,905,263</b></u>

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to Schedule of Expenditures of Federal Awards**  
Year Ended June 30, 2018

**NOTE A – BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of New Hampshire Coalition Against Domestic and Sexual Violence under programs of the federal government for the year ended June 30, 2018. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of New Hampshire Coalition Against Domestic and Sexual Violence, it is not intended to and does not present the financial position, changes in net assets, or cash flows of New Hampshire Coalition Against Domestic and Sexual Violence.

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

1. Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, *Cost Principles for Non-profit Organizations*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.
2. Pass-through entity identifying numbers are presented where available.

**NOTE C – SUBRECIPIENTS**

The New Hampshire Coalition Against Domestic and Sexual Violence provide federal awards to subrecipients as follows:

<u>Program Title</u>	<u>Federal CFDA #</u>	<u>Amount Provided</u>
Sexual Assault Services Program	16.017	\$ 329,962
Victims of Crime Act	16.575	1,936,190
OW Grants to Encourage Arrest Policies	16.590	46,135
Sexual Violence Prevention	93.136	325,487
Family Violence Prevention Services Act	93.671	<u>868,580</u>
		<u>\$3,506,354</u>

**NOTE D – INDIRECT COST RATE**

The New Hampshire Coalition Against Domestic and Sexual Violence has not elected to use the 10% de minimis indirect cost rate as allowed under the Uniform Guidance.



**Chairperson**

**Lindsay Nadeau**  
Attorney  
Orr & Reno

**Vice Chair**

**Shannon Chandley**  
NH State Senator

**Clerk**

**Amy Vorenberg**  
Professor  
UNH School of Law

**Brian Harlow**  
Community Activist

**Chelsea LaCasse**  
Pharmacist  
CVS Pharmacy

**David Bellman**  
President  
Bellman Jewelers

**Deb Mozden**  
Executive Director  
Turning Points Network

**Kathy Beebe**  
Executive Director  
HAVEN

**Krista Dupre**  
Tax Manager  
Nathan Wechsler & Co

**Maryann Evers**  
Clinical Social Worker/Manager  
Child and Family Services

**Peggy O'Neil**  
Executive Director  
WISE

**Susan Nooney**  
Accountant  
Susan Nooney CPA

**Suzanne Carmichael**  
Mentor Program Coordinator  
John Stark Regional High School

New Hampshire Coalition Against Domestic & Sexual Violence • PO Box 353 • Concord, NH 03302 • 603.224.8893

**NHCADSV.ORG**

# KEY ADMINISTRATIVE PERSONNEL

NH Department of Justice

Contractor Name: New Hampshire Coalition Against Domestic and Sexual Violence

Name of Contract: VAWA STOP

BUDGET PERIOD: 1/01/2019 - 12/31/2019			
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT
Lyn Schollett	Executive Director	\$98,400	15%
Marie Linebaugh	Program Director	\$63,420	59%
Elena Coleman	Training and Programs Coordinator	\$42,130	92%
Madison Lightfoot	Communication Specialist	\$46,750	21%
<b>TOTAL SALARIES</b>			

Note: The percent of salary is based upon annual salary and the amount paid from this contract is for 2 years, this contract is based upon an annual percent



Balance

---

AMOUNT PAID FROM THIS CONTRACT
\$14,600
- \$37,300
\$38,800
\$9,680
<b>\$100,380.00</b>

ie percent paid from

# Lyn M. Schollett

## CAREER SYNOPSIS

### **Seasoned sexual assault coalition General Counsel**

- In-depth knowledge of anti-rape movement and direct services of rape crisis centers and domestic violence shelters. Provide technical assistance to ICASA member rape crisis programs on legal issues and statewide rape crisis service standards.
- Familiarity with funding opportunities and challenges facing state coalitions, as well as role of coalition as a pass-through organization.
- Coordinate drafting and filing of amicus briefs on issues including statute of limitations and application of the rape shield law. Assist centers' pro bono counsel to protect the privacy of victims' records.

### **Experienced public policy advocate**

- Drafted and successfully advocated for the passage of more than 50 significant policy changes impacting rape victims in Illinois in the past 16 years. Initiatives include expanding the healthcare and privacy rights of victims with disabilities, implementing a strip club tax to fund rape crisis centers, creating a statutory foundation for the state's first pilot SANE programs and implementing criminal consequences and healthcare standards related to drug-facilitated sexual assault.
- Represented the sexual assault community in drafting portions of the 2013 Violence Against Women Act.

### **Highly skilled communicator**

- Train Sexual Assault Nurse Examiners, prosecutors, law enforcement, and judges on topics including sexual violence, criminal and civil procedure, rape crisis center staff as expert witnesses, confidentiality and health care for victims. Mentor sexual assault coalition attorneys throughout the country.
- Skilled at crafting and delivering media messages and advocating with state agency and elected officials.

### **Accomplished non-profit manager**

- Legal counsel to 32-member ICASA board, which utilizes consensus decision-making.
- Through elected leadership positions on local, regional and national governing bodies for Planned Parenthood, actively pursued the sustainability of a national network of women's health centers. Successfully implemented governance reformulation for national board. Spearheaded membership adoption of national core healthcare services for all Planned Parenthood affiliates in the United States.

### **Efficient and effective manager**

- Adept at managing complex projects including strategically conceptualizing the overall structure for a project, supervising diverse groups of individuals, identifying and assigning tasks, setting deadlines and insuring high quality work product.
- Supervise the Sexual Assault Justice Project, one of the first sexual-assault specific legal clinics in the country.

## EMPLOYMENT

2013-Present

### **NH Coalition Against Domestic & Sexual Violence**

Concord, NH

Direct and lead a statewide organization that is a national leader in the movement to end violence against women. Effectively supervise staff in their function to provide funding, training, technical assistance, public policy advocacy, community outreach and development, and forums for resource sharing and networking of the NHCADSV in line with its mission, strategic plan and community needs.

- 1996 to 2013 **Illinois Coalition Against Sexual Assault** Springfield, IL  
General Counsel for statewide coalition of 32 sexual assault centers. Advise board on governance and non-profit matters. Provide technical assistance to member programs on wide range of legal issues impacting the provision of rape crisis services. Train and advise representatives of the criminal justice system. Represent coalition to elected officials, statewide stakeholders and media.
- 2005 to 2006 **Southern Illinois University School of Medicine** Springfield, IL  
Adjunct Faculty  
 Taught Studies in Medical-Legal Aspects of Obstetrics and Gynecology course to MD/JD joint degree students.
- 1994 to 1996 and summer of 1992 **Sachnoff & Weaver, Ltd.** Chicago, IL  
Associate, Litigation Department  
 Drafted motions and trial briefs and presented appellate oral argument in securities fraud case; defended case-dispositive motions; prepared discovery; defended and took depositions; tried commercial leasing case; drafted articles regarding sexual harassment for client advisory newsletter; investigated and resolved potential conflicts of interest for law firm.
- 1993 to 1994 **The Honorable Harold A. Baker, U.S. District Court, C.D. Ill.** Danville, IL  
Law Clerk  
 Conducted legal research and drafted bench memoranda in preparation for hearings and trials; drafted legal opinions.

#### VOLUNTEER LEADERSHIP

- 2006 - 2012 **Planned Parenthood Federation of America**  
Member and Officer, Board of Directors  
 Assumed wide range of volunteer leadership roles for national reproductive health care organization, including strategic planning for service provision, reformulating board governance structure, spearheading membership adoption of core service standards for all affiliates, grassroots leadership development and political advocacy related to women's health. Served as vice chair for three years.
- 2008 - 2012 **Planned Parenthood of Illinois**  
Member, Board of Directors
- 1997-2003 **Planned Parenthood, Springfield Area**  
Member, Board of Directors  
 Engaged in strategic planning, fundraising and direction for reproductive health clinic. Chaired committee to open new self-sustaining clinic. Served as board chair.
- 1997 - present **Springfield Bicycle Club**  
Volunteer and Board Member. Organize and lead cycling events for riders of all ages and experience levels; advocate for funding and public policies to support safe cycling.

#### EDUCATION

- J.D., 1993 **Northwestern University School of Law** Chicago, IL  
 Juris Doctor
- B.Ph., 1989 **Miami University** Oxford, OH  
 Bachelor of Philosophy in Constitutional Law and Women's Issues

# Marie R. Linebaugh

## WORK EXPERIENCE

### **New Hampshire Coalition Against Domestic and Sexual Violence**

**Concord, NH**

*Program Director*

*September 2015-Present*

- Implement and direct statewide initiatives of NHCADSV and its member programs.
- Recruit and supervise six program staff, as they implement and sustain initiatives of the NHCADSV.
- Oversee training and technical assistance efforts of the NHCADSV.
- Develop and implement evaluation tools for statewide programs and special projects.
- Provide high level management and support to the AmeriCorps Victim Assistance Program (AVAP.)
- Secured three-year competitive federal funding to support AVAP and developed evaluation methods to measure program outcomes.
- Serve as liaison to the NHCADSV's 13 member programs by identifying needed resources and training to improve direct service delivery.
- Serve on statewide committees to assist in the improvement of multi-disciplinary response to domestic violence, sexual violence and stalking.

### **New Hampshire Coalition Against Domestic and Sexual Violence**

**Concord, NH**

*AmeriCorps Victim Assistance Program Coordinator*

*August 2014-September 2015*

- Co-manage 20-26 AmeriCorps members who provide direct service to survivors of domestic and sexual violence.
- Facilitate monthly meetings for training opportunities and member support.
- Conduct two host site visits per year per member to ensure member satisfaction and program compliance.
- Coordinate member involvement in national service events sponsored by Volunteer New Hampshire (VNH).
- Provide direct support and supervision to AmeriCorps members on an as needed basis.
- Maintain and develop relationships with host site partners by offering support on AmeriCorps protocol.
- Update handbooks, contracts and policies as it relates to programmatic operations.
- Coordinate and facilitate AVAP Partnership meetings on bi-monthly basis.

### **Human Services Center/McKeesport Collaborative**

**Turtle Creek, PA**

*Program Associate/MSW Intern*

*May 2013-April 2014*

- Co-facilitated eight week HIV/AIDS prevention and job readiness hybrid program for 12 youth, ages 13-16.
- Integrated numerous best practice curricula to develop a comprehensive guide for eight week hybrid program.
- Co-wrote five foundation requests of amounts ranging from \$6,000 to \$120,000 to support youth programs department. Three proposals were funded, securing \$276,000, and two are currently under review.
- Organized annual HIV/AIDS Walk, including raising sponsorships and managing in-kind donation requests.
- Coordinated World AIDS Day and National Women and Girls HIV/AIDS Awareness events in McKeesport.
- Updated the Center's HIV/AIDS mobile application, with interactive resources on HIV information and education.

### **The Stern Center**

**Forest Hills, PA**

*Therapeutic Support Staff*

*October 2012- August 2013*

- Provided one-on-one behavioral interventions for children in accordance with their individual treatment plans.

### **Jewish Family and Children's Service**

**Pittsburgh, PA**

*Refugee Resettlement MSW Intern*

*October 2012- April 2013*

- Assisted newly resettled refugees in school enrollments and the elderly in accessing Port Authority senior bus passes.
- Coordinated workshops on weatherization. Taught families how to weatherize their homes for the winter months.
- Assisted with the implementation of the Refugee Youth Employment Program (RYEP.)

### **YWCA of Hamilton**

**Hamilton, OH**

*Program Assistant/Community Educator*

*July 2011- July 2012*

- Coordinated and implemented FOCUS (teen pregnancy prevention program) in schools and local agencies.
- Conducted outreach to 16-19 year old girls in Hamilton, Montgomery, Warren and Butler Counties of Ohio.
- Updated FOCUS' social media through program website, Facebook and Twitter.
- Connected participants to resources in their respective communities as needed.
- Trained department on Microsoft Access, Drop Box, and social media techniques for program recruitment.

# Marie R. Linebaugh

## YWCA NH

*Youth Programs Coordinator*

Manchester, NH  
November 2010-June 2011

- Developed and facilitated a leadership and peer educator course for ten high school students.
- Coordinated and implemented drug and alcohol based prevention curriculum for girls grades 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>.
- Conducted education and outreach to community agencies on topics relevant to the YWCA's mission.
- Hired, scheduled, and supervised Child Care workers.
- Obtained credits for CPS (Certified Prevention Specialist) through the state of New Hampshire.

## WORK EXPERIENCE (CONTINUED)

### AmeriCorps VISTA

**Child Health Services**

Manchester, NH  
January 2010-July 2010

- Conducted a pilot study to better understand the educational needs of low-income clients.
- Coordinated and compared data collected from EPIC Medical records and school correspondence.
- Through data evaluation and qualitative interviews, identified need for literacy support for youth and adults.
- Developed a model for a pilot Family Literacy Program to be held after clinic hours.
- Proposed cost-effective and efficient model for a sustainable family literacy program that is still in operation.
- Aided social service department in providing culturally competent care. (Majority of clientele refugee/immigrant)

### B.R.I.N.G. I.T. !!! Program

July 2009- December 2009

- Assisted with grant research and writing, organized programming for refugee and immigrant youth and their families.

## EDUCATION

University of Pittsburgh, School of Social Work

Master of Social Work: Community Organizing and Social Administration

Pittsburgh, PA  
April 2014

Emmanuel College

B.A. English Communications & B.A. Sociology

Boston, MA  
May 2009

Study Abroad: School of International Training

Attended the Morocco: Culture and Society program. Included a one month research period.

Rabat, Morocco  
Spring 2008

## GRADUATE FELLOWSHIP

### Albert Schweitzer Fellowship

*Traditional Fellow*

Pittsburgh, PA  
April 2013-May 2014

- Implemented yearlong project with the Prospect Park Family Center. Developed programming for 40 refugee youth.
- Served as primary mentor for 8<sup>th</sup> and 9<sup>th</sup> grade boys group. Conducted weekly groups.
- Coordinated and facilitated eight week sessions for middle school girls on self-esteem, self-image, healthy relationships, cyber safety, sexual harassment prevention, and boundaries.
- Developed and implemented eight week co-ed program on healthy relationships for high school youth. Topics included: boundaries, teen dating violence prevention, sexual harassment and violence prevention, and cyber safety.
- Developed peer support group for young mothers from Burma. Combined mothers spoke three languages in group.
- Facilitated activities with Burmese mothers on stress management, yoga, nutrition, and food safety/preparation.

## Awards/Scholarship:

**Mon Valley Woman of Achievement: Special Project Award**

October 2013

- Co-recipient of the Special Project Award for implementing Project H.E.A.R.T., an eight week summer program for adolescents in McKeesport, PA, engaging youth in peer education and community awareness projects on HIV/AIDS. Implementing job readiness curriculum was also an integral part of Project H.E.A.R.T.

**University of Pittsburgh: Merit Scholarship**

August 2012-April 2014

- Awarded \$3,500 for each of the four semesters of the Master of Social Work graduate program.

# Elena Coleman

*Dedicated mentor with experience in direct service, education, and research. Adept at working in dynamic and deadline-driven environments, in crisis situations, and with diverse age groups and cultural backgrounds. Detail oriented with strong communication, data analysis, and outdoor and international leadership skills.*

## PROFESSIONAL EXPERIENCES

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### ***New Hampshire Coalition Against Domestic and Sexual Violence***

### **Training and Programs Coordinator**

Concord, NH

July 2017-Present

- Coordinate and assist with implementation of the Family Violence Prevention Specialist Program, Housing First Program, and Participating Members Council
- Provide technical assistance and information on training opportunities to the Coalition's member programs
- Provide domestic violence training to community partners, including DCYF and law enforcement
- Assist with ongoing statewide committees and collaborations that involve Coalition's programs

### ***Appalachian Mountain Teen Project***

### **Program Specialist/Mentor**

Laconia, NH

Oct. 2016 – June 2017

- Mentor 8-10 teens individually for one hour per week to help them develop resiliency skills, self-worth, positive peer relationships, and coping mechanisms while facing difficult circumstances at home and school.
- Organize, plan, and lead outdoor leadership trips for AMTP teens including rock climbing, hiking, camping, etc.
- Run an integrated curriculum with 5th graders that weaves literature, experiential activities, and discussion to explore themes of conflict resolution, identity, perspective-taking, positive relationships, and stereotypes

### ***New Beginnings without Violence and Abuse***

### **Advocate**

AmeriCorps Victim Assistance Program (AVAP), Laconia, NH

Sep. 2015 – Sep. 2016

- Provide crisis intervention for victims/survivors of domestic and sexual violence; facilitate a support group for victims of domestic violence; organize New Hampshire Clothesline Project to raise awareness of domestic/sexual violence
- Assist survivors and shelter guests through court advocacy, forensic interview, hospital support, and safety planning
- Meet one-to-one and aid clients in re-establishing themselves through housing, financial empowerment, and connecting with other agencies' services (ie counseling, legal aid, child care, rent/utility assistance, etc.)

### ***World Learning's Experiment of International Living***

### **Group Leader**

Costa Rica

Jun. 2015 – Aug. 2015

- Co-lead a group of 13 high school students to Costa Rica for one month including a 2 week homestay
- Support students' experiential learning through group discussions and activities to reflect on cultural differences, adjustment, and our themes of biodiversity, ecology, and sustainability
- Coordinate logistics and handle issues with in-country leaders and homestay families and community

### ***Philadelphia and Doylestown Rock Gyms***

### **Instructor**

Oaks and Doylestown, PA

Jul. 2014 – Aug. 2015

- Teach introductory climbing lessons for up to 8 people of all ages and conduct belay and boulder tests;
- Assistant-coach DRG's middle and high school competitive climbing team of 20 kids
- Belay, organize games, and oversee parties and groups of up to 30 kids aged 3-18
- Check-in members and manage climbing shop and rental equipment; manage cash register

## EDUCATION

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### ***Smith College***

### **B.A. in Mathematics and Portuguese and Brazilian Studies**

Graduate Cum Laude, Phi Beta Kappa, GPA: 3.9

Aug. 2010 – May 2014

- School of International Training semester abroad in Brazil focusing on social justice and sustainable development

### ***Rotary International Youth Exchange***

Sep. 2009 – Jul. 2010

- Spent one year after high school in Machala, Ecuador living with a host family and attending high school

## CERTIFICATIONS AND SKILLS

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Highly proficient in Spanish and Portuguese; Certified in Social Justice Mediation and Nonviolence Crisis Intervention; Wilderness First Responder; MS Word, Excel, PowerPoint, SolidWorks, LaTeX, Mathematica, R

# Madison Lightfoot

## **CAREER OBJECTIVE**

To obtain a position that allows me to combine my extensive knowledge of NHCADSV and its 13 member programs with my strong communication skills to mobilize the greater community in an effort to combat domestic and sexual violence.

## **WORK EXPERIENCE**

### **NH Coalition Against Domestic & Sexual Violence**

*February 2017- Present*

#### **Communications Specialist**

- Develop and implement a communications plan for NHCADSV.
- Serve as initial point person for general media inquiries to NHCADSV and coordinate response to media requests, including crisis communications.
- Create awareness of NHCADSV, member programs, and the issues of sexual and domestic violence, child abuse, stalking, and human trafficking.
- Manage statewide public awareness campaigns and coordinate NHCADSV's participation in regional and national public awareness efforts.
- Ensure consistent messaging across all communications materials.
- Produce press releases, speeches, newsletters, annual reports, and public awareness materials.
- Work with the Public Policy Specialist to expand NHCADSV's grassroots network, to produce legislative updates and action alerts, and to promote public policy initiatives and campaigns.
- Work with the Development Director to plan and promote events and to assist with donor communications.
- Provide training and technical assistance to member programs on public relations, communications and media advocacy.
- Prepare and support NHCADSV's senior staff to act as spokespersons.
- Manage and evaluate NHCADSV's website and social media platforms.
- Monitor current events and keep staff, the board of directors, and member programs updated on relevant media stories.

### **New Hampshire Coalition Against Domestic & Sexual Violence**

*June 2016 – February 2017*

#### **Training & Programs Coordinator**

- Work collaboratively with the Public Policy and Communications Departments to foster relationships with community members, develop outreach materials, oversee NHCADSV social media activity and other external communications
- Coordinate, create, and disseminate resources to member programs and Sexual Assault Nurse Examiners, including quarterly newsletters, website maintenance, biweekly training and resources updates and population-specific factsheets
- Develop and implement the concept, marketing strategy, outreach materials and comprehensive toolkit for Granite State RESPECT Week
- Coordinate and assist with the ongoing implementation of current NHCADSV programs including the Sexual Assault Nurse Examiner program, the Family Violence Prevention Specialist program and the Trauma Informed Services program
- Assist with coordination of regular Participating Member Council (PMC) meetings including meeting announcements, materials, recording minutes and communicating regularly with PMC members

**Haven – Portsmouth, NH**

*2015 - Present*

**Client Services Advocate**

- Assisted in the development and implementation of HAVEN's outreach efforts during Sexual Assault Awareness Month 2016
- Provide short-term support and assistance to victims, survivors and others affected by domestic and sexual violence
- Serve on the agency hotline as well as provide in-person support at the agency offices and Shelter, Child Advocacy Centers, local hospitals, police stations, and courts
- Directly support survivors in a time of crisis by listening to their needs, providing information, reviewing safety planning, and connecting them with the resources
- Support and empower clients during various stages of healing

**ROC USA, LLC – Concord, NH**

*2014*

**Image intern**

- Managed company social media sites
- Created comprehensive management guide for community leaders
- Implemented marketing strategy
- Designed system for updating community profiles
- Reached out to community members to assess their experience with ROC USA
- Wrote grant applications and received full funding for all submissions
- Wrote news pieces for community website

***EDUCATION***

**University of New Hampshire, Durham, NH**

Double Major in Social Work and Women's Studies

Double Minor in Psychology and Race and Ethnic Studies

Graduated 2016



## **New Hampshire Coalition Against Domestic and Sexual Violence**

### **Job Description: Executive Director**

The New Hampshire Coalition Against Domestic and Sexual Violence (NHCADSV) creates safe and just communities through advocacy, prevention and empowerment of anyone affected by sexual violence, domestic violence and stalking.

The above mission is accomplished by the Coalition, which includes 13 independent community-based member programs, a Board of Directors and a central staff working together to: 1) Influence public policy on the local, state and national levels; 2) Ensure that quality services are provided to victims; 3) Promote the accountability of societal systems and communities for their responses to sexual violence, domestic violence and stalking; 4) Prevent violence and abuse before they occur.

**Job Objective and Summary:** Direct and lead a statewide organization that is a national leader in the movement to end violence against women. Effectively supervise staff in their function to provide funding, training, technical assistance, public policy advocacy, community outreach and development, and forums for resource sharing and networking of the NHCADSV in line with its mission, strategic plan and community needs.

#### **Job Functions:**

##### **1. Advance the collective vision and strategy of the Coalition**

- Oversee the development and implementation of a broad-based strategic plan;
- Work cooperatively with the Board of Directors to provide vision and direction for the organization;
- Clearly communicate the vision and strategy to others.

##### **2. Manage the organization toward accomplishment of the vision and mission**

- Provide supervision and support to staff management;
- Lead staff team effectively, especially through times of change;
- Conduct performance assessments in a manner that supports achievement of the organizational mission and goals.

##### **3. Provide entrepreneurial and sound fiscal leadership**

- Work with staff, board and member programs to develop strategies to increase and diversify the Coalition's revenue;
- Oversee all fiscal systems to ensure financial soundness and compliance;
- Lead long-term fiscal planning;
- Plan for communications needs around new sources of funding.

##### **4. Act as chief communications leader and strategist**

- Act as content expert, supporting policy staff and working directly with state and national policymakers;
- Act as chief media contact for the Coalition;
- Set the tone and lead expectations in internal and external communications;
- Act as primary representative with external stakeholders;
- Working with staff team, build marketing and communications systems for the organization.

##### **5. Strive for and promote best practices in all programs.**

- Monitor the quality and effectiveness of all programs and work with staff and member organizations to develop strategies for improvement;
- Develop relationships and collaborations with local, state and national partners to ensure access to current best practices in the field;

- Work with member organizations to incorporate direct service and prevention best practices in New Hampshire;
- Identify best practices being developed in New Hampshire and promote them in the state and in national networks.

**Minimum Requirements:**

- Professional experience with, and an understanding of sexual violence, domestic violence and stalking issues, and a demonstrated commitment to anti-oppression work and ending violence against women.
- Demonstrated ability to manage a large nonprofit organization, including a demonstrated ability to successfully manage complex, multi-faceted and political relationships.
- Bachelor's Degree required, Master's Degree preferred, with at least 5 years experience managing staff

**Preferred Skills:**

- Strong leadership, administrative, negotiation, grant-writing, presentation and networking skills.
- Outstanding facilitation and group management skills, including the ability to synthesize diverse opinions to support efficient decision-making.
- Superior staff development and supervision skills.
- Excellent oral and written communication skills.
- Sustained success in planning, organizing and implementation of strategic initiatives.
- Demonstrated fundraising history that includes generating new revenue.

**Physical and psychological demands:** The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Must be physically and mentally capable of performing multiple tasks (such as phone calls, computer work, attending meetings) under stressful situations and able to consistently function well in a fast paced environment.
- Must be capable of using a visual display terminal with keyboard; repetitively use his/her wrist, elbow and shoulder.
- Must be able to talk and hear.
- This position is located in Concord, NH. Frequent travel will be required, including statewide and national travel.

**Disclaimer**

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The NH Coalition is an Equal Opportunity Employer and is committed to hiring and employing diverse staff. We strongly encourage people of diverse racial, gender, and ethnic identities and abilities to apply.

**For Human Resources Only**

Job Category	Director
Exempt/Nonexempt	Exempt
This is a full time position	Full time: 40 hours per week
Supervisor	Board of Directors
Department(s)	N/A

Last Revised

August 2013

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Job Description: Program Director**

The New Hampshire Coalition Against Domestic and Sexual Violence (NHCADSV) creates safe and just communities through advocacy, prevention and empowerment of anyone affected by sexual violence, domestic violence and stalking.

The above mission is accomplished by the Coalition, which includes 13 independent community-based member programs, a Board of Directors and a central staff working together to: 1) Influence public policy on the local, state and national levels; 2) Ensure that quality services are provided to victims; 3) Promote the accountability of societal systems and communities for their responses to sexual violence, domestic violence and stalking; 4) Prevent violence and abuse before they occur.

**Job Objective and Summary:** Provide leadership and oversight in the development and administration of member services, training and technical assistance, statewide programs and other special projects of the NHCADSV in line with its mission, strategic plan and community needs.

**Essential Functions:**

- Develop, implement and direct statewide programs and projects of NHCADSV in response to member program and community needs.
- Recruit, manage, and evaluate program staff to ensure successful implementation of statewide programs.
- Serve as key staff liaison to the NHCADSV member programs by identifying and facilitating training and technical assistance related to direct services.
- Coordinate work of the Participating Member Council.
- Manage statewide training and technical assistance activities of the NHCADSV for stakeholders.
- Participate on the NHCADSV Leadership Team to further the mission of NHCADSV and to implement strategic plans.
- Work with Executive Director and Leadership Team to secure funding for existing statewide programs, and develop and implement new programs and special projects.
- Direct implementation of NHCADSV Program Standards and Compliance Monitoring.
- Keep all stakeholders informed of relevant activities of programs.
- Serve on statewide committees and advisory boards to improve multidisciplinary responses to sexual violence, domestic violence and stalking.
- Direct the statewide prevention initiatives of NHCADSV, including primary prevention.
- Develop and implement evaluation methods for statewide programs and special projects.

**Minimum Requirements:** Bachelor's Degree. Demonstrated program and organizational development skills. At least five years of management and supervisory

experience in a dynamic and complex organization.

**Preferred Skills:** Excellent oral and written communication skills with strong interpersonal and networking abilities. Creativity, professionalism, ability to communicate with diverse audiences, and system collaboration experience. Experience with domestic and sexual violence advocacy and prevention, and providing services to victims.

**Physical and psychological demands:** The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Must be physically and mentally capable of performing multiple tasks (such as phone calls, computer work, attending meetings) under stressful situations and able to consistently function well in a fast paced environment.
- Must be capable of using a visual display terminal with keyboard, repetitively use his/her wrist, elbow and shoulder.
- Must be able to talk and hear.
- This position is located in Concord, NH. Occasional travel, primarily in state.

**Disclaimer**

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The NH Coalition is an Equal Opportunity Employer and is committed to hiring and employing diverse staff. We strongly encourage people of diverse racial, gender, and ethnic identities and abilities to apply.

**For Human Resources Only**

Job Category	Director
Exempt/Nonexempt	Exempt
This is a full time position	Full time: 40 hours per week
Supervisor	Executive Director
Department(s)	Programs
Last Revised	May 2015

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Job Description: Training and Programs Coordinator**

The New Hampshire Coalition Against Domestic and Sexual Violence creates safe and just communities through advocacy, prevention and empowerment of anyone affected by sexual violence, domestic violence and stalking.

The above mission is accomplished by the Coalition, which includes 13 independent community-based member programs, a Board of Directors and a central staff working together to: 1) Influence public policy on the local, state and national levels; 2) Ensure that quality services are provided to victims; 3) Promote the accountability of societal systems and communities for their responses to sexual violence, domestic violence and stalking; 4) Prevent violence and abuse before they occur.

**Job Objective and Summary:** Coordinate and provide support for the Program efforts of the NHCADSV and its member programs.

These primary job functions will be performed at the Coalition's office in Concord, NH. The employee must have access to reliable transportation to and from work. Frequent travel may be required throughout New Hampshire as necessary.

**Essential Functions:**

- **Programs Coordination**
  - Coordinate and assist with the ongoing implementation of current NHCADSV programs including the Family Violence Prevention Specialist Program, Trauma Informed services, and other special projects and initiatives.
  - Coordinate and assist with committees/collaborations that involve current programs of NHCADSV.
- **Member Program Outreach**
  - Assist with coordination of regular Participating Member Council meetings including meeting announcements, materials and recording minutes.
  - Coordinate, create, and disseminate resources to member programs.
  - Provide technical assistance to member programs on issues identified by the programs and per grant requirements.
- **Training coordination**
  - Coordinate and/or provide training for the AmeriCorps Victim Assistance Program, the Family Violence Prevention Specialist program, and other education opportunities.
  - Provide basic domestic violence and sexual assault trainings as necessary.
  - Develop and maintain a network of trainers for statewide training.
  - Develop online resources and training modules to support volunteer trainings facilitated by member programs.
  - Maintain data of trainings delivered and online modules accessed.
- **Additional administrative workflows:**
  - Provide data management assistance as needed
  - Maintain program files, mailing lists and correspondence

**Minimum Requirements:** Bachelor's Degree or equivalent experience.

**Preferred Skills:**

- Excellent organization skills, including the ability to follow through on projects and meet deadlines.
- Ability to take direction, work independently and as part of a team, and be self-motivated.
- Competent with electronic communication such as documents, forms, spreadsheets, and email.
- Ability to engage an audience in a formal training.
- Detail oriented
- Effective communicator
- Highly dependable
- An understanding of domestic and sexual violence issues, and multi-disciplinary approaches preferred.

**Physical and psychological demands:** The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Must be physically and mentally capable of performing multiple tasks (such as phone calls, computer work, attending meetings) under stressful situations and able to consistently function well in a fast paced environment.
- Must be capable of using a visual display terminal with keyboard, repetitively use his/her wrist, elbow and shoulder.
- Must be able to talk and hear.
- Must be able to climb multiple flights of stairs, and lift or move up to 50 pounds.

**Disclaimer**

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The NH Coalition is an Equal Opportunity Employer and is committed to hiring and employing diverse staff. We strongly encourage people of diverse racial, gender, and ethnic identities and abilities to apply.

**For Human Resources Only**

Job Category	Coordinator
Exempt/Nonexempt	Non Exempt
This is a full-time position	40 hours per week
Supervisor	Program Director
Department(s)	Programs
Last Revised	April 2017

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Job Description: Communications Specialist**

The New Hampshire Coalition Against Domestic and Sexual Violence (NHCADSV) creates safe and just communities through advocacy, prevention and empowerment of anyone affected by sexual violence, domestic violence and stalking.

The above mission is accomplished by NHCADSV which includes 13 independent community-based member programs, a Board of Directors and a central staff working together to: 1) influence public policy on the local, state and national levels; 2) ensure that quality services are provided to victims; 3) promote the accountability of societal systems and communities for their responses to sexual violence, domestic violence and stalking; 4) prevent violence and abuse before they occur.

**Job Objective and Summary:** Responsible for the development and implementation of NHCADSV's public communications. Works collaboratively with the Executive Director and Public Affairs Director to develop and implement communication strategies to broaden the impact of NHCADSV and its 13 member programs.

These primary job functions will be performed at NHCADSV's office in Concord, New Hampshire. The employee must have access to reliable transportation to and from work. The employee must be available on nights and weekends to respond to media requests, update social media platforms, and monitor news.

**Essential Functions:**

- Develop and implement a communications plan for NHCADSV.
- Serve as initial point person for general media inquiries to NHCADSV and coordinate response to media requests, including crisis communications.
- Create awareness of NHCADSV, member programs, and the issues of sexual and domestic violence, child abuse, stalking, and human trafficking.
- Manage statewide public awareness campaigns and coordinate NHCADSV's participation in regional and national public awareness efforts.
- Ensure consistent messaging across all communications materials.
- Produce press releases, speeches, articles, newsletters, annual reports, and public awareness materials.
- Work with the Public Policy Specialist to expand NHCADSV's grassroots network, to produce legislative updates and action alerts, and to implement and promote public policy initiatives and campaigns.
- Work with the Development Director to plan and promote events and to assist with donor communications.
- Provide training and technical assistance to member programs and the NHCADSV board of directors on public relations, communications and media advocacy.
- Prepare and support NHCADSV's staff to act as spokespersons.
- Manage and evaluate NHCADSV's website and social media platforms.
- Monitor current events and keep staff, the board of directors, and member programs updated on relevant news.



**Skill Requirements:**

- Significant experience in the field of communications or media.
- Demonstrated ability to communicate effectively with media and the public.
- Experience with crisis communications.
- Excellent interpersonal skills.
- Ability to work in a fast-paced environment.
- Demonstrated ability to successfully organize time and manage projects.
- Proficiency in website design and management and publishing programs.
- Understanding of current and emerging systems and best practices in social media.
- Demonstrated understanding of and commitment to domestic and sexual violence issues.

**Educational Level:** Bachelor's Degree or equivalent experience

**Physical and psychological demands:** The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Must be physically and mentally capable of performing multiple tasks (such as phone calls, computer work, attending meetings) and able to consistently function well in a fast paced environment.
- Must be capable of using a visual display terminal with keyboard, repetitively use his/her wrist, elbow and shoulder.
- Must be able to talk and hear.
- Must be able to climb multiple flights of stairs, and lift or move up to 25 pounds.

**Disclaimer**

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The NH Coalition is an Equal Opportunity Employer and is committed to hiring and employing diverse staff. We strongly encourage people of diverse racial, gender, and ethnic identities and abilities to apply.

**Position reports to:**

For Human Resources Only	
Job Category	Specialist
Exempt/Nonexempt	Exempt
This is a full time position.	40 hours per week

Supervisor  
Department(s)

Public Affairs Director

Last Revised

December 2017