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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR CHILDREN, YOUTH & FAMILIES

Nicholas A. Toumpas  
Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-4451 1-800-852-3345 Ext. 4451  
FAX: 603-271-4729 TDD Access: 1-800-735-2964

Maggie Bishop  
Director

April 23, 2014

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, NH 03301

SOLE SOURCE

REQUESTED ACTION

100% General funds

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to amend an existing **sole source** agreement with the New Hampshire Coalition Against Domestic and Sexual Violence (Vendor # 155510-B001), 4 South State Street, Concord, New Hampshire 03301, by increasing the price limitation by \$40,000.00 from \$1,999,546.00 to \$2,039,546.00 for the provision of a statewide domestic violence prevention program effective upon Governor and Council approval through June 30, 2015. Governor and Council approved the original agreement on May 25, 2011 (Item # 72) and an amendment on May 15, 2013 (Item # 41).

Funds are available in the following accounts in State Fiscal Years 2014 and 2015 with the ability to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified.

**05-95-42-421010-29590000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, DOMESTIC VIOLENCE PROGRAMS**

<u>Class/ Object</u>	<u>Title</u>	<u>Activity Code</u>	<u>State Fiscal Year</u>	<u>Current Modified Budget</u>	<u>Increase/ Decrease</u>	<u>Revised Modified Budget</u>
073-500581	Grants to Non-Profits - State	40130218	2012	\$505,000.00	\$0	\$505,000.00
073-500581	Grants to Non-Profits - State	40130218	2013	\$505,000.00	\$0	\$505,000.00
073-500581	Grants to Non-Profits - State	42105904	2014	\$494,773.00	\$20,00.00	\$514,773.00
073-500581	Grants to Non-Profits - State	42105904	2015	\$494,773.00	\$20,00.00	\$514,773.00
			Total:	\$1,999,546.00	\$40,00.00	\$2,039,546.00

EXPLANATION

This second amendment to this **sole source** agreement seeks to increase the price limitation from that already approved effective July 1, 2013, in the State of New Hampshire's Fiscal Year 2014 and 2015 Operating Budgets. This increase is the result of additional General Funds being appropriated to Domestic Violence Prevention by the General Court after Amendment one to this Contract had already been approved by the Governor and Executive Council on May 15, 2013 (Item #41).

The New Hampshire Coalition Against Domestic and Sexual Violence is the only program in the State of New Hampshire working with victims of domestic and sexual violence and continues to be

April 24, 2014

Page 2

uniquely qualified to provide these services. As such the Coalition is designated by the Department as the coordinator to administer the domestic violence grant program as specified in NH RSA 173-B:18. This request seeks approval to increase the price limitation per the appropriated amount approved, effective on July 1, 2013, in the State's Fiscal Year 2014 and 2015 Operating Budgets under the heading "Estimated Source of Funds for Domestic Violence Programs" (page 502).

Chapter 223 of the Laws of 1981 (NH RSA 173-B: 16) mandates a Domestic Violence Program. A special receipt account funded by an assessment against marriage licenses issued was established as the source of funds to support this service. These funds provide grant money to New Hampshire programs that provide aid and assistance to victims of domestic and sexual violence. The assessment is proposed to be thirty-eight dollars per marriage license in SFY14-15.

Domestic violence grant funds are disbursed by the New Hampshire Coalition against Domestic and Sexual Violence to twelve local organizations around the State and are used to fund such services as 24-hour crisis telephone lines, emergency transportation, shelters, community outreach, and education and support services to thousands of victims of sexual and domestic violence each year. To ensure that potential providers have competitive access to deliver these services at the local level, the New Hampshire Coalition against Domestic and Sexual Violence solicits proposals from local agencies and awards sub-contracts to perform these services throughout the state.

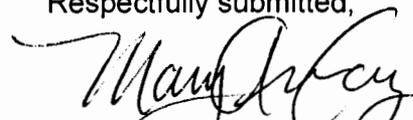
The New Hampshire Coalition against Domestic and Sexual Violence has successfully carried out the mandates set forth in RSA 173-B:18 for the past several years. Their work has included: delivering multiple training programs multiple times throughout each year; holding a variety of outreach/awareness events; ensuring that 100% of NH's communities have access to a local domestic violence agency; consistent provision of a 24-hour crisis telephone service; and ensuring that victims have access to emergency shelter at all times. In addition, hundreds of people receive emergency transportation and thousands are provided legal and social services advocacy. Other services include operating domestic violence support groups, and publishing and distributing fact sheets, brochures, stickers, ribbons, etc. to promote awareness of domestic violence issues.

Should Governor and Executive Council not approve this request, the New Hampshire Coalition against Domestic and Sexual Violence's ability to provide required domestic violence prevention may be greatly diminished.

Geographic area served: Statewide

Source of funds: The special fund for domestic violence programs established by RSA 173-B:15. 58.72% Other (Marriage License Fees), 29.14% Federal Funds, 12.14% General Funds. This amendment is 100% general funds.

Respectfully submitted,



Mary Ann Cooney  
Associate Commissioner

Approved by:



Nicholas A. Toumpas  
Commissioner

**New Hampshire DHHS- Amendment #2 to Statewide Domestic Violence Prevention Contract**



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**State of New Hampshire  
Department of Health and Human Services  
Amendment # 2 to the Statewide Domestic Violence Prevention Contract**

This 2nd Amendment to the Statewide Domestic Violence Prevention Program contract (hereinafter referred to as "Amendment #2") dated this 14th day of January 2014, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and New Hampshire Coalition Against Domestic and Sexual Violence (hereinafter referred to as "the Contractor"), a non-profit company with a place of business at 4 South State Street, Concord, NH 03301.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on May 25, 2011 (Item #17), and amended by agreement (Amendment 1) approved May 15, 2013 (Item # 41) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, additional General Funds were allocated to Domestic Violence Prevention by the General Court after Amendment #1 had been approved by the Governor and Executive Council; and

WHEREAS, the State and the Contractor have agreed to make changes to the payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18, "This agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire";

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

To amend as follows:

- Form P-37, Item 1.8, Price Limitation, shall be amended to read "\$2,039,546.00"
- Exhibit B, Method, Schedule, and Conditions Precedent to Payment, Section 1, shall be amended to read "\$2,039,546.00".

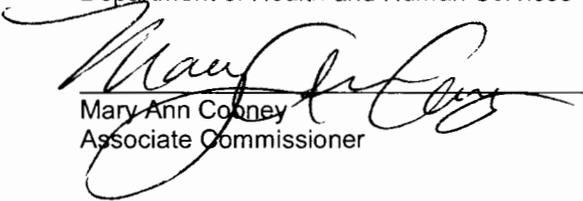
**New Hampshire DHHS- Amendment #2 to Statewide Domestic Violence Prevention Contract**



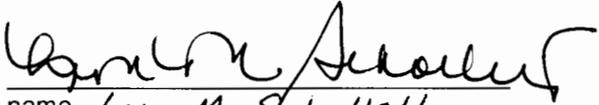
This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

April 25/14  
Date

State of New Hampshire  
Department of Health and Human Services  
  
Mary Ann Cooney  
Associate Commissioner

April 22, 2014  
Date

New Hampshire Coalition Against Domestic and Sexual Violence  
  
name Lyn M. Schollett  
Title Executive Director

**Acknowledgement:**

State of New Hampshire County of Merrimack on April 22, 2014, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace

Karri Ashton Notary Public  
Name and Title of Notary or Justice of the Peace

**New Hampshire DHHS- Amendment #2 to Statewide Domestic Violence Prevention Contract**



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

5-9-14  
Date

Rosemary Wiant  
Name: Rosemary Wiant  
Title: Assistant Attorney General

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

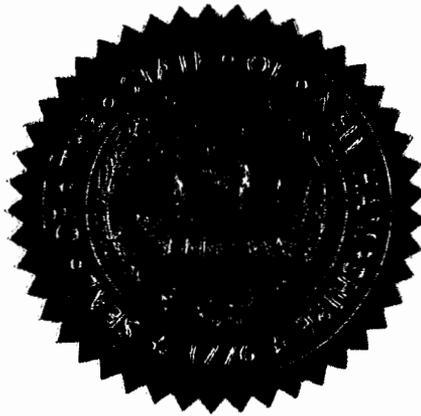
\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

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 formed April 30, 1981. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 16<sup>th</sup> day of April A.D. 2014

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

William M. Gardner  
Secretary of State

# CERTIFICATE OF VOTE

I, Jennifer Turco Beaudet \_\_\_\_\_, 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 a resolution duly adopted at a meeting of the Board of Directors of  
the Agency duly held on April 22, 2014 \_\_\_\_\_:  
(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 resolution has not been amended or revoked, and remain in full force and effect as of  
the 22 \_\_\_\_\_ day of \_April \_\_\_\_\_, 2014 \_\_\_\_\_.  
(Date Contract Signed)

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

of the Agency.

  
\_\_\_\_\_  
(Signature of the Elected Officer)

STATE OF NEW HAMPSHIRE

County of Merrimack \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_22nd \_\_\_\_\_ day of April \_\_\_\_, 2014 \_\_\_\_,

By \_Jennifer Turco Beaudet\_\_\_\_\_   
(Name of Elected Officer of the Agency)

  
\_\_\_\_\_  
(Notary Public/Justice of the Peace)

(NOTARY SEAL)

Commission Expires: August 24, 2016



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/14/2014

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

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

<b>PRODUCER</b> E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425	<b>CONTACT NAME:</b> Pat Mack <b>PHONE (A/C, No, Ext):</b> (603) 293-2791 <b>E-MAIL ADDRESS:</b> pat@esinsurance.com	<b>FAX (A/C, No):</b> (603) 293-7188
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> New Hampshire Coalition Against Domestic & Sexual Violence PO Box 353, 4 South State Street Concord NH 03302	<b>INSURER A:</b> Great American Ins Group	
	<b>INSURER B:</b> Liberty Mutual Agency	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES** CERTIFICATE NUMBER: 2014 w/new WC Co. REVISION NUMBER:

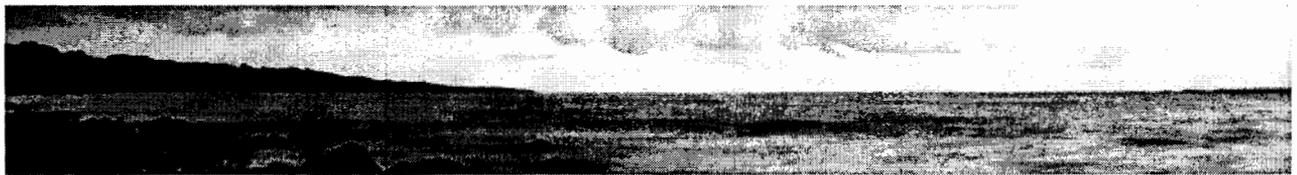
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			MAC5464236-13	5/15/2014	5/15/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MEDEXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			MAC5464236-13	5/15/2014	5/15/2015	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"/> EXCESS LIAB OCCUR <input checked="" type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UMB8234007-06	5/15/2014	5/15/2015	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	2815628-14133-120702	5/15/2014	5/15/2015	WC STATUTORY LIMITS 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 (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER** **CANCELLATION**

State of NH, Dept of Health & Human Serv. 129 Pleasant Street Concord, NH 03301	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  Pat Mack/PAT
---	---



## What We Do

### **Our Vision:**

All New Hampshire communities provide safety for every person.

### **Our Mission**

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.

This mission is accomplished by the Coalition, which includes 14 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.

### **How is the Coalition different from a crisis center?**

The most important difference is that the Coalition does not provide direct services to victims, but supports the victim services work done by our individual member programs located in communities throughout the state.

We are an umbrella organization that provides technical and financial support to 14 member agencies who provide services to survivors of sexual assault, domestic violence, and stalking. Member agency services are free, confidential, and available to all victims regardless of age, race, gender, religion, sexual orientation, physical ability or financial status.

## **Services for Survivors**

### **On this page:**

Services

Education

Public Policy

NEW HAMPSHIRE COALITION AGAINST  
DOMESTIC AND SEXUAL VIOLENCE

AUDITED FINANCIAL STATEMENTS

June 30, 2013 and 2012

SINGLE AUDIT REPORTS

June 30, 2013

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# ROWLEY & ASSOCIATES, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

6A HILLS AVENUE

CONCORD, NEW HAMPSHIRE 03301

TELEPHONE (603) 228-5400

FAX # (603) 226-3532

MEMBER  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

MEMBER OF THE PRIVATE  
COMPANIES PRACTICE SECTION

## INDEPENDENT AUDITOR'S REPORT

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

We have audited the accompanying financial statements New Hampshire Coalition Against Domestic and Sexual Violence (a nonprofit organization), which comprise the statement of financial position as of June 30, 2013 and the related statement of activities and changes in net assets, statement of functional expenses, and cash flows for the year then ended, and the related notes to the financial statements. The prior year summarized comparative information has been derived from New Hampshire Coalition Against Domestic and Sexual Violence's 2012 financial statements and, in our report dated September 20, 2012; we expressed an unqualified opinion on those 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. 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, 2013 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.

## **Other Matters**

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 Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, 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 September 20, 2013, 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 to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering New Hampshire Coalition Against Domestic and Sexual Violence's internal control over financial reporting and compliance.

Rowley & Associates, PC

Rowley & Associates, P.C.  
Concord, New Hampshire  
September 20, 2013

New Hampshire Coalition Against Domestic and Sexual Violence  
 Statements of Financial Position  
 June 30, 2013 and 2012

ASSETS	2013	2012
<b><u>CURRENT ASSETS</u></b>		
Cash and Cash equivalents	\$ 313,850	\$ 254,997
Cash and Cash equivalents, temporarily restricted	37,344	68,179
Grants Receivable	780,398	842,592
Prepaid Expenses	11,183	11,256
<b>Total Current Assets</b>	<b>1,142,775</b>	<b>1,177,024</b>
<b><u>PROPERTY AND EQUIPMENT</u></b>		
Land	52,143	52,143
Building	267,592	267,592
Equipment	103,423	106,511
Building Improvements	25,736	25,736
	448,894	451,982
Less Accumulated Depreciation	(192,644)	(181,148)
<b>Total Property and Equipment, Net</b>	<b>256,250</b>	<b>270,834</b>
<b>Total Assets</b>	<b>1,399,025</b>	<b>1,447,858</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b><u>CURRENT LIABILITIES</u></b>		
Current Portion of Long-Term Debt	4,690	4,418
Accounts Payable	673,792	723,608
Accrued Expenses	53,488	59,807
<b>Total Current Liabilities</b>	<b>731,970</b>	<b>787,833</b>
<b><u>LONG-TERM LIABILITIES</u></b>		
Long-Term Debt, Net of Current Portion	60,504	65,192
<b><u>NET ASSETS</u></b>		
Unrestricted	569,207	526,654
Temporarily Restricted	37,344	68,179
<b>Total Net Assets</b>	<b>606,551</b>	<b>594,833</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 1,399,025</b>	<b>\$ 1,447,858</b>

See Independent Auditors' Report and Notes to Financial Statements

New Hampshire Coalition Against Domestic and Sexual Violence  
 Statements of Activities  
 June 30, 2013 and 2012

	<u>2013</u>	<u>2012</u>
<b><u>UNRESTRICTED NET ASSETS</u></b>		
Support and Revenue:		
Grant Revenue	\$ 4,142,501	\$ 4,694,296
Contributions	244,940	219,951
Donated Services	169,539	127,083
Miscellaneous income	35,146	36,442
<b>Total Support and Revenue</b>	<u>4,592,126</u>	<u>5,077,772</u>
<b><u>NET ASSETS RELEASED FROM RESTRICTIONS</u></b>		
Restrictions Satisfied by Payments	<u>141,510</u>	<u>79,327</u>
<b><u>EXPENSES</u></b>		
Program Services	4,292,905	4,665,244
Management and General	384,447	487,368
Fundraising	13,731	15,725
<b>Total expenses</b>	<u>4,691,083</u>	<u>5,168,337</u>
<b>Increase (Decrease) in Unrestricted Net Assets</b>	42,553	(11,238)
<b><u>TEMPORARILY RESTRICTED NET ASSETS</u></b>		
Grant Revenue	110,675	100,725
Restrictions Satisfied by Payments	<u>(141,510)</u>	<u>(79,327)</u>
<b>Increase (Decrease) in Temporarily Restricted Net Assets</b>	<u>(30,835)</u>	<u>21,398</u>
<b>INCREASE IN NET ASSETS</b>	11,718	10,160
<b>NET ASSETS AT BEGINNING OF YEAR</b>	<u>594,833</u>	<u>584,673</u>
<b>NET ASSETS AT END OF YEAR</b>	<u>\$ 606,551</u>	<u>\$ 594,833</u>

See Independent Auditors' Report and Notes to Financial Statements

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Statement of Functional Expenses**  
**Year Ended June 30, 2013**  
**With Comparative Totals for Year Ended June 30, 2012**

	<u>Program Services</u>	<u>Management &amp; General</u>	<u>Fundraising</u>	<u>Total 2013</u>	<u>Total 2012</u>
Salaries	\$ 620,465	\$ 244,690	\$ 8,739	\$ 873,894	\$ 1,074,800
Payroll taxes	48,276	19,039	680	67,995	82,239
Health and Life Insurance	42,719	16,847	602	60,168	58,309
Dental & Other Emp Benefits	23,576	9,298	332	33,206	55,053
Professional Services	93,689	36,948	1,320	131,957	103,128
Contract/Grant Services	3,132,729	-	-	3,132,729	3,376,625
Memberships	3,140	-	-	3,140	2,844
Publications	324	-	-	324	445
Advertising/Recruitment	853	337	12	1,202	8,590
Copying	2,709	1,068	39	3,816	4,471
Office Supplies	8,622	3,400	121	12,143	9,960
Postage	4,886	1,927	68	6,881	5,295
Printing	4,709	1,857	66	6,632	7,040
Equipment & Moving	2,456	969	35	3,460	155
Maintenance & Repair	11,750	4,634	165	16,549	15,377
Rent Expense	355	140	5	500	150
Interest	2,881	1,136	41	4,058	4,315
Parking	-	-	-	-	1,750
Insurance	5,415	2,136	76	7,627	7,321
Retreats	3,986	-	-	3,986	3,563
PMC Stipend	3,900	-	-	3,900	3,300
Staff Development	6,290	2,481	89	8,860	7,095
Travel	38,559	15,207	543	54,309	54,784
Telephone	24,460	9,646	345	34,451	26,856
Utilities	4,328	1,707	61	6,096	5,271
Miscellaneous	9,261	3,652	131	13,044	13,367
AVAP Miscellaneous Expense	84,293	-	-	84,293	78,558
Direct Training	83,513	-	-	83,513	121,610
Community Education	6,179	-	-	6,179	9,235
Depreciation Expense	11,082	4,370	156	15,608	16,155
Accounting Fees	7,500	2,958	105	10,563	10,676
<b>Total Expenses</b>	<b><u>\$ 4,292,905</u></b>	<b><u>\$ 384,447</u></b>	<b><u>\$ 13,731</u></b>	<b><u>\$ 4,691,083</u></b>	<b><u>\$ 5,168,337</u></b>

New Hampshire Coalition Against Domestic and Sexual Violence  
 Statements of Cash Flows  
 Years Ended June 30, 2013 and 2012

	<u>2013</u>	<u>2012</u>
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>		
Increase in Net Assets	\$ 11,718	\$ 10,160
Adjustments to Reconcile Increase in Net Assets to Net Cash Provided by Operating Activities		
Change in restricted cash	30,835	(21,398)
Depreciation	15,608	16,155
Loss on disposal of fixed assets	56	-
(Increase) Decrease in Operating Assets:		
Grants Receivable	62,194	352,485
Prepaid Expenses	73	892
Increase (Decrease) in Operating Liabilities:		
Accounts Payable	(49,816)	(273,394)
Accrued Expenses	(6,319)	1,950
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>64,349</u>	<u>86,850</u>
<b><u>CASH FLOWS FROM INVESTING ACTIVITIES</u></b>		
Acquisition of Fixed Assets	(1,080)	(2,128)
<b>NET CASH USED BY INVESTING ACTIVITIES</b>	<u>(1,080)</u>	<u>(2,128)</u>
<b><u>CASH FLOWS FROM FINANCING ACTIVITIES</u></b>		
Repayment of Long-Term Debt	(4,416)	(4,157)
<b>NET CASH USED BY FINANCING ACTIVITIES</b>	<u>(4,416)</u>	<u>(4,157)</u>
 <b>NET INCREASE IN UNRESTRICTED CASH</b>	 58,853	 80,565
 <b>UNRESTRICTED CASH AT BEGINNING OF YEAR</b>	 <u>254,997</u>	 <u>174,432</u>
<b>UNRESTRICTED CASH AT END OF YEAR</b>	<u>\$ 313,850</u>	<u>\$ 254,997</u>
 <b><u>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</u></b>		
Cash paid during the year for:		
Interest	<u>\$ 4,058</u>	<u>\$ 4,315</u>
Donated Services	<u>\$ 169,539</u>	<u>\$ 127,083</u>

See Independent Auditors' Report and Notes to Financial Statements

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to Financial Statements**  
**Years Ended June 30, 2013 and 2012**

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

**Nature of Activities**

The New Hampshire Coalition Against Domestic and Sexual Violence (the Coalition) is a statewide network of 14 independent member programs committed to ending domestic and sexual violence. The Coalition assists its member groups by providing technical assistance and training, support in developing new programs, and by serving as a statewide clearinghouse and coordinating organization. It administers state and federal contracts that provide funding for its member programs.

**Significant Accounting Policies**

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

**Financial Statement Presentation**

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

**Grants Receivable and Promises to Give**

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

**Contributed Services**

During the years ended June 30, 2013 and 2012, the value of contributed services relating to printing, community education, direct training and professional fees were \$169,539 and \$127,083, respectively. Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence or nature of any donor restrictions.

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

**Estimates**

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

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to Financial Statements**  
**Years Ended June 30, 2013 and 2012**

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

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

Building and Improvements	39 Years
Equipment	3-7 Years

Depreciation expense recorded by the Coalition for the years ended June 30, 2013 and 2012 was \$15,608 and \$16,155, respectively.

**Income Taxes**

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

**Investments**

The Coalition has adopted FASB ASC 958-320, "Accounting for Certain Investments Held by Not-for-Profit Organizations." Under FASB ASC 958-320, investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets. Investment income and gains restricted by a donor are reported as increase in unrestricted net assets if the restrictions are met (either by passage of time or by use) in the reporting period in which the income and gains are recognized.

**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, 2013 and 2012.

Under Title 1, New Hampshire, The State and Its Government, Chapter 15 Lobbyist Section 15:1-a, the Coalition is required to physically and financially separate state funds from any non-state funds that may be used for the purposes of lobby or attempt to influence legislations, 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 \$9,936 and \$453 at June 30, 2013 and 2012, respectively.

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to Financial Statements**  
Years Ended June 30, 2013 and 2012

**NOTE B – RESTRICTIONS ON NET ASSETS**

Temporarily restricted net assets consist of funds received by the Organization, restricted as to use or time. The restrictions are considered to expire when payments are made. As of June 30, 2013 and 2012 respectively, the temporarily restricted net assets are available for the following purpose:

	<u>2013</u>	<u>2012</u>
NH Charitable Foundation Development	\$ 12,581	\$ 12,803
Allstate	1,251	-
Verizon Translation	9,520	-
Verizon Training Capacity & Building	5,000	-
Verizon Prevention	-	245
Women Fund, SANE	-	5,000
Endowment for Health Child Trauma Fund	8,992	50,131
Total	<u>\$ 37,344</u>	<u>\$ 68,179</u>

**NOTE C – LONG-TERM NOTES**

As of June 30, 2013 and 2012, long-term debt consists of the following:

	<u>2013</u>	<u>2012</u>
Mortgage Note, Payable to Merrimack County Savings Bank, Interest at 6.00%, with Monthly Payments of \$706 including Principal and Interest, Maturity date is October 8, 2023. Secured by Real Property	\$ 65,194	\$ 69,610
Less Current Portion	<u>4,690</u>	<u>4,418</u>
Total Long Term Debt	<u>\$ 60,504</u>	<u>\$ 65,192</u>

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

Years ending June 30:

2014	\$ 4,690
2015	4,980
2016	5,286
2017	5,613
2018	6,326
Thereafter	<u>38,299</u>
Total	<u>\$ 65,194</u>

**NOTE D – LINE OF CREDIT**

The Coalition has a \$50,000 revolving line of credit agreement with Merrimack County Savings Bank at 1.00% over Wall Street Journal prime rate. The line of credit is secured by all business assets. There were no borrowings against the line as of June 30, 2013 and 2012.

**NOTE E – CONCENTRATION OF CREDIT RISK**

The Coalition maintains cash balances in several accounts at a local bank. These accounts are insured by the Federal Deposit Insurance Corporation up to \$250,000. At June 30, 2013 and 2012 the Organization had \$101,144 and \$73,126 uninsured cash balances, respectively.

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to Financial Statements**  
**Years Ended June 30, 2013 and 2012**

**NOTE F – DESCRIPTION OF LEASING ARRANGEMENTS**

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

**NOTE G – PENSION PLAN**

The Coalition has a 403(b) savings plan for the benefit of its employees. The plan covers substantially all employees after one year of service. During their budgeting process, the Board of Directors determines the amount to be contributed annually. Employer contributions for the years ended June 30, 2013 and 2012 totaled \$6,765 and \$13,270, respectively.

**NOTE H - TAX EXEMPT STATUS**

The Coalition is a public charity exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code. The Coalition does not believe it has done anything during the past year that would jeopardize its tax exempt status at either the state or Federal level. The Coalition reports its activities to the IRS in an annual information return. These filings are subject to review by the taxing authorities and the federal income tax returns for 2012, 2011, and 2010 are subject to examination by the IRS, generally for three years after they were filed.

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

**NOTE I - SUBSEQUENT EVENT**

Consideration has been given to determine if any events that occurred subsequent to the financial statement date, June 30, 2013 and prior to the report date, September 20, 2013, of such significance to require disclosure. It has been determined that no subsequent events matching this criterion occurred during this period.

**NOTE J - 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. As of June 30, 2013 and 2012 the Organization had no financial instruments subject to the disclosure requirements. Cash and cash equivalents, grants receivable, investments, accounts payable and accrued expenses reported in the statement of financial position approximate fair values because of the short maturities of those instruments or because of the fixed rate of interest required to be paid.

# ROWLEY & ASSOCIATES, P.C.

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MEMBER  
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CERTIFIED PUBLIC ACCOUNTANTS

MEMBER OF THE PRIVATE  
COMPANIES PRACTICE SECTION

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

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of New Hampshire Coalition Against Domestic and Sexual Violence, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise New Hampshire Coalition Against Domestic and Sexual Violence's basic financial statements, and have issued our report thereon dated September 30, 2013.

### **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 opinions 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 entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Rowley & Associates, PC

Rowley & Associates, P.C.  
Concord, New Hampshire  
September 20, 2013

# ROWLEY & ASSOCIATES, P.C.

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MEMBER  
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## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL EFFECT ON EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

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

### Compliance

We have audited New Hampshire Coalition Against Domestic and Sexual Violence's compliance with the types of compliance requirements described in the *OMB Circular A-133 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, 2013. 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. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of New Hampshire Coalition Against Domestic and Sexual Violence's management. Our responsibility is to express an opinion on New Hampshire Coalition Against Domestic and Sexual Violence's compliance based on our audit.

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 OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 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. Our audit does not provide a legal determination of New Hampshire Coalition Against Domestic and Sexual Violence's compliance with those requirements.

In our opinion, New Hampshire Coalition Against Domestic and Sexual Violence complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2013.

## 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 requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered New Hampshire Coalition Against Domestic and Sexual Violence's internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, 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.

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 deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

New Hampshire Coalition Against Domestic and Sexual Violence's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. We did not audit New Hampshire Coalition Against Domestic and Sexual Violence's response and, accordingly, we express no opinion on the response.

This report is intended solely for the information and use of management, the Board of Directors, others within the entity, federal awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

  
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Rowley & Associates, P.C.  
Concord, New Hampshire  
September 20, 2013

New Hampshire Coalition Against Domestic and Sexual Violence  
Summary of Findings and Question Costs  
Year Ended June 30, 2013

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

1. The auditor’s report expresses an unqualified opinion on the financial statements of the New Hampshire Coalition Against Domestic and Sexual Violence.
2. No reportable conditions relating to the audit of the financial statements are reported in the Independent Auditor’s Report.
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 relating to the audit of the major federal award programs are reported in the Independent Auditor’s Report on Compliance With Requirements That Could Have a Direct and Material Effect on Each Major Program and on Internal Control Over Compliance in Accordance With OMB Circular A-133.
5. The auditor’s report on compliance for the major federal award programs for New Hampshire Coalition Against Domestic and Sexual Violence expresses an unqualified opinion on all major federal programs.
6. Audit findings that are required to be reported in accordance with Section 510(a) of OMB Circular A-133 are reported in this Schedule.
7. The programs tested as a major programs were:

Family Violence Prevention Service Act	93.671
Victims of Crime Act	16.575
Violence Against Women Act	16.588
8. The threshold for distinguishing Types A and B Programs was: \$300,000.
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, 2013

Program Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures
<u>U.S. Department of Health and Human Services:</u>			
Direct Programs:			
Family Violence Prevention Services Act	93.591	G-1101NHSDVC	40,652
Family Violence Prevention Services Act	93.591	G-1101NHSDVC	175,261
Family Violence Prevention Services Act	93.592		48,839
Family Violence Prevention Services Act	93.671		7,000
Total Direct Programs			<u>271,752</u>
Pass-Through Programs from State of NH Department of HHS			
Family Violence Prevention Services Act	93.671	611370-05	838,054
Sexual Violence Prevention	93.991	102-500731	168,368
Total Pass-Through Programs			<u>1,006,422</u>
TOTAL U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES			<u>1,278,174</u>
<u>U.S. Department of Justice:</u>			
Direct Program - Violence Against Woman Act of 2000	16.588		<u>211,309</u>
Pass-Through Programs from State of NH Department of Justice:			
Victims of Crime Act (VOCA)	16.575	2012010	70,904
Victims of Crime Act (VOCA)	16.575	2013010	1,019,393
VOCA, Training	16.575	2012010	16,529
VOCA, Training	16.575	2013010	3,011
VOCA, Addtl Training	16.575	2011010	11,427
VOCA, Addtl Training	16.575	2013010	246
VOCA, Technology & Foundation Project	16.575	2012010	10,735
VOCA, Technology & Foundation Project	16.575	2013010	68,250
VOCA, Technology Solutions	16.801	R2012VA10A	7,854
BYRNE, American Reinvestment and Recovery Act	16.803	09JAR003B	92,591
BYRNE, American Reinvestment and Recovery Act	16.803	09JAR003C	25,309
VAWA, SASP	16.017	2012SASP01	128,047
VAWA, SASP	16.017	2013SASP01	23,230
VAWA, Sexual Assault Examiner	16.588	2012W091	38,283
VAWA, Sexual Assault Examiner	16.588	2013W091	11,636
VAWA, DHHS Trainer	16.588	2012W090	22,131
VAWA, DHHS Trainer	16.588	2013W090	5,148
VAWA, Enhancing Sexual Assault Victim Services	16.588	2012WO81A	1,533
VAWA, Enhancing Sexual Assault Victim Services	16.588	2012WO81B	38,895
VAWA, Enhancing Sexual Assault Victim Services	16.588	2013W081	30,843
Total Pass-Through Programs			<u>1,625,995</u>
TOTAL U.S. DEPARTMENT OF JUSTICE			<u>1,837,304</u>
<u>Corporation for National &amp; Community Services:</u>			
Direct Program - AmeriCorps Victim Assist Program	94.006		<u>275,218</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS			<u>\$ 3,390,696</u>

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to schedule of Expenditures of Federal Awards**  
Year Ended June 30, 2013

**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, 2013. The information in this Schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. 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**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in OMB Circular A-122, *Cost Principles for Non-profit Organizations*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**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>
Family Violence Prevention Services Act	93.671	\$ 838,054
Sexual Violence Prevention	93.991	168,368
Violence Against Women	16.588	71,271
Sexual Assault Services Program	16.017	151,277
Byrne, American Reinvestment and Recovery Act	16.803	92,591
Victims of Crime Act	16.575	<u>1,019,393</u>
		<u>\$2,340,954</u>





## Staff and Board of Directors

### Staff

**Coalition staff positions include the following:**

Administrative Director  
AmeriCorps Victim Assistance Program (AVAP) Coordinator  
Bookkeeper/Data Specialist  
Community Relations Director  
Community Relations Coordinator  
Development Assistant  
Executive Director  
Office Coordinator  
Program Director  
Public Policy Coordinator  
Public Policy Director  
Training and Program Coordinator  
Trauma Specialist

**Mailing Address:**

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\*To contact any of these staff members call (603) 224-8893 or go to the **contact us** page.

### **2013 Board of Directors**

**Elizabeth Garon, Esq., Chairperson**

Elizabeth is a native NH resident. She received her BA from Notre Dame College, Cum Laude, and her Juris Doctor Degree from Massachusetts School of Law. Additional training includes: certificate programs in Human Trafficking,

DOVE training (which she has most recently taught), Guardian ad Litem in all NH Courts, Protective Order training, and Crisis Service Training. Previously, as Court Appointed Special Advocate for children, Elizabeth looked to help the citizens of NH by helping assure that children have a voice in court. She is licensed to practice law in both MA and NH, and concentrates on issues surrounding divorce. She belongs to many professional associations, including the NH Bar Association, MA Bar Assoc., American Bar Assoc., NH Woman's Bar Assoc., and is a member of the National Association of Professional Women.

#### **Dawn Reams, Vice Chair**

Dawn Reams, M.Ed. is the Executive Director of Bridges: Domestic & Sexual Violence Support, the sexual assault and domestic violence organization serving Southern New Hampshire. Ms. Reams has been the Executive Director of Bridges for the past 16 years, and has been working with children and families for more than 25 years. Ms. Reams is a passionate advocate for victims, and works tirelessly to end the vicious cycle of violence. Under her leadership and vision, Bridges has become a vibrant and progressive agency with a reputation for excellence and community collaboration. Ms. Reams currently serves on the Greater Nashua Supervised Visitation Advisory Board; the NH Coalition Against Domestic and Sexual Violence Board of Directors; The Granite State Children's Alliance Advisory Board; The Sexual Assault Resource Team; The Greater Nashua Sexual Assault Nurse Examiners Advisory Board; and the New Hampshire Maternal Mortality Review Board.

#### **Linda Magoon, Treasurer**

As a Compliance Supervisor with the NH Department of Environmental Services, Linda works to protect our natural resources. Linda's concerns don't end with the environment, however. As a current volunteer Guardian ad Litem with Court Appointed Special Advocates (CASA) of NH and as a former Concord police officer, Linda understands the importance of and works to ensure justice and safety for survivors and their families from domestic and sexual violence. Linda is currently pursuing her master's degree in non-profit management from New England College and currently serves as Treasurer on the NH Association of Natural Resource Scientists.

#### **Jennifer Turco Beaudet, Clerk**

Jennifer has been a member of the Board of Directors since May 2012. As a survivor of dating violence, Jennifer is passionate about the work of the Coalition. She has been connected to the Coalition for over a decade, having served as a member of the AmeriCorps Victim Assistance Program (AVAP) during the 2001-02 service year, and having served as a member of the AVAP Partnership, its advisory board, since 2009. In addition to volunteering for the Coalition, Jennifer also serves as a volunteer State Leader and Face-to-Face Network organizer for the Young Survival Coalition, a national organization that focuses on the issues that are unique to women who have been diagnosed with breast cancer before the age of 40. Jennifer is an attorney in the Manchester office of Primmer Piper Eggleston & Cramer PC, where she practices commercial litigation.

#### **Suzanne Harvey**

Suzanne served three terms in the NH House from 2005-2010, and was vice chair of the Science, Technology & Energy Committee for two terms. During her time in the House, she also served as chair of the Statewide Interagency Commission on Human Trafficking and was prime sponsor of the bill that made human trafficking a felony in the state. Suzanne's professional career included publishing, where she was editor of a business and marketing magazine for the pharmaceutical industry, and she spent over a decade developing and managing continuing medical education programs for healthcare providers.

#### **Suzette Indelicato**

Suzette is the Executive Director of Starting Point, the crisis center that serves Carroll County. She has been extremely active in providing outreach and education to her community as well as promoting programs to help children who are



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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR CHILDREN, YOUTH & FAMILIES

Nicholas A. Toumpas  
Commissioner

Maggie Bishop  
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-4451 1-800-852-3345 Ext. 4451  
FAX: 603-271-4729 TDD Access: 1-800-735-2964

*SOLE SOURCE*

April 17, 2013

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, NH 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to exercise a renewal option (Purchase Order # 1016932) with the New Hampshire Coalition Against Domestic and Sexual Violence, 4 South State Street, Concord, New Hampshire 03301 (Vendor #155510 B001), by increasing the price limitation by \$989,546.00 from \$1,010,000.00 to \$1,999,546.00 for the provision of a statewide domestic violence prevention program and by amending the end date from June 30, 2013 to June 30, 2015 to be effective July 1, 2013. Governor and Council approved the original agreement on May 25, 2011 (Item # 72). Funds to support this request are anticipated to be available in the following accounts in SFY 2014 and SFY 2015 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council.

*30.3% FED 69.1% OTHER (Marriage Licenses) .6% GEN*

**05-95-42-421010-29590000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, DOMESTIC VIOLENCE PROGRAMS**

<u>Class/ Object</u>	<u>Title</u>	<u>Activity Code</u>	<u>State Fiscal Year</u>	<u>Current Modified Budget</u>	<u>Increase/ Decrease</u>	<u>Revised Modified Budget</u>
073-500581	Grants to Non-Profits - State	40130218	2012	\$505,000.00	\$0	\$505,000.00
		40130218	2013	\$505,000.00	\$0	\$505,000.00
		40130024	2014	\$0	\$494,773.00	\$494,773.00
		40130024	2015	\$0	\$494,773.00	\$494,773.00
			Total:	\$1,010,000.00	\$989,546.00	\$1,999,546.00

**EXPLANATION**

This request seeks approval to renew a sole source agreement with the New Hampshire Coalition Against Domestic and Sexual Violence. The Coalition is the only program in the State working with victims of domestic and sexual violence and continues to be uniquely qualified to provide these services. As such the Coalition is designated by the Department as the coordinator to administer the domestic violence grant program as specified in NH RSA 173-B:18. This request seeks approval to enter into an agreement with the New Hampshire Coalition Against Domestic and Sexual Violence to administer the mandated domestic violence grant program.

Chapter 223 of the Laws of 1981 (NH RSA 173-B:16) mandates a Domestic Violence Program. A special receipt account funded by an assessment against marriage licenses issued was established as the source of funds to support this service. These funds provide grant money to New Hampshire programs that provide aid and assistance to

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council

April 17, 2013

Page 2

victims of domestic and sexual violence. The assessment is proposed to be forty-three dollars per marriage license in SFY14-15.

Domestic violence grant funds are disbursed by the New Hampshire Coalition Against Domestic and Sexual Violence to twelve local organizations around the State and are used to fund such services as 24-hour crisis telephone lines, emergency transportation, shelters, community outreach, and education and support services to thousands of victims of sexual and domestic violence each year. To ensure that potential providers have competitive access to deliver these services at the local level, the New Hampshire Coalition Against Domestic and Sexual Violence solicits proposals from local agencies and awards sub-contracts to perform these services throughout the state.

The New Hampshire Coalition Against Domestic and Sexual Violence has successfully carried out the mandates set forth in RSA 173-B:18 for the past several years. Their work has included: delivering multiple training programs multiple times throughout each year; holding a variety of outreach/awareness events; ensuring that 100% of NH's communities have access to a local domestic violence agency; consistent provision of a 24-hour crisis telephone service; and ensuring that victims have access to emergency shelter at all times. In addition, hundreds of people receive emergency transportation and thousands are provided legal and social services advocacy. Other services include operating domestic violence support groups, and publishing and distributing fact sheets, brochures, stickers, ribbons, etc. to promote awareness of domestic violence issues.

Agreement Terms

The agreement secures the New Hampshire Coalition Against Domestic and Sexual Violence's services for two years and includes a provision to renew the agreement for up to two additional years, based on continued availability of funds, satisfactory completion of services, and Governor and Council approval. The amount of funds supporting this program have been reduced this year. Despite this challenge, the New Hampshire Coalition Against Domestic and Sexual Violence will continue to administer the program with only 10% of the funding and opt instead to send 90% of the grant funds onto local agencies delivering domestic violence services, including advocacy, safe shelter and financial support.

In the event that this contract is not approved by the Governor and Executive Council, the New Hampshire Coalition Against Domestic and Sexual Violence's ability to provide required domestic violence prevention will be greatly diminished.

Geographic area served: Statewide

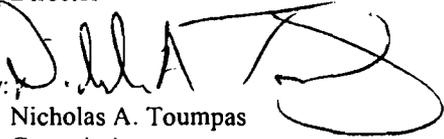
Source of funds: The special fund for domestic violence programs established by RSA 173-B:15. 69.1% Other (Marriage License Fees), 30.3% Federal Funds, 0.6% General Funds. In the event that the Other funds become no longer available, General funds will not be requested to support this program.

Respectfully submitted,

  
Maggie Bishop

Director

Approved by:

  
Nicholas A. Toumpas  
Commissioner



---

**State of New Hampshire  
Department of Health and Human Services  
Amendment 1 to the *Statewide Domestic Violence Prevention Contract***

This **1st** Amendment to the *Statewide Domestic Violence Prevention Program* contract (hereinafter referred to as "Amendment 1") dated this **17th** day of **April 2013**, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and **New Hampshire Coalition Against Domestic and Sexual Violence** (hereinafter referred to as "the Contractor"), a *non-profit* company with a place of business at **4 South State Street, Concord, NH 03301**.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on **May 25, 2011 (Item #17)**, the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18 and **Exhibit C-1, section 1**, the State may, **renew the contract for up to four additional years** by written agreement of the parties;

WHEREAS **the State and the Contractor have agreed that a two-year extension of the contract is agreeable to the parties;**

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

To amend as follows:

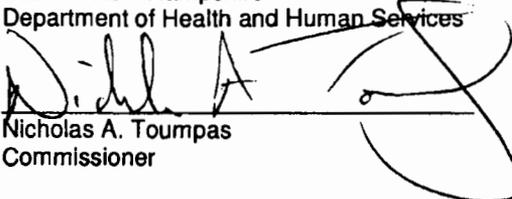
- Form P-37, Item 1.7, Completion Date shall be amended to read "June 30, 2015"
- Form P-37, Item 1.8, Price Limitation, shall be amended to read "\$1,999,546.00"
- Exhibit A, Scope of Services, shall be amended to read "July 1, 2011 - June 30, 2015"
- Exhibit B, Method, Schedule, and Conditions Precedent to Payment, shall be amended to read "January 1, 2011 – June 30, 2015".
- Exhibit B, Method, Schedule, and Conditions Precedent to Payment, Section 1, shall be amended to read "\$1,999,546.00".



This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

4/25/13  
Date

State of New Hampshire  
Department of Health and Human Services  
  
Nicholas A. Toumpas  
Commissioner

\_\_\_\_\_  
Date

**New Hampshire Coalition Against Domestic and Sexual Violence**  
  
Robin Christopherson  
Chair, Board of Directors

Acknowledgement:

State of New Hampshire County of Merrimack on April 23, 2013 before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace

Karen Ashton Notary Public  
Name and Title of Notary or Justice of the Peace



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

29 April 2013  
Date

John E. Merrill  
Name: Vernon P. Herrick  
Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

**New Hampshire Department of Health and Human Services**  
**Bidder/Program Name: NHCADSV - Prevention**  
**Budget Request for: State Fiscal Year 2015**  
*(Name of RFP)*  
**Budget Period: 7/1/14 to 6/30/15**

Line Item	Direct Incremental	Indirect Fixed	Total State Costs	Bidder Match	Total Costs	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 30,000	\$	\$ 30,000	\$	\$ 30,000	
2. Employee Benefits	\$ 4,735	\$	\$ 4,735	\$	\$ 4,735	
3. Consultants	\$	\$	\$ -	\$	\$ -	
4. Equipment:	\$	\$	\$ -	\$	\$ -	
Rental	\$	\$	\$ -	\$	\$ -	
Repair and Maintenance	\$ 875	\$	\$ 875	\$	\$ 875	
Purchase/Depreciation	\$ 750	\$	\$ 750	\$	\$ 750	
5. Supplies:	\$	\$	\$ -	\$	\$ -	
Educational	\$	\$	\$ -	\$	\$ -	
Office	\$ 700	\$	\$ 700	\$	\$ 700	
6. Travel	\$ 500	\$	\$ 500	\$	\$ 500	
7. Occupancy	\$ 595	\$	\$ 595	\$	\$ 595	
8. Current Expenses	\$	\$	\$ -	\$	\$ -	
Telephone	\$ 495	\$	\$ 495	\$	\$ 495	
Postage	\$ 291	\$	\$ 291	\$	\$ 291	
Subscriptions	\$ 50	\$	\$ 50	\$	\$ 50	
Audit and Legal and Accounting	\$ 730	\$	\$ 730	\$	\$ 730	
Insurance	\$ 470	\$	\$ 470	\$	\$ 470	
Board Expenses	\$ 86	\$	\$ 86	\$	\$ 86	
9. Software	\$	\$	\$ -	\$	\$ -	
10. Marketing/Communications	\$ 300	\$	\$ 300	\$	\$ 300	
11. Staff Education and Training	\$ 200	\$	\$ 200	\$	\$ 200	
12. Subcontracts/Agreements	\$ 453,956	\$	\$ 453,956	\$	\$ 453,956	
13. Other (specific details mandatory):		\$	\$	\$	\$	
<b>TOTAL</b>	<b>\$ 494,733</b>	<b>\$ -</b>	<b>\$ 494,733</b>	<b>\$ -</b>	<b>\$ 494,733</b>	

Indirect As A Percent of Direct

0

Contractor Initials: RPC

Date: 4/23/13

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-4451 1-800-852-3345 Ext. 4451  
FAX: 603-271-4729 TDD Access: 1-800-735-2964

Nicholas A. Toumpas  
Commissioner

Maggie Bishop  
Director

April 22, 2011

His Excellency, Governor John H. Lynch  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

APPROVED BY \_\_\_\_\_  
DATE 5/25/11  
PAGE 9  
ITEM # 72

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to enter into a **sole source** agreement with the New Hampshire Coalition Against Domestic and Sexual Violence, Concord, New Hampshire (Vendor #155510 B001), for the provision of a statewide domestic violence prevention program, in an amount not to exceed \$1,010,000, effective July 1, 2011 or upon Governor and Council approval, whichever occurs later, through June 30, 2013. Funds to support this request are anticipated to be available in the following accounts in SFY 2012 and SFY 2013 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts if needed and justified, between State Fiscal Years:

05-95-40-403010-6040 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: CHILDREN AND YOUTH, SERV FOR CHILD AND FAMILIES, DOMESTIC VIOLENCE PROGRAMS

<u>Class/Object</u>	<u>Title</u>	<u>Activity Code</u>	<u>SFY</u>	<u>Amount</u>
073-500581	Grants to Non-Profits - State	40130218	2012	\$505,000.00
			2013	\$505,000.00
			<b>Total</b>	<b>\$1,010,000.00</b>

**EXPLANATION**

This request seeks approval to enter into a sole source agreement with the New Hampshire Coalition Against Domestic and Sexual Violence. The Coalition is the only program in the State working with victims of domestic and sexual violence and continues to be uniquely qualified to provide these services. As such the Coalition is designated by the Department as the coordinator to administer the domestic violence grant program as specified in NH RSA 173-B:18. This request seeks approval to enter into an agreement with the New Hampshire Coalition Against Domestic and Sexual Violence to administer the mandated domestic violence grant program.

Chapter 223 of the Laws of 1981 (NH RSA 173-B:16) mandates a Domestic Violence Program. A special receipt account funded by an assessment against marriage licenses issued was established as the source of funds to support this service. These funds provide grant money to New Hampshire programs that provide aid and assistance to victims of domestic and sexual violence. The assessment is currently thirty-eight dollars per marriage license.

Domestic violence grant funds are disbursed by the New Hampshire Coalition Against Domestic and Sexual Violence to twelve local organizations around the State and are used to fund such services as 24-hour crisis telephone lines, emergency transportation, shelters, community outreach, and education and support services to thousands of victims of sexual and domestic violence each year. To ensure that potential providers have competitive access to deliver these services at the local level, the New Hampshire Coalition Against Domestic and Sexual Violence solicits proposals from local agencies and awards sub-contracts to perform these services throughout the state.

The New Hampshire Coalition Against Domestic and Sexual Violence has successfully carried out the mandates set forth in RSA 173-B:18 for the past several years. Their work has included: delivering multiple training programs multiple times throughout each year; holding a variety of outreach/awareness events; ensuring that 100% of NH's communities have access to a local domestic violence agency; consistent provision of a 24-hour crisis telephone service; and ensuring that victims have access to emergency shelter at all times. In addition, hundreds of people receive emergency transportation and thousands are provided legal and social services advocacy. Other services include operating domestic violence support groups, and publishing and distributing fact sheets, brochures, stickers, ribbons, etc. to promote awareness of domestic violence issues.

#### Agreement Terms

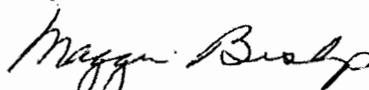
The agreement secures the New Hampshire Coalition Against Domestic and Sexual Violence's services for two years and includes a provision to renew the agreement for up to four additional years, based on continued availability of funds, satisfactory completion of services, and Governor and Council approval. The amount of funds supporting this program have been reduced this year. Despite this challenge, the New Hampshire Coalition Against Domestic and Sexual Violence will continue to administer the program with only 10% of the funding and opt instead to send 90% of the grant funds onto local agencies delivering domestic violence services, including advocacy, safe shelter and financial support.

In the event that this contract is not approved by the Governor and Executive Council, the New Hampshire Coalition Against Domestic and Sexual Violence's ability to provide required domestic violence prevention will be greatly diminished.

Geographic area served: Statewide

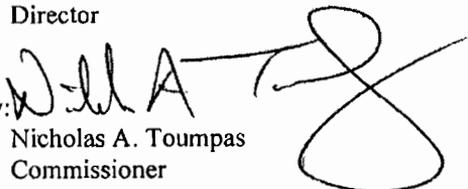
Source of funds: The special fund for domestic violence programs established by RSA 173-B:15. 69.8% Other (Marriage License Fees), 30.2% General Funds. In the event that the Other funds become no longer available, General funds will not be requested to support this program.

Respectfully submitted,



Maggie Bishop  
Director

Approved by:



Nicholas A. Toumpas  
Commissioner

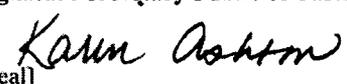
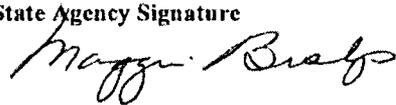
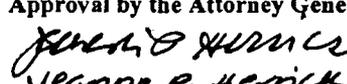
Subject: Provision of a Statewide Domestic Violence Prevention Program

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

<b>1.1 State Agency Name</b> Department of Health and Human Services Division for Children, Youth and Families		<b>1.2 State Agency Address</b> 129 Pleasant Street Concord, NH 03301	
<b>1.3 Contractor Name</b> New Hampshire Coalition Against Domestic and Sexual Violence		<b>1.4 Contractor Address</b> PO Box 353 Concord, NH 03302-0353	
<b>1.5 Contractor Phone Number</b> 603-224-8893	<b>1.6 Account Number</b> 10-040-60400000-073-500581	<b>1.7 Completion Date</b> June 30, 2013	<b>1.8 Price Limitation</b> \$1,010,000.00
<b>1.9 Contracting Officer for State Agency</b> Baerbel Wills		<b>1.10 State Agency Telephone Number</b> 603-271-0945	
<b>1.11 Contractor Signature</b> 		<b>1.12 Name and Title of Contractor Signatory</b> Grace S. Mattern, Executive Director	
<b>1.13 Acknowledgement: State of <u>NH</u>, County of <u>Merrimack</u></b> On <u>4/20/11</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
<b>1.13.1 Signature of Notary Public or Justice of the Peace</b>  [Seal]			
<b>1.13.2 Name and Title of Notary or Justice of the Peace</b> Karin Ashton, Notary Public			
<b>1.14 State Agency Signature</b> 		<b>1.15 Name and Title of State Agency Signatory</b> Maggie Bishop Director	
<b>1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)</b> By: _____ Director, On: _____			
<b>1.17 Approval by the Attorney General (Form, Substance and Execution)</b> By:  On: <u>5/6/2011</u>			
<b>1.18 Approval by the Governor and Executive Council</b> By: _____ On: _____			

**8. EVENT OF DEFAULT/REMEDIES.**

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

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

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

- 8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) 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 Contractor notice of termination;
- 8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
- 8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or
- 8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

**9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.**

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, papers, and documents, all whether finished or unfinished.

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

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

**10. TERMINATION.** In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination

Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

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

**12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.** The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

**13. INDEMNIFICATION.** The Contractor 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 or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. 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 in paragraph 13 shall survive the termination of this Agreement.

**14. INSURANCE.**

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

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

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

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each

Contractor Initials:                       
Date: 4/20/11

**EXHIBIT A  
SCOPE OF SERVICES**

DATE: April 18, 2011

CONTRACT PROJECT: Statewide Domestic Violence Prevention Program

CONTRACT PERIOD: July 1, 2011 TO June 30, 2013

CONTRACTOR NAME: New Hampshire Coalition Against Domestic and Sexual Violence

ADDRESS: PO Box 353  
Concord, NH 03302-0353

TELEPHONE: (603) 224-8893

EXECUTIVE DIRECTOR: Grace Mattem

**1. Provisions Applicable To All Services:**

- 1.1. The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or Federal or State court orders may have an impact on the Services described herein, the Division has the right to modify Service priorities and expenditure requirements under this Contract so as to achieve compliance therewith, in which event the price limitations for such Service(s) shall be renegotiated.
- 1.2. The Contractor agrees to use its best effort to apply for any and all appropriate public and private sources of funds that are applicable to the funding of the Services described herein. Appropriate records shall be maintained by the Contractor to document actual funds received or denials of funding from such sources of funds.

**2. Services To Be Provided:**

- 2.1. The Contractor shall administer the Domestic Violence Prevention Grant Program to provide safety and direct services to battered adults and their children so that these citizens are able to live in an environment safe from violence and the fear of violence. Services to be provided are as detailed in articles 2.2 through 2.4.
- 2.2. The Contractor shall act as the coordinator of the Domestic Violence Grant Program and perform said duties as outlined in RSA 173-B:18. These duties shall include but not be limited to:
  - a. Serve as a clearinghouse for information relating to domestic violence;
  - b. Provide technical assistance to local domestic violence programs;
  - c. Develop domestic and sexual violence awareness training programs for the Department of Health and Human Services, as well as for criminal justice, medical, mental health, and education personnel;
  - d. Coordinate the efforts of statewide and local social service agencies;
  - e. Raise public awareness of domestic violence issues; and
  - f. Publicize the availability of domestic violence programs to the public; and
  - g. Conduct evaluations of local domestic violence programs.

**EXHIBIT B**

**METHOD, SCHEDULE, AND CONDITIONS PRECEDENT TO PAYMENT**

Agency Name: New Hampshire Coalition Against Domestic and Sexual Violence

Program Period: July 1, 2011, or date of Governor & Council approval, to June 30, 2013

1. Subject to the availability of funds, and in consideration for the Contractor's satisfactory compliance with the terms and conditions of this agreement, and for services provided to eligible individuals, the Division for Children, Youth and Families (DCYF), shall reimburse the Contractor up to a maximum total payment of \$1,010,000.00 during the program period specified in paragraph 1.6 of the General Provisions of this Contract.
2. Monthly payments shall be made to the Contractor, subject to the following conditions:
  - 2.1. Payment shall be on a cost reimbursement basis based on actual expenditures incurred in the fulfillment of this agreement. A DCYF generated invoice template, specific to this agreement, shall be issued to the Contractor within 30 days of agreement approval or date of Governor and Council approval, whichever is later.
  - 2.2. Payment requests shall be submitted monthly, on or about the 15<sup>th</sup> day of the month following the billing period.
  - 2.3. The invoice template shall be completed by the Contractor, signed by an authorized representative of the Contractor and returned to the Contract Specialist, Division for Children, Youth and Families, Department of Health and Human Services, 129 Pleasant Street, Concord, NH 03301-3857, in order to initiate payment. It is the preference of the Division that the invoice be submitted electronically via email to the DCYF Contract Specialist.
  - 2.4. Expenditures shall be in accordance with the approved line item budget shown in Exhibit B-2. Any adjustments in a line item in excess of 10% shall require the prior written approval of the Division for Children, Youth and Families.
  - 2.5. A final payment request shall be submitted no later than sixty (60) days after the Contract ends. Failure to submit the invoice by this date could result in non-payment.
  - 2.6. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this Contract may be withheld, in whole or in part, in the event of noncompliance with any State or Federal law, rule or regulation applicable to the Services provided, or if the said Services have not been completed in accordance with the terms and conditions of this Agreement.
  - 2.7. Payments may be withheld pending receipt of required reports as outlined in Exhibit A.

ASM  
4/30/11

**State of New Hampshire**  
**Department of Health and Human Services**  
**Division for Children, Youth and Families**  
**NH Coalition Against Domestic & Sexual Violence**  
**Statewide Domestic Violence Prevention Program**

**EXHIBIT B-1**

**SFY 2012 PERSONNEL DATA**

	Name	Title	Annual Salary	% of Time Spent on Project	Project Amount Charged for SFY 12 (7/1/11 to 6/30/12)
1	Karin Ashton	Office Coordinator	34,444.00	20.00%	5,520
2	Deb Coe	Child & Family Advocacy Coord.	42,540.00	20.00%	710
3	Jennifer Durant	Public Policy Assistant	36,837.00	20.00%	2,880
4	Pamela English	Administrative Director	58,344.00	20.00%	4,910
5	Amanda Grady	Public Policy Director	47,575.00	20.00%	4,960
6	Joan Madore	Bookkeeper	39,582.00	20.00%	5,530
7	Grace Mattern	Executive Director	80,000.00	20.00%	1,700
8	Maureen McDonald	Public Relations Coordinator	47,575.00	20.00%	1,300
<b>TOTAL</b>			<b>386,897.00</b>		<b>27,510</b>

**SFY 2013 PERSONNEL DATA**

	Name	Title	Annual Salary	% of Time Spent on Project	Project Amount Charged for SFY 13 (7/1/12 to 6/30/13)
1	Karin Ashton	Office Coordinator	35,447.00	20.00%	5,520
2	Deb Coe	Child & Family Advocacy Coord.	43,816.00	20.00%	710
3	Jennifer Durant	Public Policy Assistant	37,942.00	20.00%	2,880
4	Pamela English	Administrative Director	60,094.00	20.00%	4,910
5	Amanda Grady	Public Policy Director	49,000.00	20.00%	4,960
6	Joan Madore	Bookkeeper	40,769.00	20.00%	5,530
7	Grace Mattern	Executive Director	82,400.00	20.00%	1,700
8	Maureen McDonald	Public Relations Coordinator	49,000.00	20.00%	1,300
<b>TOTAL</b>			<b>398,468.00</b>		<b>27,510</b>

<b>EXHIBIT B-2</b>		
<b>NH COALITION AGAINST DOMESTIC AND SEXUAL VIOLENCE</b>		
<b>PO BOX 353, CONCORD, NH 03302-0353</b>		
<b>STATEWIDE DOMESTIC VIOLENCE PREVENTION PROGRAM</b>		
<b>CONTRACT BUDGET</b>		
<b>Line Item</b>	<b>SFY 2012 Amount</b>	<b>SFY 2013 Amount</b>
Salaries	\$ 27,510.00	\$ 27,510.00
Fica & Medicare	\$ 2,100.00	\$ 2,100.00
Unemployment tax	\$ 165.00	\$ 165.00
Workers Compensation	\$ 140.00	\$ 140.00
Employee Benefits	\$ 4,855.00	\$ 4,855.00
Accounting Services	\$ 200.00	\$ 200.00
Advertising/Recruitment	\$ 100.00	\$ 100.00
Audit Fees	\$ 1,400.00	\$ 1,400.00
Copying	\$ 430.00	\$ 430.00
Equipment	\$ 375.00	\$ 375.00
Insurance	\$ 1,260.00	\$ 1,260.00
Maintenance & Repairs	\$ 1,570.00	\$ 1,570.00
Meeting Space Rental	\$ 50.00	\$ 50.00
Memberships	\$ 400.00	\$ 400.00
Miscellaneous	\$ 50.00	\$ 50.00
MORTGAGE Expenses: Principal	\$ 550.00	\$ 550.00
Office supplies	\$ 1,400.00	\$ 1,400.00
Parking	\$ 530.00	\$ 530.00
PMC Stipend	\$ 620.00	\$ 620.00
Postage	\$ 500.00	\$ 500.00
Printing	\$ 1,145.00	\$ 1,145.00
Professional Services	\$ 300.00	\$ 300.00
Publications	\$ 450.00	\$ 450.00
Retreats	\$ 650.00	\$ 650.00
Staff Development	\$ 1,100.00	\$ 1,100.00
Telephone	\$ 1,450.00	\$ 1,450.00
Travel	\$ 2,700.00	\$ 2,700.00
Utilities	\$ 1,500.00	\$ 1,500.00
Subcontracts	\$ 451,500.00	\$ 451,500.00
<b>TOTAL EXPENSES</b>	<b>\$ 505,000.00</b>	<b>\$ 505,000.00</b>

## NH Department of Health and Human Services

### STANDARD EXHIBIT C

### SPECIAL PROVISIONS

**1. Contractors Obligations:** The Contractor covenants and agrees that all funds received by the Contractor under the Contract shall be used only as payment to the Contractor for services provided to eligible individuals and, in the furtherance of the aforesaid covenants, the Contractor hereby covenants and agrees as follows:

**2. Compliance with Federal and State Laws:** If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.

**3. Time and Manner of Determination:** Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.

**4. Documentation:** In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.

**5. Fair Hearings:** The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or reapplicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.

**6. Gratuities or Kickbacks:** The Contractor agrees that it is a breach of this Contract to accept or make a payment, gratuity or offer of employment on behalf of the Contractor, any Sub-Contractor or the State in order to influence the performance of the Scope of Work detailed in Exhibit A of this Contract. The State may terminate this Contract and any sub-contract or sub-agreement if it is determined that payments, gratuities or offers of employment of any kind were offered or received by any officials, officers, employees or agents of the Contractor or Sub-Contractor.

**7. Retroactive Payments:** Notwithstanding anything to the contrary contained in the Contract or in any other document, contract or understanding, it is expressly understood and agreed by the parties hereto, that no payments will be made hereunder to reimburse the Contractor for costs incurred for any purpose or for any services provided to any individual prior to the Effective Date of the Contract and no payments shall be made for expenses incurred by the Contractor for any services provided prior to the date on which the individual applies for services or (except as otherwise provided by the federal regulations) prior to a determination that the individual is eligible for such services.

**8. Conditions of Purchase:** Notwithstanding anything to the contrary contained in the Contract, nothing herein contained shall be deemed to obligate or require the Department to purchase services hereunder at a rate which reimburses the Contractor in excess of the Contractors costs, at a rate which exceeds the amounts reasonable and necessary to assure the quality of such service, or at a rate which exceeds the rate charged by the Contractor to ineligible individuals or other third party fundors for such service. If at any time during the term of this Contract or after receipt of the Final Expenditure Report hereunder, the Department shall determine that the Contractor has used payments hereunder to reimburse items of expense other than such costs, or has received

the use and disclosure of such information, disclosure may be made to public officials requiring such information in connection with their official duties and for purposes directly connected to the administration of the services and the Contract; and provided further, that the use or disclosure by any party of any information concerning a recipient for any purpose not directly connected with the administration of the Department or the Contractor's responsibilities with respect to purchased services hereunder is prohibited except on written consent of the recipient, his attorney or guardian. Notwithstanding anything to the contrary contained herein the covenants and conditions contained in the Paragraph shall survive the termination of the Contract for any reason whatsoever.

**12. Reports: Fiscal and Statistical:** The Contractor agrees to submit the following reports at the following times if requested by the Department.

**12.1 Interim Financial Reports:** Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.

**12.2 Final Report:** A final report shall be submitted within thirty (30) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.

**13. Completion of Services: Disallowance of Costs:** Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

**14. Credits:** All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:

**14.1** The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, Division for Children, Youth and Families, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.

**15. Operation of Facilities: Compliance with Laws and Regulations:** In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Contract the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.

**NH Department of Health and Human Services**

**STANDARD EXHIBIT C-1**

**ADDITIONAL SPECIAL PROVISIONS**

1. The Division reserves the right to renew the contract for up to four additional years, subject to continued availability of funds, satisfactory performance of services, and approval by the Governor and Executive Council.

**NH Department of Health and Human Services**

**STANDARD EXHIBIT D**

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS**

**US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS  
US DEPARTMENT OF EDUCATION - CONTRACTORS  
US DEPARTMENT OF AGRICULTURE - CONTRACTORS**

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989 regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691), and require certification by grantees (and by inference, sub-grantees and sub-contractors), prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a grantee (and by inference, sub-grantees and sub-contractors) that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. Contractors using this form should send it to:

Commissioner  
NH Department of Health and Human Services  
129 Pleasant Street,  
Concord, NH 03301-6505

- (A) The grantee certifies 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 the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an ongoing drug-free awareness program to inform employees about—
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee'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 grant 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 grant, the employee will—

NH Department of Health and Human Services

STANDARD EXHIBIT E

CERTIFICATION REGARDING LOBBYING

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS
US DEPARTMENT OF EDUCATION - CONTRACTORS
US DEPARTMENT OF AGRICULTURE - CONTRACTORS

- Programs (indicate applicable program covered):
\*Temporary Assistance to Needy Families under Title IV-A
\*Child Support Enforcement Program under Title IV-D
\*Social Services Block Grant Program under Title XX
\*Medicaid Program under Title XIX
\*Community Services Block Grant under Title VI
\*Child Care Development Block Grant under Title IV

Contract Period: 7/1/2011 through 6/30/2013

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, 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 awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
(2) 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 contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-1.)
(3) The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 and not more than \$100,000 for each such failure.

[Handwritten Signature]
(Contractor Representative Signature)

Grace S. Mattern, Executive Director
(Authorized Contractor Representative Name & Title)

New Hampshire Coalition Against Domestic & Sexual Violence
(Contractor Name)

4/20/11
(Date)

Contractor Initials: [Handwritten Initials]
Date: 4/20/11

**NH Department of Health and Human Services**

**STANDARD EXHIBIT F**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION  
AND OTHER RESPONSIBILITY MATTERS**

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Office of the President, Executive Order 12549 and 45 CFR Part 76 regarding Debarment, Suspension, and Other Responsibility Matters, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.

Contractor Initials: gsm

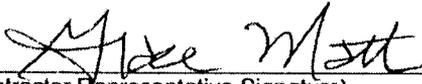
Date: 4/20/11

**LOWER TIER COVERED TRANSACTIONS**

By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).

The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

  
(Contractor Representative Signature)

Grace S. Mattern, Executive Director  
(Authorized Contractor Representative Name & Title)

New Hampshire Coalition Against Domestic &  
Sexual Violence  
(Contractor Name)

4/20/11  
(Date)

Contractor Initials:   
Date: 4/20/11

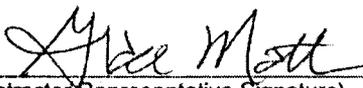
NH Department of Health and Human Services

STANDARD EXHIBIT G

**CERTIFICATION REGARDING  
THE AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The Contractor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

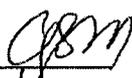
1. By signing and submitting this proposal (contract) the Contractor agrees to make reasonable efforts to comply with all applicable provisions of the Americans with Disabilities Act of 1990.

  
(Contractor Representative Signature)

Grace S. Mattern, Executive Director  
(Authorized Contractor Representative Name & Title)

New Hampshire Coalition Against Domestic &  
Sexual Violence  
(Contractor Name)

4/20/11  
(Date)

Contractor Initials:   
Date: 4/20/11

NH Department of Health and Human Services

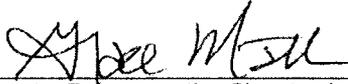
STANDARD EXHIBIT H

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Contractor identified in Section 1.3 of the General Provisions agrees, by signature of the Contractor's representative as identified in Section 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this contract, the Contractor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.



(Contractor Representative Signature)

Grace S. Mattern, Executive Director

(Authorized Contractor Representative Name & Title)

New Hampshire Coalition Against Domestic & Sexual Violence

(Contractor Name)

4/20/11  
(Date)

NH Department of Health and Human Services

**STANDARD EXHIBIT I**  
**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**  
**BUSINESS ASSOCIATE AGREEMENT**

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 and those parts of the HITECH Act applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

**BUSINESS ASSOCIATE AGREEMENT**

(1) **Definitions.**

- a. "Breach" shall have the same meaning as the term "Breach" in Title XXX, Subtitle D. Sec. 13400.
- b. "Business Associate" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "Covered Entity" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "Data Aggregation" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "Health Care Operations" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "HITECH Act" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164.
- i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.

- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

**(3) Obligations and Activities of Business Associate.**

- a. Business Associate shall report to the designated Privacy Officer of Covered Entity, in writing, any use or disclosure of PHI in violation of the Agreement, including any security incident involving Covered Entity data, in accordance with the HITECH Act, Subtitle D, Part 1, Sec. 13402.
- b. The Business Associate shall comply with all sections of the Privacy and Security Rule as set forth in, the HITECH Act, Subtitle D, Part 1, Sec. 13401 and Sec.13404.
- c. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- d. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section (3)b and (3)k herein. The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard provision #13 of this Agreement for the purpose of use and disclosure of protected health information.
- e. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- f. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- g. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.

(5) **Termination for Cause**

In addition to standard provision #10 of this Agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit I. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

(6) **Miscellaneous**

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, and the HITECH Act as amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule and the HITECH Act.
- e. Segregation. If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section 3 k, the defense and indemnification provisions of section 3 d and standard contract provision #13, shall survive the termination of the Agreement.



NH Department of Health and Human Services

STANDARD EXHIBIT J

FORM A

As the Contractor identified in Section 1.3 of the General Provisions, I certify that the responses to the below listed questions are true and accurate.

1. The DUNS number for your entity is: 602021487

2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO  YES

**If the answer to #2 above is NO, stop here**

**If the answer to #2 above is YES, please answer the following:**

3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C.78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

NO  YES

**If the answer to #3 above is YES, stop here**

**If the answer to #3 above is NO, please answer the following:**

4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

Name: _____	Amount: _____

Contractor initials: gsm  
Date: 4/20/10

## PAMELA ENGLISH

### EMPLOYMENT

#### **New Hampshire Coalition Against Domestic and Sexual Violence, Concord, NH**

##### ***Administrative Director, 2006 - Present***

- Continued all duties of Business and Grants Manager, including all Financial Management of the NHCADSV.
- Assist with grant writing.
- Administration management including maintaining insurance coverage for organization and employees and administering employee benefits.
- Management of information technology systems.
- Facilities Manager for building at 4 South State Street, Concord.

##### ***Business and Grants Manager, 1995 - 2006***

- Maintain all financial records, including payroll and employee benefits.
- Manage state and federal funding programs and provide technical assistance to subcontractors.
- Managed conversion to new computerized Fund Accounting system.
- Hire and manage Bookkeeper and Office Coordinator.
- Act as Facilities Manager for building at 4 South State Street, Concord.

##### ***Administrative Assistant, 1993 - 1995***

- Assisted two Co-Directors and a trainer with their administrative needs.
- Responsible for coordination and management of office.
- Maintain accurate financial records using full charge computerized bookkeeping system.
- Insured compliance with all state and federal reporting requirements, including 941, state UC, W-2, 1099.

#### **Self Employed Child care provider and Nanny, Concord, NH, 1988 - 1993**

#### **Law Offices, Concord, NH, 1985 - 1988**

##### ***Legal Secretary***

- Daniel D. Crean, Esq. and Charles H. Morang, Esq., Municipal and Business Law Practices
- Robert K. Mekeel, Esq. Labor, Criminal, Worker's Comp. and General Law Practice

### COMPUTER EXPERIENCE AND SKILLS

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- Fund Accounting Software  
Spreadsheets  
Microsoft Office Word and Excel  
Outlook and Outlook Express
- Effective supervisory management  
Excellent organizational skills  
Detail oriented  
Ability to manage multiple, simultaneous deadlines  
Working knowledge of federal and state grant compliance requirements  
Working knowledge of computer management  
Computerized accounting management  
Experience and knowledge of New Hampshire employment law

## **EDUCATION**

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- **NH Technical Institute, Concord, NH**  
Selected Accounting and Management Courses
- **Merritt Davis Business College, Eugene, OR**  
Legal Secretarial Degree II

## **COMMUNITY ACTIVITIES**

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2002-Present      Northwood Elementary School PTA, President for 2003/2005 school years  
1990-2002        Dewey/Kimball School PTA  
1983-1984        President, Merrimack County Legal Secretaries Association

## **REFERENCES**

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Available upon request.

# KARIN E. ASHTON

## EXPERIENCE

### **New Hampshire Coalition Against Domestic and Sexual Violence - Concord, NH**

#### **Office Coordinator, 2005 - Present**

Provide administrative support across multiple departments at statewide nonprofit organization and ensure the effective operation of office systems.

- Assist Community Relations Director with fundraising efforts, donation processing, reports and special events
- Maintain donor and outreach database
- Coordinate logistics and create flyers and communications for conferences and special projects
- Respond to questions and requests from the public and community partners. Provide referrals, support and educational materials
- Served as Production Editor and contributing writer for a monthly and quarterly newsletters for crisis center advocates, child protective services workers and NHCADSV staff and board of directors
- Maintain outreach materials and resource library for member agencies and the public
- Assist with facility management, grants processing, human resources and information technology
- Recruit and oversee college interns and community volunteers

### **Concord Feminist Health Center – Concord, NH**

#### **Administrator, 2003-2005**

Served as key member on administration team at nonprofit women's reproductive health care organization

- 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
- Planned all staff and physicians' work schedules
- Performed accounts payable and purchasing

#### **Clinic Coordinator, 2002-2003**

Ensured the streamlined operation of front office of medical facility

- Assisted with training and supervision of administrative staff and medical assistants
- Coordinated patient and practitioner scheduling
- Designed and wrote educational brochures
- Provided client care, support and education

#### **Healthcare Worker, 2001**

Provided client care, counseling and education to patients

### **Millennium Pharmaceuticals - Cambridge, Massachusetts**

#### **Executive Assistant, 1998-2008**

Provided administrative support to Chief Financial Officer of a biotechnology company

- Coordinated schedules, travel, meetings and communications for CFO.
- Attended Communications Department meetings with CFO and supported PR efforts through production assistance, proofreading and dissemination of annual reports and financial information
- Interacted with media and investors, while maintaining a high level of confidentiality
- Served on Recreation Committee and planned staff parties

### **Children's Hospital, Boston, Massachusetts**

#### **Development and Public Relations Administrative Assistant, 1997**

Provided administrative support to Development and Community Relations Departments

**Merrimack County Rape and Domestic Violence Crisis Center - Concord, NH**

**Direct Service Advocate / Volunteer Coordinator, 1995-1997**

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

**EDUCATION**

**New England College – Henniker, NH**

- B.A., Sociology, Summa Cum Laude, 1994

**SKILLS AND QUALIFICATIONS**

- Strong organization, communication and computer skills
- Microsoft Office Applications, Constant Contact, Giftworks, desktop publishing design, website and social media experience

**VOLUNTEER EXPERIENCE**

2008-2009      Second Start, Concord, NH ESL Tutor  
1999-2000      RESPOND, Somerville, MA, Domestic Violence Child Advocate

REFERENCES AND WRITING SAMPLES AVAILABLE UPON REQUEST

# Christine E. Bradbury

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## Experience

**2010 - 2012**

**Hesser College**

**Manchester, NH**

**Administrative Assistant, The Office of Academic Affairs**

- Assisted the Vice President for Academic Affairs, Dean of Faculty, and Academic Dean with day-to-day tasks and special projects
- Responsible for all academic administrative functions for the five campus locations, including on-boarding new faculty, maintaining databases and spreadsheets, and entering classes in CampusVue course scheduling software
- Typed minutes for the Academic Affairs Managers, All Faculty, and Academic Quality Committee meetings
- Collected, tracked and stored all syllabi every eight weeks, along with all learning contracts
- Handled all aspects of academic appeals (grade and dismissal), all cases of academic dishonesty
- Answered the Academic Affairs phone line, and assisted students and faculty as they entered office
- Supported the Director of Accreditation and Compliance with monthly internal audits and the recent NEASC self-study report (The college received a ten year accreditation)
- Aided Institutional Researcher with collection and maintenance of student end of term surveys

**2009-2010**

**NH Coalition Against Domestic & Sexual Violence**

**Concord, NH**

**Office Coordinator**

- Provided coordination of office operations including receptionist duties and administrative support to Coalition staff by maintaining calendars, planning/coordinating meetings, events, and trainings, Federal Grant writing, editing and data entry
- Liaison to the fourteen crisis centers located throughout New Hampshire, including Executive Directors, staff, and the public
- Maintained the library and crisis center resources/pamphlets
- Assisted Community Relations Coordinator with fundraisers
- Recruited and oversaw interns and volunteers

**2007-2009**

**Bigelow & Co., CPA, PC**

**Manchester, NH**

**Administrative Assistant**

- Managed the President's calendar, completed projects for the President and Partner, along with other executive assistant responsibilities
- Maintained and helped facilitate all office functions through strong multi-tasking and time management; including answering phone, all computer databases/programs, processing mail, filing, stocking, and purchasing materials
- Interacted with and helped build relations with clients and vendors by being first line of communication within the company
- Processed over five hundred corporate and nine hundred individual tax returns annually, requiring eighteen + hours a week in overtime during tax season

## Education

**2001-2005**

**University of New Hampshire**

**Durham, NH**

Bachelor of Arts in Sociology, Minor in Psychology; Deans List, Cum Laude

# Amanda K. Grady

## **Professional Experience:**

### **New Hampshire Coalition Against Domestic and Sexual Violence (NHCADSV)**

Public Policy Director

August 2006- Present

- Senior lobbyist for NHCADSV's 14 member programs
- Supervises Public Policy Specialist
- Chair of NHCADSV's Legislative Oversight Committee
- Works with Legislative Oversight Committee to develop NHCADSV's legislative agenda
- Works with the NH Family Division of the Courts, the NH Attorney General's Office, the NH Troopers and Chief of Police Associations, and the NH Batterer's Intervention Provider Network to implement NHCADSV's legislative agenda
- Provides training to member programs, affiliated organizations, and local, county and state agencies on current statutes and pending legislation
- Handles media affairs pertaining to Federal and State legislation

### **New Hampshire Coalition Against Domestic And Sexual Violence (NHCADSV)**

Public Policy Specialist

August 2002- August 2006

- New Hampshire lobbyist for NHCADSV's 14 member programs
- Worked under the Public Policy Director to provide state governmental assistance to the 14 New Hampshire member programs
- Recruited community members and professionals to provide testimony at legislative hearings
- Supervised Legislative and Legal Interns
- Served as a liaison to NHCADSV and their Board of Directors, member programs, staff, Legislative Oversight Committee and grassroots supporters by providing regular written and verbal reports on legislative affairs
- Drafted public policy briefs and position papers
- Conducted opposition research
- Represented NHCADSV on the NH Task Force on Family Law, DHHS Family Advisory Board, DHHS Family Assistance Advisory Committee, The NH Firearm Safety Committee, NH Housing Forum, New Hampshire Governor's Commission on Domestic and Sexual Violence's Faith Based Subcommittee, New Hampshire's Domestic Violence Fatality Review Committee, New Hampshire Batterers Intervention Program Committee, and The AmeriCorps Victim Assistance Program Partnership

### **NH Senate Democratic Caucus**

Interim Executive Director

April 2002 – July 2002

- Supervised Deputy Caucus Director
- Developed and implemented the Caucus's interim finance plan and budget
- Worked closely with all prospective presidential candidates to develop and execute statewide campaign plans
- Raised funds from presidential candidates, local and national Political Action Committees, individual donors, and national labor organizations
- Created volunteer, donor, and activist databases
- Aided in the New Hampshire Senate redistricting process
- Implemented an incumbent protection plan
- Recruited statewide Senate candidates

**AmeriCorps Victim Assistance Program**

Court Advocate

**August 2001- August 2002**

- Provided legal advocacy to victims and witnesses of stalking, domestic violence, and sexual assault throughout Merrimack County Courts
- Assisted victims with social service referrals
- Assisted plaintiffs with the drafting of ex-parte petitions
- Prepared victims and witnesses with testimony at temporary and final protective orders, criminal hearings and trials, and divorce and custody proceedings
- Collaborated with local County Attorney’s Office, local and State Police, local House of Corrections, and NCIC in order to obtain service on defendants, provide notification of current orders, and ensure victim notification
- Provided Justices with updates and clarifications of new case law
- Served on the AmeriCorps InterCorps Council as a Representative from the Victim Assistance Program

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

Intern

**January 2001 – June 2001**

- Researched and tracked pending legislation
- Prepared testimony and testified at legislative hearings

**Governors Office of Citizen’s Affairs**

Intern

**January 2001 – May 2001**

- Handled constituent inquiries, mail and press clips
- Prepared Proclamations, Commendations and Citations

**Education:**

New England College  
Simmons College  
Simmons College Honors Program

Candidate for Master of Public Policy  
BA Women’s Studies

January 2005- Present  
May 2001  
1997-2001

**Activities:**

- 2002- Present: Board Member, AmeriCorps Victim Assistance Program
- 2005-2007: Board Member, New Hampshire Citizen’s Alliance
- 2005- Present: Board Member, NARAL New Hampshire
- 2005- Present: Board Member, NARAL New Hampshire Political Action Committee
- 2006- Present: Board Advisor, New Hampshire Women’s Lobby
- 2007- Present: Board Member, New Hampshire Dress for Success
- 2007-Present: Mentor for at risk youth through NH’s Circle Program

**References Available Upon Request**

# 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.

# Jennifer B. Durant, M.A.

## EDUCATION

**Master of Arts:** Master of Arts in Sociological Practice (MASP) May 2006  
California State University; San Marcos, California  
Graduated with Honors, GPA: 4.0

**Bachelor of Arts:** Sociology, May 2002  
Saint Anselm College; Manchester, New Hampshire  
Graduated *cum laude*, The Dean's List of Scholars

**Certifications:** Domestic Violence Victim Advocate; Human Relations and Work

## PROFESSIONAL EXPERIENCE

### Public Policy Specialist

October 2006-present  
Concord, NH

*NH Coalition Against Domestic and Sexual Violence*

- Monitor and respond to activities and regulations that affect victims of domestic and sexual violence
- Respond to inquiries for public policy and legislative information
- Maintain connections with and represent the Coalition on public policy groups with a focus on housing and economic justice issues.
- Prepare and distribute regular legislative updates and reports
- Attend legislative hearings and committees

### Program Manager

February 2005 – September 2005  
San Diego, CA

*The Crime Victims Fund/Domestic Violence Independence Program*

- Conducted client intake assessments
- Assessed clients' needs, strengths, and barriers to self-sufficiency
- Helped clients develop educational goals and objectives
- Met regularly with clients to oversee progress in accomplishing individual goals
- Provided extended support services to clients and identified outside services as needed
- Worked closely with clients in creating and monitoring monthly budgets, determining their financial need, and submitting budgets for approval
- Maintained thorough, accurate, and consistent records
- Performed and managed data entry of program evaluation information
- Coordinated client trainings and events
- Provided program information to assist in grant writing
- Facilitated quarterly Steering Committee meetings
- Supervised volunteers/interns
- Assisted with fundraising events as needed

### Case Manager

January 2003 – February 2005  
San Diego, CA

*Episcopal Community Services/Julian's Sanctuary*

- Provided support services to women and children at long-term domestic violence housing program
- Conducted weekly meetings with clients to monitor progress
- Assisted with clients' transition to permanent and independent housing
- Maintained accurate and up-to-date progress notes, counseling referrals, charts, and statistical information
- Facilitated bi-weekly community meetings
- Created educational and professional Resource Center for clients
- Coordinated donations, client trainings, client events, and "adoption" of families at holidays
- Created and presented client recognition awards

## PRESENTATIONS AND LECTURES

### Independent Community Educator/Lecturer

San Diego County, CA

- “Battered Women’s Subjective Meanings Surrounding Danger: Effective Approaches in Helping Victims Establish and Maintain Safety.” San Diego County Case Management Meeting. April 2006.
- “Domestic Violence, Stalking, and Intimate Partner Homicide.” Feminism and Justice, CSUSM, Department of Sociology. Instructor: Julie Levinson. November 2005, March 2006.
- “Coding and Analyzing Qualitative Data: Interviews with Domestic Violence Victims.” Qualitative Methods in Sociology, CSUSM, Department of Sociology. Professor: Dr. Marisol Clark-Ibanez. February 2006.
- “Lethality/Risk Assessments in the Field of Intimate Partner Violence.” YWCA of San Diego. 40-hour Domestic Violence Victim Advocate training. September 2005.

## SCHOLARLY RESEARCH

### Graduate Research (M.A. Thesis), California State University San Marcos (May 2006)

“A Culture of Secrecy and Shame: Domestic Violence Programs’ Missed Opportunities in Assessing Danger and Establishing Safety.” Gathered qualitative data through interviews and participant observations. I found that domestic violence victims’ understandings of danger are socially reconstructed after terminating their violent relationships as they move forward and heal from the abuse.

### Published Research, San Diego Girls Alliance (March 2006)

“Teen Relationship Violence: Schools’ Role in Addressing Violent Relationships among Dating Adolescents.” Graduate paper that highlights current research on teen relationship violence. Other documents include compiled statistics and research on intimate partner homicide. Available on <http://girlsalliance.org/resources.htm>

### Undergraduate Research, Saint Anselm College (April 2002)

“Political Culture: A Study of New Hampshire’s General Court.” Created original political study by collecting and analyzing results of quantitative data gathered through archival research. Presented at the New England Sociological Conference (April 2002) and at the New England Sociological Association Spring Conference (April 2002).

## SPECIALIZED TRAINING

- Substance Abuse and Domestic Violence
- Dynamics of Stalking
- Children and Domestic Violence
- Youth and Teen Relationship Violence
- Lethality/Threat Assessment of Domestic Violence Victims
- Risk Assessments in the Field of Intimate Partner Homicide
- Legal Rights of Immigrant Victims of Family Violence
- Serving Victims of Violence: Assessment, Advocacy and Diversity

## ACADEMIC & COMMUNITY INVOLVEMENT

- San Diego Domestic Violence Council (SDDVC), Member, Shelter and Support Services Committee
- American Sociological Association (ASA), Member
- Alpha Kappa Delta, International Sociology Honor Society, Member
- Not-to-be-Forgotten Rally (NTBF); Event Planning Committee: 2004 and 2005: San Diego
- Community Resource Guide Committee, Chair, 2005: San Diego

**Objective:** A challenging opportunity that will best utilize acquired skills, education and experience in a legislative support role oriented toward continued responsibility and professional growth.

**Summary of**

**Qualifications:** Includes a Bachelors Degree in Communications, coupled to a background in legislative administration, writing and editing capacities, involving:

- Experience within a governmental/political organization, (State Senate) encompassing skills and responsibilities for building and maintaining relationships with state senators and representatives, leading Senate journal creation, including research and data gathering, writing, compilation, editing and eventual publishing, in addition to providing administrative support, documentation control and clerical services.
- In-depth academic studies in Communications, including specific course-work in: Communications I & II, Interpersonal Communications, Critical Thinking, Creative Writing, Principles of Marketing, Strategic Management, Effecting Positive Organizational Change, etc.
- Hands-on practicum experience within an internship program, involving research, writing, editing and producing human interest-based TV magazine segments.
- Familiarity with Windows<sup>95/98/XP/Vista/7</sup>, MS-Word, Excel, PowerPoint, Outlook, Apple/MAC and a variety of industry specific data management packages.
- Clerical skills in typing, (100 wpm) filing, research and reception, as well as experience with multi-line phone systems and all standard business office equipment.
- A comprehensive background in retail operations, including cash management, direct floor sales, merchandising and visual display designs and set-up, in addition to loss prevention and shrink control.
- A philosophy of providing quality, conscientious customer service aimed at fostering continued customer satisfaction, confidence and brand loyalty.
- As a team player, providing substantial input into problem solving and quality assurance initiatives.

**Additional Skills Experience:**

- Effective organizational, interpersonal and communications skills; writing press releases; light language skills in French; experience as an early childhood education teacher; experience with writing and editing for a school newspaper; providing new-hire orientation and training in company policies, procedures and systems; logistical functions: inventory control and product/supplies ordering.

**Employment**

**History:** STATE OF NEW HAMPSHIRE - STATE SENATE, Concord, NH 2008 - Present  
2010 B Present **Senate Journal Clerk**  
~~2008 – 2010~~ ~~**Senate Secretary**~~

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THE EARLY ENRICHMENT CENTER 2003 - 2008  
Concord, NH **Teacher**

MARSHALLS 2001 - 2003  
Concord, NH **Retail Associate**

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**Education:** GRANITE STATE COLLEGE 2011  
Concord, NH **Bachelor of Arts - Communications**

**Practicum:** WMUR - CHANNEL 9 - CHRONICLE, Manchester, NH **Communications Intern - Segment Producer**  
NH TECHNICAL INSTITUTE, Concord, NH **Associates Degree - Liberal Arts**

**Certifications.:** RED CROSS: CPR, FIRST-AID, AED

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**References:** Excellent professional and personal references are available and will be furnished upon request.

**CONTRACTOR NAME**

Key Personnel

New Hampshire Coalition Against Domestic and Sexual Violence

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Pamela English	Administrative Director	\$62,000	9%	\$5,500
Karin Ashton	Community Relations Coordinator	\$19,710	23%	\$4,400
Christine Bradbury	Office Coordinator	\$35,886	16%	\$5,614
Amanda Grady Sexton	Public Policy Director	\$62,000	7%	\$4,000
Joan Madore	Bookkeeper/Data Specialist	\$41,978	16%	\$6,500
Jennifer Durant	Public Policy Coordinator	\$39,087	2%	\$ 500 left employment 7/2013
Jessica Eskeland	Public Policy Coordinator	\$40,000	7%	\$2,800 began employment 10/2013