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**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD
ATTORNEY GENERAL

JANE E. YOUNG
DEPUTY ATTORNEY GENERAL



February 26, 2019

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

REQUESTED ACTION

Authorize the Department of Justice (DOJ) to **retroactively** amend an existing subgrant with the Court Appointed Special Advocates of New Hampshire Inc. (CASA-NH), Manchester, NH (Vendor #156690-B001, Purchase Order Number 1063203), from the Federal Victim of Crime Act (VOCA) grant, approved by the Governor and Executive Council on May 12, 2017, item #73, by increasing the price limitation by \$184,658 from \$825,000 to \$1,009,658 effective March 1, 2019 through June 30, 2020 upon Governor and Executive Council approval. 100% Federal Funds.

Funding is available in State Fiscal Year 2019 and is contingent upon the availability and continued appropriation of funds in Fiscal Year 2020 as follows, with the ability to adjust encumbrances through the Budget Office between State Fiscal Years if needed and justified:

	<u>Current</u>		<u>Amended</u>	<u>Current</u>		<u>Amended</u>
	<u>Subgrant</u>	<u>Subgrant</u>	<u>Subgrant</u>	<u>Subgrant</u>	<u>Subgrant</u>	<u>Subgrant</u>
	<u>FY 2019</u>	<u>Increase</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>Increase</u>	<u>FY2020</u>
02-20-20-201510-5021	\$275,000	\$54,311	\$329,311	\$275,000	\$130,347	\$405,347
Victims of Crime Act						
072-500575, Grants Federal						
Total Subgrant Increase For FY 2019 and FY 2020:						<u>\$184,658</u>

EXPLANATION

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

VOCA was enacted by Congress in 1984 and it established the Crime Victims Fund. Fines paid by offenders of federal crimes are deposited into this Fund. Money from the Fund is

His Excellency, Governor Christopher T. Sununu
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then distributed to states for the benefit of victims of crime. In 2000, Congress placed a limit on the distribution of funds. Recently, the limit on the distribution of funds has been increasing. In FY 2013 the total limit was \$730 million, while in FY 2017 the total limit exceeded \$2 billion. Thus, all states, including New Hampshire, have received substantial increases in VOCA funds. DOJ is the receiving agency for VOCA funds in New Hampshire.

DOJ subgrants these funds to agencies providing direct services to victims of crime. VOCA requires the funds be distributed to agencies providing services in the fields of sexual assault, domestic abuse and crimes against children. For many years, DOJ has directed VOCA funds to certain core service providers.

This significant increase in VOCA funds presents an important opportunity for New Hampshire and for the many dedicated organizations and individuals who work with victims of crime. Following a careful analysis, DOJ has determined that a portion of the increased VOCA funds should be allocated to existing core service providers. The distribution of the VOCA funds was based on a formula to ensure fairness, equality and, most importantly, sustainability to the current subgrantees. DOJ is also engaged in a Victims' Needs Assessment. The balance of the increase in VOCA funds will be distributed based on the results of this Needs Assessment.

CASA-NH was one such organization whose grant was increased. It is a core service provider for child victims in New Hampshire. These additional funds will provide support and advocacy for child victims in the court system and will allow CASA-NH to provide services such as reviewing cases of abuse and neglect as assigned by the courts as well as ensuring early intervention through advocacy.

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

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

Respectfully submitted,


Gordon J. MacDonald
Attorney General

#2287888

STATE OF NEW HAMPSHIRE
DEPARTMENT OF JUSTICE AND CASA
FIRST CONTRACT AMENDMENT

This amendment ("Amendment") is by and between the Department of Justice and the Court Appointed Special Advocates of New Hampshire, Inc.

WHEREAS, pursuant to an Agreement ("Contract"), the sum limitation of \$825,000 for services required upon the terms and conditions specified in the Contract, and in consideration of payment by the Department of Justice of certain sums specified therein;

WHEREAS, pursuant to the provisions of paragraph 20; Amendment, the Contract may be amended, waived or discharged by written instrument executed by the parties thereto;

WHEREAS, the Contractor and the Department of Justice have agreed to amend the Contract in certain aspects;

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

1. Amendment and Modification of Contract

a. Paragraph 1.8; Grant Limitation: Increase by \$184,658 from \$825,000 to \$1,009,658.

b. Delete Exhibit B Paragraph 3b. in its entirety and replace therein as follows:

The Subrecipient shall be awarded an amount not to exceed \$329,311 of the total Grant Limitation from 7/1/18 to 6/30/19, with approved expenditure reports. This shall be contingent on continued federal funding and program performance.

c. Delete Exhibit B Paragraph 3c. in its entirety and replace therein as follows:

The Subrecipient shall be awarded an amount not to exceed \$405,347 of the total Grant Limitation from 7/1/19 to 6/30/20, with approved expenditure reports. This shall be contingent on continued federal funding and program performance.

2. Effective Date of Amendment

a. This Amendment shall take effect upon approval of the Governor and Executive Council.

3. Continuance of Agreement

a. Except as specifically amended and modified by the terms and conditions of this Amendment, the Contract and the obligations of the parties hereunder, shall remain in full force and effect with the terms and conditions set forth herein. IN WITNESS WHEREOF, the parties set their hand as of the day and year first above written.



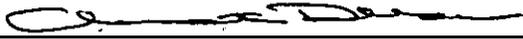
Court Appointed Advocates of New Hampshire

1-9-2019

Date

Notary Public or Justice of the Peace Acknowledgement:

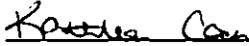
State of New Hampshire County of Hillsborough On Jan 9th 2019, before the undersigned officer, personally appeared the person identified as the Contractor, or satisfactorily proven to be the person whose name is associated with the Contractor and acknowledged that s/he executed this document in the capacity indicated.



Signature of Notary Public or Justice of the Peace

Christine Dubayme - Notary Public

Name and Title of Notary Public or Justice of the Peace

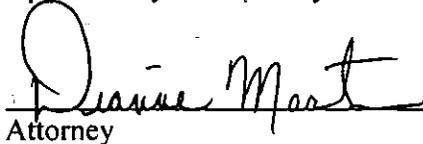


Kathleen B. Carr
Director of Administration

1-25-19

Date

Approved by the Attorney General (Form, Substance and Execution)



Attorney

1/30/19

Date

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

Business ID: 140761

Certificate Number: 0004368665



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 7th day of January A.D. 2019.

A handwritten signature in black ink, appearing to read "Wm Gardner".

William M. Gardner
Secretary of State

CERTIFICATE OF AUTHORITY

CORPORATE RESOLUTION

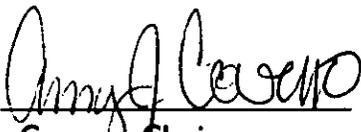
I, Amy Coven, hereby certify that I am the duly elected Chair of the Board of Directors of Court Appointed Special Advocates (CASA) of New Hampshire. I hereby certify the following is a true copy of a vote taken at the meeting of the Board of Directors/shareholders, duly called and held on January 9, 2019 at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Marcia Sink is President/CEO of Court Appointed Special Advocates of New Hampshire, Inc., a non-profit corporation organized under the laws of New Hampshire with principle offices located at 138 Coolidge Street, Unit 1, Manchester New Hampshire (CASA-NH"). Ms. Marcia Sink is duly authorized to enter into contracts or agreements on behalf of CASA of New Hampshire with the State of New Hampshire and any of its agencies or departments and is further authorized to execute any documents which may in her judgment be desirable or necessary to effect the purpose of the vote.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and she has full authority to bind the corporation. To the extent that there are limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

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

COURT APPOINTED SPECIAL ADVOCATES
OF NEW HAMPSHIRE, Inc.

By: 
Amy Coven, Chair

January 9, 2019



CASAOFN-01

LMICHALS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/08/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # AGR8150 Clark Insurance One Sundial Ave Suite 302N Manchester, NH 03103	CONTACT Lorraine Michals, CIC PHONE (A/C, No, Ext): (603) 716-2362 FAX (A/C, No): (603) 622-2854 E-MAIL addresses: lmichals@clarkinsurance.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED CASA of NH Inc. PO Box 1327 Manchester, NH 03102	INSURER A: Philadelphia Indemnity Ins Co NAIC # 18058	
	INSURER B: Wesco Insurance Company	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

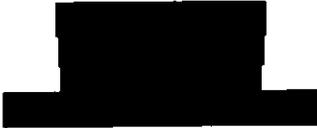
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WORD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK1822517	07/01/2018	07/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK1822517	07/01/2018	07/01/2019	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			PHUB507019	07/01/2017	07/01/2018	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WWC3357542	07/01/2018	07/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Re: Title VOCA Grant - Covering operations of the Named Insured during the policy period.

CERTIFICATE HOLDER State of NH Department of Justice 33 Capital St Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

Alicia Anne Connors



EXPERIENCE

- January 2018 to Present** **Program Manager, CASA NH.** Recruit and supervise CASAs for Lebanon, Newport, Claremont and Haverhill regions. Offer monthly group meetings for volunteers to advocates to deepen understanding of the CASA role and to offer support for their cases. Work collaboratively with DCYF, the courts and other agencies to work for the best interest of the child who has been abused and/or neglected.
- December 2014 to 2017** **Regional Coordinator for Guardians ad Litem, Windsor and Orange Counties, VT.** Recruit, train, support and provide outreach for 100+ guardians whose role is to advocate and empowerment to children in the judicial system. (part time)
- September 2014 to May 2015** **Co-Teacher, UVM Child Welfare Partnership, Burlington, VT.** Co-facilitated foster and adoptive children series of trainings in Hartford in coordination with Vermont DCF and UVM. (part time program offered twice yearly)
- November 2012- Sept. 2014** **Good Beginnings of Sullivan County, Claremont, NH. Parent Educator.** Provide education, resources, supervised visitation to parents and vulnerable children in NH using *Growing Great Kids* curriculum and other parenting tools.
- April 2011 to April 2012** **Irish Pastoral Centre, Dorchester, MA. Executive Director.** Manage non-profit with mission to serve Boston Irish immigrant population. Program oversight of two senior programs, mom & tot program, immigration and advocacy program, prisoner visitation, family and social outreach, bereavement group, pre-Cana group, jobs and housing. Fiscal management of budget of \$400,000; overall fundraising, events management, report to funders such as the Department of Foreign Affairs in Ireland; supervision of staff of 5 and volunteer corps of 75; facility management.
- July 2008 to April 2011** **WISE (Women's Information Service), Lebanon, NH. Development Director.** Develop long-range plan, short-term goals and strategies to meet the financial goals with Board members and Executive Director. Seek sources of new funding and apply for federal, state, United Way, and private foundation grants; design and implement direct mail program, special events and major gifts to increase revenue. Commit to social change activism and critical thinking regarding the root causes of violence against women and violence in our community.
- 1979 to 2008**
Sept. 2006-Dec. 2008 Advancement professional for numerous non-profits
GREEN MOUNTAIN HORSE ASSOCIATION, Woodstock, VT.
Campaign Manager.
- April 2008-Dec. 2008** **HARVARD DIVINITY SCHOOL, Cambridge, MA. Major Gifts.**

Alicia Anne Connors



EXPERIENCE

- December 2014 to present** **Regional Coordinator for Guardians ad Litem, Windsor and Orange Counties, VT.** Recruit, train, support and provide outreach for 50+ guardians whose role is to advocate and empowerment to children in the judicial system. (part time)

- September 2014 to May 2015** **Co-Teacher, UVM Child Welfare Partnership, Burlington, VT.** Co-facilitated foster and adoptive children series of trainings in Hartford in coordination with Vermont DCF and UVM. (part time program offered twice)

- Sept. 2005- June 2006** **THE PUTNEY SCHOOL, Putney, VT. Asst. Director of Development, Director of Annual Giving and Interim Director of Development.**

- August 2001-Aug. 2004** **DARTMOUTH COLLEGE, Hanover, NH. Director of Research.**

- October 2000-2001** **Senior Consultant for RPA, Inc., Williamsport, PA and Self-employed consultant.**

- August 1998-October 2000** **LEHIGH UNIVERSITY, Bethlehem, PA. Executive Director of Development Operations.**

- 1991-1998** **RADCLIFFE COLLEGE, Cambridge, MA. Director of Development Operations.**

- 1979-91** **HARVARD BUSINESS SCHOOL, Boston, MA.**
- 1989-91** **Consultant to Development Office and Baker Library.**
- 1985-89** **HBS Development Office.**
- 1979-85** **Development Information Coordinator.**
- 1979-85** **Gift Processing Coordinator.**

EDUCATION

- DARTMOUTH COLLEGE.** Hanover, NH.
Master of Arts Liberal Studies (MALS) Cultural Studies, 2010.

- BOSTON COLLEGE.** Chestnut Hill, MA.
Bachelor of Arts degree cum laude (1979) Double major in French and Sociology.
Attended Master's Program in Pastoral Ministry (2011-2012)

- UNIVERSITE de NICE.** Nice, France. Advanced Studies in French (1978) through University of Vermont Overseas Study Program.

- HARVARD UNIVERSITY.** Boston, MA.
Attend seminars for career development: Interpersonal Skills in Management; Development and Management of Human Resources, Technical Writing; Creative Criticism; Interviewing for Personnel Selection; Management Development Program.

LEHIGH UNIVERSITY. Bethlehem, PA.

Attend workshops: Interactive Management series; Managing as Mentors; Who Moved my Cheese; Learning the Institution; Intro to LUIR Systems; ACCESS; Dow Jones Interactive; Lexis-Nexis; BANNER; Powerpoint; Franklin Covey Time Management Program.

DARTMOUTH COLLEGE. Hanover, MA.

Attend seminars: Learning the Institution; Motivating Staff; Stephen Covey's Seven Habits for Highly Effective Leaders; Effective Presentations; Core Values training.

NON-PROFIT

Coalition for Irish Immigration Centres. Past Board member.
CARE, Atlanta, GA. Vt. Volunteer leader in 2014, 2015 to advocate on Capitol Hill on three top priorities: crisis in Syria and to end violence against women and for food safety. .

Past Volunteer for Selamta Project of Human Capital Foundation, Norwich, VT. Worked in orphanage in Addis Ababa, Ethiopia for 5 weeks. (2009)

ADDITIONAL

Board member, Vermont Foster Family Association (VFafa)
Former Foster Parent for 10 year old boy. Trained and licensed foster parent.

Former Bears Cub Scout Leader, Hartland, VT.

Upper Valley Leadership Institute, Certificate, 2011.

Certified in CPR/AED.

Past certification as domestic violence crisis line advocate.

Certified Aquatic Aerobics Instructor.

November 2004- Sept. 2005 SIMON PEARCE, INC.,
Quechee, VT and Hanover, NH. Retail Manager.

Child and Family Related Trainings

National Alliance of Children's Trust and Prevention Fund, 2013

v *Parental Resilience*

v *Knowledge of Parenting and Child Development*

v *Social Connections*

v *Social and Emotional Competence in Children*

Growing Great Kids (GGK)

v *40 hour training, 2013*

v *Integrated Strategies for Home Visiting Seminar, 2013*

Healthy Families America, (HFA) 2013

v *Preparing Moms for Birth and Beyond*

v *Keeping Babies Healthy and Safe*

v *Fostering Infant and Child Development*

v *Coaching and Positive Parenting Strategies*

v *Preventing Child Abuse*

v *Addressing Domestic Violence*

v *Optimizing Your Effectiveness as a Parent Educator*

v *Promoting Mental Health*

v *Recognizing Post-Natal Depression*

KIPS

v *Keys to Interactive Parenting Scale training*

Dartmouth Childcare Project, 2015

v *Completed 32 hours of training*

Strengthening Families Summit, 2013

Hardy Girls, Healthy Women, 2014

v *Moving Beyond Mean Girls*

University of Vermont, Child Welfare Training Partnership

v *First Steps: Foster Care training, 2011*

v *Foundations in Foster Care, 2012; Co-Facilitator in 2014, 2015*

v *Fostering Forever, 2013; Co-Facilitator in 2014, 2015*

v *Sexual Behavior in Children and Adolescents, 2013*

v *Professional Development Day: Circle of Courage, 2015*

Vermont Foster and Adoptive Family Association (VFAFA)

v *Attended Annual Conference in 2013, 2014, 2015*

**NH Department of Health and Human Services, Bureau of Drug
and Alcohol Services, 2014**

v *Families and Addiction*

Quit Now, 2013

v *Smoking Cessation and Intervention Training*

University of Massachusetts and Boston Housing Authority, 2013

v *Essentials for Healthy Home Practitioner's Course*

SHARP and Local Continuum of Care

v *Housing 101 for Service Providers, 2013*

WISE, 2011

Crisis Advocate Training and Certification

DHMC

v *Home Visitor Injury Prevention*

State of Vermont Division of Family Services

v *Zero to Six Conference: Applying the Developmental Perspective to
Achieving Safety for our Most
Vulnerable Children, 2015*

State of Vermont Judiciary, 2015

v *Discrimination*

v *Harassment in the Workplace*

v *Planning and Court Services Team Building and Recognition*

v *Sensational Customer Service*

v *Court Staff Communication*

v *Electronic Communications Policy*

v *Ergonomics*

v *Judge/Clerk Relationship*

v *Emergency Procedures*

v *Other Emergencies*

v *Code of Conduct*

- ✓ *Navigating VTHR*
- ✓ *Personal Safety and Security*
- ✓ *GAL Role in Juvenile Delinquency and Jurisdiction of Older Youth*

CARE

- ✓ *Attended National Conference in Washington DC and lobbied Congress 2012, 2014, 2015, 2016*

Save the Children

- ✓ *Attended National Conference in Washington DC, 2013*

Winter 2018

Angela Delyani



Qualifications

- Skilled Professional: Over 10 years experience in advocacy, fundraising, sales, and administration
- Extensive experience with Volunteer Coordination, assisting directors and participants to implement community service and fundraising activities
- Experienced success in building positive and lasting professional relationships
- Experienced with creating, organizing, and maintaining multiple databases, including but not limited to communication and web response information
- Expert at setting an agenda, managing details, and organizing time and priorities
- Excellent computer skills, including Microsoft Office Suite, web based email and database systems, and Adobe

Professional Experience

Program Manager, Court Appointed Special Advocates (CASA) of NH 2017–
CASA of NH • Manchester, NH
Supervise volunteer advocates for children involved in abuse and neglect cases in NH

Project LAUNCH (Linking Actions for Unmet Needs in Children's Health) ACERT (Adverse Childhood Experience Response Team) Member 2016–
Manchester Community Health Center - Manchester, NH

- ❖ Serve on a collaborative, multidisciplinary team that is deployed to incidents in which children have been exposed to violence and/or trauma
- ❖ Help refer children and families to appropriate services subsequent to violence/trauma exposure
- ❖ Educate families with children about the long-term effects of violence/trauma on children
- ❖ Assist families in understanding the assessment and services of ACERT

AmeriCorps Victim Assistance Program (AVAP) Member 2013-2014
Monadnock Center for Violence Prevention • Keene, NH
Direct service advocacy for people involved in domestic violence situations

- ❖ Crisis counseling
- ❖ Safety planning
- ❖ Order of protection petition assistance
- ❖ Accompany and support survivors in court
- ❖ Shelter Assessment

Court Appointed Special Advocate (CASA) • Nashua, NH 2001-2017
CASA of NH • Manchester, NH
Advocate for children involved in abuse and neglect cases in NH

- ❖ Gather information from parties related to the case
- ❖ Prepare court reports outlining the best interest of the child(ren)
- ❖ Attend court hearings and speak to the judge and all parties to advocate for the best interest of the child(ren)
- ❖ Participate in community outreach and volunteer training

Master Certified Integrative Coach/Certified Strategic Attraction Coach • Hollis, NH 2001-2010
❖ Using the Ford Institute for Integrative Coaching Blueprint and the Strategic Attraction Planning process, guide clients to achieve objectives

Communication Manager/Volunteer Coordinator 2001-2006
Ford Institute for Integrative Coaching (FIIC) • San Diego, CA (Remote)
❖ Responded to community and participant phone and email communication
❖ Maintained community and participant email database and website security levels
❖ Assisted participants, coaches, and community members with website issues

- ❖ Remained attentive to the community while remaining keenly aware of the importance of integrity in responding to debbie@debbieford.com emails
- ❖ Assisted the staff in identifying the areas of communication within the organization so that communication flowed more smoothly
- ❖ Contributed to the development of the procedure for coaches to work with clients on medication in therapy
- ❖ Developed and enhanced the volunteer/staff matching procedure to ensure that it was in the highest interest of the Institute, the volunteer and staff, to be sure that the volunteers' expertise was allocated properly and that they were recognized and encouraged to grow
- ❖ Administered the Integrative Coaching Training Program final exam and distributed the results to staff and participants as appropriate

Program Participant – Integrative Coaching Training Program

2000-2001

***Executive Recruiter - Pharmaceutical and Biotech
Fortune Biomedical Group • Nashua, NH***

1996-2000

- ❖ Recruitment and placement of pharmaceutical scientists

***Field Manager - 5 New Hampshire Counties
American Heart Association, NH Affiliate • Manchester, NH***

1994-1996

- ❖ Coordinated and managed fundraisers and educational programs, including:
 - Heart Walk
 - Celebrity Dinner
 - Dance For Heart
 - Golf Tournaments.
- ❖ FY '94-'95: Top Affiliate Fund-raiser
- ❖ Provided leadership to volunteer staff - to 50 volunteers
- ❖ Presented at staff and community training sessions

Community Volunteer

American Heart Association, NH Affiliate
 Co-Chairperson, Dance For Heart Fundraiser, 1993
 Top Fundraiser, Dance For Heart Fundraiser, 1992, 1993, 1994, 1995
 NH Aids Foundation Information Line
 Chairperson, Fundraising Committee, 1992

Enrichment

Human Trafficking Conference – Apr 2014
 Advanced Victim Assistance Academy – Nov 2013
 Attorney General's Conference on Domestic Violence and Child Abuse – 2012, 2013, 2014
 Victim Assistance Academy – Mar 2013
 CASA Continuing Education Programs & Committees – 2001 - Present
 Strategic Attraction Coaching and Training Program – Sep. 2007 – Dec. 2007
 Wellness Committee Member, FIIC, 2002 - 2006
 Masters Program, FIIC, May 2002 – May 2003
 Workshop Assistant, 201 Integrative Training Coaching Program, FIIC, Oct. 2001
 Workshop Assistant, SPW, FIIC Apr. 2001, June 2001, 2002, Jul 2002, Sep 2002
 Mentor, 201 Integrative Coaching Training Program, FIIC, June 2001 – Jan. 2002
 Shadow Process Workshop (SPW), San Diego CA, FIIC, Jan. 2001, March 2002
 Integrative Coaching Training Program, (FIIC) 2000 - 2001

Education

B.S., Business Administration, expected completion: 12/17
 Capella University

A.A.S., Accounting
 NH Community College, Nashua, NH

BERNADETTE M. PLANTE

OBJECTIVE

To obtain a challenging full or part time position within the educational, childcare, or social services field that will fully utilize my diverse knowledge, education, and experience.

PROFESSIONAL PROFILE

Guardian Ad Litem, Court Appointed Special Advocate

- Excellent knowledge of Juvenile Court/Child Welfare System.
- Assisted in development of organizational policies for Guardian Ad Litem & Staff.
- Represented organization at both state and local level.
- Supervision and Training of professional development of staff.
- Member of the Senior Management Team.
- Up-to-date on current industry trends with staff recruiting and development experience.
- Proven track record for providing quality client assessment, counseling, and referrals.
- Experience in networking with local/state agencies and grant writing.
- Ability to work productively both independently or as a cooperative team member.
- Solid background in designing/Implementing new behavioral and vocational programs

Parent Child Mediation, City of Nashua, NH

WORK HISTORY

CASA (COURT APPOINTED SPECIAL ADVOCATE) OF NEW HAMPSHIRE (2001 - Present)

Senior CASA Supervisor (2008-Present)

- Court Diversion Program (2007-2009)
- Supervised Staff Supervisors in Colebrook, Berlin, Plymouth, Manchester and Nashua District and Family Courts to ensure effective service delivery to abused and neglected children.
- Acted as a liaison to all North Country, Lakes Region, Manchester and Nashua local offices of the Division of Children, Young and Families (DCYF).
- Developed and provided training standards for both Staff, Volunteers and Guardian Ad Litem.
- Conducted performance evaluations of Staff.
- Valuable Professional of the Senior Management Team.

Supervisor of Guardian Ad Litem (2001-2008)

- Recruited, screened, trained and supervised CASA Guardian Ad Litem Volunteers, providing 40 hour intensive training.
- Responsible for matching case's to appropriate Volunteer (all cases are abuse and neglect petitions filed through either District or Family Court).
- Co-managed all cases with volunteer, maintaining monthly supervision data in CASA database, provided data quarterly, or as needed, to Executive Director
- Ensured all Court Reports prepared by CASA/GAL are typed, edited, reproduced and delivered with the statutory time frames to court and all relevant parties.
- Acted as a liaison to Court Personnel.

NASHUA PASTORAL CARE CENTER INC, Nashua, NH (1996 -2001)

Emergency Assistance Outreach Director (1998 - 2001)

- Continuously handled a high-risk caseload, managed Annual Grants, and prepared statistical information for the United Way.
- Assisted in résumé writing and preparation for non-skilled working population.
- Developed job opportunities for professional, skilled, and non-skilled clientele.
- Represented organization as a public speaker at public relations events and fund-raisers.
- Managed 200 volunteers and coordinated annual Christmas Program, which served over 680 families.

Case Manager (1996 - 1998)

- Managed high-risk caseload working with women in recovery from addictions.
- Co-facilitated bi-weekly support group for women to empower and assist with integration into the community.
- Co-facilitated weekly parenting group for women in recovery.
- Facilitated educational, housing, and individual plans to become non-recipients of welfare.
- Developed close working relationships with educational personnel from local colleges, the City, and Welfare Department.
- Maintained up-to-date on local and state changes pertaining to welfare reform.

BIG BROTHERS/BIG SISTERS OF GREATER NASHUA, Nashua, NH (1996 - 1997)

Case Worker

- Handled caseload of 25 families and recruited/trained volunteers.
- Assisted in major fundraising projects and writing press releases.
- Provided sexual abuse prevention training to children, parents, and volunteers.
- Interviewed and screened adults and children for program eligibility.
- Aided in providing support groups for parents and volunteers, addressing parenting issues of elementary aged children to teenagers.
- Researched potential grant possibilities and represented organization at public speaking engagements.

EDUCATION

MELTON MOWBRY COLLEGE, Leicester, England

B.S. Degree Equivalent in Social Work & Child Welfare with additional post graduate study.

CONTINUING EDUCATION

NH Attorney General's Task Force Conference on Child Abuse & Neglect
 PSNH Conference on Electric Utility Service for Low-income Families
 Nurturing Families through Recovery, Coalition on Addiction, Pregnancy & Parenting
 Intake & Assessment; Division of Children, Youth & Families
 Working with Chronically Mentally Ill Patients, Manchester Mental Health
 Juvenile Court Process; Div of Children, Youth & Families
 Working with Sexually Abused Children; Division of Children, Youth & Families

Fetal Alcohol Syndrome, Rivier College, Nashua, NH
 Dynamics of Child Abuse and Neglect within the Family; Division of Children, Youth & Families
 Cultural Awareness, Rivier College, Nashua, NH
 Assessment & Case Planning, Big Brothers/Big Sisters of America
 Physical & Psychological Adolescent Changes
 Mediating Divorce, Child Parent Mediation
 Dealing with Domestic Violence
 Community Conference; Division of Children, Youth & Families

REFERENCES ARE AVAILABLE ON REQUEST

CAROLINE K. DELANEY, ESQ.

CDelaney@casanh.org

LEGAL EXPERIENCE

COURT APPOINTED SPECIAL ADVOCATES OF NEW HAMPSHIRE (CASA-NH) **Manchester, NH**
Staff Counsel **September 2016-Present**

Act as in-house staff counsel for CASA-NH staff and volunteers. Provide initial and on-going service training for staff and volunteers on the legal process in Abuse/Neglect (RSA 169-C), Termination of Parental Rights (RSA 170-C) and Mediated Adoption (RSA 170-B: 14) proceedings. Represent CASA-NH in court filing appropriate motions and memos of law. Review and edit reports submitted to Court by CASA-GAL's and prepare CASA-GAL's to testify as witnesses in court proceedings. Assist the President/CEO with personnel and other management issues including contract review.

New Hampshire Department of Revenue Administration (DRA) **Concord, NH**
Revenue Counsel **March 2014 - September 2016**

Served as general counsel to the DRA. Advised DRA Commissioner and administration on tax matters, and personnel issues. Managed all DRA litigation and represented DRA in administrative hearings. Managed DRA's administrative rule making process including testifying before legislative committees. Drafted and reviewed business contracts. Conducted department wide trainings.

Morrison Mahoney LLP **Manchester, NH**
Associate **January 2009 - February 2014**

Handled all aspects of varied insurance defense litigation including professional liability, premises liability and worker's compensation cases. Regularly advised insurance companies in the areas of New Hampshire insurance coverage and worker's compensation law.

Wiggin & Nourie, P.A. **Manchester, NH**
Associate **Sept. 2006 – Oct. 2008**

Attorney in Insurance Defense Practice Group. Attended hearings, mediations, depositions and drafted pleadings.

Law Office of John B. Schulte **Manchester, NH**
Staff Litigation Counsel **March 1998 - Sept. 2004**

Served as in-house trial attorney for Liberty Mutual Insurance Company. Represented Liberty Mutual insureds in automobile and premises liability cases in all state courts. Represented employers at the New Hampshire Department of Labor in worker's compensation hearings and appeals.

EDUCATION

Northeastern University School of Law
J.D. 1997

College of the Holy Cross
B.A. English 1991

OTHER EXPERIENCE

Community Family Life Services

Grant Administrator/Casemanager/Outreach Coordinator

Washington, D.C.

Aug. 1992 – May 1994

Administered Department of Housing and Urban Development grant. Supervised six grant casemanagers and coordinated referrals. Provided case management to homeless families living in CFLS' transitional housing program working towards achieving self-sufficiency. Provided case management to families living in Washington D.C. city shelters.

The Jesuit Volunteer Corp

Emergency Services Coordinator/ Advocate for the Elderly

Washington, D.C.

Aug. 1991 – June 1992

Served low income families and seniors volunteering for two Washington D.C. social service agencies, The Northwest Settlement House and Community Advocacy and Referral for the Elderly ("C.A.R.E.").

MEMBERSHIPS

New Hampshire Bar Association

New Hampshire Women's Bar Association

ERIN BOYLAN

Accomplishments

President of Family Support New Hampshire
SPARK NH Council Member - Vice Chair
Wellness and Primary Prevention Council
Positive Solutions for Families Trainer
Presenter at 2013 & 2017 Strengthening Families Summit
PIC Parent Advocate
National Child Passenger Safety Technician

Experience

Program Manager

August 2018 to Present
Manchester, NH

CASA of New Hampshire

- Supervise CASA GALs
- Review and approve court reports
- Represent CASA in court
- Plan and facilitate support groups for advocates
- Assist in facilitating new CASA training
- Work in the child's best interest

Family Support Service Coordinator

Jan 2012 to August 2018
Manchester, NH

Easter Seals Child Development & Family Resource Center

- Consults with Department of Health and Human Services, school personal, medical providers, and other local agencies to assist families in utilizing existing services and minimizing duplication.
- Acts as an advocate for and assists families in gaining services.
- Coordinates parent education, adult education, and other classes as needed.
- Evaluates, plans, designs, organizes, and directs program activities, either directly or through subordinates to meet the needs of the families served.
- Collaborate with other organizations to further the mission of the agency.

Lead Preschool Teacher

Sep 2008 to Dec 2011
Manchester, NH

Visiting Nurses Association

- Created and implemented developmentally-appropriate curriculum that addresses all learning styles.
- Promoted good behavior by using positive behavior interventions and supports method.
- Organized activities that developed children's physical, emotional, and social growth.
- Worked closely with center director, family support service coordinator, classroom teaching teams and other specialist.

Physical & Health Education Teacher

Aug 2006 to Jun 2008
Concord, NH

Bishop Brady High School

- Designs physical education and health curriculum in conjunction with department head.
- Maintained up-to-date lesson plans, and scope and sequence for all courses.
- Established positive relationships with students, parents, colleagues, and administrators.

- Kept accurate records of student performance, maintaining a confidentiality of student records and information at all times.
- Drafted letters of recommendation for students' college applications.

Paraprofessional

Dec 2005 to Jun 2006

Kimball School - Concord, NH

- Worked with special education staff and classroom teachers to implement and evaluate instructional programs and individual student progress.
Conducted small group and individual classroom activities based on differentiated learning levels.

Kindergarten Teacher

Aug 2002 to Aug 2005

The Learning Center at Concord Hospital

Concord, NH

- Used a variety of activities and instructional methods (songs, stories, media, structured games, art, outdoor activities etc.) to motivate and stimulate children's abilities
- Fosters cooperative social behavior through games and group projects to assist children in forming satisfying relationships with other children and adults.
- Observed and evaluated children's performance, behavior, social development, and physical health.
- Provided a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play.

Education

MS, Sports Administration Southern New Hampshire University - Manchester, NH Sports Administration	2012
BS, Elementary Education Elmira College - Elmira, NY Elementary Education	2002

Additional Work Experience

Assistant Cheerleading Coach Southern New Hampshire University - Manchester, NH	2014 -2016
Head Cheerleading Coach Plymouth State University - Plymouth, NH	2009 - 2013
Head Cheerleading Coach Bishop Brady High School - Concord, NH	2002 - 2008

Certifications

NH Early Childhood and Family Mental Health Intermediate Credential
 NH Early Childhood Teacher Level 3
 New York State Provisional Teacher Certification

JENNY A. SHEEHAN



(603) 617-7115 (work)

PROFESSIONAL EXPERIENCE

August 2001 - Present *C.A.S.A of NH, Guardian ad Litem Program Manager,
Dover, New Hampshire*

Supervise forty Court-appointed Guardians ad Litem from the Rochester, Dover and Ossipee District Courts in cases of child abuse/neglect. Responsible for volunteer recruitment and training, public speaking for the agency, and supervision of all volunteer Guardians ad Litem.

2000 - 2001 *Director, Seacoast Child Advocacy Center, Portsmouth,
New Hampshire*

Director of a countywide program specializing in the forensic interviews of abused/neglected children. Designed, implemented and oversaw facility and policies. Helped to organize countywide team including prosecution, law enforcement, D.C.Y.F., medical, therapists and other child advocates. Spoke to numerous area agencies, conducted fundraising activities, and wrote grant to sustain budget.

1995 - 2000 *Director, Victim Advocate Program,
Rockingham County Attorney's Office, Brentwood, N.H.*

Supportive liaison between victims of crime (and their families) and prosecutor, beginning with pre-indictment interviews. Interview victim for police, if necessary, and prepare for trial. Advocate for victim's input in all phases of criminal justice system, accompany victim through depositions, and court testimony and sentence/parole hearings. Address local groups, law enforcement via training and public forums.

1991 - 1995

***Child Protective Worker, N.H. Division for
Children, Youth and Families, Portsmouth, N.H.***

Investigated/assessed reports of sexual, physical and emotional abuse/neglect and violence. Interviewed victim(s), and perpetrator to evaluate risk to victim. Collected and documented evidence to support petition to court, and testified at all court hearings. Conducted hundreds of children, sibling, and family interviews. Located placements for children in alternative home or childcare facility if necessary. Worked closely with N.H. State Police, local police, therapists, schools, pediatricians and prosecutors.

1987-1989

***Finance Staff, Dukakis for President
Campaign, Chauncy Street, Boston, Mass.***

During primary and presidential campaign, traveled throughout the U.S. raising money and organizing high-dollar fundraising events for the Dukakis for President campaign.

1983 - 1987

***Coordinator, N. Y.S. Division for Youth,
Try on School for Boys, Johnstown, N. Y.***

Supervised staff of thirty employees in secure rehabilitative setting for repeat juvenile male offenders, ages 12-18. Managed a cottage of forty at-risk youths, conducted daily group counseling, prepared reports to Courts and advocated for youths at all Court hearings. Provided ongoing training of staff and conducted periodic staff performance evaluations.

1978 - 1983

***Juvenile Parole Officer,
N.Y.S. Division for Youth, Glens Falls, N.Y.***

Supervised aftercare/parole of fifty court-placed youths ages 12-19. Designed and enforced parole program for each, encompassing all educational, employment, counseling, health and legal requirements. Assessed youth's adjustment to family/community; revoked parole if necessary. Sought, evaluated and licensed foster homes as temporary or permanent placements.

EDUCATION

Skidmore College, Saratoga Springs, N.Y.
B.A., Sociology, Social Work. Cum Laude

References available upon request

Jerry Larson



Education:

High School: North Middlesex Regional High School; Townsend, Mass.
Graduated May 1971

College: Vermont Technical College; Randolph, Vermont.
Associates Degree in Civil Engineering
Graduated May 1973

Additional college:

North Eastern University; Boston, Mass.
Night Classes in structural design
Lowell Technical College.
Classes in computer programming

Training and seminars: (a partial list)

November 2000: completed 40 hour CASA volunteer training

2003 to 2005: worked with the Green Book Project in developing a co-occurrence protocol for abuse/neglect cases that also include domestic violence.

October 2004: New Hampshire Attorney General's conference on abuse and neglect.

October 2005: World Conference on Prevention of Family Violence, Banff Albert Canada; three day conference and training

May 2006 New Hampshire Attorney General's conference on Domestic violence; two day conference and training.

Work experience:

1973 to present, structural steel detailer and project manager for various construction projects.

Nov. 2000 to October 2004, CASA volunteer, acting as GAL in abuse/neglect cases out of Belknap County. Advocated for abused/neglect children in 12 cases.

September 2004 to present, CASA Program Manager of the North Country office of CASA of New Hampshire. The office is based in Colebrook, NH. This office has supervision responsibility for CASA assigned cases in Coos, and Carroll County's.

Jonelle Gaffney

Objective To obtain full time employment that would allow me the opportunity to continue to work with families and children in the social service spectrum by helping to assist in providing services to families in need.

Education Southern New Hampshire University - Manchester, New Hampshire
Bachelor of Arts in Psychology
Minor in Sociology, 2000-2004
Graduated Cum Laude

2002-2004: Treasurer of the National Honor Society for Psychology (PSI CHI)

Professional Experience

CASA of NH, Manchester, NH
(October 2009 to Present)
CASA Guardian Ad Litem Supervisor

- Responsible for the recruitment, training, and on-going supervision of volunteer guardian ad litem assigned to abused and neglected children in the court system.

Devereux Florida, Orlando, FL
(October 2008-September 2009)
Family Case Manager-Specialized Medical Unit

- Identified needs of and provided direct care services to families in meeting the specialized needs of medically involved or medically fragile children within the child welfare system
- Developed, implemented, and monitored family case plans and provided families with the necessary skills and motivation in order to meet the goals of the case plan to ensure child safety and well-being
- Determined the need for child removal, continued services, or termination of services based upon an expert child safety assessment
- Empowered and promoted self sufficiency of clients
- Wrote documents for the Court; including Shelter Petitions, Predisposition Reports, Judicial Reviews, Status Reports, and Case Plans
- Provided testimony to the Court and served as a liaison between the Department of Children and Families and the Court
- Provided clients with services, such as daycare and other referrals to community agencies for counseling and financial assistance
- Facilitated multi-disciplinary meetings to collaborate on ideas and suggestions to help families successfully meet the needs of their children
- Attended meetings with the legal department, foster care department, and the child protection team to make informed decisions regarding child safety and permanency planning
- Acted as a mentor to other workers within the service center

Devereux Florida, Orlando, FL
(June 2007-October 2008) Family
Case Manager

- Provided direct care services to families where some indicators of abuse, abandonment, or neglect issues have been identified
- Developed, implement, and monitored family case plans
- Determined the need for child removal, continued services, or termination of services based upon an expert child

- safety assessment
- Empowered and promoted self-sufficiency of clients
- Wrote documents for the Court; including Shelter Petitions, Predisposition Reports, Judicial Reviews, Status Reports, and Case Plans
- Provided testimony to the Court and served as a liaison between the Department of Children and Families and the Court
- Provided clients with services, such as lower cost daycare and other referrals to community agencies for counseling and financial assistance.
- Attended meetings with the legal department, foster care department, and the child protection team to make informed decisions regarding child safety and permanency planning

**Key Program, Inc., Methuen, MA
(September 2006-June 2007)
Assistant Program Supervisor**

- Assisted the program supervisor in managing residential facility, including staff supervision and ensuring clients' treatment goals and needs are being met. Monitor program organization, client files, scheduling, and general program maintenance
- Utilized techniques from the Crisis Prevention and Intervention Institute to facilitate the de-escalation of clients who are in crisis
- Provided twenty-four hour on call support to residential caseworkers in ensuring clients' and staff's safety
- Utilized the Situational Leadership Model in providing formal and informal supervision to direct care staff with regards to their performance and professional development
- Facilitated client referrals, intakes, and discharge meetings

**Key Program Inc., Methuen, MA
(May 2004-September 2006)
Residential Caseworker**

- Supervised children (aged 12-18) in a residential setting on achieving their treatment plan goals, documenting their stay, managing behavioral problems, implementing consequences, and helping clients develop positive social skills and life skills
- Worked directly with families of various ethnicities and backgrounds to understand the families different needs
- CPR, First Aid, and CPI Certified
- Attended multiple trainings focusing on family works, juvenile justice, 51A reporting, common diagnosis (bi-polar, multiple personality disorder, ADHD, and schizophrenia)

Specialized Trainings and/or Certifications

- Certified Family Services Counselor (March 2008)
- Specific trainings as they relate to the following: Health and Information and Accountability Act (HIPAA), Code of Ethics, Medical Neglect, Child Abuse Prevention, Early Childhood Trauma, Domestic Violence, Supervising Visits for Sexually Abused Children, Educational Trainings, Drug Abuse, and other various trainings as they relate to the field of child welfare.

References available upon request

Kathleen Devlin



SUMMARY: Friendly, self directed, organized professional with strong written and verbal-communication skills. Possesses significant administrative and social work experience with children/youth and families.

SKILLS: Microsoft Word; Excel; PowerPoint; Outlook and Internet Navigation.

CURRENT AND PAST ADMINISTRATIVE / SOCIAL WORK EXPERIENCE:

Supervision

- Directly supervise/train CASA/GAL volunteers that advocate for the best interest of children within the juvenile court system.
- Directly supervised/trained nine management staff and provided general oversight for thirty department staff/volunteers for health and nutrition services department.
- Directly supervised/trained twenty Parent Aide / MIMS staff.
- Directly supervised/trained twenty-eight Family Day Care Home Providers.

Management / Organization

- Manage assignment and monitoring of CASA/GAL cases for two counties.
- Managed six program budgets within health and nutrition program department.
- Facilitated all aspects of three national senior anti-hunger annual training conferences as part of national volunteer Board of Directors.

Social Work

- CASA/GAL casework supervision for court appointed child protective cases.
- Group facilitator for teen section of family centered group through school system.
- Parent Aide working directly with DCYF caseworkers, school officials, therapists, foster parents, parents, Guardians Ad Litem and other case related contacts.
- Family Day Care Protective Social Worker dealing directly with parents, Family Day Care Providers, MA DSS workers, schools, therapists and other professionals.

PROFESSIONAL EXPERIENCE:

**CASA of NH – Manchester, NH
Program Manager, Cheshire & Sullivan Counties**

2014 - Present

**Southern New Hampshire Services, Inc. – Manchester, NH
Director Community Health and Nutrition Services**

1997 – 2014

Jaffrey-Rindge School District – Jaffrey NH Families Matter Teen Group Facilitator	1996
Area Agency for Developmental Services of Greater Nashua, Inc. Community Projects Coordinator/Development Consultant	1994 – 1996
Monadnock Developmental Services – Keene NH Assistant Parent Aide Coordinator/Parent Aide	1991 -1994
Guild of St. Agnes Day Care Services – Worcester MA Family Day Care Coordinator / Protective Services Social Worker	1984 -1991
Montachusett Opportunity Council, Inc. – Gardner, MA Child Protective Supportive Services Social Worker	1984

EDUCATION:

Worcester State College – Worcester, MA Masters – Human Services Management	1991 – 1995
Anna Maria College – Paxton, MA Bachelor’s Degree - Social Work	1979 – 1983

Reference furnished upon

Katie E. Ronzano

EDUCATION

Colby-Sawyer College, New London, NH
Bachelor of Arts in Psychology, May 2002

EMPLOYMENT HISTORY

CASA of New Hampshire, Dover, NH

Program Manager

3/2018-Present

- Screens, trains and supervises approximately 35-45 volunteer CASA/GALs.
- Assists in recruitment of volunteers
- Assists in interviewing & screening volunteer applicants
- Assists in training of volunteers
- Responsible for matching cases to appropriate volunteer, according to the needs of the case & special skills or knowledge of the volunteers
- Co-manages all cases with volunteers
- Remains available to assigned volunteers for individual supervision on, no less than, a monthly basis.
- Maintains up to date monthly supervision data in CASA database
- Reports all monthly supervision data quarterly or, on an as needed basis, to the President/CEO
- Ensures all court case data and files are accurate and up to date
- Ensures that all court reports prepared by CASA/GAL's are typed, edited, reproduced & delivered within the statutory time frames to the court and all relevant parties.
- Coordinated case coverage during absence of volunteer or during process of assignment or reassignment.
- Conducts performance evaluations of assigned volunteers
- Assists in support groups for volunteers
- Assists in coordinating and attends in-service trainings on a rotating basis
- Acts as liaison to court personnel
- Acts as liaison to the local office of the Division of Children Youth & Families (DCYF)
- Meets regularly (minimum of once every two months) or as needed with the District Office supervisor of DCYF.

Liberty Mutual, Dover, NH

Disability Claims Case Manager, Short Term Disability

3/2015-3/2018

- For an assigned caseload of short-term disability claims, and in accordance with established procedures/protocols, apply appropriate contractual provisions, legal guidelines, and case management resources to make claim determinations.
- Communicate with claimants, employers, and various medical professionals to gather information regarding the application for, payment of, and ongoing management of short-term disability benefits.
- Evaluate and refer appropriate claims to risk management resources such as Vocational Rehabilitation, Managed Care, Fraud, Social Security, and Subrogation.

- Respond to various written and telephone inquiries, including eligibility, approval/denial determinations, status and continuation or closure of benefits.
- Calculate liability for claims, applying appropriate offsets such as social security, workers compensation, and third parties.
- Continually and accurately document system and claim files on actions taken. Establish future action plan and case direction.

Child and Family Services, Manchester, NH

1/2014-3/2015

Family Therapist/ISO Case Manager

- Responsible for managing cases referred to the program through the state Department of Children Youth and Families or the Department of Juvenile Justice Services.
- Complete and maintain case files consisting of clinical paperwork through assessments and ongoing documentation of services provided.
- Provide family counseling, couples counseling and individual counseling to identified client and their family members.
- Attend case specific meetings and appointments to include but not limited to: court hearings, IEP meetings, and treatment meetings.
- Develop individualized treatment goal plans and monitor progress of development toward goals.
- Make referrals to other programs as needed and maintain regular contact with those providers.
- Provide wrap-around case management services to families with high level of need.

Child and Family Services, Manchester, NH

2/2010-1/2014

Transitional Living Program Case Coordinator

- Provide individual case management to young adults ages 16-21 that are homeless or at risk of becoming homeless.
- Provide intense case management to 18-21 year old residents of transitional housing program.
- Manage daily functioning of transitional housing program containing up to 6 residents and 2 resident assistants.
- Perform outreach to local schools and agencies in order to spread knowledge of program availability.
- Assess applicants of program for motivation, skill level, and ability to achieve independence within program limitations.
- Monitor progress of residents in personal goal accomplishment and program requirements.
- Provide therapeutic intervention to residents as needed.
- Complete semiannual data collection of outcome measures regarding residents that leave the program.
- Recruitment and training of resident assistants followed by ongoing support and supervision of these providers.
- Organizing and conducting group activities (life skills) for TLP youth.
- Maintaining client records according to CWLA standards and funding source requirements.
- Complete agency forms and program reports to supervisors as requested.
- Attend regularly scheduled community networking meetings as a representative of the program.

Easter Seals, Nashua/Salem, NH

4/2007-2/2010

Administrative Case Reviewer

- Contracted by the Department of Health and Human Services in the State of New Hampshire, specifically the Division of Children, Youth, and Families and the Division of Juvenile Parole and Probation.

- Conduct administrative case reviews as required by the Federal Adoption and Safe Families Act of 1997 through facilitation of team meetings and case file reviews for all children and youth placed “out of their own home” by the State of NH, either in a foster home, relative home, or residential treatment facility.
- Complete case file reviews to ensure all necessary paperwork is on file and in compliance with time frames. Enter data from case file reviews in the state’s database for monthly reporting.
- Collaborated with contacts at various residential treatment facilities throughout the State of NH to coordinate administrative reviews with treatment team meetings.

Seacoast Mental Health Center, Exeter, NH

2005-2007

Adult Case Manager, Community Support Program

- Help assess a person's skills, strengths and needs in relation to the client’s goal for recovery through an individualized treatment plan.
- Provide both direct and indirect assistance to clients and their families, including: connecting clients to resources; helping to expand natural community supports; collaborating with network of providers; and provide transportation.
- Provide MIMS (mental illness management systems), which support and sustain a person's ability to manage psychiatric symptoms in order to work towards their own path to recovery.

Sweetser, Rockland, ME

2003-2005

Child Case Manager/Family and Community Support

- Assisting clients and/or families in identifying, linking to & coordinating appropriate services & community resources.
- Coordinating consistency among service providers.
- Identifying goals and developing individual service plans.
- Performing various assessment tools to determine level of functioning.
- Perform advocacy at court hearings, school and other meetings.
- Coordinating and facilitating meetings following the wrap-around structure.
- Monitoring progress by maintaining regular contact with families and others involved
- Provide individualized in-home support to families who have a child with behavioral challenges.
- Help families to develop action plans and support the follow through.
- Assist families in utilizing resources in the community.
- Work with families to develop crisis and safety plans.
- Provide supportive counseling to the child and family members surrounding identified needs.
- Assist families to develop behavior strategies that will help reduce family conflict and stress.

COMMUNITY SERVICE

Nurture and Nature Children’s Center, Newfields, NH

2 years

Officer, Board of Directors

Kristyn Bond



Professional Experience

CASA of NH

Program Manager
Manchester, NH

March 2018-Present

- Supervise CASA GALs
- Review and approve court reports
- Represent CASA in court
- Plan and facilitate support groups for advocates
- Assist in facilitating new CASA training
- Work in the child's best interest

State of New Hampshire

Division of State Police – Marine Patrol
Staff Development and Training Specialist
Gilford, NH

October 2017-March 2018

- Train and develop trainings for officers
- Recruit and hire new officers
- Maintain training records
- Research up to date training practice and theory
- Manage online trainings

University of New Hampshire

Center for Professional Excellence in Child Welfare
Training Specialist
Concord, NH

September 2014-October 2017

- Liaison to DCYF District Offices
- Write and research curricula
- Ensure DCYF staff are meeting training requirements
- Keep up to date on DCYF practice model and core beliefs
- DCYF Conference Committee member

- Youth Advisory Board member
- Youth Action Pool facilitator
- Lead on the annual DCYF Teen Conference
- Extensive networking and relationship building with stakeholders
- Extensive research in child welfare topics
- Trainer to child welfare staff
- Extensive research on adult learning theories
- Fundraising
- Data tracking and analysis for curricula development

Orion House

April 2014-September 2014

Program Director

Newport, NH

- Fiscal, administrative, educational, and clinical duties
- Oversaw all aspects of program management
- Supervised staff
- Provided counseling to residents and families
- Provided in-depth conflict resolution to staff and residents

Granite State College

Curriculum Specialist

Education and Training Partnership

January 2012-April 2014

Concord, NH

- Developed and edited all curricula for the program (online and face to face)
- Identified new areas of training and course development needs
- Extensive curricula writing
- Extensive research
- Identified and guide content experts in various curricula
- Collaborated with DCYF and various state bureaus
- Researched various learning methodologies
- Trained individuals how to become trainers
- Developed knowledge checks for courses using Kirkpatrick's levels of evaluation
- Remained up to date of key theories and practices within the field
- Ensured all curricula reflected DCYF best practice

New England College

Adjunct Instructor
Henniker, NH

January 2011-Present

- Courses taught: Juvenile Delinquency, Gang Culture, Overcoming Prejudice and Discrimination, and Deviance
- Write and develop curricula
- Teach college level students
- Ensure students are adhering to college level requirements
- Grade and evaluate assignments

Granite State College
Education and Training Partnership
Concord, NH

Contracted Trainer/Adjunct Faculty
Spring 2010-Present

- Train workshops for foster parents, adoptive parents, residential staff, and others
- Train a variety of courses on childhood trauma, challenging behaviors, the strength-based approach, the juvenile justice system, etc.
- Teach college level students
- Ensure students are adhering to college level requirements
- Grade and evaluate assignments

NFI North

Various Positions
December 2003-January 2012

NFI North
Bradford School
Bradford, NH

Program Director
September 2009-January 2012

- Fiscal, administrative, clinical, and educational duties
- Oversaw all aspects of program management
- Ensured the program was complying with the DOE and non-public school licenses
- Provided counseling to students and families
- Directly supervised all staff
- Chair of the NFI North Training Committee
- Trainer within the program and larger agency
- Taught classes when necessary
- Established and maintained experiential education opportunities for students
- Provided in-depth conflict resolution skills to students and staff
- Extensive report writing
- Ensured staff were meeting all training and educational requirements

NFI North
Midway Shelter
Bradford, NH

Program Director
January 2008-September 2009

- Fiscal, administrative, educational, and clinical duties
- Oversaw all aspects of program management
- Trainer within the Program and larger agency
- Provided in-depth conflict resolution to staff and residents
- Provided counseling to residents and families
- Directly supervised Assistant Program Director, Clinician, and Educational Coordinator
- Member of the NFI North Training Committee
- Extensive report writing
- Established and maintained experiential education opportunities for students
- Ensured staff are meeting all training requirements
- Provided solutions and guidance in all situations
- Graduate of the NFI North Leadership Academy
- Earned three separate agency awards

NFI North
Staff Development Partnership
Concord, NH

Training Coordinator
December 2006-January 2008

- Liaison to five DCYF District Offices
- Trainer of Related and Specialized trainings
- Created and maintained all training schedules and announcements
- Recruited, certified, and interviewed all current, and potential, members of the trainer pool
- Annual DCYF Conference committee member
- Oversaw all youth performance aspects of DCYF conference (including outreach, recruitment, coordination, and scheduling)
- Ensured DCYF staff are meeting training requirements
- Reviewed action plans, and give staff appropriate credit
- Earned award of recognition from larger agency

NFI North
Midway Shelter
Manchester, NH

Assistant Program Director
August 2005-December 2006

- Fiscal, administrative, and clinical duties
- Assisted Director in all program aspects
- Assisted Director with all of his duties
- Completed schedule for entire facility
- Oversaw Nutrition Management of program
- Oversaw petty cash and budgeting
- Provided in-depth conflict resolution to both staff and residents
- On call duties
- Assisted Director in the oversight of hiring/termination processes and disciplinary action
- Reviewed all paperwork sent to families, JPPO's, and courts
- Management team member
- Supervised Shift Supervisors and Direct Care counselors

- Conducted trainings at both program and agency levels
- Facilitated staff, management, and community meetings

NFI North
Midway Shelter
Manchester, NH

Family Service Worker
November 2004-August 2005

- Management team member
- On call duties
- “Counselor to the counselors”
- Liaison to families, JPPO’s, lawyers, and staff members
- Communicated daily with residents and their families
- Conducted family mediation
- Conducted, and oversaw, family education
- Coordinated all transportation
- Coordinated schedule
- Conducted treatment plan meetings
- Facilitated staff, and community, meetings
- Helped to run program while Director and Assistant Director were on vacation
- Supervised Direct Care Counselors

NFI North
Midway Shelter
Manchester, NH

Shift Supervisor
August 2004-November 2004

NFI North
Midway Shelter
Manchester, NH

Direct Care Counselor
December 2003-August 2004

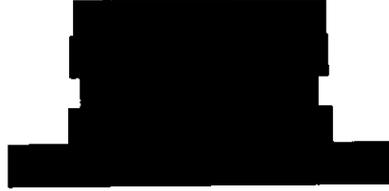
Education

Union Institute and University, Montpelier VT Master of Arts: Urban Sociology and Anthropology	August 2009
Keene State College, Keene, NH Bachelor of Arts in Sociology and Communication	2003
University of Ripon and York St. John, York England International Studies (Study Abroad Program)	Fall 2001

Additional Certifications, Awards, Memberships, and Achievements

- Certified Professional Trainer through ASTD
- Certified administrator of the Golden Personality Type Profiler
- Certified at the National Gang Crime Research Center's 2005 Gang Specialist Conference
- Presenter at the 2007, 2008, 2009, 2010, 2011, and 2012 NAFI Conferences
- Presenter at the 2006, 2007, 2008, and 2010 NFI North conferences
- Presenter at the 2008 and 2010 Annual NERSC Conferences
- Alpha Kappa Delta (Sociological Honors Society) 2003

MARCIA J. STANLEY/ALLISON



Objective

Seeking an opportunity within an organization where I may combine my leadership and management abilities with my legal knowledge and superior customer service skills to offer solutions to resolve complex matters.

Experience

CASA of NH – Manchester, NH (2009 – Present)

CASA Guardian Ad Litem Supervisor/Program Manager

Responsible for the recruitment, training, and on-going supervision of volunteer guardians ad litem assigned to abused and neglected children in the court system.

Center For English Studies - North Andover, MA (2008 - 2009)

Instructor - English as a Second Language

Teamed to develop and teach an English curriculum to an international community of students of varying ages and demographics.

Girls Incorporated of Greater Haverhill - Haverhill, MA (2005 - 2006)

Director of Child Care Services

Supervised a three person staff that provided direct care to girls aged 6 to 12, interviewed and hired staff/contract workers and managed the Department of Education's early education and nutritional contracts.

Eagle Tribune Publishing Company - North Andover, MA (2002 - 2004)

Editorial Assistant/Reporter

Generated two to three enterprise stories on a weekly basis across all subject areas through personal outreach and interviews, and was responsible for proofreading and copy editing.

Elder Services of the Merrimack Valley - Lawrence, MA (2001 - 2002)

Social Worker

Accountable for a large caseload of community work that included:

- Investigative reporting of elder abuse and neglect while assessing level of safety
- Preparing comprehensive written assessments and service plans for affected elderly clients
- Coordination of clients, service providers, court personnel and related professionals for the purpose of resolving abuse and neglect factors

Massachusetts Department of Children & Families - Haverhill, MA (1994 - 1999)

Social Worker

- Managed a caseload of 18 families providing supportive services, 45-day written assessments and working interventions through resolutions of child abuse and severe negligence issues
- Performed initial screenings and 10-day investigations of alleged abuse and neglect
- Led user-focused trainings and provided technical assistance for social workers and managers and was selected as office liaison for Family Net testing/training.

Education/Training/Computer Proficiencies

Bachelor of Social Work - Gordon College - Wenham, MA

Certificate in Paralegal Studies - Northern Essex Community College - Haverhill, MA
Approved by the American Bar Association

Word - PowerPoint - Excel - Outlook - LexisNexis

Community Volunteer

Camp Fireside, Incorporated - Barrington, NH
Board of Trustees - Chairperson

Responsible for board administration and support; program, product and service delivery; financial, tax, risk and facilities management; human resources management, community and public relations; fund raising and oversight of the alumni association.

References will be furnished upon request.

Molly Hill



Professional Profile and Work History

Title: Program Manager

Employer: CASA of NH: 2015-Present

138 Coolidge Ave, Manchester, NH

- Responsible to recruit, train, supervise and mentor approximately 40 volunteer advocates. The volunteers are appointed by Judges in the Family Court system to advocate for the needs and best interests of children in abuse and neglect cases.
- Address the needs of the CASA volunteers as they manage the varied demands of working with their children, families, the courts, schools, therapists and the State of NH attorneys and social workers employed by the Division for Children, Youth and Families.
- On a daily basis I mentor the volunteers by guiding them and reminding them of routine practices as well as problem solving the difficult issues.
- CASA of NH is a private non-profit which also requires that Program Managers act as ambassadors for CASA by speaking to interested civic and social organizations about our mission.

Title: Parent Aide

Employer: Child and Family Services: 2009-2015

464 Chestnut Street, Manchester, NH

- Work cooperatively with families throughout the reunification process with their child/ children
- Provide education to families including but not limited to: nutrition, nurturing skills, basic childcare, safety and age appropriate activities
- Work cooperatively with all member of the case, including: parents, children, attorneys, CASAs, CPSWs, therapists, and supervisors
- Attend FAIR meetings
- Attend and testify in court as requested by CPSW or CASA
- Document all visits and contacts throughout the case
- Create court reports summarizing documentation

Title: General Manager

Employer: Antics Grill and Games/Wilsett Corporation: 1998-2003

South Willow Street, Manchester, NH

- Recruitment of employees
- Manage 50+ employees and management staff
- Oversee 6,000+ square foot building, including all maintenance
- Comply with all state regulations
- Build relationships with local businesses
- Oversee accounts payable and receivable
- Make bank deposits and the management of money
- Provide profit and loss statements
- Create financial statements
- Schedule and oversee corporate functions
- Communicate with owners and investors of the business
- Create and manage advertising in the community

CASA Guardian ad Litem Casa of

NH, Manchester, NH 2001-2015

- Work professionally with all members of the case
- Advocate for the best interest of the child/children in court
- Create and submit court reports
- Visit with child/ children monthly
- Communicate with schools, doctors, therapists or any necessary professionals

Education

1992-1996 University of Central Florida, Orlando, FL

- Bachelors of Arts in Liberal Studies with a Minor in Communication

References

References are available on request.

Stephen G. Pruyn



Education

1994-1996 **M.S. in Environmental Education, Lesley College**
1983-1988 **B.A. in Mathematics, Amherst College**

Employment

2006-present **CASA Program Manager, CASA of NH**

- Supervise volunteer CASA GALs in Portsmouth and Brentwood Family Courts.
- Plan and organize monthly support groups for volunteers.
- Work as part of a training team to train new volunteers.
- Update database on all court cases.

2002-2006 **Leaders' Project Director, Dover Middle School**

- Work with teachers and administrators to plan and coordinate a wide array of after-school classes.
- Responsible to oversee US Department of Education grant.
- Plan and facilitate monthly Advisory board meetings to bring local youth organizations and school personnel together.

2000-2002 **Regional Coordinator, PlusTime NH**

- Coordinate technical assistance, training, networking meetings and grant research for out-of-school providers in Seacoast.
- Increase community awareness of the need for high quality out-of-school programs for a healthy community.
- Supervise AmeriCorps VISTA members in their role with programs.

References available on request

Tessa Dyer

Objective

Accomplished youth development professional with a proven ability to build and manage successful programs. Dedicated, caring, and career minded individual seeking fulfilling work in which I can make a positive difference in someone's life.

Professional Experience

June 2006 - Present CASA of NH Manchester, NH

Program Manager

Recruit, Train, and Supervise volunteers who serve in the Merrimack County Area as Guardian Ad Litem for abused and neglected children whose families are involved in the Court system.

May 2000 – June 2006 Concord Boys & Girls Club Concord, NH

Unit Director

Manage daily operation of a Club with an after-school membership of 100 children ages 6-12 and 6 part-time staff. Plan and implement programs and activities for children that foster a sense of belonging, usefulness, influence, and competence. Participate in meetings between school staff, parents, and other agencies regarding the well-being of children who are clients. Manage daily operation of a summer day camp program of 120 children and 23 staff. Compile weekly, monthly, and yearly statistical reports. Collaborate on several partnerships with other child serving agencies and schools. Assist in developing budgets for the overall program. Ensuring that operations stay within the budget.

- Increased Club membership from 40 to 100, with a daily attendance increase from approximately 20 children to 80.
- Formed a strong relationship with Even Start's ESL program, which increased the Club's participation in outreach to the refugee community in Concord.
- Collaborated with the Friends Program to match over 20 Club members with senior friends over the last two years.
- Created strong relationships with the families the Heights Unit serves

2000 Child & Family Services Manchester/Franklin, NH

Tracker

Tracking and supervision of adjudicated youth ages 11-17. Compile and present reports to juvenile probation officer regarding youth. Attend court hearings with youth and the juvenile probation officer.

1998 – 1999 Boys & Girls Club of the Nashville Area Nashville, NC

Program Director/Interim Unit Director

Manage Club operations of after-school and summer camp program. Compile weekly and monthly statistical reports. Direct involvement with daily activities for Club members

1994 – 1998 North Carolina Wesleyan College Rocky Mount, NC

Education

BA Justice Studies

Skills

Team player, self starter, energetic, mediation skills training, report writing, compassionate, Responding to Emergencies certified, CPR/AED for the Professional Rescuer, aggression awareness training, and S.O.L.V.E.

certified

Additional Information

Experience working with children with challenging behaviors, quick learner, self-starter, ability to work well in high stress situations, flexible, ability to work with a diverse population

S.A.M.
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**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD
ATTORNEY GENERAL



ANN M. RICE
DEPUTY ATTORNEY GENERAL

May 1, 2017

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 (DOJ) to enter into a subgrant with Court Appointed Special Advocates (CASA) Legal Services in the amount of \$82,000 from July 1, 2017 to June 30, 2019 and to enter into a subgrant with CASA of NH in the amount of \$825,000 from July 1, 2017 to June 30, 2020 from the Federal Fiscal Year 2015 Victim of Crime Act Grant for the purpose of funding Child Advocacy services that provide direct services to child victims effective upon Governor and Executive Council approval. 100% Federal Funds.

Funding is available in account number 02-020-020-201510-5021-072-500575, entitled "Department of Justice, Attorney General, Victims of Crime Act" FFY15 (Job #20VOC15A) upon the availability and continued appropriation of funds in future operating budgets as follows:

<u>Agency</u>	<u>Vendor #</u>	<u>Fiscal Year 2018</u>	<u>Fiscal Year 2019</u>	<u>Fiscal Year 2020</u>
CASA Legal Services	177165-B001	\$41,000	\$41,000	N/A
CASA of NH	156690-B001	\$275,000	\$275,000	\$275,000

EXPLANATION

The Department of Justice has been authorized to award subgrants, from the Victims of Crime Act grant program administered through the Federal Department of Justice, Office for Victims of Crime, for services that provide direct assistance to victims

of crime. The purpose of Court Appointed Special Advocates (CASA) is to provide support and advocacy for child victims in the court system.

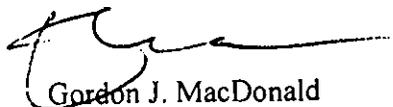
In 2016, CASA Legal Services, along with three other Legal Service entities, was a successful bid applicant to a Request for Proposal (RFP) for victim related legal service subgrants. This subgrant, in the amount of \$82,000, for Fiscal Year's 2018-2019 will allow CASA Legal Services to continue to provide legal services to cover abuse and neglect cases that are assigned to their organization by the New Hampshire court system.

Additionally, the DOJ is requesting to continue to fund CASA of NH, a core service provider for child victims in New Hampshire from Fiscal Year's 2018-2020. This subgrant, in the amount of \$825,000, will allow CASA of NH to continue services such as reviewing cases of abuse and neglect as assigned by NH Courts, ensuring early intervention through advocacy, and review of court reports.

In the event that federal funds become no longer available, general funds will not be required to support this request.

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

Respectfully submitted,



Gordon J. MacDonald
Attorney General

#1693712

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

FINANCIAL STATEMENTS

JUNE 30, 2017

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HESSION & PARE, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

62 Stark Street, Manchester, New Hampshire 03101
603-669-5477 FAX 603-669-0197

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Court Appointed Special Advocates of New Hampshire, Inc.
Manchester, New Hampshire

We have audited the accompanying financial statements of Court Appointed Special Advocates of New Hampshire, Inc. ("CASA") (a nonprofit organization), which comprise the statements of financial position as of June 30, 2017 and 2016, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of CASA'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.

To the Board of Directors
Court Appointed Special Advocates of New Hampshire, Inc.

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of CASA as of June 30, 2017 and 2016, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Hessum y Pare PC

November 6, 2017

COURT APPOINTED SPECIAL ADVOCATES OF NEW HAMPSHIRE, INC.

STATEMENT OF FINANCIAL POSITION

As of June 30, 2017
(with comparative totals for 2016)

ASSETS

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>2017</u>	<u>2016</u>
Assets					
Cash	\$ 533,345	\$ 4,862	\$ -	\$ 538,207	\$ 438,026
Endowment investments in cash	-	-	26,917	26,917	28,123
Endowment investments	-	93,830	455,252	549,082	466,597
Sponsorships receivable	6,500	-	-	6,500	612
Grants receivable	48,755	-	-	48,755	32,641
Contributions receivable	-	-	1,000	1,000	1,000
Prepaid expenses	7,995	-	-	7,995	9,267
Property and equipment, net	<u>1,140,910</u>	<u>-</u>	<u>-</u>	<u>1,140,910</u>	<u>1,181,318</u>
Total assets	<u>\$ 1,737,505</u>	<u>\$ 98,692</u>	<u>\$ 483,169</u>	<u>\$ 2,319,366</u>	<u>\$ 2,157,584</u>

LIABILITIES AND NET ASSETS

Liabilities					
Promissory note	\$ -	\$ -	\$ -	\$ -	26,943
Accounts payable	54,336	-	-	54,336	63,917
Accrued expenses	<u>84,567</u>	<u>-</u>	<u>-</u>	<u>84,567</u>	<u>79,884</u>
Total liabilities	<u>138,903</u>	<u>-</u>	<u>-</u>	<u>138,903</u>	<u>170,744</u>
Commitments (see Notes)					
Net assets					
Unrestricted	1,598,602	-	-	1,598,602	1,485,752
Temporarily restricted	-	98,692	-	98,692	54,194
Permanently restricted	<u>-</u>	<u>-</u>	<u>483,169</u>	<u>483,169</u>	<u>446,894</u>
Total net assets	<u>1,598,602</u>	<u>98,692</u>	<u>483,169</u>	<u>2,180,463</u>	<u>1,986,840</u>
Total liabilities and net assets	<u>\$ 1,737,505</u>	<u>\$ 98,692</u>	<u>\$ 483,169</u>	<u>\$ 2,319,366</u>	<u>\$ 2,157,584</u>

See notes to financial statements.

COURT APPOINTED SPECIAL ADVOCATES OF NEW HAMPSHIRE, INC.

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

For the Year Ended June 30, 2017

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>2017</u>
Public support				
Contributions	\$ 258,206	\$ -	\$ 36,275	\$ 294,481
Government grants	1,222,504	-	-	1,222,504
Fundraising events (net of costs \$80,614)	338,228	-	-	338,228
Private grants	202,203	-	-	202,203
Other income	25,427	-	-	25,427
In-kind donations	26,836	-	-	26,836
	<u>2,073,404</u>	<u>-</u>	<u>36,275</u>	<u>2,109,679</u>
Total public support				
Investment income, net of fees of \$5,115	5,115	45,004	-	50,119
Total public support and investment income	2,078,519	45,004	36,275	2,159,798
Net assets released from restrictions				
For satisfaction of program restrictions	506	(506)	-	-
Total public support, investment income and net assets released from restrictions	<u>2,079,025</u>	<u>44,498</u>	<u>36,275</u>	<u>2,159,798</u>
Expenses				
Program services	1,629,669	-	-	1,629,669
Supporting activities				
Management and general	128,077	-	-	128,077
Fundraising	208,429	-	-	208,429
Total expenses	<u>1,966,175</u>	<u>-</u>	<u>-</u>	<u>1,966,175</u>
Increase in net assets	112,850	44,498	36,275	193,623
Net assets, beginning of year	<u>1,485,752</u>	<u>54,194</u>	<u>446,894</u>	<u>1,986,840</u>
Net assets, end of year	<u>\$ 1,598,602</u>	<u>\$ 98,692</u>	<u>\$ 483,169</u>	<u>\$ 2,180,463</u>

See notes to financial statements.

COURT APPOINTED SPECIAL ADVOCATES OF NEW HAMPSHIRE, INC.

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

For the Year Ended June 30, 2016

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>2016</u>
Public support				
Contributions	\$ 268,162	\$ -	\$ 33,230	\$ 301,392
Government grants	1,024,758	-	-	1,024,758
Fundraising events (net of costs \$87,219)	317,022	-	-	317,022
Private grants	218,650	-	-	218,650
Other income	28,948	-	-	28,948
In-kind donations	28,120	-	-	28,120
Total public support	<u>1,885,660</u>	<u>-</u>	<u>33,230</u>	<u>1,918,890</u>
Investment income, net of fees of \$4,559	<u>17</u>	<u>5,138</u>	<u>-</u>	<u>5,155</u>
Total public support and investment income	1,885,677	5,138	33,230	1,924,045
Net assets released from restrictions				
For satisfaction of program restrictions	<u>25,599</u>	<u>(25,599)</u>	<u>-</u>	<u>-</u>
Total public support, investment income and net assets released from restrictions	<u>1,911,276</u>	<u>(20,461)</u>	<u>33,230</u>	<u>1,924,045</u>
Expenses				
Program services	1,433,258	-	-	1,433,258
Supporting activities				
Management and general	110,744	-	-	110,744
Fundraising	<u>199,042</u>	<u>-</u>	<u>-</u>	<u>199,042</u>
Total expenses	<u>1,743,044</u>	<u>-</u>	<u>-</u>	<u>1,743,044</u>
Increase (decrease) in net assets from operations	168,232	(20,461)	33,230	181,001
Nonoperating loss				
Loss on disposal of fixed asset	<u>(12,655)</u>	<u>-</u>	<u>-</u>	<u>(12,655)</u>
Increase (decrease) in net assets	155,577	(20,461)	33,230	168,346
Net assets, beginning of year	<u>1,330,175</u>	<u>74,655</u>	<u>413,664</u>	<u>1,818,494</u>
Net assets, end of year	<u>\$ 1,485,752</u>	<u>\$ 54,194</u>	<u>\$ 446,894</u>	<u>\$ 1,986,840</u>

See notes to financial statements.

COURT APPOINTED SPECIAL ADVOCATES OF NEW HAMPSHIRE, INC.

STATEMENT OF CASH FLOWS

For the Year Ended June 30, 2017
(with comparative totals for 2016)

	<u>2017</u>	<u>2016</u>
Cash flows from operating activities		
Change in net assets	\$ 193,623	\$ 168,346
Adjustments to reconcile change in net assets to cash provided by operating activities		
Depreciation	58,008	59,889
Realized and unrealized (gain) loss on investments	(34,193)	6,171
Bad debt (recovery) expense	-	(1,000)
Loss on disposal of fixed asset	-	12,655
(Increase) decrease in sponsorships receivable	(5,888)	4,408
(Increase) in grants receivable	(16,114)	(16,554)
Contributions restricted for long-term investment	(36,275)	(33,230)
Decrease in prepaid expenses	1,272	353
(Decrease) increase in accounts payable and accrued expenses	<u>(4,898)</u>	<u>57,406</u>
Net cash provided by operating activities	<u>155,535</u>	<u>258,444</u>
Cash flows from investing activities		
Decrease in endowment investments in cash	1,206	32,406
Proceeds from sale of investments	85,420	117,792
Purchase of investments	(133,712)	(194,737)
Purchase of property and equipment	<u>(17,600)</u>	<u>(34,827)</u>
Net cash used in investing activities	<u>(64,686)</u>	<u>(79,366)</u>
Cash flows from financing activities		
Repayments on promissory note	(26,943)	(12,040)
Contributions restricted for long-term investment	<u>36,275</u>	<u>33,230</u>
Net cash provided by financing activities	<u>9,332</u>	<u>21,190</u>
Net increase in cash and cash equivalents	100,181	200,268
Cash and cash equivalents, beginning of year	<u>438,026</u>	<u>237,758</u>
Cash and cash equivalents, end of year	<u>\$ 538,207</u>	<u>\$ 438,026</u>
Supplemental disclosure of cash flow information		
Cash paid for interest	<u>\$ 538</u>	<u>\$ 1,317</u>

See notes to financial statements.

COURT APPOINTED SPECIAL ADVOCATES OF NEW HAMPSHIRE, INC.

STATEMENT OF FUNCTIONAL EXPENSES

For the Year Ended June 30, 2017
(with comparative totals for 2016)

	<u>Program Services</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>2017</u>	<u>2016</u>
Payroll					
Salaries and wages	\$ 1,020,168	\$ 80,254	\$ 130,475	\$ 1,230,897	\$ 1,057,296
Payroll taxes	<u>77,415</u>	<u>6,090</u>	<u>9,901</u>	<u>93,406</u>	<u>79,649</u>
Total payroll	1,097,583	86,344	140,376	1,324,303	1,136,945
Other					
Insurance	114,975	9,045	14,705	138,725	140,015
Training	61,462	4,835	7,861	74,158	33,286
Depreciation	48,077	3,782	6,149	58,008	59,889
Travel	43,735	3,440	5,593	52,768	44,509
Office expense	43,177	3,272	5,522	51,971	67,206
Professional fees and contract labor	43,061	3,387	5,507	51,955	36,111
Service contracts	37,800	2,974	4,835	45,609	58,552
Rent	32,640	2,568	4,174	39,382	41,139
Repairs and maintenance	23,601	1,857	3,019	28,477	42,679
Telephone	16,170	1,272	2,068	19,510	19,802
Bank fees	12,129	954	1,551	14,634	9,155
Postage	11,060	870	1,415	13,345	14,871
Dues, memberships and subscriptions	10,434	821	1,335	12,590	8,840
Utilities	9,006	708	1,152	10,866	9,531
Meals and entertainment	7,903	622	1,011	9,536	6,855
Printing	7,550	594	966	9,110	2,790
Gifts and promotions	5,796	456	741	6,993	7,836
Conferences and meetings	2,007	158	257	2,422	1,970
Advertising	1,057	83	135	1,275	746
Interest expense	446	35	57	538	1,317
Bad debt (recovery) expense	-	-	-	-	(1,000)
Total other	<u>532,086</u>	<u>41,733</u>	<u>68,053</u>	<u>641,872</u>	<u>606,099</u>
Total expenses	<u>\$ 1,629,669</u>	<u>\$ 128,077</u>	<u>\$ 208,429</u>	<u>\$ 1,966,175</u>	<u>\$ 1,743,044</u>

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

NOTES TO FINANCIAL STATEMENTS

Note 1. NATURE OF ACTIVITIES

Court Appointed Special Advocates of New Hampshire, Inc. ("CASA") is a non-stock, non-profit corporation organized in New Hampshire. CASA's primary service is training volunteers in New Hampshire to advocate for abused and neglected children in the court system. The major source of revenue is government grant income.

Note 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting

CASA prepares its financial statements on the accrual basis of accounting; consequently, revenues and gains are recognized when earned, and expenses and losses are recognized when incurred. The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

Comparative financial information

The financial statements of CASA include certain prior-year summarized comparative information in total. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with CASA's financial statements for the year ended June 30, 2016, from which the summarized information was derived.

Use of estimates and assumptions

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities and the reported revenues and expenses. Accordingly, actual results may differ from estimated amounts.

Basis of presentation and pronouncements

CASA accounts for contributions received and contributions made in accordance with generally accepted accounting principles promulgated in the United States of America (U.S. GAAP).

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

NOTES TO FINANCIAL STATEMENTS

Note 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence or nature of any donor restrictions. In addition, U.S. GAAP requires that unconditional promises to give (pledges) be recorded as receivables and recognized as revenues.

CASA prepares its financial statements in accordance with U.S. GAAP for not-for-profit entities. CASA is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted and permanently restricted. Descriptions of the three net asset categories are as follows:

Unrestricted – Undesignated net assets which are revenues not restricted by time or by outside sources.

Temporarily Restricted – Net assets that include gifts and pledges for which time and donor-imposed restrictions have not been met and also include the accumulated appreciation related to permanently restricted endowment gifts.

Permanently Restricted – Net assets that include gifts which require by donor restriction that the corpus be invested in perpetuity and only the income be made available for program operations in accordance with donor restrictions.

Fair value option

GAAP provides a fair value option election that allows organizations to irrevocably elect fair value as the initial and subsequent measurement attribute for certain financial assets and liabilities. GAAP permits the fair value option election on an instrument-by-instrument basis at specified election dates, primarily at the initial recognition of an asset or liability or upon an event that gives rise to a new basis of accounting for that instrument. CASA has elected the fair value option for contributions receivable.

Cash equivalents

For purposes of reporting cash flows, CASA considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

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

NOTES TO FINANCIAL STATEMENTS

Note 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Investments

CASA carries investments in marketable securities with readily determinable fair values based upon quoted market prices. Unrealized and realized gains and losses are included in the accompanying statement of activities and changes in net assets with investment income. Purchased and gifted securities are recorded at fair value on the date of the acquisition or gift date, net of any brokerage fees. CASA's investments do not have a significant concentration of credit risk within any industry, geographic location or specific location.

Sponsorships receivable

Sponsorships receivable consist of amounts billed to event sponsors for events that have already occurred, but for which amounts have not yet been paid. CASA establishes its allowance for uncollectible accounts based on prior collection experience. All sponsorships receivable balances were deemed collectible at June 30, 2017. It is CASA's policy to charge-off uncollectible accounts receivable when management determines the receivable will not be collected. Management has taken into account a variety of factors including risk characteristics of the selected accounts, number of days outstanding and current economic conditions.

Contributions receivable

Unconditional contributions receivable are reported at net realizable value if at the time the promise is made, payment is expected to be received in one year or less. Unconditional promises that are expected to be collected in more than one year are reported at fair value both initially and in subsequent periods because CASA elected the fair value option in accordance with GAAP. Management believes that the use of fair value reduces the cost of measuring unconditional promises to give in periods subsequent to their receipt and provides equal or better information to users of its financial statements than if those promises were measured using present value techniques and historical discount rates. Conditional promises to give are not included in the financial statements.

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

NOTES TO FINANCIAL STATEMENTS

Note 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Property and equipment

Property and equipment are recorded at cost, or in the case of donated assets, at fair value. Items with an individual or aggregate cost of less than \$1,000 are expensed in the year of purchase. Maintenance, repairs and minor renewals are expensed as incurred.

The provision for depreciation is made using the straight-line method by annual charges calculated to absorb the costs over the following estimated useful lives:

Buildings and improvements	39 years
Furniture, equipment and software	3-5 years

Gifts, contributions and grants

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions.

All donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or a purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities and changes in net assets as net assets released from restrictions. Donor-restricted contributions whose restrictions are met within the same year as received are reflected as unrestricted contributions in the accompanying financial statements.

Donated goods and services

A significant portion of CASA's functions are conducted by unpaid officers, board members and volunteers. The value of this contributed time is not reflected in the accompanying financial statements since it does not meet the criteria necessary for recognition under U.S. GAAP. Donated materials and equipment are reflected as in-kind donations at their estimated fair value at the date of receipt.

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

NOTES TO FINANCIAL STATEMENTS

Note 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (concluded)

Functional allocation of expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the accompanying statement of activities and changes in net assets and in the statement of functional expenses. Accordingly, certain costs have been allocated among the program services, supporting activities and fundraising as benefited.

Advertising costs

CASA charges advertising costs to operating expenses as incurred.

Income taxes

CASA is a not-for-profit organization exempt from income tax under Section 501(c)(3) of the Internal Revenue Code and is classified as other than a private foundation. However, certain unrelated business income is subject to federal taxation. For the year ended June 30, 2017, there was no liability for tax on unrelated business income. Accordingly, no provision for federal income tax has been recorded in the accompanying financial statements.

CASA is no longer subject to income tax examinations by U.S. Federal or State tax authorities for tax years before 2013.

Note 3. INVESTMENTS AND FAIR VALUE MEASUREMENT

The FASB defines fair value as the price that would be received for an asset or paid to transfer a liability (an exit price) in CASA'S principal or most advantageous market in an orderly transaction between market participants on the measurement date.

The standard establishes a fair value hierarchy which requires CASA to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The standard describes three levels of inputs that may be used to measure fair value:

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

NOTES TO FINANCIAL STATEMENTS

Note 3. INVESTMENTS AND FAIR VALUE MEASUREMENT (continued)

Level 1: Quoted prices (unadjusted) for identical assets or liabilities in active markets that CASA has the ability to access as of the measurement date.

Level 2: Significant other observable inputs other than Level 1 prices such as quoted prices for similar assets or liabilities, quoted prices in markets that are not active, or other inputs that are observable or can be corroborated by observable market data.

Level 3: Significant unobservable inputs that reflect CASA's own assumptions about the assumptions that market participants would use in pricing an asset or liability.

In many cases, a valuation technique used to measure fair value includes inputs from multiple levels of the fair value hierarchy. The lowest level of significant input determines the placement of the entire fair value measurement in the hierarchy.

Investments measured at fair value at June 30 are summarized below:

June 30, 2017	Fair Value	(Level 1)	(Level 2)	(Level 3)
Valued on a recurring basis				
Investment cash	\$ 26,917	\$ 26,917	\$ -	\$ -
Domestic and international equities:				
Healthcare	17,633	17,633	-	-
Consumer staples	8,699	8,699	-	-
Industrials	12,581	12,581	-	-
Consumer discretionary	4,944	4,944	-	-
Energy	4,022	4,022	-	-
Information technology	16,799	16,799	-	-
Utilities	4,487	4,487	-	-
Telecommunications	4,006	4,006	-	-
Financial	8,394	8,394	-	-
Other	4,188	4,188	-	-
Fixed income bonds	182,017	-	182,017	-
Fixed income mutual funds	91,039	91,039	-	-
Domestic and international mutual funds	<u>190,273</u>	<u>190,273</u>	-	-
Total investments	<u>\$ 575,999</u>	<u>\$ 393,982</u>	<u>\$ 182,017</u>	<u>\$ -</u>
Valued on a non-recurring basis				
Contributions receivable	<u>\$ 1,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000</u>

COURT APPOINTED SPECIAL ADVOCATES
OF NEW HAMPSHIRE, INC.

NOTES TO FINANCIAL STATEMENTS

Note 3. INVESTMENTS AND FAIR VALUE MEASUREMENT (continued)

June 30, 2016	Fair Value	(Level 1)	(Level 2)	(Level 3)
Valued on a recurring basis				
Investment cash	\$ 28,123	\$ 28,123	\$ -	\$ -
Domestic and international equities:				
Healthcare	10,786	10,786	-	-
Consumer staples	7,792	7,792	-	-
Industrials	7,084	7,084	-	-
Consumer discretionary	2,944	2,944	-	-
Energy	5,827	5,827	-	-
Materials	3,682	3,682	-	-
Information technology	5,003	5,003	-	-
Utilities	3,542	3,542	-	-
Telecommunications	3,005	3,005	-	-
Financial	2,267	2,267	-	-
Fixed income bonds	166,894	-	166,894	-
Fixed income mutual funds	70,667	70,667	-	-
Domestic and international mutual funds	<u>177,104</u>	<u>177,104</u>	-	-
 Total investments	 <u>\$ 494,720</u>	 <u>\$ 327,826</u>	 <u>\$ 166,894</u>	 <u>\$ -</u>
 Valued on a non-recurring basis				
Contributions receivable	<u>\$ 1,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000</u>

Fair values for investments are determined by reference to quoted market prices and other relevant information generated by market transactions. The fair value of contributions receivable is estimated at net realizable value. The fair value of Level 2 investments has been measured using quoted market prices of similar assets and the fair value market approach.

Generally accepted accounting principles require disclosure of an estimate of fair value of certain financial instruments. CASA's significant financial instruments are cash and other short-term assets and liabilities. For these financial instruments, carrying values approximate fair value.

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

NOTES TO FINANCIAL STATEMENTS

Note 3. INVESTMENTS AND FAIR VALUE MEASUREMENT (concluded)

Investment return is summarized as follows at June 30:

	<u>2017</u>	<u>2016</u>
Net investment income	\$ 10,811	\$ 11,309
Net unrealized gain	26,592	1,641
Net realized gain (loss)	<u>7,601</u>	<u>(7,812)</u>
	<u>\$ 45,004</u>	<u>\$ 5,138</u>

Note 4. PROPERTY AND EQUIPMENT

Property and equipment are stated at cost and were as follows at June 30:

	<u>2017</u>	<u>2016</u>
Buildings and improvements	\$ 1,394,343	\$ 1,376,742
Furniture, equipment and software	<u>149,653</u>	<u>149,653</u>
	1,543,996	1,526,395
Less accumulated depreciation	<u>403,086</u>	<u>345,077</u>
Property and equipment, net	<u>\$ 1,140,910</u>	<u>\$ 1,181,318</u>

Note 5. PROMISSORY NOTE

In a prior year, CASA converted its line-of-credit to a promissory note. Under the terms of the promissory note, CASA was required to make payments of \$100,000 for three years. The promissory note bore interest at a rate of 5.79% and was collateralized by a security interest in the capital campaign pledges and all assets located on the premises of CASA's Manchester, New Hampshire office.

During the year ended June 30, 2014, CASA renegotiated the promissory note, extending the payoff date to May 2019, reducing the interest rate to 4.00% and maintaining the same collateral.

As of June 30, 2017, the outstanding balance on the promissory note was paid in full.

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

NOTES TO FINANCIAL STATEMENTS

Note 6. TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets are subject to restrictions stipulated by time or imposed by donors and consisted of the following at June 30:

	<u>2017</u>	<u>2016</u>
Portion of perpetual endowment funds subject to time restriction under the Uniform Prudent Management of Institutional Funds Act (UPMIFA)	\$ 93,692	\$ 48,688
Generator	5,000	5,000
Security systems	-	506
Total	<u>\$ 98,692</u>	<u>\$ 54,194</u>

Note 7. ENDOWMENT FUNDS AND NET ASSETS

CASA adheres to the Other Presentation Matters section of the Presentation of Financial Statements for Not-for-Profit Organizations in accordance with U.S. GAAP. U.S. GAAP provides guidance on the net asset classification of donor-restricted endowment funds for a non-profit organization that is subject to an enacted version of the Uniform Prudent Management of Institutional Funds Act (UPMIFA). U.S. GAAP also requires additional disclosures about an organization's endowment funds (both donor-restricted endowment funds and board-designated endowment funds), whether or not the organization is subject to UPMIFA.

The State of New Hampshire enacted UPMIFA effective July 1, 2008, the provisions of which apply to endowment funds existing on or established after that date. CASA adopted these provisions for the year ended June 30, 2009.

CASA's endowment is comprised of five named funds and includes donor-restricted endowment funds. As required by GAAP, net assets associated with endowment funds, including any funds designated by the Board of Directors to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

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

NOTES TO FINANCIAL STATEMENTS

Note 7. ENDOWMENT FUNDS AND NET ASSETS (continued)

The Board of Directors of CASA has interpreted UPMIFA as allowing CASA to appropriate for expenditure or accumulate so much of an endowment fund as CASA determines to be prudent for the uses, benefits, purposes and duration for which the endowment fund is established, subject to the intent of the donor as expressed in the gift instrument.

As a result of this interpretation, CASA classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by CASA in a manner consistent with the standard of prudence prescribed in UPMIFA.

Investment Return Objectives, Risk Parameters and Strategies

CASA has adopted an investment policy, approved by the Board of Directors, to create a balanced portfolio among several asset classes managing moderate levels of return with moderate levels of risk, while exceeding long-term inflation. Given CASA has no immediate intention of appropriating any assets for expenditure, there is currently no spending policy in place for the year ended June 30, 2017. However, management is currently in the process of establishing a spending policy that will be in accordance with UPMIFA. During this process, CASA will consider the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the various funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of CASA and (7) the investment policies of CASA.

COURT APPOINTED SPECIAL ADVOCATES
OF NEW HAMPSHIRE, INC.

NOTES TO FINANCIAL STATEMENTS

Note 7. ENDOWMENT FUNDS AND NET ASSETS (continued)

Endowment net assets composition by type of fund were as follows:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
June 30, 2017				
Donor-restricted endowment funds	\$ -	\$ 93,830	\$ 483,169	\$ 576,999
	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
June 30, 2016				
Donor-restricted endowment funds	\$ -	\$ 48,826	\$ 446,894	\$ 495,720

Endowment net assets were as follows:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
June 30, 2017				
Investments, beginning of year	\$ -	\$ 48,826	\$ 446,894	\$ 495,720
Net investment income	-	10,811	-	10,811
Unrealized gain	-	26,592	-	26,592
Realized gain	-	7,601	-	7,601
Total investment return	-	45,004	-	45,004
Contributions	-	-	36,275	36,275
Investments, end of year	\$ -	\$ 93,830	\$ 483,169	\$ 576,999

COURT APPOINTED SPECIAL ADVOCATES
OF NEW HAMPSHIRE, INC.

NOTES TO FINANCIAL STATEMENTS

Note 7. ENDOWMENT FUNDS AND NET ASSETS (concluded)

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
June 30, 2016				
Investments, beginning of year	\$ -	\$ 43,688	\$ 413,664	\$ 457,352
Net investment income	-	11,309	-	11,309
Unrealized gain	-	1,641	-	1,641
Realized (loss)	<u>-</u>	<u>(7,812)</u>	<u>-</u>	<u>(7,812)</u>
Total investment return	-	5,138	-	5,138
Contributions	<u>-</u>	<u>-</u>	<u>33,230</u>	<u>33,230</u>
Investments, end of year	<u>\$ -</u>	<u>\$ 48,826</u>	<u>\$ 446,894</u>	<u>\$ 495,720</u>

Permanently restricted net assets consist of investment principal maintained in perpetuity. The income earned may be used to support operations.

In a prior year, CASA created a permanent endowment fund named in memory of one of CASA's strongest supporters, Mr. John Zahr. While the endowment principal will be permanently invested, the income from the endowment may be used to support the general operations of CASA, unless otherwise stated by the donor. Through the permanent endowment fund, donors who feel compelled to leave a legacy gift or otherwise invest in CASA's future will now have that opportunity.

Note 8. CONCENTRATION OF CREDIT RISK

CASA maintains its cash at various institutions insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per depositor at each financial institution. At June 30, 2017, CASA's uninsured cash balance totaled \$294,395 at one financial institution.

COURT APPOINTED SPECIAL ADVOCATES
OF NEW HAMPSHIRE, INC.

NOTES TO FINANCIAL STATEMENTS

Note 9. OPERATING LEASE COMMITMENTS

CASA has operating lease agreements for various office spaces in Plymouth, Dover and Keene, New Hampshire. These lease agreements require monthly rental payments ranging from approximately \$400 to \$1,000 and expire between December 2017 and August 2018.

There is currently no rent requirement other than utilities for CASA's Colebrook and Berlin offices. The estimated fair values of the monthly rental for these spaces are \$7,800 and \$6,600, respectively.

Minimum future commitments under non-cancelable operating leases are as follows:

Year ending <u>June 30,</u>	<u>Amount</u>
2018	\$ 20,042
2019	<u>866</u>
Total	<u>\$ 20,908</u>

For the years ended June 30, 2017 and 2016, rent expense was \$39,382 and \$41,139, respectively.

Note 10. RETIREMENT PLAN

CASA has a defined contribution plan covering all eligible employees. CASA makes no contributions to the plan, but employees may make contributions to the plan up to the maximum amount allowed by the Internal Revenue Code.

Note 11. SUBSEQUENT EVENTS

CASA has evaluated subsequent events through November 6, 2017, the date which the financial statements were available to be issued, and has not evaluated subsequent events after that date. No subsequent events were identified that would require disclosure in the financial statements for the year ended June 30, 2017.

Salary of Key Employees

<u>Personnel Salaries:</u>		VOCA Allowable	Total Budget
	Wages	Percentage	
<u>Program Managers:</u>			
Program Manager	\$42,231	90.000%	\$38,007
Program Manager	\$42,000	90.000%	\$37,800
Program Manager	\$39,140	90.000%	\$35,226
Program Manager	\$40,000	90.000%	\$36,000
Program Manager	\$43,466	90.000%	\$39,120
Program Manager	\$42,000	90.000%	\$37,800
Program Manager	\$47,963	90.000%	\$43,167
Program Manager	\$42,231	90.000%	\$38,007
Program Manager	\$40,000	90.000%	\$36,000
Program Manager	\$42,000	90.000%	\$37,800
Program Manager	\$40,000	90.000%	\$36,000
Program Manager	\$40,000	90.000%	\$36,000
Program Manager	\$46,535	90.000%	\$41,882
Program Manager	\$41,200	90.000%	\$37,080
<u>Program Directors:</u>			
Program Manager Director	\$51,500	40.000%	\$20,600
Program Manager Director	\$60,000	40.000%	\$24,000
<u>Legal:</u>			
Staff Attorney	\$56,560	100.000%	\$56,560
Staff Attorney	\$31,200	100.000%	\$31,200
	<hr/>		
	\$788,026		\$662,250

CASA of NH Board of Directors – 2018/2019

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GORDON J. MACDONALD
ATTORNEY GENERAL



ANN M. RICE
DEPUTY ATTORNEY GENERAL

May 1, 2017

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 (DOJ) to enter into a subgrant with Court Appointed Special Advocates (CASA) Legal Services in the amount of \$82,000 from July 1, 2017 to June 30, 2019 and to enter into a subgrant with CASA of NH in the amount of \$825,000 from July 1, 2017 to June 30, 2020 from the Federal Fiscal Year 2015 Victim of Crime Act Grant for the purpose of funding Child Advocacy services that provide direct services to child victims effective upon Governor and Executive Council approval. 100% Federal Funds.

Funding is available in account number 02-020-020-201510-5021-072-500575, entitled "Department of Justice, Attorney General, Victims of Crime Act" FFY15 (Job #20VOC15A) upon the availability and continued appropriation of funds in future operating budgets as follows:

<u>Agency</u>	<u>Vendor #</u>	<u>Fiscal Year 2018</u>	<u>Fiscal Year 2019</u>	<u>Fiscal Year 2020</u>
CASA Legal Services	177165-B001	\$41,000	\$41,000	N/A
CASA of NH	156690-B001	\$275,000	\$275,000	\$275,000

EXPLANATION

The Department of Justice has been authorized to award subgrants, from the Victims of Crime Act grant program administered through the Federal Department of Justice, Office for Victims of Crime, for services that provide direct assistance to victims

of crime. The purpose of Court Appointed Special Advocates (CASA) is to provide support and advocacy for child victims in the court system.

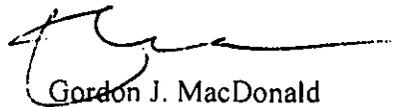
In 2016, CASA Legal Services, along with three other Legal Service entities, was a successful bid applicant to a Request for Proposal (RFP) for victim related legal service subgrants. This subgrant, in the amount of \$82,000, for Fiscal Year's 2018-2019 will allow CASA Legal Services to continue to provide legal services to cover abuse and neglect cases that are assigned to their organization by the New Hampshire court system.

Additionally, the DOJ is requesting to continue to fund CASA of NH, a core service provider for child victims in New Hampshire from Fiscal Year's 2018-2020. This subgrant, in the amount of \$825,000, will allow CASA of NH to continue services such as reviewing cases of abuse and neglect as assigned by NH Courts, ensuring early intervention through advocacy, and review of court reports.

In the event that federal funds become no longer available, general funds will not be required to support this request.

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

Respectfully submitted,



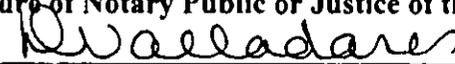
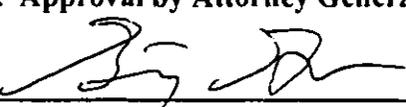
Gordon J. MacDonald
Attorney General

#1693712

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 New Hampshire Department of Justice		1.2. State Agency Address 33 Capitol Street, Concord, NH 03301	
1.3. Subrecipient Name Court Appointed Special Advocates of New Hampshire, Inc.		1.4. Subrecipient Address PO Box 1327 Manchester, NH 03105-1327	
1.5 Subrecipient Phone # (603) 626-4600	1.6. Account Number 02-20-20-201510-5021-072-500-0575	1.7. Completion Date June 30, 2019	1.8. Grant Limitation \$ 82,000
1.9. Grant Officer for State Agency Kathleen B. Carr		1.10. State Agency Telephone Number (603) 271-3658	
"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 MARCIA SINK PRESIDENT/CEO	
Subrecipient Signature 2 If Applicable		Name & Title of Subrecipient Signor 2 If Applicable	
1.13. Acknowledgment: State of New Hampshire, County of Hillsborough, on 04/17/17, 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 Diane Valladares, JP			
1.14. State Agency Signature(s) Kathleen Carr		1.15. Name & Title of State Agency Signor(s) Kathleen Carr, Director of Admin	
1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By:  Assistant Attorney General, On: 4/17/17			
1.17. Approval by Governor and Council (if applicable) By: _____ On: 1/1			

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

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- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. **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.

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EXHIBIT A

-SCOPE OF SERVICES-

1. The Court Appointed Special Advocates of New Hampshire, Inc. as Subrecipient shall receive a grant from the New Hampshire Department of Justice (DOJ) for expenses incurred for legal services provided to victims of child abuse or neglect in compliance with the terms, conditions, specifications, and scope of work as outlined in the Subrecipient's legal services application under state solicitation 2016VOCA2.
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 15th or 15 days after the close of the first quarter ending on March 31.*
3. Subrecipient is required to maintain supporting documentation for all grant expenses both state funds and match if provided and to produce those documents upon request of this office or any other state or federal audit authority. Grant project supporting documentation 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
603-271-1261 or Tanya.Pitman@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 Sub-Recipient'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 \$41,000 of the total Grant Limitation from 7/1/17 dates 6/30/18, with approved expenditure reports. This shall be contingent on continued federal funding and program performance.

3b. The Subrecipient shall be awarded an amount not to exceed. \$41,000 of the total Grant Limitation from 7/1/18 dates 6/30/19, with approved expenditure reports. This shall be contingent on continued federal funding and program performance.

Subrecipient Initials

Date

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4/19/17

EXHIBIT C

-SPECIAL PROVISIONS-

1. Subrecipients shall also be compliant at all times with the terms, conditions and specifications detailed in the VOCA Federal Grant Program Rule and Special Conditions as Appendix 1 which is subject to annual review.

Subrecipient Initials MS
Date 4/10/17

Appendix 1
Special Conditions to the State of New Hampshire Grant Agreement
VOCA Funding

1. Compliance by Subrecipient with Laws and Regulations, expressly including the following:

a. Adherence to the following requirements of:

- i. Victims of Crime Act (VOCA) 42 U.S. Code Sections Sections 10404(a)(2) and 1404(b)(1) and (2), 42 U.S.C. 10603(a)(2) and (b)(1) and (2) and the Program Rule implemented in the Federal Register Vol. 81, No.131, July 8, 2016 28CFR Part 94. <https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>
- ii. Nondiscrimination requirements Title VI of the Civil Rights Act of 1964, as amended;
- iii. Section 504 of the Rehabilitation Act of 1973, as amended;
- iv. Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990);
- v. Title IX of the Education Amendments of 1972;
- vi. The Age Discrimination Act of 1975;
- vii. Department of Justice Non-Discrimination Regulations (28 CFR Part 42, Subparts C, D, E, and G; 28 CFR Parts 35, 38 and 39);
specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016. 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 subrecipient organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to subrecipients that are faith-based or religious organizations.
- viii. 2 CFR Part 200.300(a) Adherence to the financial and administrative requirements as set forth in the effective edition of the Office of Justice Programs "Financial Guide". A copy of these guidelines is available at http://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf

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- b. Pursuant to Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving" 74 Fed. Reg. 51225, the Subrecipient agrees to enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
 - c. 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.
2. Reports and Certifications Required:
 - a. Subrecipient will be required to file **quarterly performance reports**.
 - b. Subrecipient will be required to file **quarterly expenditure reports** and to provide back-up documentation upon request.
 - c. NH Department of Justice will conduct regular **desk reviews** and **biennial on-site monitoring visits** with all Subrecipients.
3. 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 United States.
4. The Subrecipient assures that no federal VOCA funds or match funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the Subrecipient shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

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5. The Subrecipient understands that grants are funded for the grant award period noted on the grant award document. No guarantee is given or implied of subsequent funding in future years.
6. The Subrecipient assures that information will be collected and maintained, where such information is voluntarily furnished by claimants on crime victim applications, by race, national origin, sex, age, and disability. This information will be submitted to the New Hampshire Department of Justice, Grants Management Unit.
7. All materials publicizing or resulting from award activities shall contain an acknowledgment of the awarding agency assistance. An acknowledgment of support shall be made through use of the following or comparable footnote: "This project was supported by Award No. 2015-VA-GX-0007 awarded by the Office for Victims of Crime, Office of Justice Programs and administered through the New Hampshire Department of Justice."
8. Any publications (written, visual or sound), whether published through Federal grant funds or matching funds, shall contain the following statements: "This project was supported by (2015-VA-GX-0007) awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."
9. 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 DOJ.
10. Any renovations to a building over 50 years old must be approved by the State Historical Preservation Officer and by the federal VOCA Office before any work commences. These approvals must be coordinated by the NH Department of Justice, Grants Unit.
11. The Subrecipient must utilize volunteers to assist in providing VOCA allowable victim services unless extenuating circumstances justify the exclusion of volunteers, and a volunteer waiver is obtained from the NH Department of Justice.
12. The Subrecipient agrees that all services will be provided at no charge to victims unless a

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

13. The Subrecipient agrees to assist victims in applying for Victims Compensation benefits. Such assistance includes: identifying eligible victims; making reasonable efforts to notify eligible victims of the availability of compensation; making reasonable efforts to explain the program to victims; offering to assist victims with the application process when it is reasonable to do so.
14. The Subrecipient understands that VOCA *non-allowable* personnel activities include: general administration, prevention, active investigation and prosecution of criminal activities, research and studies, lobbying, substance abuse treatment services, capital expenses, compensation for victims of crime and fundraising.
15. The Subrecipient agency must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subrecipient, subcontractor, or other person has either 1) submitted a false claim for grant funds under 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 involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the
OIG by –
Mail:

Office of the Inspector General
U.S. Department of Justice Investigations Division
950 Pennsylvania Avenue, N.W. Room 4706
Washington, DC 20530

E-mail: oig.hotline@usdoj.gov or hotline fax: (202) 616-9881
additional information is available from the DOJ OIG website at www.usdoj.gov/oig.
16. Restrictions and certifications regarding non-disclosure agreements and related matters no Subrecipient under this award, or entity that receives a procurement contract or

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subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. The foregoing is not intended, and shall not be understood by the agency making this award, 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.

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

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- iii. factual basis, to support this representation; and
- iii. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
17. The Subrecipient agency understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of the NH Department of Justice and the Office of Justice Programs.
18. The Subrecipient assures that federal funds received for this grant program will not be used to supplant existing funds otherwise available for this victim assistance program.
19. Equipment purchased with VOCA funds shall be listed by the Subrecipient on the agency inventory. The inventory must include the item description, serial number, cost, percentage of federal VOCA funds, and location. The Subrecipient agrees that the title to any equipment purchased with VOCA funds will revert back to the New Hampshire Department of Justice, Grants Management Unit, when it is no longer being used for the VOCA program purposes for which it was acquired.
20. The Subrecipient agrees that if a financial audit of the agency is performed, whether it be an audit under 2 CFR or not, the Subrecipient agrees to provide a copy of the audit and any associated management letters to the New Hampshire Department of Justice, Grants Management Unit.
21. 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

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

22. 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.
23. The subrecipient, if a non-profit organization, agrees to make its financial statements available online (either on the subrecipient's website, or the NH Department of Justice's, or another publicly available website). Organizations that have Federal 501 (c) 3 tax status are considered in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.
24. The Subrecipient, if a non-profit organization, must certify their non-profit status by submitting a statement to NH Department of Justice: 1) affirmatively asserting that the recipient is a non-profit organization and 2) indicating that the Subrecipient has on file and available upon audit one of the following:
- A copy of the organization's 501 (c) 3 designation letter, or:
 - A letter from the State of NH stating that the Subrecipient is a non-profit organization operating within the state, or:
 - A copy of the sub-grantee's state certificate of incorporation that substantiates its non-profit status
- Subrecipient that are local non-profit affiliates of state or national non-profits should also have a statement by the parent organization that the Subrecipient is a local non-profit


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affiliate.

25. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award). The recipient, and any subrecipient 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 recipients, subrecipients or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient. The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.
26. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events. 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 requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences. Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Post award Requirements" in the "2015 DOJ Grants Financial Guide").
27. Requirement for data on performance and effectiveness under the award
the recipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPR) and the GPR Modernization Act, and other applicable laws.
28. OJP Training Guiding Principles
Any training or training materials that the Subrecipient at any tier -- develops or

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delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

29. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2016) The Subrecipient at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at: <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm> and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact their grant manager for guidance, and may not proceed without the express prior written approval of the grant manager and OJP.
30. Subrecipient will authorize representatives of the Office for Victims of Crime and/or the Office of the Chief Financial Officer access to and the right to examine all records, books, paper or documents related to the VOCA grant.
31. Certification regarding debarment, suspension ineligibility, and voluntary exclusion
A person may be debarred or suspended for any of the causes listed in 28 CFR §67.305 and §67.405. A person who is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Debarment or suspension of a participant in a program by one Federal agency shall have government wide effect. For purposes of this certification, "prospective lower tier participant" shall refer to the Subrecipient.

Instructions for Certification:

- a) By signing and submitting this proposal, the prospective lower tier participant is providing the certification as set out.
- b) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or

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debarment.

- c) The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- d) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
- e) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- f) The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- g) A participant in a covered transaction may rely upon a certification of a prospective participant in lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.
- h) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- i) Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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DEPARTMENT OF
JUSTICE STATE OF NEW
HAMPSHIRE



CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION
LOWER TIER COVERED
TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR §67.510, Participants' responsibilities. The intent of this Order was to ensure that no subgrantee of federal funds had been restricted from conducting business with the federal government due to any of the causes listed in 28 CFR §67.305 and 28 CFR §67.405.

By signing this document, you are certifying that neither your agency, nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transaction by any Federal department or agency.

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

MARCIA SINK - PRES/CEO

Name and Title of Head of Agency

Marcia Sink

Signature

April 17, 2017

Date

CASA OF NH, P.O. Box 1327, MANCHESTER NH 03105

Name and Address of Agency

32. Certification Regarding EEOP Required:

If required, within 30 days from the date of the award, the Subrecipient will submit for approval, an acceptable Equal Employment Opportunity Plan (EEOP) as required by 28 CFR 42.301 et seq. or a Certification Form to both the NH DOJ and the Office of Civil Rights, Office of Justice Programs, US DOJ at 810 7th Street, NW, Washington, DC 20531. Failure to submit an approved EEOP or Certification is a violation of the Program Guidelines and Conditions and may result in suspension or termination of funding, until such time as the Subrecipient is in compliance. Additional information on EEOP requirements may be found here: http://ojp.gov/about/ocr/faq_eeop.htm

The form and instructions can be found at: <http://ojp.gov/about/ocr/pdfs/cert.pdf>

33. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000. The Subrecipient at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward). The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)), and are incorporated by reference here.

I have read and understand all 33 special provisions contained in this document:

MARCIA SINK PRESIDENT/CEO

Name and Title of Authorized Representative

Marcia Sink

April 10th, 2017

Signature

Date

CASA of NH, P.O. Box 1327, MANCHESTER NH 03105

Name and Address of Agency

CERTIFICATE OF AUTHORITY

CORPORATE RESOLUTION

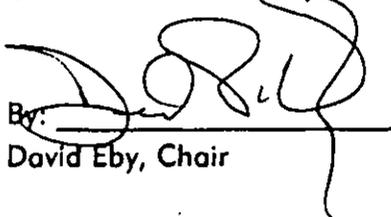
I, David Eby, hereby certify that I am the duly elected Chair of the Board of Directors of Court Appointed Special Advocates (CASA) of New Hampshire. I hereby certify the following is a true copy of a vote taken at the meeting of the Board of Directors/shareholders, duly called and held on April 19, 2017 at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Marcia Sink is President/CEO of Court Appointed Special Advocates of New Hampshire, Inc., a non-profit corporation organized under the laws of New Hampshire with principle offices located at 138 Coolidge Street, Unit 1, Manchester New Hampshire (CASA-NH"). Ms. Marcia Sink is duly authorized to enter into contracts or agreements on behalf of CASA of New Hampshire with the State of New Hampshire and any of its agencies or departments and is further authorized to execute any documents which may in her judgment be desirable or necessary to effect the purpose of the vote.

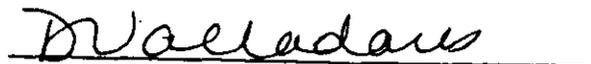
I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and she has full authority to bind the corporation. To the extent that there are limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

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

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

By: 
David Eby, Chair

April 19, 2017



My Commission Expires 12-5-17



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/8/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # AGR8150 Clark Insurance One Sundial Ave Suite 302N Manchester, NH 03102	CONTACT NAME: Lorraine Michals, CIC	
	PHONE (A/C, No, Ext): (603) 716-2362 FAX (A/C, No): (603) 622-2854 E-MAIL ADDRESS: lmichals@clarkinsurance.com	
INSURED CASA of NH Inc. PO Box 1327 Manchester, NH 03102	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Philadelphia Indemnity Ins Co	18058
	INSURER B : Wesco Insurance Company	
	INSURER C :	
	INSURER D :	
	INSURER E :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			PHPK1362530	07/01/2016	07/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 NON OWNED HIRED \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PHPK1362530	07/01/2016	07/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			PHUB507019	07/01/2016	07/01/2017	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WWC3150858	07/01/2016	07/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: Title VOCA Grant - Covering operations of the Named Insured during the policy period.

CERTIFICATE HOLDER

State of NH Department of Justice
33 Capital St
Concord, NH 03301

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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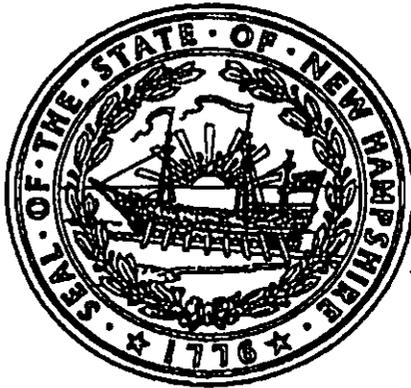
State of New Hampshire

Department of State

CERTIFICATE

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

Business ID: 140761



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 9th day of February A.D. 2017.

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

William M. Gardner
Secretary of State



P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248667579
Oct. 28, 2009 LTR 4168C E0
02-0432242 000000 00

00012580
BODC: TE

COURT APPOINTED SPECIAL ADVOCATES
OF NEW HAMPSHIRE INC
PO BOX 1327
MANCHESTER NH 03105



008138

Employer Identification Number: 02-0432242
Person to Contact: Kenneth B. Gerding
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Oct. 19, 2009, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in October 1989.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Beginning with the organization's sixth taxable year and all succeeding years, it must meet one of the public support tests under section 170(b)(1)(A)(vi) or section 509(a)(2) as reported on Schedule A of the Form 990. If your organization does not meet the public support test for two consecutive years, it is required to file Form 990-PF, Return of Private Foundation, for the second tax year that the organization failed to meet the support test and will be reclassified as a private foundation.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

0248667579
Oct. 28, 2009 LTR 4168C E0
02-0432242 000000 00
00012581

COURT APPOINTED SPECIAL ADVOCATES
OF NEW HAMPSHIRE INC
PO BOX 1327
MANCHESTER NH 03105

Sincerely yours,

Michele M. Sullivan

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name: Court Appointed Special Advocates of New Hampshire, Inc. (CASA of NH)		
Address: 138 Coolidge Ave, PO Box 1327, Manchester, NH 03105		
Is agency a; <input type="checkbox"/> Direct or <input checked="" type="checkbox"/> Sub recipient of OJP, OVW or COPS funding? Law Enforcement Agency? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
DUNS Number: 968642082	Vendor Number (only if direct recipient)	
Name and Title of Contact Person: Marcia Sink, President/CEO		
Telephone Number: 603-628-4600	E-Mail Address: m_sink@casanh.org	
Section A—Declaration Claiming Complete Exemption from the EEOP Requirement		
Please check all the following boxes that apply.		
<input checked="" type="checkbox"/> Less than fifty employees.	<input type="checkbox"/> Indian Tribe	<input type="checkbox"/> Medical Institution.
<input checked="" type="checkbox"/> Nonprofit Organization	<input type="checkbox"/> Educational Institution	<input type="checkbox"/> Receiving a single award(s) less than \$25,000.
I, <u>Marcia Sink</u> [responsible official], certify that <u>CASA of NH</u> [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302. I further certify that <u>CASA of NH</u> [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.		
If recipient sub-grants a single award over \$500,000, in addition, please complete Section D		
<u>Marcia Sink, President/CEO</u> Print or Type Name and Title	 Signature	<u>April 18, 2017</u> Date
Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review		
If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):		
I, _____ [responsible official], certify that _____ [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office: _____ [organization], _____ [address].		
_____ Print or Type Name and Title	_____ Signature	_____ Date
Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review		
If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.		
I, _____ [responsible official], certify that _____ [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.		
If recipient sub-grants a single award over \$500,000, in addition, please complete Section D		
_____ Print or Type Name and Title	_____ Signature	_____ Date

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 New Hampshire Department of Justice		1.2. State Agency Address 33 Capitol Street, Concord, NH 03301	
1.3. Subrecipient Name Court Appointed Special Advocates of New Hampshire, Inc.		1.4. Subrecipient Address PO Box 1327 Manchester, NH 03105-1327	
1.5 Subrecipient Phone # (603) 626-4600	1.6. Account Number 02-20-20-201510-5021-072-500-0575	1.7. Completion Date June 30, 2020	1.8. Grant Limitation \$ 825,000
1.9. Grant Officer for State Agency Kathleen B. Carr		1.10. State Agency Telephone Number (603) 271-3658	
"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 <i>Marcia Siny</i>		1.12. Name & Title of Subrecipient Signor 1 MARCIA SINY, PRES/CEO	
Subrecipient Signature 2 If Applicable		Name & Title of Subrecipient Signor 2 If Applicable	
1.13. Acknowledgment: State of New Hampshire, County of Hillsborough, on 04/18/17, 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) <i>Diane Valladares</i>			
1.13.2. Name & Title of Notary Public or Justice of the Peace Diane Valladares, JP			
1.14. State Agency Signature(s) <i>Kathleen Carr</i>		1.15. Name & Title of State Agency Signor(s) Kathleen Carr, Director of Admin	
1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required)			
By: <i>[Signature]</i>		Assistant Attorney General, On: 4/12/17	
1.17. Approval by Governor and Council (if applicable)			
By:		On: / /	

2. SCOPE OF WORK: In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the 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

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- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. **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.

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EXHIBIT A

-SCOPE OF SERVICES-

1. The Court Appointed Special Advocates of New Hampshire, Inc. as Subrecipient shall receive a grant from the New Hampshire Department of Justice (DOJ) for expenses incurred for services provided to victims of child abuse or neglect in compliance with the terms, conditions, specifications, and scope of work as outlined in the Subrecipient's application under state solicitation 2016VOCA2.
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 15th or 15 days after the close of the first quarter ending on March 31.*
3. Subrecipient is required to maintain supporting documentation for all grant expenses both state funds and match if provided and to produce those documents upon request of this office or any other state or federal audit authority. Grant project supporting documentation 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
603-271-1261 or Tanya.Pitman@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 Sub-Recipient'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 \$275,000 of the total Grant Limitation from 7/1/17 dates 6/30/18, with approved expenditure reports. This shall be contingent on continued federal funding and program performance.

3b. The Subrecipient shall be awarded an amount not to exceed \$275,000 of the total Grant Limitation from 7/1/18 dates 6/30/19, with approved expenditure reports. This shall be contingent on continued federal funding and program performance.

3c. The Subrecipient shall be awarded an amount not to exceed \$275,000 of the total Grant Limitation from 7/1/19 dates 6/30/20, with approved expenditure reports. This shall be contingent on continued federal funding and program performance.

Subrecipient Initials ms
Date 4/18/17

EXHIBIT C

-SPECIAL PROVISIONS-

1. Subrecipients shall also be compliant at all times with the terms, conditions and specifications detailed in the VOCA Federal Grant Program Rule and Special Conditions as Appendix 1 which is subject to annual review.

Appendix 1
Special Conditions to the State of New Hampshire Grant Agreement
VOCA Funding

1. Compliance by Subrecipient with Laws and Regulations, expressly including the following:

a. Adherence to the following requirements of:

- i. Victims of Crime Act (VOCA) 42 U.S. Code Sections Sections 10404(a)(2) and 1404(b)(1) and (2), 42 U.S.C. 10603(a)(2) and (b)(1) and (2) and the Program Rule implemented in the Federal Register Vol. 81, No.131, July 8, 2016 28CFR Part 94. <https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>
- ii. Nondiscrimination requirements Title VI of the Civil Rights Act of 1964, as amended;
- iii. Section 504 of the Rehabilitation Act of 1973, as amended;
- iv. Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990);
- v. Title IX of the Education Amendments of 1972;
- vi. The Age Discrimination Act of 1975;
- vii. Department of Justice Non-Discrimination Regulations (28 CFR Part 42, Subparts C, D, E, and G; 28 CFR Parts 35, 38 and 39);
specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016. 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 subrecipient organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to subrecipients that are faith-based or religious organizations.
- viii. 2 CFR Part 200.300(a) Adherence to the financial and administrative requirements as set forth in the effective edition of the Office of Justice Programs "Financial Guide". A copy of these guidelines is available at http://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf

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- b. Pursuant to Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving" 74 Fed. Reg. 51225, the Subrecipient agrees to enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
 - c. 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.
2. Reports and Certifications Required:
 - a. Subrecipient will be required to file **quarterly performance reports**.
 - b. Subrecipient will be required to file **quarterly expenditure reports** and to provide back-up documentation upon request.
 - c. NH Department of Justice will conduct regular **desk reviews** and **biennial on-site monitoring visits** with all Subrecipients.
3. 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 United States.
4. The Subrecipient assures that no federal VOCA funds or match funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the Subrecipient shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

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5. The Subrecipient understands that grants are funded for the grant award period noted on the grant award document. No guarantee is given or implied of subsequent funding in future years.
6. The Subrecipient assures that information will be collected and maintained, where such information is voluntarily furnished by claimants on crime victim applications, by race, national origin, sex, age, and disability. This information will be submitted to the New Hampshire Department of Justice, Grants Management Unit.
7. All materials publicizing or resulting from award activities shall contain an acknowledgment of the awarding agency assistance. An acknowledgment of support shall be made through use of the following or comparable footnote: "This project was supported by Award No. 2015-VA-GX-0007 awarded by the Office for Victims of Crime, Office of Justice Programs and administered through the New Hampshire Department of Justice."
8. Any publications (written, visual or sound), whether published through Federal grant funds or matching funds, shall contain the following statements: "This project was supported by (2015-VA-GX-0007) awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."
9. 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 DOJ.
10. Any renovations to a building over 50 years old must be approved by the State Historical Preservation Officer and by the federal VOCA Office before any work commences. These approvals must be coordinated by the NH Department of Justice, Grants Unit.
11. The Subrecipient must utilize volunteers to assist in providing VOCA allowable victim services unless extenuating circumstances justify the exclusion of volunteers, and a volunteer waiver is obtained from the NH Department of Justice.
12. The Subrecipient agrees that all services will be provided at no charge to victims unless a

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

13. The Subrecipient agrees to assist victims in applying for Victims Compensation benefits. Such assistance includes: identifying eligible victims; making reasonable efforts to notify eligible victims of the availability of compensation; making reasonable efforts to explain the program to victims; offering to assist victims with the application process when it is reasonable to do so.
14. The Subrecipient understands that VOCA *non-allowable* personnel activities include: general administration, prevention, active investigation and prosecution of criminal activities, research and studies, lobbying, substance abuse treatment services, capital expenses, compensation for victims of crime and fundraising.
15. The Subrecipient agency must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subrecipient, subcontractor, or other person has either 1) submitted a false claim for grant funds under 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 involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the
OIG by –
Mail:

Office of the Inspector General
U.S. Department of Justice Investigations Division
950 Pennsylvania Avenue, N.W. Room 4706
Washington, DC 20530

E-mail: oig.hotline@usdoj.gov or hotline fax: (202) 616-9881
additional information is available from the DOJ OIG website at www.usdoj.gov/oig.
16. Restrictions and certifications regarding non-disclosure agreements and related matters no Subrecipient under this award, or entity that receives a procurement contract or

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subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. The foregoing is not intended, and shall not be understood by the agency making this award, 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.

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

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- iii. factual basis, to support this representation; and
it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
17. The Subrecipient agency understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of the NH Department of Justice and the Office of Justice Programs.
18. The Subrecipient assures that federal funds received for this grant program will not be used to supplant existing funds otherwise available for this victim assistance program.
19. Equipment purchased with VOCA funds shall be listed by the Subrecipient on the agency inventory. The inventory must include the item description, serial number, cost, percentage of federal VOCA funds, and location. The Subrecipient agrees that the title to any equipment purchased with VOCA funds will revert back to the New Hampshire Department of Justice, Grants Management Unit, when it is no longer being used for the VOCA program purposes for which it was acquired.
20. The Subrecipient agrees that if a financial audit of the agency is performed, whether it be an audit under 2 CFR or not, the Subrecipient agrees to provide a copy of the audit and any associated management letters to the New Hampshire Department of Justice, Grants Management Unit.
21. 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

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

22. 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.
23. The subrecipient, if a non-profit organization, agrees to make its financial statements available online (either on the subrecipient's website, or the NH Department of Justice's, or another publicly available website). Organizations that have Federal 501 (c) 3 tax status are considered in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.
24. The Subrecipient, if a non-profit organization, must certify their non-profit status by submitting a statement to NH Department of Justice: 1) affirmatively asserting that the recipient is a non-profit organization and 2) indicating that the Subrecipient has on file and available upon audit one of the following:
- A copy of the organization's 501 (c) 3 designation letter, or:
 - A letter from the State of NH stating that the Subrecipient is a non-profit organization operating within the state, or:
 - A copy of the sub-grantee's state certificate of incorporation that substantiates its non-profit status
- Subrecipient that are local non-profit affiliates of state or national non-profits should also have a statement by the parent organization that the Subrecipient is a local non-profit

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affiliate.

25. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award). The recipient, and any subrecipient 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 recipients, subrecipients or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient. The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.
26. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events. 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 requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences. Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Post award Requirements" in the "2015 DOJ Grants Financial Guide").
27. Requirement for data on performance and effectiveness under the award
the recipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.
28. OJP Training Guiding Principles
Any training or training materials that the Subrecipient at any tier -- develops or

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delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

29. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2016) The Subrecipient at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at: <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm> and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact their grant manager for guidance, and may not proceed without the express prior written approval of the grant manager and OJP.
30. Subrecipient will authorize representatives of the Office for Victims of Crime and/or the Office of the Chief Financial Officer access to and the right to examine all records, books, paper or documents related to the VOCA grant.
31. Certification regarding debarment, suspension ineligibility, and voluntary exclusion
A person may be debarred or suspended for any of the causes listed in 28 CFR §67.305 and §67.405. A person who is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Debarment or suspension of a participant in a program by one Federal agency shall have government wide effect. For purposes of this certification, "prospective lower tier participant" shall refer to the Subrecipient.

Instructions for Certification:

- a) By signing and submitting this proposal, the prospective lower tier participant is providing the certification as set out.
- b) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or

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debarment.

- c) The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- d) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
- e) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- f) The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- g) A participant in a covered transaction may rely upon a certification of a prospective participant in lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.
- h) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- i) Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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DEPARTMENT OF
JUSTICE STATE OF NEW
HAMPSHIRE



CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION
LOWER TIER COVERED
TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR §67.510, Participants' responsibilities. The intent of this Order was to ensure that no subgrantee of federal funds had been restricted from conducting business with the federal government due to any of the causes listed in 28 CFR §67.305 and 28 CFR §67.405.

By signing this document, you are certifying that neither your agency, nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transaction by any Federal department or agency.

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

Marcia Sink President/ceo

Name and Title of Head of Agency

Marcia Sink

Signature

April 19, 2017

Date

P.O. Box 1327 MANCHESTER NH 03105

Name and Address of Agency

32. Certification Regarding EEOP Required:

If required, within 30 days from the date of the award, the Subrecipient will submit for approval, an acceptable Equal Employment Opportunity Plan (EEOP) as required by 28 CFR 42.301 et seq. or a Certification Form to both the NH DOJ and the Office of Civil Rights, Office of Justice Programs, US DOJ at 810 7th Street, NW, Washington, DC 20531. Failure to submit an approved EEOP or Certification is a violation of the Program Guidelines and Conditions and may result in suspension or termination of funding, until such time as the Subrecipient is in compliance. Additional information on EEOP requirements may be found here: http://ojp.gov/about/ocr/faq_eeop.htm

The form and instructions can be found at: <http://ojp.gov/about/ocr/pdfs/cert.pdf>

33. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000. The Subrecipient at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward). The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)), and are incorporated by reference here.

I have read and understand all 33 special provisions contained in this document:

Marcia Sink - President / CEO
Name and Title of Authorized Representative

Marcia Sink April 18, 2017
Signature Date

P.O. Box 1327 Manchester NH 03105
Name and Address of Agency

CERTIFICATE OF AUTHORITY

CORPORATE RESOLUTION

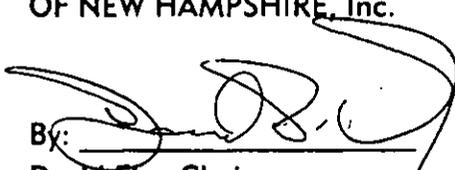
I, David Eby, hereby certify that I am the duly elected Chair of the Board of Directors of Court Appointed Special Advocates (CASA) of New Hampshire. I hereby certify the following is a true copy of a vote taken at the meeting of the Board of Directors/shareholders, duly called and held on April 19, 2017 at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Marcia Sink is President/CEO of Court Appointed Special Advocates of New Hampshire, Inc., a non-profit corporation organized under the laws of New Hampshire with principle offices located at 138 Coolidge Street, Unit 1, Manchester New Hampshire (CASA-NH"). Ms. Marcia Sink is duly authorized to enter into contracts or agreements on behalf of CASA of New Hampshire with the State of New Hampshire and any of its agencies or departments and is further authorized to execute any documents which may in her judgment be desirable or necessary to effect the purpose of the vote.

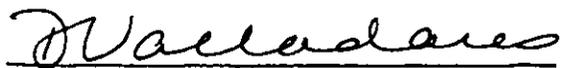
I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and she has full authority to bind the corporation. To the extent that there are limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

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

COURT APPOINTED SPECIAL ADVOCATES
OF NEW HAMPSHIRE, Inc.

By: 
David Eby, Chair

April 19, 2017



My Commission Expires 12-5-17

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

Business ID: 140761



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 9th day of February A.D. 2017.

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248667579
Oct. 28, 2009 LTR 4168C E0
02-0432242 000000 00

00012580
BODC: TE

COURT APPOINTED SPECIAL ADVOCATES
OF NEW HAMPSHIRE INC
PO BOX 1327
MANCHESTER NH 03105



008138

Employer Identification Number: 02-0432242
Person to Contact: Kenneth B. Gerding
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Oct. 19, 2009, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in October 1989.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Beginning with the organization's sixth taxable year and all succeeding years, it must meet one of the public support tests under section 170(b)(1)(A)(vi) or section 509(a)(2) as reported on Schedule A of the Form 990. If your organization does not meet the public support test for two consecutive years, it is required to file Form 990-PF, Return of Private Foundation, for the second tax year that the organization failed to meet the support test and will be reclassified as a private foundation.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

0248667579
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02-0432242 000000 00
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COURT APPOINTED SPECIAL ADVOCATES
OF NEW HAMPSHIRE INC
PO BOX 1327
MANCHESTER NH 03105

Sincerely yours,

Michele M. Sullivan

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name: Court Appointed Special Advocates of New Hampshire, Inc. (CASA of NH)	
Address: 138 Coolidge Ave, PO Box 1327, Manchester, NH 03105	
Is agency a; <input type="checkbox"/> Direct or <input checked="" type="checkbox"/> Sub recipient of OJP, OVW or COPS funding?	Law Enforcement Agency? <input type="checkbox"/> Yes <input type="checkbox"/> No
DUNS Number: 968642082	Vendor Number (only if direct recipient)
Name and Title of Contact Person: Marcia Sink, President/CEO	
Telephone Number: 603-626-4600	E-Mail Address: m_sink@casanh.org

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Less than fifty employees. | <input type="checkbox"/> Indian Tribe | <input type="checkbox"/> Medical Institution. |
| <input checked="" type="checkbox"/> Nonprofit Organization | <input type="checkbox"/> Educational Institution | <input type="checkbox"/> Receiving a single award(s) less than \$25,000. |

I, Marcia Sink [responsible official], certify that CASA of NH

[recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.

I further certify that CASA of NH [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Marcia Sink, President/CEO
Print or Type Name and Title


Signature

April 18/2017
Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, _____ [responsible official], certify that _____

[recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

[organization],

[address].

Print or Type Name and Title

Signature

Date

Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, _____ [responsible official], certify that _____

[recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____

[date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title

Signature

Date

INSTRUCTIONS

Completing the Certification Form Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

The federal regulations implementing the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, require some recipients of financial assistance from the U.S. Department of Justice subject to the statute's administrative provisions to create, keep on file, submit to the Office for Civil Rights (OCR) at the Office of Justice Programs (OJP) for review, and implement an Equal Employment Opportunity Plan (EEOP). See 28 C.F.R. pt. 42, subpt. E. All awards from the Office of Community Oriented Policing Services (COPS) are subject to the EEOP requirements; many awards from OJP, including awards from the Bureau of Justice Assistance (BJA), the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and the Office for Victims of Crime (OVC) are subject to the EEOP requirements; and many awards from the Office on Violence Against Women (OVW) are also subject to the EEOP requirements. If you have any questions as to whether your award from the U.S. Department of Justice is subject to the Safe Streets Act's EEOP requirements, please consult your grant award document, your program manager, or the OCR.

Recipients should complete *either* Section A *or* Section B *or* Section C, not all three. If recipient completes Section A *or* C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Section A

The regulations exempt some recipients from all of the EEOP requirements. Your organization may claim an exemption from all of the EEOP requirements if it meets any of the following criteria: it is a nonprofit organization, an educational institution, a medical institution, or an Indian tribe; *or* it received an award under \$25,000; *or* it has less than fifty employees. To claim the complete exemption from the EEOP requirements, complete Section A.

Section B

Although the regulations require some recipients to create, maintain on file, and implement an EEOP, the regulations allow some recipients to forego submitting the EEOP to the OCR for review. Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business; *and* (2) have fifty or more employees; *and* (3) have received a single grant award of \$25,000 or more, but less than \$500,000, may claim the limited exemption from the submission requirement by completing Section B. In completing Section B, the recipient should note that the EEOP on file has been prepared within twenty-four months of the date of the most recent grant award.

Section C

Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business, *and* (2) have fifty or more employees, *and* (3) have received a single grant award of \$500,000 or more, must prepare, maintain on file, *submit to the OCR for review*, and implement an EEOP. Recipients that have submitted an EEOP Utilization Report (or in the process of submitting one) to the OCR, should complete Section C.

Section D

Recipients that (1) receive a single award over \$500,000; *and* (2) subaward a single award of \$500,000 or more must provide a list; including, name, address and DUNS # of each such sub-recipient by completing Section D.

Submission Process

Recipients should download the online Certification Form, complete required sections, have the appropriate official sign it, electronically scan the signed document, and then send the signed document to the following e-mail address: EEOPForms@usdoj.gov. *The document must have the following title: EEOP Certification.* If you have questions about completing or submitting the Certification Form, please contact the Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, DC 20531 (Telephone: (202) 307-0690 and TTY: (202) 307-2027).

Public Reporting Burden Statement

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 current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated minimum average time to complete and file this application is 20 minutes per form. If you have any comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of Justice Programs, 810 7th Street, N.W., Washington, D.C. 20531.