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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

April 17, 2020

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

Your Excellency and Members of the Council:

REQUESTED ACTION

1. Authorize the Department of Justice (DOJ) to enter into two subgrants with the New Hampshire Coalition Against Domestic and Sexual Violence (NHCADSV), Concord NH, Vendor #155510, in the amount of \$7,403,944 and \$405,000, respectively, for a total of \$7,808,944, from the Federal Victim of Crime Act Grant (VOCA) for the purpose of supporting programs providing direct services to victims of domestic and sexual violence effective upon Governor and Executive Council approval through September 30, 2022. 100% Federal Funds.

Funding is available as follows, with the ability to adjust encumbrances, through the Budget Office, if needed and justified:

	<u>FY 2020</u>	<u>FY 2021</u>
02-20-20-201510-5021	\$3,701,972	\$3,701,972
Victims of Crime Act Grant	<u>\$202,300</u>	<u>\$202,700</u>
072-500575, Grants Federal	<u>\$3,904,272</u>	<u>\$3,904,672</u>

2. Authorize the DOJ to amend an existing subgrant, approved by the Governor and Executive Council on June 7, 2017, item #140, requested action #2, by extending the contract end date only from June 30, 2020 to September 30, 2020 for the purpose of supporting programs providing direct services to victims of crime upon Governor and Executive Council approval through September 30, 2020. No additional funds are involved in this time extension.

EXPLANATION

VOCA was enacted by Congress in 1984 and it established the Crime Victims Fund. Fines paid by offenders of federal crimes are deposited into this Fund. Money from the Fund is then distributed to states for the benefit of victims of crime. 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 that priority funding go to agencies providing services in the fields of sexual assault, domestic violence, traditionally underserved populations, and crimes against children. For many years, DOJ has directed VOCA funds to certain core service providers.

The NHCADSV, and its 13 member programs, provide services to victims of domestic and sexual violence. The funding in **requested action #1** subgrants direct funding to NHCADSV, in the amount of \$7,403,944. As a core service provider, NHCADSV delivers vital services to victims that include housing, shelter, crisis services to victims of domestic violence, hotlines for domestic violence and sexual assault, sexual assault support and crisis services, a Trauma Informed Specialist position, and support for the statewide sexual assault nurse examiners program. In addition, through a competitive bidding process, NHCADSV will receive funding, in the amount of \$405,000, to offset a portion of salary and benefits for a Housing & Economic Justice Specialist position and fund survivor housing flexible funding, outreach, and housing advocacy.

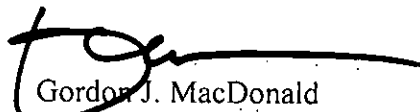
Due to the current health crisis, **requested action #2**, allows the NHCADSV to extend a current subgrant, which was approved by the Governor and Executive Council on June 7, 2017, to continue its efforts providing direct services to victims of crime.

Each agency provided funding under VOCA is required to report quarterly Performance Measurement Data (PMT). PMT data includes victim de-identified demographic information including types and numbers of services provided.

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. Thank you for your consideration of this request.

Respectfully submitted,


Gordon J. MacDonald
Attorney General

STATE OF NEW HAMPSHIRE
DEPARTMENT OF JUSTICE AND
NH COALITION AGAINST DOMESTIC AND SEXUAL VIOLENCE
FIRST CONTRACT AMENDMENT

This amendment ("Amendment") is by and between the New Hampshire Department of Justice and the New Hampshire Coalition Against Domestic and Sexual Violence ("Subrecipient")

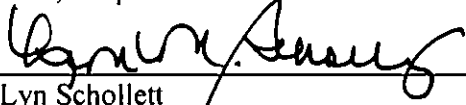
WHEREAS, pursuant to an Agreement ("Contract"), approved by the Governor and Council on June 7, 2017, item #137, Requested Action #2, the Subrecipient agreed to carry out the initiatives of subgrants with the purpose areas of Child Abuse, Sexual Assault and Domestic Violence, and in consideration of 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 Subrecipient 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 1.9; Completion Date: Change from June 30, 2020 to September 30, 2020.
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.



Lyn Schollett
Executive Director

4.2.2020

Date

Notary Public or Justice of the Peace Acknowledgement:

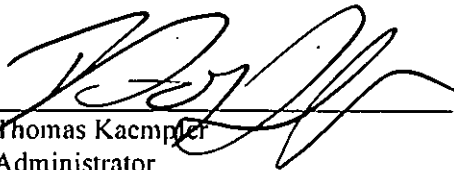
State of New Hampshire, County of Merrimack On 4-2, 2020, before the undersigned officer, personally appeared the person identified as the Subrecipient, or satisfactorily proven to be the person whose name is associated with the Subrecipient and acknowledged that s/he executed this document in the capacity indicated.



Signature of Notary Public or Justice of the Peace

Pamela English, Notary

Name and Title of Notary Public or Justice of the Peace


Thomas Kacmpfer
Administrator

4/16/20
Date

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

Takhmina Rakhmatova
Attorney

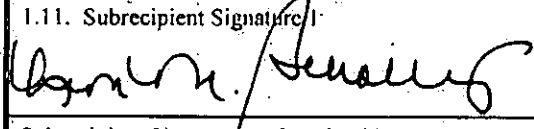
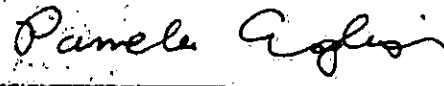
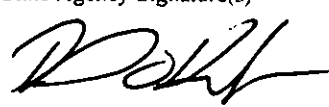
04/16/2020
Date

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 New Hampshire Coalition Against Domestic and Sexual Violence		1.4. Subrecipient Address 100 North Main Street, Suite 300, Concord, NH 03302	
1.5 Subrecipient Phone # (603) 715-8794	1.6. Account Number 02-20-20-201510-5021-072-500575	1.7. Completion Date 09/30/2022	1.8. Grant Limitation \$ 7,808,944
1.9. Grant Officer for State Agency Thomas Kaempfer		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 LYN M. SCHOUTZ, EXECUTIVE DIRECTOR	
Subrecipient Signature 2 If Applicable		Name & Title of Subrecipient Signor 2 If Applicable	
1.13. Acknowledgment: State of New Hampshire, County of Merrimack on 4-2-2020 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 Pamela English, Notary			
1.14. State Agency Signature(s) 		1.15. Name & Title of State Agency Signor(s) Thomas Kaempfer, Administrator	
1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By: Takhmina Rakhmatova Assistant Attorney General, On: 4/13/2020			
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 of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.17), or upon signature by the State Agency as shown in block 1.14 ("the effective date").
 - 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT; LIMITATION ON AMOUNT; VOUCHERS; PAYMENT.
 - 5.1. The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.
 - 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT B.
 - 5.3. In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Subrecipient the Grant Amount. The State shall withhold from the amount otherwise payable to the Subrecipient under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
 - 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Subrecipient for all expenses, of whatever nature, incurred by the Subrecipient in the performance hereof, and shall be the only, and the complete, compensation to the Subrecipient for the Project. The State shall have no liabilities to the Subrecipient other than the Grant Amount.
 - 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY SUBRECIPIENT WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Subrecipient shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Subrecipient, including the acquisition of any and all necessary permits.
7. RECORDS and ACCOUNTS.
 - 7.1. Between the Effective Date and the date three (3) years after the Completion Date the Subrecipient shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
 - 7.2. Between the Effective Date and the date three (3) years after the Completion Date, at any time during the Subrecipient's normal business hours, and as often as the State shall demand, the Subrecipient shall make available to the State all records pertaining to matters covered by this Agreement. The Subrecipient shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Subrecipient" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Subrecipient in block 1.3 of these provisions.
8. PERSONNEL.
 - 8.1. The Subrecipient shall, at its own expense, provide all personnel necessary to perform the Project. The Subrecipient warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
 - 8.2. The Subrecipient shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
 - 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA; RETENTION OF DATA; ACCESS.
 - 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Subrecipient shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Subrecipient notice of such termination.
11. EVENT OF DEFAULT; REMEDIES.
 - 11.1. Any one or more of the following acts or omissions of the Subrecipient shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
 - 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
 - 11.1.2 Failure to submit any report required hereunder; or
 - 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
 - 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
 - 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
 - 11.2.1 Give the Subrecipient a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Subrecipient notice of termination; and
 - 11.2.2 Give the Subrecipient a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Subrecipient during the period from the date of such notice until such time as the State determines that the Subrecipient has cured the Event of Default shall never be paid to the Subrecipient; and
 - 11.2.3 Set off against any other obligation the State may owe to the Subrecipient any damages the State suffers by reason of any Event of Default; and
 - 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
 - 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Subrecipient shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.
 - 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Subrecipient to receive that portion of the Grant amount earned to and including the date of termination.
 - 12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Subrecipient from any and all liability for damages sustained or incurred by the State as a result of the Subrecipient's breach of its obligations hereunder.
 - 12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Subrecipient hereunder, the Subrecipient, may terminate this Agreement without cause upon thirty (30) days written notice.
13. CONFLICT OF INTEREST. No officer, member of employee of the Subrecipient, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her

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

EXHIBIT A

-SCOPE OF SERVICES-

1. The New Hampshire Coalition Against Domestic and Sexual Violence as Subrecipient shall receive a subgrant from the New Hampshire Department of Justice (DOJ) for expenses incurred and services provided to victims of domestic violence and sexual assault and for administration of the Sexual Assault Nurse Examiners (SANE) Program. The subrecipient costs include allowable Victims of Crime Act Grant (CFDA 16.575) expenses including personnel, benefits, travel, office supplies, other grant program associated costs and subcontracts. The amount of this subgrant is specified in Exhibit B, paragraphs 3a and 3b.
2. Subrecipient shall also receive a subgrant from the DOJ as a result of a competitive bidding process for funding. This subgrant includes Housing First program cost incurred and services provided to domestic violence victims under the Victims of Crime Act Grant (CFDA 16.575) to include personnel, benefits, survivor flexible funding, outreach and other grant program associated subcontracts. The amount of this subgrant is specified in Exhibit B, paragraphs 3c and 3d.
3. 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.*
4. Subrecipient is required to maintain supporting documentation for all grant expenses both state funds and match if provided and to produce those documents upon request of this office or any other state or federal audit authority. Grant project supporting documentation shall be maintained for at least three (3) years after the close of the federal award.
5. Subrecipient shall be required to submit an annual grant application to the DOJ for review and compliance.

6. 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.
7. All correspondence and submittals shall be directed to:
NH Department of Justice
Grants Management Unit
33 Capitol Street
Concord, NH 03301 603-271-7820 or Tanya.pitman@doj.nh.gov

EXHIBIT B

-METHOD OF PAYMENT-

1. The Subrecipient shall receive reimbursement in exchange for approved expenditure reports as described in EXHIBIT A.
2. The Subrecipient shall be reimbursed within thirty (30) days following the DOJ's approval of expenditures. Said payment shall be made to the Subrecipient's account receivables address per the Financial System of the State of New Hampshire.
3. The State's obligation to compensate the Subrecipient under this Agreement shall not exceed the price limitation set forth in form P-37 section 1.8.
 - 3a. The Subrecipient shall be awarded an amount not to exceed \$3,701,972.00 of the total Grant Limitation from Governor and Council approval or 07/01/20, whichever is later to 06/30/21, 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 \$3,701,972.00 of the total Grant Limitation from 07/01/21 to 06/30/22, 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 \$202,300.00 of the total Grant Limitation from Governor and Council approval or 07/01/20, whichever is later to 06/30/21, with approved expenditure reports. This shall be contingent on continued federal funding and program performance
 - 3d. The Subrecipient shall be awarded an amount not to exceed \$202,700.00 of the total Grant Limitation from 07/01/21 to 06/30/22, with approved expenditure reports. This shall be contingent on continued federal funding and program performance.
4. With sufficient reason and under limited circumstances, the Subrecipient may apply for up to three-months grant extension for each subgrant. The Subrecipient must submit the request in writing. No extension is granted until approval is received by DOJ in writing.

5. Neither the Subrecipient nor DOJ will be responsible for any expenses or costs incurred under this agreement prior to Governor and Council approval, nor after 06/30/22 or 9/30/22 if an extension is approved.
6. The Subrecipient expenditure report provided for one subgrant cannot be used for another subgrant. The DOJ will provide the Subrecipient with an expenditure report for each subgrant upon award of the subgrants.

EXHIBIT C

-SPECIAL PROVISIONS-

1. Subrecipient shall also be compliant at all times with the terms, conditions and specifications detailed in the Special Conditions, which are subject to annual review.

EXHIBIT C

2018-V2-GX-0036

SPECIAL CONDITIONS

1. Requirements of the award; remedies for non-compliance or for materially false statements

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

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

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

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

2. Applicability of Part 200 Uniform Requirements-

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2018 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2018 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number

(regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of

EXHIBIT C

this FY 2018 award.

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

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

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

3. **Compliance with DOJ Financial Guide**
References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The subrecipient agrees to comply with the DOJ Grants Financial Guide.
4. **Reclassification of various statutory provisions to a new Title 34 of the United States Code**
On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.
5. **Requirements related to "de minimis" indirect cost rate**
A recipient that is eligible under the Part 200 Uniform Requirements and other

EXHIBIT C

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

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

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

7. All subawards ("subgrants") must have specific federal authorization

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

The details of the requirement for authorization of any subaward are posted on the OJP web site at

<https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

8. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000. 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, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward). The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

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9. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award). The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), 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.
10. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events.
The subgrantee at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences. Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Post-award Requirements" in the "2015 DOJ Grants Financial Guide").
11. 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 of 2010, and other applicable laws.
12. OJP Training Guiding Principles
Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>
13. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 42
The recipient, and any subrecipient (subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable

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requirements in subpart E of 29 C.F.R. Part 42 that relate to an equal employment opportunity program.

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

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

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

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, 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 recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

16. Restrictions on "lobbying"

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

Another federal law generally prohibits funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to

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influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of federal grant or cooperative agreement, subgrant, contract, subcontract, or loan with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law, including exception that applies to Indian Tribes and tribal Organizations.

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

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.

17. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2018)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2018, are set out at <https://ojp.gov/funding/Explore/FY18AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

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

The recipient and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in

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

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (2) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

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

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

no Subrecipient under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. The foregoing is not intended, and shall not be understood by the agency making this award, 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

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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 factual basis, to support this representation; and
- c. 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.

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

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

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

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

21. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of

EXHIBIT C

performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

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

23. VOCA Requirements

The subrecipient assures that the State and its subrecipients will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required. Specifically, the State certifies that funds under this award will:

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

24. Demographic Data

The subrecipient assures that its subrecipients will collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

25. Discrimination Findings

The subrecipient assures that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this award, the recipient will forward a copy of the findings to the Office for Civil Rights of OJP.

26. The recipient understands that all OJP awards are subject to the National Environmental Policy Act (NEPA, 42 U.S.C. section 4321 et seq.) and other related Federal laws (including the National Historic Preservation Act), if applicable. The recipient agrees to assist OJP in carrying out its responsibilities under NEPA and related laws, if the recipient plans to use VOCA funds (directly or through subaward or contract) to undertake any activity that triggers these requirements, such as

EXHIBIT C

renovation or construction. (See 28 C.F.R. Part 61, App. D.) The recipient also agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award.

27. The subrecipient agrees to submit (and, as necessary, require sub-recipients to submit) quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.
28. If Primary Award Exceeds \$500,000 - Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS
The subrecipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").
The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <https://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.
-
29. 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.
30. 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 (2018-V2-GX-0036) 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."

EXHIBIT C

31. 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.
32. 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 NHDOJ.
33. 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.
34. The Subrecipient understands that VOCA *non-allowable* personnel activities include: general administration, prevention, active investigation and prosecution of criminal activities, research and studies, lobbying, capital expenses, compensation for victims of crime and fundraising.
35. The Subrecipient agrees that all services will be provided at no charge to victims unless a program income waiver is obtained from the NHDOJ. 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.
36. 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 NHDOJ, Grants Management Unit, when it is no longer being used for the VOCA program purposes for which it was acquired.
37. 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 NHDOJ, Grants Management Unit. The Single

EXHIBIT C

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

38. Sub-Recipients of federal funding from the NHDOJ are required to comply with all federal regulations that relate to non-discrimination. These requirements are specified in United States Code of Federal Regulation Title 28, sections 35, 38, 42 and 54. Individuals who believe they may have been discriminated against by the NHDOJ or by an organization that receives federal funding from the NHDOJ based on their race, color, national origin, religion, sex, disability, age, sexual orientation or gender identity should print and complete a Discrimination Complaint Form found at <https://www.doj.nh.gov/grants-management/civil-rights.htm>.

39. The subgrantee, if a non-profit organization, agrees to make its financial statements available online (either on the subgrantee's website, or the NHDOJ'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.

40. The subgrantee, if a non-profit organization, must certify their non-profit status by submitting a statement to NHDOJ: 1) affirmatively asserting that the recipient is a non-profit organization and 2) indicating that the subgrantee 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 subgrantee 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

Subgrantees that are local non-profit affiliates of state or national non-profits should also have a statement by the parent organization that the subgrantee is a local non-profit affiliate.

41. 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

EXHIBIT C

Guidelines and Conditions and may result in suspension or termination of funding, until such time as the Subrecipient is in compliance. **The EEOP reporting tool and instructions can be found at:** http://ojp.gov/about/ocr/faq_eeop.htm

42. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. The current consultant limit is \$650 per day or \$81.25 per hour. When the rate exceeds the limit for an 8-hour day, or a proportionate hourly rate (excluding travel and subsistence costs), a written prior approval is required from OVC. Prior approval requests require additional justification.
43. Subrecipients that directly pass through grant funding to any other entity must ensure that there is an effective system of monitoring those sub-award entities: The pass-through entity is required to monitor their sub-awards programmatic and financial compliance of the program. Pass-through entities must ensure compliance with VOCA rule 94.106 Monitoring Requirements and 2 CFR 200.331 in regards to the sub-award(s) and monitoring.

I have read and understand all 43 special provisions contained in this document:

LYN M. SCHOLLETT, EXECUTIVE DIRECTOR

Name and Title of Authorized Representative

Lyn M. Schollett

4.2.2020

Signature

Date

NH COALITION AGAINST DOMESTIC & SEXUAL VIOLENCE

Name and Address of Agency

P.O. Box 353

CONCORD, NH 03279

03302 LMS

EXHIBIT D

EEOP Reporting

I, LYN M. SCHOLLETT [responsible official], certify that

NH COALITION AGAINST DOMESTIC & SEXUAL VIOLENCE [recipient] has completed the EEO reporting tool certification

form at: https://ojp.gov/about/ocr/faq_ccop.htm on OCTOBER 23, 2019 [Date]

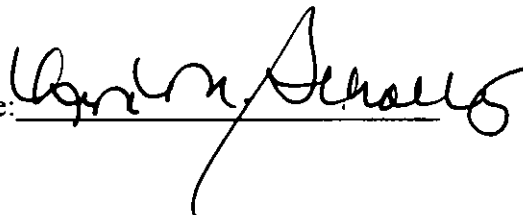
And that MARIE LINDBAUGH, PROGRAM DIRECTOR [responsible official] has completed the EEOP

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

SEPTEMBER 19, 2017 [date]

I further certify that:

NH COALITION AGAINST DOMESTIC & SEXUAL VIOLENCE [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Signature: 

Date: 4.2.2020

EXHIBIT E

Non-supplanting Certification

Supplanting defined

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

funds will not be used to supplant State or local funds. See the OJP Financial Guide (Part II, Chapter 3)

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

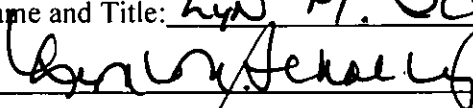
Supplanting and job retention

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

The NH Coalition Against Domestic & Sexual Violence (Applicant) certifies that any funds awarded through grant number 2018-V2-GX-0036 shall be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purposes and goals of the grant.

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

Printed Name and Title: Lyn M. Schollett

Signature: 

Subrecipient Initials LMS

Date 4.2.2020

EXHIBIT F

NEW HAMPSHIRE DEPARTMENT OF JUSTICE



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

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

1. LOBBYING

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

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

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

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

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

EXHIBIT F

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

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

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

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

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

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

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

3. FEDERAL TAXES

- A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP

EXHIBIT F

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EXHIBIT F

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

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

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

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

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

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

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

Lyn M. Schollett, EXECUTIVE DIRECTOR

Name and Title of Head of Agency

[Signature]

Signature

4.2.2020

Date

New Hampshire Coalition Against Domestic Sexual Violence

Name and Address of Agency

P.O. Box 353
Concord, NH 03302

State of New Hampshire

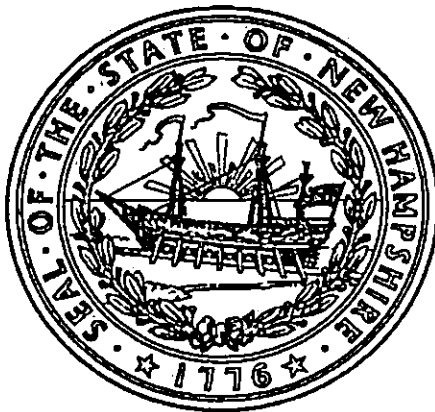
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NEW HAMPSHIRE COALITION AGAINST DOMESTIC AND SEXUAL VIOLENCE is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on April 30, 1981. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 63838

Certificate Number: 0004881496



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 2nd day of April A.D. 2020.

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

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, Lindsay Nadeau, Chair of the Board of Directors, do hereby certify that:
(Name of the elected Officer of the Agency; cannot be contract signatory)

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

2. The following is a true copy of the resolution duly adopted at a meeting of the Board of Directors of
the Agency duly held on December 10, 2019:
(Date)

RESOLVED: That the _____ Executive Director _____
(Title of Contract Signatory)

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

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of
the 2nd day of April, 2020.
(Date Contract Signed)

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

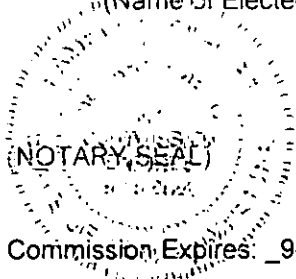
of the Agency.

Lindsay Nadeau
(Signature of the Elected Officer) Chair, NHCADSV

STATE OF NEW HAMPSHIRE
County of Merrimack

The forgoing instrument was acknowledged before me this 2nd day of April, 2020

By Lindsay Nadeau
(Name of Elected Officer of the Agency)



Pamela Eglish
(Notary Public/Justice of the Peace)

Commission Expires: 9-18-2024



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/23/2019

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 E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425		CONTACT NAME: Eleanor Spinazzola PHONE (A/C No. Ext.): (603) 293-2791 FAX (A/C No.): (603) 293-7188 E-MAIL ADDRESS: eleanorspinazzola@esinsurance.net	
INSURED NH Coalition Against Domestic and Sexual Violence, DBA: NHCADSV PO Box 353 Concord NH 03302		INSURER(S) AFFORDING COVERAGE INSURER A: Great American Insurance Group NAIC # GAIG INSURER B: Liberty Mutual Agency Corporation INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 2019 **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 type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			MAC5464236-18	05/15/2019	05/15/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			MAC5464236-18	05/15/2019	05/15/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 100,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UMB8234007-11	05/15/2019	05/15/2020	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	WC5-31S-604577-019	05/15/2019	05/15/2020	<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)

CERTIFICATE HOLDER

NH Department of Justice
33 Capitol Street
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
Finley Kennedy

Internal Revenue Service
District Director

Department of the Treasury

P.O. Box 9107
Boston, MA 02203

Date: MAY 18 1983

Our Letter Dated:

November 24, 1981

Person to Contact:

Marcus E. Darr/dj

Contact Telephone Number:

223-4241

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

Dear Applicant:

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

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

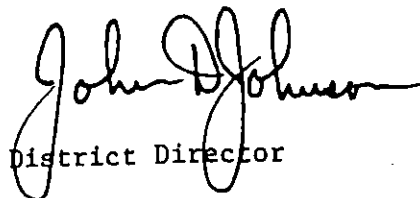
Grantors and contributors may rely on this determination until the Internal Revenue Service publishes notice to the contrary. However, a grantor or a contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your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

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

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

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

Sincerely yours,


District Director

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

FILED

AUG 16 1985

NEW HAMPSHIRE
SECRETARY OF STATE

(Please complete in black type or ink)

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

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

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

corporation, VOTED THAT:

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

A true record, attest: L. Maria J. Wolcott
(clerk, ~~secretary~~ ~~notary~~ ~~attorney~~)

Date signed Aug. 12 1985

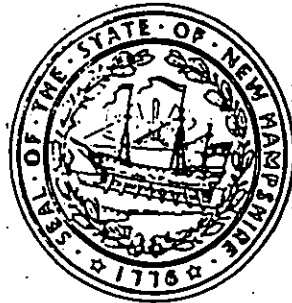
Filing fee payable to Secretary of State - \$10.00.

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

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

State of New Hampshire

OFFICE OF SECRETARY OF STATE



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



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

William M. Gardner
Secretary of State

Marie R. Linebaugh, MSW

WORK EXPERIENCE

New Hampshire Coalition Against Domestic and Sexual Violence

Concord, NH

Program Director

September 2015-Present

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

New Hampshire Coalition Against Domestic and Sexual Violence

Concord, NH

AmeriCorps Victim Assistance Program Coordinator

August 2014-September 2015

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

Human Services Center/McKeesport Collaborative

Turtle Creek, PA

Program Associate/MSW Intern

May 2013-April 2014

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

The Stern Center

Forest Hills, PA

Therapeutic Support Staff

October 2012- August 2013

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

Jewish Family and Children's Service

Pittsburgh, PA

Refugee Resettlement MSW Intern

October 2012- April 2013

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

YWCA of Hamilton

Hamilton, OH

Program Assistant/Community Educator

July 2011- July 2012

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

Marie R. Linebaugh, MSW

WORK EXPERIENCE (CONTINUED)

YWCA NH

Youth Programs Coordinator

Manchester, NH

November 2010-June 2011

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

AmeriCorps VISTA

Child Health Services

Manchester, NH

January 2010-July 2010

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

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

July 2009- December 2009

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

EDUCATION

University of Pittsburgh, School of Social Work

Master of Social Work: Community Organizing and Social Administration

Pittsburgh, PA

April 2014

Emmanuel College

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

Boston, MA

May 2009

Study Abroad: School of International Training

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

Rabat, Morocco

Spring 2008

GRADUATE FELLOWSHIP

Albert Schweitzer Fellowship

Traditional Fellow

Pittsburgh, PA

April 2013-May 2014

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

Awards/Scholarship:

Mon Valley Woman of Achievement: Special Project Award

October 2013

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

University of Pittsburgh: Merit Scholarship

August 2012-April 2014

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

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

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

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

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

Essential Functions:

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

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

experience in a dynamic and complex organization.

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

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

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

Disclaimer

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

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

For Human Resources Only

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

Linda A. Douglas M.S. Ed., LADC

Profile & Qualifications

Solid background in domestic violence, substance abuse and homeless services. Experienced in implementation and development of programs for substance abusing battered women. Skilled in developing and providing training, supervision of work teams and maintaining a strong program assisting homeless, battered women and children. Has worked on various committees on the state and local level to provide advocacy and development of services to assist homeless families and individuals including victims of domestic violence and women and children affected by substance abuse.

Education & Certifications

M.S. Ed. (Emphasis Agency Counseling) Old Dominion University
B.S. Liberal Arts (Business Management) Virginia Wesleyan College
New Hampshire Licensed Alcohol and Drug Counselor

August 1995
May 1989A
current

Career History

New Hampshire Coalition Against Domestic and Sexual Violence

Trauma Informed Services Specialist

April 2009 – present

- Develop and implement trainings to enhance the capacity of member programs of the coalition, and local communities, to address the affects of trauma and the complex needs of victims with mental health and substance abuse problems.

Monadnock Family Services

Recovery Support Service, Manager/Clinician

January 1, 2007 – April 2009

- Supervise case managers, assess consumers for placement into support services, and participate in clinical team meetings to determine appropriate treatment plans for consumers. Provide one on one and group counseling to dually diagnosed mental ill/substance abusing adults. Co-facilitates DBT groups. Prepare statistical reports for funding sources and assist in grant writing.

Substance Abuse Clinician

July 1, 2005 – December 31, 2006

- Assess clients for substance abuse and dependence, provide individual counseling to adults with substance abuse/dependence, provide referrals for psychiatric evaluation, implement treatment plans, attend weekly clinical case reviews.

YWCA of South Hampton Roads

Sept 1994 – June 2005

Director – Women in Crisis/Women in Recovery

- Designed and implemented the award winning Women in Recovery Program in 1996 to provide services for battered substance abusing women, the first program of its kind in the country.
- Responsible for supervision of shelter team of ten employees (includes hiring and firing)
- Oversaw direct services within emergency shelter and transitional housing programs that serve over 400 women and children per year.
- Supervised planning and scheduling for maintenance of three buildings.
- Serves as agency representative on Norfolk Homeless Consortium, the continuum of care for all HUD funded homeless services in the City of Norfolk. Served as chair of the Consortium for 3 years. Served as chair of the Standards of Care committee which will be responsible for assessing homeless services. Served on Mental Illness/Substance Abuse Sub-Committee of the Norfolk Blue Ribbon Commission on Homelessness.
- Served 4 years as area representative on the board of the state coalition, Virginians Against Domestic Violence. Member of Certification Committee and also served on the committee that started the process of merging the state sexual assault and domestic violence coalitions.
- Served as agency representative on Hampton Roads Family Violence Alliance which is currently the local community coordinated response for developing and implementing a local primary prevention program under a grant from the Center for Disease Control.
- Provided training to community groups and allied professions (Department of Social Services, Probation and Parole, Substance Abuse Services) in substance abuse and battered women, the dynamics of domestic violence, and healthy relationships. Implemented women's anger management program. Assisted in development of battered women and substance abuse training with state coalition.

Norfolk Community Services Board

December 1998 – January 2001

Substance Abuse Counselor – Women's Day Treatment Program

Provided substance abuse counseling and education to approximately 20-30 women in a five day per week day treatment program. Performed various case management functions and maintained client records.

New Hampshire Coalition Against Domestic and Sexual Violence
Job Description: Trauma Informed Services Specialist

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

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

Job Summary: Responsible for implementation of the Trauma Informed Services Program, enhancing member program and community capacity to improve access to services for victims of domestic violence experiencing mental health and/or substance abuse problems, and children exposed to violence in their homes.

This position reports to the Program Director of the Coalition.

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

Essential Functions

- Conduct in-depth assessment of advocacy staff training needs at member programs to improve trauma-informed services for victims with mental health and/or substance abuse problems and children exposed to violence in their homes.
- Develop and deliver training programs to member program advocacy staff.
- Develop and implement training modules to ensure on-going training to enhance advocacy staff capacity to provide trauma-informed services to victims.
- Consult with national, regional and state experts in trauma informed services to inform development and delivery of training for advocacy staff.
- Maintain state of the art knowledge on trauma effects and treatment and disseminate relevant materials and information to Coalition member programs.
- Expand NHCADSV member program involvement in staff training as outlined in the Children Exposed to DV grant work plan and as desired by the member programs.
- Assist project partner programs in revisions to policies and procedures necessary to better meet the needs of victims with mental health and/or substance abuse problems and children exposed to trauma.
- Organize community based training programs for Department of Human Services, mental health and substance abuse providers and other interested human service organizations to increase knowledge of trauma informed treatment.
- Facilitate quarterly meetings and provide support to direct service coordinators and shelter managers.

- Assist in writing grant proposals and submitting interim reports as required by grantors.

Minimum Requirements

Bachelor's Degree required, advanced degree preferred, with extensive expertise in mental health/substance abuse issues and trauma exposure.

Preferred Skills

Must have strong organizational skills and be able to effectively manage projects and demonstrate excellent written and oral communication skills. Knowledge of domestic violence advocacy program services preferred. Experience in curriculum and training development and delivery and group facilitation.

Physical Demands

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

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

Must be able to climb multiple flights of stairs, and lift or move up to 25 pounds

Disclaimer

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

For Internal Use Only

Job Category	Specialist
Exempt/Nonexempt	Exempt
[This is a full time or part time position + number of hours]	Full time: 40 hours per week
Supervisor	Program Director
Department	Program Services & Training
Last Revised	March 2013

Elena Coleman

PROFESSIONAL EXPERIENCES

New Hampshire Coalition Against Domestic and Sexual Violence

Concord, NH

Housing and Economic Justice Specialist

July 2019 –Present

- Implement the HUD Domestic Violence Rapid Re-Housing grant through the Balance of State Continuum of Care, including creation of and training on the program manual and documentation to be used by 10 member programs, oversight and technical assistance to programs to make sure they are HUD compliant, complete the annual grant application, and oversee financial aspects of the grant.
- Manage the statewide Housing First Program, including technical assistance and training to 12 member programs, processing funding requests, reporting on program outcomes, and fostering statewide community partnerships
- Administer the Economic Empowerment Program of NH, including managing the Matched Savings Program and training AmeriCorps Members and other advocates on financial empowerment resources

New Hampshire Coalition Against Domestic and Sexual Violence

Concord, NH

Training and Programs Coordinator

July 2017 –July 2019

- Develop and implement the statewide Housing First Program, including technical assistance and training to 12 housing advocates, processing funding requests, and reporting on program outcomes
- Administer the Economic Empowerment Program of NH, including managing the Matched Savings Program and training AmeriCorps Members and other advocates on financial empowerment resources
- Coordinate the Family Violence Prevention Specialist (FVPS) program by organizing meetings for advocates who are co-located at crisis centers and DCYF district offices (FVPSs) and collaborating with DCYF supervisors and administrators to facilitate communication between agencies and improve response to non-offending parents and families experiencing domestic violence and child abuse
- Provide training to statewide agencies, including law enforcement and DCYF on the dynamics of domestic violence, trauma, and crisis center resources; distribute training opportunities and resources to member programs
- Involvement in statewide efforts to address race equity, including participation in the Endowment for Health's Race Equity Workgroup on Civic Engagement and collaboration with allied agencies that support marginalized communities

Appalachian Mountain Teen Project

Laconia, NH

Program Specialist/Mentor

Oct. 2016 –July 2017

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

New Beginnings without Violence and Abuse

AmeriCorps Victim Assistance Program (AVAP), Laconia, NH

Advocate

Sep. 2015 –Sep.2016

- Provide crisis intervention and trauma-informed advocacy for victims/survivors of domestic and sexual violence
- Support survivors in obtaining emotional, financial, and housing stability through safety planning, financial literacy education, systems engagement, and connecting with other agencies' services (e.g., counseling, legal aid, child care, rent/utility assistance, etc.)
- Assist survivors and shelter guests through court advocacy (e.g., orders of protection, child custody, divorce, etc.) forensic interviews at Child Advocacy Centers, hospital accompaniment (e.g., for sexual assault exams), police accompaniment, and 24/7 crisis line
- Facilitate a weekly support group for survivors of domestic violence
- Organize and implement the New Hampshire Clothesline Project to raise awareness of domestic/sexual violence

World Learning's Experiment of International Living

Costa Rica

Group Leader

Jun. 2015 – Aug. 2015

- Co-lead a group of 13 high school students to Costa Rica for one month including a 2 week homestay

- Support students' experiential learning through group discussions and activities to reflect on cultural differences, adjustment, and around program themes of biodiversity, ecology, and sustainability
- Coordinate logistics and handle issues with in-country leaders and homestay families and community

Philadelphia and Doylestown Rock Gyms

Oaks and Doylestown, PA

Instructor

Jul. 2014 – Aug. 2015

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

Portland State University, Sustainable Water, Energy, and Environmental Technologies Lab

Portland, OR

Researcher

June 2013 – Aug. 2013

- Design and model various sustainable technology devices used to monitor usage and functionality of water pump systems, hand washing stations, and wood-burning stoves
- Run physical experiments to test models for accurate and efficient reporting of output data
- Develop computer programs to calibrate water pressure data for proper implementation

EDUCATION

Smith College

Graduate Cum Laude, Phi Beta Kappa, GPA: 3.9

B.A. in Mathematics and Portuguese and Brazilian Studies

Aug. 2010 – May 2014

- School of International Training semester abroad in Brazil focusing on social justice and sustainable development
- Served on the Smith College Social Justice and Equity Committee to incorporate equity and diversity in school policies
- Worked as a House Community Advisor to foster an inclusive, engaged, and balanced house community of 50 students

Rotary International Youth Exchange

Sep. 2009 – Jul. 2010

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

CERTIFICATIONS AND SKILLS

- Highly proficient in Spanish and Portuguese
- Certified in Social Justice Mediation and Nonviolence Crisis Intervention
- Wilderness First Responder
- Proficient with Microsoft Office Suite
- Comfortable utilizing new technology and software

New Hampshire Coalition Against Domestic and Sexual Violence
Job Description: Housing and Economic Justice Specialist

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

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

Job Objective:

Responsible for the implementation and coordination of the Coalition's statewide housing and economic justice initiatives, enhancing member program and community capacity to provide housing and economic justice supports to survivors of domestic violence, sexual violence, stalking and human trafficking throughout the state of New Hampshire.

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

Essential Functions:

- Coordinate and enhance the Economic Empowerment Program of NH.
 - Manage the Matched Savings Program.
 - Train member programs advocates and AmeriCorps members on the AllState Curriculum.
 - Provide technical assistance to advocates and AmeriCorps members on the implementation of financial literacy programming.
 - Sustain and create new partnerships to develop asset building tools for survivors to benefit from.
- Implementation and management of the Domestic Violence Housing First program and Rapid ReHousing Program in conjunction with other staff.
- Provide training and technical assistance to member program staff and allied professionals on housing and economic justice initiatives.
- Assist in writing grant proposals and submitting interim reports as required by grantors.
- Work with Program Director to secure additional funding for existing statewide programs, and develop and implement new programs and special projects as funding becomes available.
- Develop and implement evaluation tools for housing and economic justice related programming.
- Attend statewide committee meetings that address issues of housing and economic security.

Minimum Requirements: Bachelor's Degree or equivalent experience.

Preferred Skills:

- Flexibility and ability to manage a variety of tasks independently.
- Effective communication skills both written and verbal.
- Strong work ethic.
- Effective attention to detail with the ability to follow through.
- Demonstrated understanding of and commitment to domestic and sexual violence issues.
- Experience with program evaluation.
- Ability to problem-solve and think creatively about complex situations.
- Experience with the Microsoft Office Suite.

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

- Must be physically and mentally capable of performing multiple tasks (such as phone calls, computer work, attending meetings) under stressful situations and able to consistently function well in a fast-paced environment.
- Must be capable of using a visual display terminal with keyboard, repetitively use his/her wrist, elbow and shoulder.
- Must be able to communicate independently.
- Must be able to lift or move up to 20 pounds.

Disclaimer

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

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

For Human Resources Only

Job Category	Specialist
Exempt/Nonexempt	Non Exempt
This is a part time position	32 hours per week
Supervisor	Program Director
Department(s)	Programs
Last Revised	April 2019

Joan Madore

Experience

2001 - present NH Coalition Against Domestic & Sexual Violence Concord, NH

Bookkeeper

- Fund accounting
- Payroll
- Federal and State tax preparation
- Accounts payable
- Accounts receivable
- Budget reports
- Grant expenditures requests
- Compile statistics
- Bank reconciliation
- Funding formula support

1984 - 1995 Fairview Nursing Home, Inc. Hudson, NH

Bookkeeper

- Weekly payroll
- Bank reconciliation
- Accounts payable
- Workman Compensation
- Health Insurance
- Telephone coverage
- Copying
- Distributing daily mail

1981 - 1984 Slawsby Insurance Company Nashua, NH

Bookkeeper

- Accounts payable
- Accounts receivable
- Data entry

Education 1979 - 1981 New Hampshire Technical College Berlin, NH
Associates in Secretarial Science

Interests Aerobics, weight training, camping

Volunteer Volunteer at the elementary school.

New Hampshire Coalition Against Domestic and Sexual Violence
Job Description: Bookkeeper & Data Support Specialist

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Job Objective: Perform bookkeeping functions; maintain financial and data records in line with mission and vision.

Summary of Responsibilities:

Financial:

- Maintain financial records
- Perform all weekly, monthly, quarterly Accounts Payable and Accounts Receivable functions in NHCADSV's fund accounting software system
- Insure proper filing of invoices
- Monthly reconciliation of bank statement
- Prepare federal and state monthly, quarterly and annual financial reports
- Review PMC financial reports for accuracy; provide technical assistance as needed
- Maintain computer backup system of financial records
- Prepare all necessary documents for audit preparation

Payroll:

- Prepare payroll for distribution
- Payroll tax deposit reconciliation
- Maintain and track employee benefits; prepare reports for leadership
- Comply with all necessary state and federal reporting requirements, including quarterly IRS 941, state UC, IRS annual forms (W-2, 1099)

Data Collection and Reporting :

- Maintain victim services database and prepare reports per grant requirements; compile annual data
- Provide technical assistance and training to PMC database system users
- Maintain consolidated education and outreach database and prepare reports per grant requirement

This is a general description of duties and not intended to list every specific function of position.

Educational Level: Associate's Degree in Bookkeeping or equivalent experience.

Skill Requirements:

- Full charge computerized bookkeeping
- Spreadsheet proficiency
- Database proficiency
- Excellent organizational skills and detail oriented
- Flexibility and demonstrated ability to manage multiple, simultaneous deadlines
- Demonstrated understanding of and commitment to domestic and sexual violence issues.
- Proficiency in Microsoft Office: Word, Excel, Access and Power Point
- Limited in-state travel required

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

- Must be physically and mentally capable of performing multiple tasks (such as phone calls, computer work, attending meetings) under stressful situations and able to consistently function well in a fast-paced environment.
- Must be capable of using a visual display terminal with keyboard, repetitively use his/her wrist, elbow and shoulder.
- Must be able to communicate independently.
- Must be able to climb multiple flights of stairs, and lift or move up to 20 pounds.

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For Human Resources Only

Job Category	Specialist
Exempt/Nonexempt	Non Exempt
This is a full time position	40 hours per week
Supervisor	Administrative Director
Department(s)	Administration
Last Revised	May 2017

Karin Ashton

**New Hampshire Coalition Against Domestic and Sexual Violence - Concord, NH
Community Relations Specialist, October 2019 - current**

Assist with the development and implementation of The Coalition's public communications and fundraising initiatives. Works within a team of the Executive Director and Public Affairs Director and other Public Affairs staff to develop and implement communication and development strategies to broaden the impact of The Coalition and its 13 member programs.

- Collaborate with the Executive Director and Public Affairs Director to create and implement a communications plan
- Serve as a point person for general media inquiries to The Coalition and coordinate responses to media requests, including crisis communications
- Work with the Public Policy Specialist to expand The Coalition's grassroots network, to produce legislative updates and action alerts, and to implement and promote public policy initiatives and campaigns
- Update Coalition website, generate monthly newsletters, maintain media and grassroots contact databases. Create and distribute Coalition materials
- Manage statewide public awareness campaigns and events. Coordinate Coalition's participation in regional and national public awareness efforts. Develop marketing strategies, and coordinate outreach efforts to ensure consistent messaging across all communications materials and social media platforms
- Collaborate with the Executive Director, Public Affairs Director, and Public Affairs Coordinator on all aspects of resource development, including strategy-building, cultivation, gift solicitation, and stewardship

**Equality Health Center - Concord, NH
Healthworker, May 2018 – October 2019**

Provide patient education and support to clients seeking reproductive and transgender healthcare at nonprofit healthcare organization.

- Counsel patients on birth control and abortion care.
- Set appointments, triage medical concerns and provide information and referrals.
- Implemented new patient texting communication program and an online medical intake system.

**New Hampshire Coalition Against Domestic and Sexual Violence - Concord, NH
Community Relations Coordinator, 2012 - 2017**

Under the direction of the Public Affairs Director and Community Relations Director helped coordinate communications for statewide advocacy organization.

- Wrote and distributed electronic and hardcopy newsletters.
- Wrote speeches and created presentations for conferences and events.
- Drafted and distributed press releases to state and national media.
- Monitored media coverage of NHCADSV.
- Wrote, updated and uploaded content for two Coalition websites.
- Managed social media and engaged with audiences.
- Designed print materials, graphics and public awareness giveaways.
- Helped coordinate logistics and communications for special events.

**New Hampshire Coalition Against Domestic and Sexual Violence - Concord, NH
Office Coordinator, 2005 - 2012**

- Maintained donor and outreach database.
- Coordinated logistics for conferences and meetings.
- Maintained inventory of outreach materials for member agencies and public.
- Assisted with facility management, grants processing and IT.
- Recruited and managed college interns and community volunteers.

Equality Health Center - Concord, NH**Administrator, 2003 - 2005**

- Hired staff, maintained personnel records and provided training and supervision.
- Responsible for compliance with state licensing and federal regulations.
- Managed facility, security and equipment maintenance.

Clinic Coordinator, 2002 - 2003

- Ensured the streamlined front office operations of medical facility.
- Assisted with training and supervision of administrative staff and medical assistants.
- Coordinated patient and practitioner scheduling.

Healthworker, 2001 - 2002

- Provided client care, counseling and education to patients.

Millennium Pharmaceuticals Cambridge, Massachusetts**Executive Assistant, 1998 - 2000**

Provided administrative support to Chief Financial Officer

- Coordinated schedules, travel, meetings and communications for CFO.
- Assisted Communications Department with production of annual reports.
- Interacted with media and investors, while maintaining a high level of confidentiality.

Crisis Center of Central New Hampshire - Concord, NH**Direct Service Advocate / Volunteer Coordinator, 1995 - 1997**

- Provided advocacy to victims in shelter, courts and hospitals throughout Merrimack County.
- Managed monthly schedule for over 30 volunteers for a 24 hour crisis line.
- Assisted with volunteer training and supervision.

EDUCATION

New England College - Henniker, NH - B.A., Sociology, Summa Cum Laude, 1994

SKILLS

Strong writing, creative and computer skills

Microsoft Office Suite, Constant Contact, Giftworks, Canva Design, Click and Pledge, ColdFusion CMS, Weebly, basic html

SOCIAL MEDIA

Facebook, Twitter, Instagram, Pinterest, Hootsuite

Volunteer experience

Second Start, Concord, NH ESL Tutor, 2008 - 2009

RESPOND, Somerville, MA, Domestic Violence Child Advocate, 1999 - 2000

References, writing and graphics samples available upon request

New Hampshire Coalition Against Domestic and Sexual Violence
Job Description: Community Relations Specialist

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

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

Job Objective and Summary: Assist with the development and implementation of The Coalition's public communications and fundraising initiatives. Works within a team of the Executive Director and Public Affairs Director and other Public Affairs staff to develop and implement communication and development strategies to broaden the impact of The Coalition and its 13 member programs.

These primary job functions will be performed at The Coalition's office in Concord, New Hampshire. The employee must have access to reliable transportation to and from work. This employee must be able to work a flexible schedule, available on nights and weekends to respond to media requests, update social media platforms, and monitor news. Occasional statewide travel is required.

ESSENTIAL FUNCTIONS:

COMMUNICATIONS

- Collaborate with the Executive Director and Public Affairs Director to create and implement a communications plan
- Serve as a point person for general media inquiries to The Coalition and coordinate responses to media requests, including crisis communications
- Work with the Public Policy Specialist to expand The Coalition's grassroots network, to produce legislative updates and action alerts, and to implement and promote public policy initiatives and campaigns
- Update Coalition website, generate monthly newsletters, maintain media and grassroots contact databases
- Create and distribute Coalition materials
- Manage statewide public awareness campaigns and events
- Coordinate The Coalition's participation in regional and national public awareness efforts
- Develop The Coalition's marketing strategies, and coordinate outreach efforts to ensure consistent messaging across all communications materials and social media platforms

DEVELOPMENT

- Collaborate with the Executive Director, Public Affairs Director, and Public Affairs Coordinator on all aspects of resource development, including strategy-building, cultivation, gift solicitation, and stewardship
- Work with the Public Affairs Director and Public Affairs Coordinator to present an annual development plan and prepare and present regular progress reports to Board of Directors, and serve as staff support to the Board of Director's Development Committee
- Work with Executive Director and Public Affairs Director to cultivate and nurture relationships with partners, donors, foundations, volunteers, and other external stakeholders to strengthen major gifts/planned gifts. Specifically, help identify and develop a portfolio of major gift prospects and grants and manage specific donors within that portfolio

GENERAL

- Participate in staff meetings, attend community events, and otherwise contribute to strengthening the deep roots within The Coalition's community, both internally and externally
- Plan and execute volunteer trainings
- Manage media database
- Provide training and technical assistance to member programs and the The Coalition's Board of Directors on public relations, communications, volunteer recruitment, and media advocacy

Skill Requirements:

- Skilled communicator with superior interpersonal, verbal and written skills, including experience with crisis communications
- Proficient in fundraising including experience managing online fundraising databases and the creation of dynamic materials and presentations for individual and corporate prospects and renewals
- Knowledge of current best practices in social media; expertise in navigating the current mainstream social media platforms
- Knowledge and experience in website management
- Knowledge and ability to work within design and publishing programs
- Proficiency with Microsoft Office Suite
- A strong work ethic, essential for this demanding environment that continually strives for excellence

Desired:

- High emotional intelligence, able to easily develop deep, trusting relationships with diverse individuals from many different backgrounds
- Humble, knows when to ask for help and advice from others
- A great sense of humor

- The ability to work quickly and nimbly under pressure and in a fast-paced environment
- An incredible passion for our mission that invigorates and excites everyone with whom you connect
- Demonstrated understanding of and commitment to domestic and sexual violence issues
- Experience with Giftworks donor software, Constant Contact, and with Frontstream, an enterprise fundraising platform

Educational Level: Bachelor's Degree or equivalent experience

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

- Must be physically and mentally capable of performing multiple tasks (such as phone calls, computer work, attending meetings) and able to consistently function well in a fast-paced environment.
- Must be capable of using a visual display terminal with keyboard, repetitively use his/her wrist, elbow and shoulder.
- Must be able to talk and hear.
- Ability to bend, lift and carry equipment and other materials (up to 30 pounds).

Disclaimer

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Position reports to:

For Human Resources Only

Job Category	Specialist
Exempt/Nonexempt	Exempt
This is a full time position	40 hours per week
Supervisor	Community Relations Specialist
Department(s)	
Last Revised	September 2019

Lauren Batchelder

EDUCATION

Saint Anselm College, Bachelor of Arts Degree
History Major, Gender Studies Minor
Cum Laude

Manchester, NH
May 2018

- Honors Program; Graduated in three years
- Presenter at Saint Anselm Undergraduate Research Conference
- News Editor Saint Anselm Crier; Rugby Team; Volunteer teacher at David School, Kentucky
- Published in *Women and Social Movements of the United States, 1600-2000*

University of Oslo, Exchange Semester
Faculty of Social Sciences, Faculty of Law

Oslo, Norway
December 2017

- Independent research on sex trafficking in progressive countries
- Completed legal class regarding The Convention on the Elimination of all Forms of Discrimination Against Women

Pinkerton Academy, High School Diploma

Derry, NH
June 2015

- National Honor Society
- Spirit of Prudential Volunteer Award; Given by President Obama for 500 hours of Community Service

EXPERIENCE

New Hampshire Coalition Against Domestic and Sexual Violence
Public Affairs Coordinator

Concord, NH
April 2019- Present

- Assisting with the tracking of relevant legislation and the coordination of materials for legislative hearings
- Maintain donor database, coordinate direct appeals and assist with fundraising initiatives
- Assist with special events and awareness campaigns

Legislative Intern

January 2019- April 2019

- Tracked Legislation and attended hearings on behalf of the Coalition
- Performed research tasks as needed
- Assisted with the creation of Coalition media materials

Grassroots Campaigns
Interim Canvass Director

Boston, MA
June 2018- October 2018

- Acting head of the Boston Office
- Managed office recruitment and staff management
- Named one of the top ten fundraisers in the country for Planned Parenthood and Doctors Without Borders

Saint Anselm Crier
News Editor

Manchester, NH
August 2015- May 2018

- Aggressively covered 2016 Presidential election on Campus
- Investigated controversial school issues
- Managed news team and collaborated with multiple advisors to create a reliable product

White House Gender Equality Conference

Washington D.C.
June 2016

One of the hundred chosen out of ten thousand applicants to attend the first ever White House Conference to promote gender equality for women across the world

- Attended Master Class with Warren Buffett about economic equality
- Invited to have an off the record phone call with President Obama
- Learned about sex trafficking in America during breakout sessions with White House Officials

New Hampshire Coalition Against Domestic and Sexual Violence Job Description: Public Affairs Coordinator

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

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

Job Objective and Summary: Provide administrative support and coordination to the Public Affairs Department, which includes public policy, communications and development.

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

ESSENTIAL FUNCTIONS:

COMMUNICATIONS

- Update Coalition website, generate monthly newsletters, maintain media and grassroots contact databases
- Create and distribute Coalition materials
- Assist with special events and awareness campaigns

PUBLIC POLICY

- Assist with the tracking of relevant legislation and the coordination of materials for legislative hearings
- Schedule legislative meetings and coordinate legislative trainings
- Assist with the recruiting and management of the Coalition's legislative volunteer network including the legislative internship program

DEVELOPMENT

- Maintain donor database
- Coordinate direct appeals
- Assist with all fundraising initiatives
- Coordinate timely acknowledgements to donors including letters and phone calls

Perform other duties as assigned

Minimum Requirements:

Bachelor's Degree or equivalent experience. Administrative and/or development experience in a non-profit setting preferred

Preferred Skills:

- Proficient in Microsoft Office suite
- Working knowledge of databases
- Competent with electronic communication
- Effective communication skills, both written and verbal
- Detail oriented
- Excellent organizational skills, including the ability to follow through on projects
- Ability to take direction, work independently and as part of a team, and be self-motivated
- Flexibility, a sense of humor, and the ability to work quickly and nimbly under pressure and in a fast-paced environment
- An understanding of domestic and sexual violence issues, and multi-disciplinary approaches preferred

Desired Skills:

- A strong work ethic, essential for this demanding environment that continually strives for excellence
- A good sense of humor
- A passion for our mission that invigorates and excites everyone with whom you connect
- Experience with Giftworks or Frontstream or Constant Contact
- Demonstrated understanding of and commitment to domestic and sexual violence issues

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

- Must be physically and mentally capable of performing multiple tasks (such as phone calls, computer work, attending meetings) under stressful situations and able to consistently function well in a fast paced environment.
- Must be capable of using a visual display terminal with keyboard, repetitively use his/her wrist, elbow and shoulder.
- Must be able to talk and hear.
- Ability to bend, lift and carry equipment and other materials (up to 30 pounds.)

Disclaimer

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

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

For Human Resources Only

Job Category	Coordinator
Exempt/Nonexempt	Non Exempt
This is a part time position	Full time: 40 hours per week

Supervisor	Director of Public Affairs
Department(s)	Public Affairs
Last Revised	April 2019

JENNIFER PIERCE-WEEKS RN, SANE-A®, SANE-P®

EDUCATION

St. Mary's Hospital School of Nursing Registered Nursing Diploma Amsterdam, NY	12/1986
Granite State College RN-BSN Program Concord, NH	In process

CERTIFICATION

Sexual Assault Nurse Examiner - Adult/Adolescent International Association of Forensic Nursing Board certified SANE-A. Initial item writer.	1/2002-present
Sexual Assault Nurse Examiner – Pediatric International Association of Forensic Nursing Board certified SANE-P. Initial item writer.	1/2007-present

RELATED EXPERIENCE

International Association of Forensic Nursing	
Chief Executive Officer	10/2017-present
Chief Operations Officer	03/2017-10/2017
Interim CEO	12/2015-10/2016
Education Director	1/2011-3/2017
Manage a three year National Institute of Justice grant, developing and implementing a web-based Sexual Assault Nurse Examiner training program with additional on-site clinical skills lab. Promoted to Education Director in January of 2015	
SANE Program Director	
NH Coalition Against Domestic and Sexual Violence Co-manage the statewide Sexual Assault Nurse Examiner Program	January 2015 – present
SAFESTAR Project Consultant	
Southwest Center for Law and Policy Assisted in the creation of a tribal curriculum to address the sexual assault medical forensic examination in Indian Country	January 2010 – present
SAFE Passage Child Advocacy Center	
Sexual Assault Nurse Examiner Performed non-acute examinations of children believed to be sexually abused.	2008-2011
Memorial Hospital Forensic Nurse Examiner Program	
Forensic Nurse Examiner	2007-2014

Practiced as a FNE on the team from 2007 through 2008. Was promoted to Manager of the team from 2008-2011. Left the Manager role to work for IAFN, remained in clinical practice as a FNE on the team. In January of 2011 began coordinating the State of Colorado SANE program through a grant received by Memorial.

NH Coalition Against Domestic and Sexual Violence and the NH Attorney General's Office
Director, State of NH SANE Program 1996-2007

Developed, implemented, evaluated and managed the statewide Sexual Assault Nurse Examiner program. Developed, implemented, evaluated and managed the statewide health care initiative and standards campaign on domestic violence. Trained several hundred health care professionals throughout New Hampshire and nationally on SANE adolescent/adult and pediatric, as well as screening and intervention for patients experiencing intimate partner abuse, and the multidisciplinary response to sexual and domestic violence. Developed and distributed globally a domestic violence screening video for health care professionals. Consulted on an as needed basis with the Office of the Chief Medical Examiner and state prosecutor offices on sexual assault cases.

Dartmouth Hitchcock Medical Center

Sexual Assault Nurse Examiner

2003-2007

Practiced as a Sexual Assault Nurse Examiner and IV Team Nurse per diem.

Valley Regional Hospital

Sexual Assault Nurse Examiner

1990-2000

Full-time ED staff nurse, triage and charge positions. Nursing Supervisor covering the house as needed. Implemented and coordinated the first hospital-based SANE program in the state.

Newport Hospital

1988-1990

Emergency Department Staff Nurse, Nursing Supervisor

Full-time ED staff nurse, triage and charge positions. Nursing Supervisor covering the house as needed. Completed assignments as a nurse at Wyoming Medical Center in Casper and Santa Rosa Medical Center in San Antonio.

Sullivan County Rehabilitation Center

1987-1988

ICF/MR Nurse Manager

Coordination of medical care for 10 residents, all severely developmentally disabled.

Dartmouth Hitchcock Medical Center

1986-1987

Staff Nurse, Neurosurgical Unit

PUBLICATIONS AND PAPERS

American Nurses Association and International Association of Forensic Nurses. (2017). *Forensic Nursing Scope and Standards of Practice, 2nd Edition*. Silver Spring, MD: ANA and IAFN. (Contributing author)

Clements, PT., Pierce-Weeks, J., Holt, KE., Giardino, AP., Seedat, S., Mortiere, C. Violence Against Women: Contemporary Examination of Intimate Partner Violence. STM Learning, St. Louis MO. 2014

Delivery and Evaluation of Sexual Assault Forensic Examiner (SAFE) Training Programs. Patterson, D., Resko, S., Pierce-Weeks, J., Campbell, R. <https://www.ncjrs.gov/pdffiles1/nij/grants/247081.pdf>. 2014

Sexual Violence in Later Life: A Technical Considerations Guide for Health Care Providers. NSVRC http://www.nsvrc.org/sites/default/files/publications_nsvrc_guides_sexual-violence-in-later-life_health-care-providers.pdf. 2013

The Clinical Management of Children and Adolescents Who Have Experienced Sexual Violence and Exploitation, Technical Considerations for PEPFAR Programs http://www.aidstar-one.com/focus_areas/gender/resources/prc_technical_considerations USAID's AIDS Support and

Technical Assistance Resources, AIDSTAR One. 2013.

Consensual Sex Injury. Markowitz, J and Pierce-Weeks, J. In T. Henry's Atlas of Sexual Violence. Mosby, St. Louis, MO. 2013.

An Examination of SANE Data: Clinical considerations based on victim-assailant relationship. Murphy, SB., Potter, SJ., Pierce-Weeks, J., Stapleton, JG and Wiesen-martin, D. Journal of Forensic Nursing, 7:137-144. 2011.

Providing Context for Social Worker's Response to Sexual Assault Victims. Murphy, SB., Potter, SJ., Pierce-Weeks, J. and Phillips, K. Affilia, 26(1):90-94. 2011.

Findings from Sexual Assault Nurse Examiners (SANE): A Case Study of New Hampshire's Pediatric SANE Database Nursing, 6(4):163-169. 2010.

The Challenges Forensic Nurses Face When Their Patient is Comatose: Addressing the Needs of our most Vulnerable Patient Population. Pierce-Weeks, J. Campbell, P. Journal of Forensic Nursing. 2008.

Sexual Assault: A Hospital Protocol for Forensic and Medical Examination Co-Author Fourth Edition. NH Attorney General's Office. 2005.

Addressing Intimate Partner Abuse and Its Health Implications Pierce-Weeks, J. and Little, K. The Female Patient. 2004.

Nursing Approach to the Evaluation of Child Maltreatment. Giardino, ER and Giardino AP. Chapter 9. 2003.

National Consensus Guidelines on Identifying and Responding to Domestic Violence Victimization in Health Care Settings. Co-Author. The Family Violence Prevention Fund. 2002

Sexual Assault: A Hospital Protocol for Forensic and Medical Examination. Co-Author Third Edition. NH Attorney General's Office. 2002.

A 14 year old Victim of Sexual Assault with an Imperforate Hymen and Urethral Meatus Tear. Tremblay, J. Journal of Emergency Nursing. 1999.

TEACHING EXPERIENCE (not all inclusive)

IAFN Conference Implementing a Strangulation Protocol Words Matter: The Art and Science of Trial Testimony	2017
IAFN Conference OVC TTAC SANE Program and Operations Guide A National Adult/Adolescent Medical Forensic Exam Protocol	2016
NH Coalition Against Domestic and Sexual Violence Adult and Pediatric SANE Training Clinical Skills Lab Training	2016
NH Coalition Against Domestic and Sexual Violence Adult and Pediatric SANE Training Clinical Skills Lab Training	2015
University of Colorado Health Comprehensive SANE Training	2014

Tribal Forensic Healthcare Billings, MT Pediatric SANE Training	2014
University of Colorado Health Lethality of Strangulation (Pediatric)	2014
Tribal Forensic Healthcare Learning Management System	
Straddle Injuries versus Sexual Assault	2014
Rainbow Women and Children's Hospital Cleveland, Ohio Pediatric SANE Training	2013
Flagstaff Medical Center Advanced Forensic Nurse Examiner Training-Intimate Partner Violence	2013
Sioux Falls, South Dakota for OVC TTAC Adult/Adolescent SANE Training	2013
Tucson Medical Center Advanced Forensic Nurse Examiner Training-Intimate Partner Violence	2013
Chinle Reservation SANE/SART Training-Strangulation and Traumatic Brain Injury	2013
Billings Clinic, Billings, Montana Pediatric SANE Training	2013
IAFN Learning Management System Straddle Injuries versus Sexual Assault	2012
Colorado Springs Police Department Recruit Academy Strangulation in the Living Victim	2012
Indian Nations Conference The Lethality of Strangulation Recognizing and Responding to Brain Injured IPV Victims	2012
IAFN Learning Management System Expanding Your Practice	2012
IAFN Scientific Assembly Beyond SANE: Expanding Your Practice Until the SANEs Arrive: Addressing Evidentiary Exams in Indian Country What's Threatening the Viability of your SANE Program Medical Findings in Child Sexual Abuse Creating a Defensible Practice	2012
Peterson Air Force Base The Lethality of Strangulation	2012
National Advocacy Center Investigating and Prosecuting Sexual Assault in Indian Country The Medical Forensic Sexual Assault Exam	2012

Red Wind Consulting (for Indian Health Services) Clinical Skills Laboratory	2012
Futures Without Violence Health Care Conference American Indian/Alaskan Native Pre Conference Workshop	2012
Memorial Health System Lethality of Strangulation	2012
Memorial Health System Pediatric Sexual Abuse Review Course	2011
Fort Bragg Intimate Partner Violence Identification and Response Danger Assessment	2011
Southwest Center for Law and Policy SAFESTAR Training at the Tohono O'odham Nation	2011
State of Maine Attorney General's Office Pediatric Sexual Assault Nurse Examiner Course	2011
National SART Conference RN versus MD in pediatric sexual abuse evaluations (with Dr. Rich Kaplan) SART: When things go to hell Medical Findings in Child Sexual Abuse Rural Issues	2011
Colorado Springs Police Department Lethality of Strangulation	2011
More (upon request)	

AWARDS

Virginia Lynch Pioneer in Forensic Nursing Award, IAFN	October 2013
Outstanding Advocacy and Community Work in Ending Sexual Violence from the National Sexual Violence Resource Center	January 2004
Dr. Roger Fossum Award for outstanding dedication and service on behalf of New Hampshire's children from the NH Attorney General's Child Abuse Task Force	January 2001
National Coalition Against Sexual Assault's Women Holding Up the World award presented by Women's Information Services, Inc.	January 1998
Dr. Roger Fossum Award for outstanding dedication and service on behalf of New Hampshire's children from the NH Attorney General's Child Abuse Task Force	January 1997
Victim Justice A New Day Dawns award in recognition of exemplary service and dedication to providing quality services and fair treatment to victims of crime from the Sullivan County District Attorney's Office	January 1996

CONSULTING

State of Maine Attorney General's Office
Rainbow Women and Children's Hospital
Cleveland, OH
United States Military Branches-prosecution
and defense
Billings Clinic, Billings, MT
National Sexual Violence Resource Center
USAID
Indian Health Services
Private Defense Attorneys
District and Prosecuting Attorney's Offices nationally

MEMBERSHIPS/ACTIVITIES

International Association of Forensic Nurses
American Nurses Association
Emergency Nurses Association

Janet Carroll

EDUCATION

- New Hampshire Technical Institute, Concord, NH
Associate Degree of Nursing, May 1999
Dean's List, National Honor Society
- New Hampshire Sexual Assault Nurse Examiner Adult/Adolescent Training, 2005
- New Hampshire Sexual Assault Nurse Examiner Pediatric Training, 2015
- Vermont Sexual Assault Nurse Examiner Pediatric Training, 2013.

EXPERIENCE

- New Hampshire Coalition Against Domestic and Sexual Violence, Concord, NH
SANE Director New Hampshire SANE Program-Statewide
January 2015 - Present
- Dartmouth Hitchcock Medical Center , Lebanon, NH
Clinical Coordinator Forensic/Sexual Assault Nurse Examiner Program
Emergency Department Staff Nurse
On-Call SANE
February 2006 – Present; Assumed Coordinator position 9/2008
- Valley Regional Hospital, Claremont, NH
Emergency Department Staff Nurse, Nursing House Supervisor, SANE Nurse
May 1999- Present
- Mount Ascutney Hospital and Health Center, Windsor, VT
Per-Diem Acute Rehabilitation Staff Nurse, SANE Nurse
May 1999-2015

NATIONAL CERTIFICATIONS

- Sexual Assault Nurse Examiner- Pediatric (SANE-P)
- Sexual Assault Nurse Examiner-Adolescent/Adult (SANE-A)
- Certified Emergency Nurse (CEN)

PROFESSIONAL AFFILIATIONS

- International Association of Forensic Nurses,
- Emergency Nurses Association

AWARDS

- Children's Advocacy Center: Hands of Hope
Everyday Hero Award for Sullivan County NH
November 2016
- New Hampshire Coalition Against Domestic and Sexual Violence (NHCADSV)
Jennifer Pierce-Weeks Award of Excellence
May 2012

PUBLICATIONS

- Office of the Attorney General, Sexual Assault: An Acute Care Protocol for the Medical/Forensic Evaluation. Ninth Edition. 2018.
- OFFICE OF THE ATTORNEY GENERAL, A Model Protocol for Response to Adult Sexual Assault Cases. 2017 Edition.
- Office of the Attorney General, Sexual Assault: An Acute Care Protocol for the Medical/Forensic Evaluation. Eighth Edition. 2015.
- Office of the Attorney General, Sexual Assault: An Acute Care Protocol for the Medical/Forensic Evaluation. Seventh Edition. 2014.
- Corum, V. & Carroll, J. (2014) Forensic Analysts' Perspectives: Sexual Assault Kits Under the Microscope, Journal of Forensic Nursing, 10(1), 50-57.

PRESENTATIONS (not inclusive)

- Invited Presenter: Sexual Assault Medical Forensic Exams: Review of SANE Services, Heater Road Primary Care Clinics, Dartmouth Hitchcock Medical Center. September 2017.
- Invited Presenter: Snapshot of Opiates: Heroin, Fentanyl and Carfentanyl, Lebanon Rotary Club. September 2017.
- Invited Presenter: Sexual Assault Medical Forensic Exam: Review of SANE Services, OB/GYN Provider Grand Rounds, Dartmouth Hitchcock Medical Center. June 2017.
- Invited Presenter: Sexual Assault Treatment in the ED Setting, Emergency Medicine Resident Training. Dartmouth Hitchcock Medical Center. June 2017.
- Invited Presenter: Care of the Sexually Assaulted Student, Southern New Hampshire University. March 2017.
- Invited Presenter: "Delicate Populations": Caring for Patients that have Experienced Sexual Assault, Intimate Partner Violence, Elder Abuse, Dartmouth Hitchcock Medical Center. March 2017.
- Invited Presenter: Transgender/LGTBQ: ED Visit Considerations, Dartmouth Hitchcock Medical Center. March 2017.
- Instructor: SANE Case Review: Trends in QA/QI Processes, Dartmouth Hitchcock Medical Center. March 2017.

- Invited Presenter: Caring About Sexual Violence: A Civil Rights, Healthcare and Community Issue, Geisel School of Medicine, Dartmouth College. January 2017.
- Instructor: SANE Case Review: Care of the LGBTQ Patient Populations, Dartmouth-Hitchcock Medical Center. November 2016.
- Invited Presenter: Abuse in Healthcare, Monadnock Community Hospital. November 2016.
- Invited Panelist: Intimate Partner Violence, Geisel School of Medicine, Dartmouth College. October 2016.
- Invited Presenter: Sexual Assault, University of New Hampshire. October 2016.
- Instructor: SANE Case Review: Elder Abuse, Dartmouth Hitchcock Medical Center. June 2016.
- Invited Presenter: Survivors of Domestic and Sexual Violence in the Healthcare Setting: Ensuring Privacy for Victims, Nursing Grand Rounds, Dartmouth Hitchcock Medical Center. May 2016.
- Invited Panelist: Intimate Partner Violence, Geisel School of Medicine, Dartmouth College. March 2016.
- Invited Presenter: Abuse: Intimate Partner, Elder, Strangulation, Human Trafficking and Sexual Assault, Nursing Grand Rounds. Dartmouth Hitchcock Medical Center. March 2016.
- Instructor: SANE Case Review: Intimate Partner Violence and the Role of the SANE Nurse, Dartmouth Hitchcock Medical Center. March 2016.
- Instructor: History Taking for SANE Nurses, NH SANE Educational Review Day. February 2016.
- Instructor: SANE Case Review: Suspect Exams, Dartmouth Hitchcock Medical Center. December 2015.
- Invited Presenter: First Responder (Law Enforcement) Training for Adult Sexual Assault, Sexual Assault Resource Team Presentations. Grafton and Sullivan Counties. December 2015-present.
- Invited Presenter: Nursing Grand Rounds: Clinical Care of the Sexual Assault Patient, Dartmouth Hitchcock Medical Center. October 2015.
- Instructor: Sexual Assault and the Role of the SANE Nurse for Psychiatry Residents, Geisel School of Medicine, Dartmouth College. October 2015.
- Instructor: Anal Anatomy and the SANE Exam, NH SANE Educational Review Day. September 2015.
- Invited Presenter: Everything Law Enforcement Should Know About "The Sexual Assault Kit," But Were Afraid to Ask, New Hampshire Attorney General's Conference 'Partnering for a Future Without Violence', Southern New Hampshire University, June 2015.
- Instructor: Experiential Testimony, State of NH SANE Program. Bi-annually March 2015-present.
- Presenter: New Hampshire SANE Currency of Practice Guidelines, NH SANE Educational Review Day, Concord NH. March 2015.
- Invited Panelist: Intimate Partner Violence, Geisel School of Medicine, Dartmouth College, March 2015.
- Instructor: NH Sexual Assault Nurse Examiner Comprehensive Adolescent/Adult Training. State of NH SANE Program. Bi-Annually May 2015-present.
- Instructor: NH Sexual Assault Nurse Examiner Comprehensive Pediatric Training, State of NH SANE Program. Annually April 2015-present.
- Instructor: SANE Simulation Competency Exams, State of NH SANE Program. January 2015-present.

- Instructor: Clinical Care of the Sexual Assault Patient, New Hampshire Hospital Emergency Departments. Monthly January 2015 – Present.
- Instructor: What to Expect During a SANE Exam, New Hampshire Crisis Centers. January 2015-Present.
- Instructor: HIV PEP “101” Following Acute Sexual Assault, Dartmouth Hitchcock Medical Center. December 2014.
- Invited Instructor: Sexual Assault Medical- Forensic Exam for Emergency Medicine Residents, Geisel School of Medicine, Dartmouth College. October 2014.
- Invited Instructor: Mock SANE Exam Simulation and Pelvic Exam Instruction for the Experienced SANE Nurse, State of New Hampshire SANE Program. October 2014.
- Invited Instructor: Sexual Assault Medical-Forensic Examinations and the SANE Nurse Role, River Valley Community College, Nursing Program. May 2014.
- Invited Instructor: Documentation and Forensic Photography, State of New Hampshire Sexual Assault Nurse Examiner Adolescent/Adult Training. Bi-annually 2010-2015.
- Invited Panelist: Domestic and Sexual Violence Panel Presentation, Center for Rural Emergency Services and Trauma Convention. November 2013.
- Poster Presentation: Sexual Assault Medical-Forensic Examinations, Center for Rural Emergency Services and Trauma Convention. November 2013.
- Invited Speaker: Sexual Assault Medical-Forensic Examination and The SANE Nurse Role- Update for Law Enforcement Officers, Grafton County NH. August 2012.
- Invited Presenter: Sexual Assault Medical-Forensic Examinations and Strategy Session, Praxis International. June 2012.
- Invited Instructor: Sexual Assault Medical-Forensic Examinations for Gynecology and Obstetrics Medicine Residents, Geisel School of Medicine, Dartmouth College. Annually March 2012-present.
- Invited Presenter: Sexual Assault Can Happen, Hanover High School. Yearly 2011-Present.
- Invited Presenter: Medical-Forensic Sexual Assault Examinations, Hanover High School Intensive Week. April 2011.
- Invited Presenter: Caring for Sexual Assault Patients, Sullivan County NH EMS Training. June 2010.
- Invited Instructor: Pelvic Exam Instruction, State of New Hampshire Sexual Assault Nurse Examiner Trainings. Bi-annually 2008-Present.
- Invited Presenter: Sexual Assault Medical-Forensic Examinations, Volunteer Advocate Training for WISE of Grafton County and Turning Points Network of Sullivan County. Quarterly February 2008-Present.

PROFESSIONAL ACTIVITIES

- New Hampshire Human Trafficking Task Force- Victims Services Committee: Member. May 2017-Present.
- New Hampshire Attorney General’s Elder and Incapacitated/Vulnerable Adult Fatality Review Committee: Member. August 2016-Present.

- New Hampshire Attorney General's Domestic Violence Fatality Review Committee: Member. March 2016-Present.
- Orange County VT Special Investigation Unit Resource Team: Member. June 2014- Present.
- Windsor County VT Domestic and Sexual Violence Task Force: Member. February 2014- Present.
- Northern Grafton NH County Sexual Assault Resource Team: February 2015-Present.
- New Hampshire Sexual Assault and SANE Advisory Board: Co-Chair & Member. January 2014-Present.
- Sullivan County NH Sexual Assault Resource Team: Member. January 2014-Present.
- Windsor County VT Special Investigation Unit Resource Team: Member. January 2013-Present.
- Southern Grafton County NH Upper Valley Sexual Assault Resource Team: Member. December 2012-Present.
- Windsor County VT Special Investigation Unit Resource Team: Member. January 2014-Present.
- Domestic and Sexual Violence Task Force at Dartmouth Hitchcock Medical Center: Member. June 2008-Present.

CONTINUING EDUCATION (Not all inclusive)

- International Association of Forensic Nurses: Scientific Assembly. October 2017.
- Granite State Children's Alliance: Emerging Issues and Multidisciplinary Response in Child Abuse. September 2017.
- Advanced Cardiac Life Support. September 2017.
- NH SANE Education Day: SANE-A and SANE-P Board Certification Review Course. August 2017.
- Family Justice Centers Program: Webinar- Use of the Imaging Protocol in Nonfatal Strangulation Cases. July 2017.
- NH SANE Education Day: Forensic Case Review and Serving Transgendered Populations. May 2017.
- Shield Our Children Conference. Dartmouth Hitchcock Medical Center. April 2017.
- International Association of Forensic Nurses: 2017 Webinar Series- The National Medical Forensic Exam Response Protocols and Federal Funding (VOCA and VAWA). March 2017.
- Tribal Forensic Healthcare: Intimate Partner Violence Examiner Course. March 2017.
- NH SANE Education Day: Campus Response to Sexual Assault and NH Sexual Assault Evidence Kit Update. March 2017.
- Dartmouth Hitchcock Medical Center: Emergency Department Nursing Update. March 2017.
- Trauma Nursing Core Course. February 2017.
- Emergency Department Nursing Update: Pediatrics. Dartmouth Hitchcock Medical Center. January 2017.
- NH SANE Education Day: Curriculum Vitae Writing and Adult Case Review. December 2016.
- Intimate Partner Violence Examiner Training. October 2016.
- Pediatric Advanced Life Support. October 2016.
- International Association of Forensic Nurses: Scientific Assembly. September 2016.
- NH SANE Education Day: NCA Standards and Case Review. September 2016.
- VT SANE Education Day. September 2016.

- Children's Safety Network: Webinar- Preventing Adolescent Dating Abuse: Research and Practice. August 2016.
- NH Attorney General's Task Force on Child Abuse and Neglect & NH Governor's Commission on Domestic and Sexual Violence: Partnering for a Future Without Violence. June 2016.
- Basic Life Support. June 2016.
- NH SANE Education Day: Victim Privacy, Case Review and Intimate Partner Violence. May 2016.
- Shield Our Children Conference. Dartmouth Hitchcock Medical Center. April 2016.
- The 2016 Sexual Assault Resource Team (SART) Summit. April 2016.
- SANE Intensive Preceptorship. University of Colorado, Memorial Hospital, Colorado Springs. April 2016.
- NH SANE Education Day: Currency of Practice and Case Review. February 2016.
- NH SANE Education Day: Male Survivors and Case Review. December 2015.
- International Association of Forensic Nurses: Scientific Assembly. October 2015.
- NH SANE Education Day: Sexual Assault Update 2015. September 2015.
- NH SANE Education Day: Focus on Pediatrics. June 2015.
- NH Attorney General's Task Force on Child Abuse and Neglect & NH Governor's Commission on Domestic and Sexual Violence: Partnering for a Future Without Violence. June 2015.
- NH SANE Education Day: Experiential Testimony Training. May 2015.
- NH SANE Education Day: Human Trafficking and Strangulation. March 2015.
- SANE Sustainability Course Completion. IAFN Course. April-May 2013.
- International Association of Forensic Nurses. Scientific Assembly. October 2013.
- Monthly Pediatric SANE Case Review. Child Advocacy and Protection Program. 2013-Present.
- Quarterly DHMC SANE Team Case Review. 2006-Present.
- Regular attendance NH SANE Educational Days. 2006-Present.
- Regular attendance VT SANE Educational Days. 2006-Present.

COURTROOM TESTIMONY/DEPOSITION

- State of New Hampshire vs. Thomas. November 2016.
- State of Vermont vs. Mullen. September 2013
- State of Vermont vs. Dall. May 2013
- State of Vermont vs. Sadis. May 2013
- State of New Hampshire vs. Jurado. December 2012
- State of Vermont vs. Wheeler. December 2011
- State of Vermont vs. Mullen. September 2011
- State of New Hampshire vs. Murgatroy. March 2011
- State of New Hampshire vs. Jordan. June 2010
- State of New Hampshire vs. Thomas. January 2010
- State of Vermont vs. Handy. January 2009

ADDITIONAL PROFESSIONAL NURSING CERTIFICATIONS

- Trauma Nurse Core Course (TNCC)-present
- Emergency Nurse Pediatric Course (ENPC)-past

- Advanced Cardiac Life Support (ACLS)-present
- Pediatric Advanced Life Support (PALS)-present
- Neonatal Resuscitation Provider (NRP)-past
- Basis Life Support (BLS)-present

New Hampshire Coalition Against Domestic and Sexual Violence
Job Description: Sexual Assault Nurse Examiner (SANE) Program Director

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

Job Objective and Summary: The primary focus of this position is to coordinate the NH Sexual Assault Nurse Examiner (SANE) Program in conjunction with the SANE Advisory Board. The SANE Director will implement and maintain the following

1. Recruitment and training of Sexual Assault Nurse Examiners across the state.
2. Provide technical assistance on proper medical responses to victims.
3. Continued development, updating and implementation of on e-learning platform for delivery of SANE training statewide.
4. Continued development and delivery of continuing education credit (contact hours) for nurses practicing as SANEs.
5. Collaboration with the statewide SART Coordinator to encourage SANE participation on local SART teams.
6. Training for other medical and multidisciplinary professionals responsible for responding to sexual assault and domestic violence victims.

Essential Functions:

- Complete the application and renewal for providership in continuing education for nurses.
- Maintain the necessary files for continued providership status.
- Develop and deliver SANE trainings via e-learning in a Learning Management System (LMS) (in combination with live training components) to increase the availability of SANEs throughout the state, utilizing the c u r r e n t International Association of Forensic Nursing Education Guidelines
- Develop and deliver regular e-learning/live continuing education to trained SANEs
- Develop and implement a pediatric sexual abuse preceptorship program in collaboration with the Granite State Children's Alliance to clinically prepare pediatric trained SANEs statewide
- Chair and work with NH SANE Advisory Board to improve and expand the NH SANE Program, assisting in the development of SANE programs in every hospital in the state
- Collaborate with the NH SART Coordinator on efforts to develop statewide SART teams which include SANE nurses
- Provide professional training to other disciplines, as requested and necessary, to strengthen comprehensive, coordinated care for sexual assault victims

- Supervise the SANE Program Administrative Assistant, including oversight and responsibility for programmatic data collection
- Organize and provide ongoing technical assistance to trained SANEs
- Provide technical assistance to victim services, law enforcement, health care and prosecution agencies on proper responses to sexual and domestic violence victims and forensic exams
- Develop resources, as needed, to assist medical providers in implementing best practices in serving sexual assault victims
- Provide ongoing contact and support to professional health associations and groups in the development of responses to domestic and sexual violence as health care issues

Minimum Requirements: Must be a Registered Nurse licensed and in good standing. Experience with training and facilitation is necessary. National Board Certification as a SANE-A and SANE-P. Bachelor of Science in Nursing preferred.

Preferred Skills: Strong organizational skills and health care experience. Ability to effectively manage projects. Demonstrated excellent written and oral communication skills. Demonstrated skills in e-learning management. Creativity and professionalism. Health care and other systems collaboration experience. Strong interpersonal and networking abilities.

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

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

Disclaimer

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

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

For Human Resources Only

Job Category	Director
Exempt/Nonexempt	Exempt
This is a full time position	Full time: 40 hours per
week Supervisor	Program Director
Department(s)	SANE Program
Last Revised	January 2018



Meghan Jenks

SUMMARY

Organized and driven college graduate with excellent communication skills and leadership, confidentiality, and data management experience.

EXPERIENCE

SANE Program Assistant, NH Coalition Against Domestic & Sexual Violence Concord, NH — May 2017 to present

- Maintained Microsoft Access database
- Prepared continuing education paperwork
- Prepared, filed, and maintained training files and materials
- Coordinated trainings and conferences
- Developed meeting agendas and minutes
- Navigated and maintained online learning system and online course materials
- Edited Attorney General's protocols

Clerk, NH Department of Education Bureau of Special Education Concord, NH — June 2016 to present and summers of 2012, 2014, 2015

- Audited Catastrophic Aid applications and provided information to districts
- Navigated online database and data entry systems
- Developed and filed problem reports
- Trained and advised other clerks
- Maintained all Cat Aid files and records
- Answered bureau and department phones and directed callers to resources
- Covered front desk and assisted visitors
- Prepared training and onsite meeting materials
- Completed school monitoring data sheets
- Research and synthesized special education topics of state director as requested
- Drafted and edited manuals and reports for education consultants

Student Assistant, Keene State College Human Resources Keene, NH — 2013-2016

- Entered data into an online database
- Maintained Excel spreadsheets
- Facilitated mail merges
- Assisted staff with technology and reviewed documents
- Filed and maintained filing systems
- Prepared training and other event materials
- Greeted visitors and referred them to HR personnel or forms
- Utilized copier
- Maintained confidentiality

Temporary Administrative Support Associate, Local Government Center (now HealthTrust, Inc.)

Concord, NH — 2013-2014

- Utilized scanning system, Laserfiche
- Organized scanned documents in database
- Reviewed and categorized documents
- Maintained confidentiality

EDUCATION

Keene State College

B.A. Women's and Gender Studies/Communications

Pembroke Academy

High School Diploma

SKILLS

- Leadership in various organizations as president, secretary, and treasurer

- Notetaking
- Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook

VOLUNTEERING AND PROFESSIONAL ORGANIZATIONS

- Triota Women's and Gender Honor Society, Gamma Kappa chapter
- Lambda Pi Eta Communications Honor Society, Zeta Mu chapter
- Ann Britt Waling Women's Studies Recognition Award Winner
- Presenter at Keene State College Academic Excellence Conference
- Global Ambassador for Keene State College Study Abroad Program
- Keene State College Honors Program
- Volunteering with 4-H, Capitol Area Food Program, and Pantene Beautiful Lengths

New Hampshire Coalition Against Domestic and Sexual Violence
Job Description: SANE Program Assistant

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

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

Job Objective and Summary: Coordinate and provide support for the program efforts of the NHCADSV Sexual Assault Nurse Examiner (SANE) Program in conjunction with the SANE Director(s) and Sexual Assault and Nurse Examiner Advisory Board in a virtual work environment (home office). The SANE Program Assistant will assist with implementing and maintaining the following:

1. Recruitment of Sexual Assault Nurse Examiners across the state.
2. Development and implementation of an e-learning platform for delivery of online SANE training statewide.
3. Delivery and evaluation of continuing education credit (contact hours) for nurses practicing as SANEs.
4. Scheduling and facilitating the SANE Advisory Board and recording minutes for meetings.
5. Training for other medical and multidisciplinary professionals responsible for responding to sexual assault and domestic violence victims.

Essential Functions:

- Coordinate and assist with ongoing implementation of the SANE Program
- Coordinate and assist with committees/collaborations that involve the SANE Program
- Coordinate and assist in the delivery live and virtual of meetings and trainings including announcements, materials and recording minutes
- Disseminate resources to SANEs and SANE programs statewide
- Maintain data regarding trainings delivered
- Assist with aspects of the application for providership in continuing education for nurses.
- Maintain the necessary files for continued providership status.
- Work with delivery of content through the Learning Management System (LMS) (to include uploading content, inputting and gathering evaluation data, etc.) Work with the SANE Program Director(s) to develop and implement a pediatric sexual abuse preceptorship program to clinically prepare pediatric trained SANEs through collaborative scheduling with the child advocacy center and precepting SANEs.
- Assist in compiling data regarding content and participants of professional training to other disciplines

- Track and report on technical assistance provided by the SANE Director(s)
- Provide ongoing contact and support to professional health associations and groups in the development of responses to domestic and sexual violence as health care issues
- Track and report on evidence collection kit data received
- Additional Administrative Workflows:
 - Provide data management assistance as needed
 - Maintain program files, mailing lists and correspondence

Minimum Requirements: Bachelor's Degree or equivalent experience.

Preferred Skills:

- Proficient in Microsoft Office, specifically WORD, EXCEL, ACCESS, PUBLISHER
- Competent with electronic communication such as documents, forms, spreadsheets, and email
- Knowledge of Articulate Storyline preferred
- Knowledge of Learning Management Systems (LMS)
- Detail- oriented
- Excellent organization skills, including the ability to follow through on projects
- Ability to take direction, work independently and as part of a team and be self-motivated
- Effective communicator
- Highly dependable
- An understanding of domestic and sexual violence issues, and multi-disciplinary approaches preferred.

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

- Must be physically and mentally capable of performing multiple tasks (such as phone calls, computer work, attending meetings) under stressful situations and able to consistently function well in a fast paced environment.
- Must be capable of using a visual display terminal with keyboard, repetitively use his/her wrist, elbow and shoulder.
- Must be able to talk and hear.
- Must be able to climb multiple flights of stairs, and lift or move up to 20 pounds.
- Must have the ability to work virtually in a home office setting.

Disclaimer

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

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

For Human Resources Only	
Job Category	Assistant
Exempt/Nonexempt	Non Exempt
This is a full time position	40 hours per week
Supervisor	SANE Program Director
Department(s)	Programs--SANE
Last Revised	March 2017



Chairperson

Lindsay Nadeau
Attorney
Orr & Reno

David Bellman
President
Bellman Jewelers

Vice Chair

Amy Vorenberg
Professor
UNH School of Law

Deb Mozden
Executive Director
Turning Points Network

Treasurer

Susan Nooney
Accountant
Susan Nooney CPA

Kathy Beebe
Executive Director
HAVEN

Clerk

Suzanne Carmichael
Mentor Program Coordinator
John Stark Regional High School

Krista Dupre
Tax Manager
Nathan Wechsler & Co

Maryann Evers
Clinical Social Worker/Manager
Waypoint

Brian Harlow
Community Activist

Chelsea LaCasse
Pharmacist
CVS Pharmacy

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

NHCADSV.ORG

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

AUDITED FINANCIAL STATEMENTS

June 30, 2019 and 2018

SINGLE AUDIT REPORTS

June 30, 2019

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ROWLEY & ASSOCIATES, P.C.

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AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

MEMBER OF THE PRIVATE
COMPANIES PRACTICE SECTION

INDEPENDENT AUDITOR'S REPORT

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

Report on the Financial Statements

We have audited the accompanying financial statements of New Hampshire Coalition Against Domestic and Sexual Violence (a nonprofit organization), which comprise the statement of financial position as of June 30, 2019 and the related statement of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of New Hampshire Coalition Against Domestic and Sexual Violence as of June 30, 2019 and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the New Hampshire Coalition Against Domestic and Sexual Violence's 2018 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 19, 2018. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2018, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Matters

Other information

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

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 4, 2019, on our consideration of New Hampshire Coalition Against Domestic and Sexual Violence's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the New Hampshire Coalition Against Domestic and Sexual Violence's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering New Hampshire Coalition Against Domestic and Sexual Violence's internal control over financial reporting and compliance.



Rowley & Associates, P.C.
Concord, New Hampshire
October 4, 2019

New Hampshire Coalition Against Domestic and Sexual Violence
Statement of Financial Position
June 30, 2019 With Comparative Totals for June 30, 2018
See Independent Auditors' Report

	Net Assets Without Donor Restrictions	Net Assets With Donor Restrictions	2019	2018
ASSETS				
<u>CURRENT ASSETS</u>				
Cash and Cash Equivalents	\$ 364,045	\$ 46,760	\$ 410,805	\$ 557,853
Grants Receivable	1,881,645	-	1,881,645	1,527,457
Prepaid Expenses	19,916	-	19,916	20,421
Total Current Assets	2,265,606	46,760	2,312,366	2,105,731
<u>PROPERTY AND EQUIPMENT</u>				
Land	-	-	-	52,143
Building	-	-	-	267,592
Equipment	14,654	-	14,654	114,179
Building and Leasehold Improvements	27,719	-	27,719	53,455
	42,373	-	42,373	487,369
Less Accumulated Depreciation	(9,494)	-	(9,494)	(237,534)
Total Property and Equipment, Net	32,879	-	32,879	249,835
<u>LONG-TERM ASSETS</u>				
Cash and Cash Equivalents Designated for Long-Term Investment	350,655	-	350,655	-
Security Deposit	6,213	-	6,213	6,213
Total Long-Term Assets	356,868	-	356,868	6,213
Total Assets	\$ 2,655,353	\$ 46,760	\$ 2,702,113	\$ 2,361,779
LIABILITIES AND NET ASSETS				
<u>CURRENT LIABILITIES</u>				
Current Portion of Long-Term Debt	\$ -	\$ -	\$ -	\$ 6,354
Accounts Payable	1,587,493	-	1,587,493	1,230,380
Accrued Expenses	103,664	-	103,664	105,157
Federal Taxes Payable	1,428	-	1,428	-
Total Current Liabilities	1,692,585	-	1,692,585	1,341,891
<u>LONG-TERM LIABILITIES</u>				
Long-Term Debt, Net of Current Portion	-	-	-	31,508
<u>NET ASSETS</u>				
Without Donor Restriction	962,768	-	962,768	949,400
With Donor Restriction	-	46,760	46,760	38,980
Total Net Assets	962,768	46,760	1,009,528	988,380
Total Liabilities and Net Assets	\$ 2,655,353	\$ 46,760	\$ 2,702,113	\$ 2,361,779

New Hampshire Coalition Against Domestic and Sexual Violence
 Statements of Activities and Changes in Net Assets
 Year Ended June 30, 2019, With Comparative Totals for Year Ended June 30, 2018
 See Independent Auditors' Report

	Net Assets Without Donor Restriction	Net Assets With Donor Restriction	2019	2018
<u>SUPPORT AND REVENUE</u>				
Grant Revenue	\$ 7,493,193	\$ 87,220	\$ 7,580,413	\$ 6,388,663
Contributions	204,789	-	204,789	233,980
Donated Services	106,680	-	106,680	129,417
Gain on Sale of Property and Equipment	19,018	-	19,018	-
Miscellaneous Income	36,182	-	36,182	23,338
Total Support and Revenue	7,859,862	87,220	7,947,082	6,775,398
<u>NET ASSETS RELEASED FROM RESTRICTIONS</u>				
Net Assets Released from Donor Imposed Restriction	79,440	(79,440)	-	-
<u>EXPENSES</u>				
Program Services	7,783,527	-	7,783,527	6,653,578
Management and General	112,718	-	112,718	112,249
Fundraising	29,689	-	29,689	20,707
Total expenses	7,925,934	-	7,925,934	6,786,534
INCREASE (DECREASE) IN NET ASSETS	13,368	7,780	21,148	(11,136)
NET ASSETS AT BEGINNING OF YEAR	949,400	38,980	988,380	999,516
NET ASSETS AT END OF YEAR	\$ 962,768	\$ 46,760	\$ 1,009,528	\$ 988,380

New Hampshire Coalition Against Domestic and Sexual Violence
Statement of Functional Expenses
Year Ended June 30, 2019
With Comparative Totals for Year Ended June 30, 2018
See Independent Auditors' Report

	Program Services	Management & General	Fundraising	Total 2019	Total 2018
Salaries	\$ 971,527	\$ 66,056	\$ 17,622	\$ 1,055,205	\$ 1,114,419
Payroll taxes	78,304	5,324	1,420	85,048	89,530
Health and Dental Insurance	91,266	6,205	1,655	99,126	86,950
Other Employee Benefits	31,571	2,147	572	34,290	37,090
Professional Services	126,638	8,610	2,297	137,545	179,140
Contract/Grant Services	5,749,544	-	-	5,749,544	4,707,965
Survivor Grants	253,628	-	-	253,628	109,630
Memberships	3,985	271	72	4,328	3,559
Publications	1,186	81	21	1,288	1,116
Advertising/Public Awareness	3,404	231	62	3,697	401
Copying	3,132	213	57	3,402	4,642
Office Supplies	38,424	2,612	697	41,733	48,452
Postage	5,389	366	98	5,853	4,670
Printing	7,264	494	132	7,890	11,573
Equipment & Moving	3,150	214	57	3,421	12,952
Maintenance & Repair	42,204	2,870	766	45,840	34,334
Rent Expense	76,211	5,182	1,382	82,775	23,599
Interest	474	32	9	515	2,054
Parking	6,589	448	120	7,157	4,094
Insurance	7,547	513	137	8,197	12,104
PMC Partial Reimbursement	1,335	91	24	1,450	1,300
Staff Development	23,713	1,612	430	25,755	17,399
Travel	47,478	3,228	861	51,567	55,791
Telephone	46,846	3,185	850	50,881	37,607
Utilities	346	24	6	376	8,950
Miscellaneous	-	-	-	-	1,410
AVAP Miscellaneous Expense	59,891	-	-	59,891	63,181
AVAP Member Training/Education	4,621	-	-	4,621	6,376
Direct Training	48,589	-	-	48,589	47,172
Community Education	30,441	-	-	30,441	35,878
Depreciation Expense	6,982	475	127	7,584	10,773
Accounting Fees	11,848	806	215	12,869	12,423
Federal Taxes	-	1,428	-	1,428	-
Total Expenses	\$ 7,783,527	\$ 112,718	\$ 29,689	\$ 7,925,934	\$ 6,786,534

New Hampshire Coalition Against Domestic and Sexual Violence
Statements of Cash Flows
Years Ended June 30, 2019 and 2018
See Independent Auditors' Report

	<u>2019</u>	<u>2018</u>
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>		
Increase (Decrease) in Net Assets	\$ 21,148	\$ (11,136)
Adjustments to Reconcile Increase in Net Assets to Net Cash Provided by Operating Activities		
Depreciation	7,584	10,773
Gain on Sale of Property and Equipment	(19,018)	-
(Increase) Decrease in Operating Assets:		
Grants Receivable	(354,188)	(210,824)
Prepaid Expenses	505	(8,905)
Security Deposit	-	(6,213)
Increase (Decrease) in Operating Liabilities:		
Accounts Payable	357,113	115,091
Accrued Expenses	(1,493)	20,654
Federal Taxes Payable	1,428	-
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>13,079</u>	<u>(90,560)</u>
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>		
Net Proceeds on Sale of Property and Equipment	228,390	-
Acquisition of Property and Equipment	-	(39,275)
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	<u>228,390</u>	<u>(39,275)</u>
<u>CASH FLOWS FROM FINANCING ACTIVITIES</u>		
Repayment of Long-Term Debt	(37,862)	(6,045)
NET CASH USED BY FINANCING ACTIVITIES	<u>(37,862)</u>	<u>(6,045)</u>
 NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	 203,607	 (135,880)
 CASH AND CASH EQUIVALENTS, AT BEGINNING OF YEAR	 <u>557,853</u>	 <u>693,733</u>
CASH AND CASH EQUIVALENTS, AT END OF YEAR	<u><u>\$ 761,460</u></u>	<u><u>\$ 557,853</u></u>
 <u>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</u>		
Cash paid during the year for:		
Interest	<u>\$ 515</u>	<u>\$ 2,054</u>
Donated Services	<u><u>\$ 106,680</u></u>	<u><u>\$ 129,417</u></u>

New Hampshire Coalition Against Domestic and Sexual Violence
Notes to Financial Statements
Years Ended June 30, 2019 and 2018

NOTE A-NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

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

The Vision of the Coalition is:

All New Hampshire communities provide safety for every person.

The Mission of the Coalition is:

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

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

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

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

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

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

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

New Hampshire Coalition Against Domestic and Sexual Violence
Notes to Financial Statements
Years Ended June 30, 2019 and 2018

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

Nature of Activities (Continued)

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

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

AmeriCorps Victim Assistance Program (AVAP)

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

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

Sexual Assault Nurse Examiner (SANE) Program

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

The Family Violence Prevention Specialist Program

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

New Hampshire Coalition Against Domestic and Sexual Violence
Notes to Financial Statements
Years Ended June 30, 2019 and 2018

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

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

Significant Accounting Policies

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

Basis of Presentation

The Coalition reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

Net assets without donor restrictions - These net assets generally result from revenues generated by receiving contributions that have no donor restrictions, providing services, and receiving interest from operating investments, less expenses incurred in providing program-related services raising contributions, and performing administrative functions.

Net assets with donor restrictions - These net assets result from gifts of cash and other assets that are received with donor stipulations that limit the use of the donated assets, either temporarily or permanently, until the donor restriction expires, that is until the stipulated time restriction ends or the purpose of the restriction is accomplished, the net assets are restricted.

Basis of Accounting

The financial statements of the Coalition have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables and other liabilities.

Grants Receivable and Promises to Give

Contributions are recognized when the donor makes a promise to give to the Coalition that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in net assets without donor restriction if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in net assets with donor restriction. When a restriction expires, net assets with donor restriction are reclassified to net assets without donor restriction.

New Hampshire Coalition Against Domestic and Sexual Violence
Notes to Financial Statements
Years Ended June 30, 2019 and 2018

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

Contributed Services

During the years ended June 30, 2019 and 2018, the value of contributed services relating to printing, community education, direct training and professional fees were \$106,680 and \$129,417, respectively. Contributions received are recorded as with or without donor restricted support depending on the existence or nature of any donor restrictions.

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

Estimates

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

Compensated Absences

Employees of the Coalition are entitled to paid vacation depending on job classification, length of services, and other factors. The statement of financial position reflects accrued vacation earned, but unpaid as of June 30, 2019 and 2018 in the amounts of \$63,255 and \$63,017, respectively.

Allocation of Expenses

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

Property and Equipment

It is the Coalition's policy to capitalize property and equipment over \$2,500 and all expenditures for repairs, maintenance, renewals and betterments that prolong the useful lives of assets. Lesser amounts are expensed. Purchased property and equipment is capitalized at cost. Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as contributions without donor restriction unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Coalition reports expiration of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Coalition reclassifies net assets with donor restriction to net assets without donor restriction at that time. Property and equipment are depreciated using the straight-line method. The ranges of useful lives are as follows:

Building and Improvements	39 Years
Equipment	3-7 Years

Depreciation expense recorded by the Coalition for the years ended June 30, 2019 and 2018 was \$7,735 and \$10,773, respectively.

New Hampshire Coalition Against Domestic and Sexual Violence
Notes to Financial Statements
Years Ended June 30, 2019 and 2018

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

Income taxes

The Coalition has been notified by the Internal Revenue Service that it is exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code. The Coalition is further classified as an organization that is not a private foundation under Section 509(a)(3) of the Code. The most significant tax positions of the Coalition are its assertion that it is exempt from income taxes and its determination of whether any amounts are subject to unrelated business tax (UBIT). The Coalition follows guidance of Accounting Standards Codification (ASC) 740, Accounting for Income Taxes, related to uncertain income taxes, which prescribes a threshold of more likely than not for recognition of tax positions taken or expected to be taken in a tax return.

All significant tax positions have been considered by management. Based on the results of this evaluation it was determined that the Coalition has unrelated business income in accordance with The Tax Cuts and Jobs Act (TCJA) provisions specific to tax-exempt organizations beginning in 2018. The TCJA provides that unrelated business income includes expenses paid or incurred for qualified transportation fringe benefits such as the parking benefits provided to employees of the Coalition. UBIT related to parking benefits was \$1,428 for the year ended June 30, 2019.

Cash and Cash Equivalents

For purposes of the statements of cash flows, the Coalition considers all highly liquid investments (short-term investments such as certificates of deposits and money market accounts) with an initial maturity of three months or less to be cash equivalents. There were no cash equivalents as of June 30, 2019 and 2018.

Segregation of Accounts

Under Title I, New Hampshire, The State and Its Government, Chapter 15 Lobbyist Section 15:1-a, the Coalition is required to physically and financially separate state funds from any non-state funds that may be used for the purposes of lobbying or attempting to influence legislation, participate in political activity, or contribute funds to any entity engaged in these activities. The Coalition has established and maintains a separate bank account for this purpose. The account balances were \$2,061 and \$4,634 at June 30, 2019 and 2018, respectively.

Concentration of Credit Risk

The Coalition maintains cash balances in several accounts at local banks. These accounts are insured by the Federal Deposit Insurance Corporation up to \$250,000. At various times throughout the year, the Coalition may have cash balances at the financial institution that exceeds the insured amount. Management does not believe this concentration of cash results in a high level of risk for the Coalition. At June 30, 2019 and 2018 the Coalition had uninsured cash balances of \$0 and \$174,712, respectively.

Subsequent Event

Management has evaluated subsequent events through October 4, 2019, the date on which the financial statements were available to be issued to determine if any are of such significance to require disclosure. It has been determined that no other subsequent events matching this criterion occurred during this period.

New Hampshire Coalition Against Domestic and Sexual Violence
Notes to Financial Statements
Years Ended June 30, 2019 and 2018

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

Comparative Financial Information

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Coalition's financial statements for the year ended June 30, 2018, from which the summarized information was derived.

Financial Instruments

The carrying value of cash and cash equivalents, grants receivable, prepaid expenses, accounts payable and accrued expenses are stated at carrying cost at June 30, 2019 and 2018, which approximates fair value due to the relatively short maturity of these instruments.

Reclassifications

Certain financial statement and note information from the prior year financial statements has been reclassified to conform with current year presentation format.

New Accounting Pronouncement

During the year ended June 30, 2019, the Coalition adopted the requirements of the Financial Accounting Standards Board's Accounting Standards Update No. 2016- 14—Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities (ASU 2016- 14). This Update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return between not-for-profit entities. A key change required by ASU 2016-14 is the net asset classes used in these financial statements. Amounts previously reported as unrestricted net assets are now reported as net assets without donor restrictions and amounts previously reported as temporarily restricted net assets and permanently restricted net assets are now reported as net assets with donor restrictions.

The accompanying information from the 2018 financial statements has been restated to conform to the 2019 presentation and disclosure requirements of ASU 2016-14.

NOTE B – NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions consist of funds received by the Coalition, restricted as to use or time. The restrictions are considered to expire when payments are made. As of June 30, 2019 and 2018 respectively, the net assets with donor restrictions are available for the following purpose:

	<u>2019</u>	<u>2018</u>
NH Charitable Foundation	\$ 20,310	\$ 24,282
Endowment for Health	5,500	-
Allstate	20,950	14,311
Verizon Respect Week	-	387
Total	<u>\$ 46,760</u>	<u>\$ 38,980</u>

New Hampshire Coalition Against Domestic and Sexual Violence
Notes to Financial Statements
Years Ended June 30, 2019 and 2018

NOTE C – LONG-TERM NOTES

As of June 30, 2019 and 2018, long-term debt consists of the following:

	<u>2019</u>	<u>2018</u>
Mortgage Note, Payable to Merrimack County Savings Bank, Interest at 4.99%, with Monthly Payments of \$675 including Principal and Interest. Paid in full August 2019.	\$ -	\$ 37,862
Less Current Portion	-	6,354
Total Long Term Debt	<u>\$ -</u>	<u>\$ 31,508</u>

NOTE D – LINE OF CREDIT

The Coalition has a one-year \$150,000 revolving line of credit agreement with Merrimack County Savings Bank. The credit line matures on May 20, 2020 and automatically renews annually. Interest is stated at the Wall Street Journal prime rate plus .5%, which resulted in interest rates of 5.75% and 5.50% as of June 30, 2019 and 2018, respectively. The line of credit is secured by all business assets. There were no borrowings against the line as of June 30, 2019 and 2018.

NOTE E – DESCRIPTION OF LEASING ARRANGEMENTS

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

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

2020	\$ 86,372
2021	89,515
2022	92,784
2023	96,183
2024	99,719
Thereafter	<u>397,755</u>
Total	<u>\$ 862,328</u>

Rent expense related to the lease was \$82,777 and \$23,599 for the years ended June 30, 2019 and 2018 respectively. Parking expense of \$7,800 and \$2,600 is included in travel expense for the years ended June 30, 2019 and 2018, respectively.

NOTE F – PENSION PLAN

The Coalition has a 403(b) savings plan for the benefit of its employees. The plan covers substantially all employees after one year of service. During their budgeting process, the Board of Directors determines the amount to be contributed annually. Employer contributions for the years ended June 30, 2019 and 2018 totaled \$22,960 and \$21,572, respectively.

New Hampshire Coalition Against Domestic and Sexual Violence
Notes to Financial Statements
Years Ended June 30, 2019 and 2018

NOTE G – FAIR VALUE MEASUREMENTS

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

	<u>Fair Value</u>	Significant Other Observable Inputs (Level 2)
<u>2019</u>		
Grants Receivable	<u>\$1,881,645</u>	<u>\$1,881,645</u>
<u>2018</u>		
Grants Receivable	<u>\$1,527,457</u>	<u>\$1,527,457</u>

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

NOTE H – BOARD DESIGNATED NET ASSETS

The Coalition has net assets designated for various future needs. These funds are comprised of the following as of June 30:

	<u>2019</u>	<u>2018</u>
Fund for Grace	\$ 72,386	\$ 85,193
Operating Reserve	<u>148,665</u>	<u>148,665</u>
	<u>\$ 221,051</u>	<u>\$ 233,858</u>

NOTE I – LIQUIDITY & AVAILABILITY OF FINANCIAL ASSETS

The Coalition has a policy to structure its financial assets to be available as its general expenditures, liabilities and other obligations come due. The Coalition's primary source of support is grants. That support is held for the purpose of supporting the Coalition's budget. The Coalition had the following financial assets that could be readily made available within one year to fund expenses without limitations:

	<u>2019</u>	<u>2018</u>
Cash and Cash Equivalents	\$ 410,805	\$ 57,853
Grants Receivable, net of Grants Payable	302,985	306,951
Less Amounts:		
With Donor Imposed Restriction	<u>(46,760)</u>	<u>(38,980)</u>
	<u>\$ 667,030</u>	<u>\$ 825,824</u>

ROWLEY & ASSOCIATES, P.C.

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

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of New Hampshire Coalition Against Domestic and Sexual Violence (a nonprofit organization), which comprise the statement of financial position as of June 30, 2019, and the related statements of activities and changes in net assets and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 4, 2019.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

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



Rowley & Associates, P.C.
Concord, New Hampshire
October 4, 2019

ROWLEY & ASSOCIATES, P.C.

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

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

Report on Compliance for Each Major Federal Program

We have audited New Hampshire Coalition Against Domestic and Sexual Violence's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of New Hampshire Coalition Against Domestic and Sexual Violence's major federal programs for the year ended June 30, 2019. New Hampshire Coalition Against Domestic and Sexual Violence's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management Responsibility

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

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of New Hampshire Coalition Against Domestic and Sexual Violence's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about New Hampshire Coalition Against Domestic and Sexual Violence's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

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

Opinion on Each Major Federal Program

In our opinion, New Hampshire Coalition Against Domestic and Sexual Violence complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

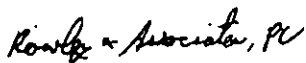
Report on Internal Control over Compliance

Management of New Hampshire Coalition Against Domestic and Sexual Violence is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered New Hampshire Coalition Against Domestic and Sexual Violence's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of New Hampshire Coalition Against Domestic and Sexual Violence's internal control over compliance.

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

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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



Rowley & Associates, P.C.
Concord, New Hampshire
October 4, 2019

New Hampshire Coalition Against Domestic and Sexual Violence
Schedule of Findings and Question Costs
Year Ended June 30, 2019

SECTION I – SUMMARY OF AUDITOR’S RESULTS

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

Victims of Crime Act	16.575
Family Violence Prevention Service Act	93.556

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

SECTION II – FINDINGS: FINANCIAL STATEMENT AUDIT

No matters were reported.

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

No matters were reported.

New Hampshire Coalition Against Domestic and Sexual Violence
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2019

Program Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Passed Through to Subrecipients	Federal Expenditures
<u>U.S. Department of Justice:</u>				
Direct Program - Violence Against Women Act of 2000	16.556		-	243,378
Pass-Through Programs from State of NH Department of Justice:				
VAWA, SASP	16.017	2019SASP01	5,709	5,709
VAWA, SASP	16.017	2018SASP01	338,025	338,025
VAWA, SAJI	16.017	2016SAJI01	-	120
VOCA, PMC Subcontracts	16.575	2019VOC31	1,988,498	1,988,498
VOCA, Training	16.575	2019VOC31	-	14,035
VOCA, SA	16.575	2018VOC49	125,603	286,611
VOCA, CA	16.575	2018VOC47	-	41,936
VOCA, DV	16.575	2018VOC48	465,879	475,458
VOCA, Supplemental	16.575	2019VOC59	252,464	272,322
VOCA,	16.575	2018VOC31	-	192,576
VAWA, STOP	16.588	2018W090	-	78,075
VAWA, STOP	16.588	2019W090	-	79,517
Total Pass-Through Programs			3,176,178	3,772,882
TOTAL U.S. DEPARTMENT OF JUSTICE			3,176,178	4,016,260
<u>U.S. Department of Health and Human Services:</u>				
Direct Program - Family Violence Prevention Services Act	93.591		-	207,706
Direct Program - Family Violence Prevention Services Act	93.591		-	77,569
Pass-Through Programs from State of NH Department of HHS:				
Sexual Violence Prevention	93.136	102-500731	229,457	322,427
Family Violence Prevention Services Act	93.671	155510 B001	868,580	888,580
Total Pass-Through Programs			1,098,037	1,211,007
TOTAL U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES			1,098,037	1,496,282
<u>Corporation for National & Community Services:</u>				
Pass-Through from Volunteer NH!				
AmeriCorps Victim Assist Program	94.006		-	219,540
TOTAL EXPENDITURES OF FEDERAL AWARDS			\$ 4,274,215	\$ 5,732,082

New Hampshire Coalition Against Domestic and Sexual Violence
Notes to Schedule of Expenditures of Federal Awards
Year Ended June 30, 2019

NOTE A – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of New Hampshire Coalition Against Domestic and Sexual Violence under programs of the federal government for the year ended June 30, 2019. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of New Hampshire Coalition Against Domestic and Sexual Violence, it is not intended to and does not present the financial position, changes in net assets, or cash flows of New Hampshire Coalition Against Domestic and Sexual Violence.

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

2. Pass-through entity identifying numbers are presented where available.

NOTE C – SUBRECIPIENTS

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

<u>Program Title</u>	<u>Federal CFDA #</u>	<u>Amount Provided</u>
Sexual Assault Services Program	16.017	\$ 343,734
Victims of Crime Act	16.575	2,832,444
Sexual Violence Prevention	93.136	229,457
Family Violence Prevention Services Act	93.671	<u>868,580</u>
		<u>\$4,274,215</u>

NOTE D – INDIRECT COST RATE

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