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**ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE**

1 GRANITE PLACE SOUTH  
CONCORD, NEW HAMPSHIRE 03301

JOHN M. FORMELLA  
ATTORNEY GENERAL



JAMES T. BOFFETTI  
DEPUTY ATTORNEY GENERAL

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January 31, 2024

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

Your Excellency and Members of the Council:

**REQUESTED ACTION**

Authorize the Department of Justice to enter into a **retroactive sole source** subgrant with the New Hampshire Coalition Against Domestic and Sexual Violence, Concord, NH (Vendor #155510-B001) in an amount not to exceed \$93,080, to support initiatives of the Human Trafficking Taskforce, effective upon Governor and Executive Council approval for the period of January 16, 2024 through June 30, 2025. 100% General Funds

Funding is available as follows:

02-20-20-201510-10720000	<u>FY 2024</u>
<u>Human Trafficking Grant</u>	
073-500581, Grants, Non-Federal	\$93,080

**EXPLANATION**

This request is **retroactive** because the subrecipient requires funding to cover expenses related to this victim service effective January 16, 2024. This request is **sole source** because these funds are for the Human Trafficking Taskforce, which falls under the responsibility of the New Hampshire Coalition Against Domestic & Sexual Violence.

The Department of Justice is requesting approval to subgrant funds to the New Hampshire Coalition Against Domestic & Sexual Violence (NHCADSV) for the purpose of supporting continued services surrounding the Human Trafficking Taskforce. The purpose of the Human Trafficking Taskforce is to develop and implement a multidisciplinary response to human trafficking in New Hampshire. This approach focuses on a coordinated, collaborative,

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victim-centered, and trauma informed response to Human Trafficking issues in the State. This program also emphasizes prevention and offender accountability.

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "J. Formella", is written over a faint, illegible stamp.

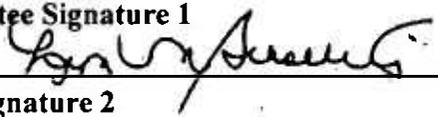
John M. Formella  
Attorney General

#4357563

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby  
Mutually agree as follows:  
GENERAL PROVISIONS

1. Identification and Definitions.

<b>1.1. State Agency Name</b> New Hampshire Department of Justice		<b>1.2. State Agency Address</b> One Granite Place, South, Concord, NH 03301	
<b>1.3. Grantee Name</b> New Hampshire Coalition Against Domestic & Sexual Violence		<b>1.4. Grantee Address</b> 100 North Main Street Concord NH 03301	
<b>1.5 Grantee Phone #</b> (603) 224-8893	<b>1.6. Account Number</b> 02-20-20-201510-10720000- 073-500581	<b>1.7. Completion Date</b> 06/30/2025	<b>1.8. Grant Limitation</b> \$ 93,080
<b>1.9. Grant Officer for State Agency</b> Kathleen Carr		<b>1.10. State Agency Telephone Number</b> (603) 271-3658	
If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
<b>1.11. Grantee Signature 1</b> 		<b>1.12. Name &amp; Title of Grantee Signor 1</b> Lyn, M Schollett, Executive Director	
<b>Grantee Signature 2</b>		<b>Name &amp; Title of Grantee Signor 2</b>	
<b>Grantee Signature 3</b>		<b>Name &amp; Title of Grantee Signor 3</b>	
<b>1.13 State Agency Signature(s)</b> <i>Kathleen Carr</i>		<b>1.14. Name &amp; Title of State Agency Signor(s)</b> Kathleen Carr, Director of Administration	
<b>1.15. Approval by Attorney General (Form, Substance and Execution) (if G &amp; C approval required)</b> By: <i>Sheri Phillips</i> Assistant Attorney General, On: 1 / 16 / 2024			
<b>1.16. Approval by Governor and Council (if applicable)</b> By: On: / /			

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

Subrecipient Initials lms

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3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.16), or upon signature by the State Agency as shown in block 1.14 ("the Effective Date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT C, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT C.
- 5.3. In accordance with the provisions set forth in EXHIBIT C, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits and RSA 31-95-b.
7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency, the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency pursuant to subparagraph 7.1, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these provisions
8. PERSONNEL.
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA: RETENTION OF DATA: ACCESS.
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. EVENT OF DEFAULT: REMEDIES.
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
- 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.2 Failure to submit any report required hereunder; or
- 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
- 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
- 11.2.1 Give the Grantee 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 Grantee notice of termination; and
- 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
- 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
- 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
- 12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
13. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

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

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Date 1/12/2024

## EXHIBIT A

### -SPECIAL PROVISIONS-

New Hampshire Coalition Against Domestic & Sexual Violence as the Grantee (hereinafter referred to as "Subrecipient") shall be compliant at all times with the terms, conditions and specifications detailed below, which are subject to annual review.

1. The Subrecipient must certify that Limited English Proficiency persons have meaningful access to any services provided by this program. National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with these requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov).
2. The Subrecipient assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination within the three years prior to the receipt of the federal financial assistance and after a due process hearing against the Subrecipient on the grounds of race, color, religion, national origin, sex, age, or disability, a copy of the finding will be submitted to the New Hampshire Department of Justice, Grants Management Unit and to the U.S. Department of Justice, Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531. For additional information regarding your obligations under civil rights please reference the state website at <http://www.doj.nh.gov/grants-management/civil-rights.htm> and understand if you are awarded funding from this office, civil rights compliance will be monitored by this office, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.
3. The Subrecipient will comply (and will require any subrecipients or contractors to comply) with any applicable nondiscrimination provisions, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); the Victims of Crime Act (34 U.S.C. § 20110(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Violence Against Women Act (34 U.S.C. § 12291(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07). It will also comply with Ex. Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for

## **EXHIBIT A**

Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38.

4. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. The current consultant limit is \$650 per day or \$81.25 per hour. When the rate exceeds the limit for an 8-hour day, or a proportionate hourly rate (excluding travel and subsistence costs), a written prior approval is required. Prior approval requests require additional justification.
5. The Subrecipient agency agrees that, should they employ a former member of the NH Department of Justice (NHDOJ), that employee or their relative shall not perform work on or be billed to any federal or state subgrant or monetary award that the employee directly managed or supervised while at the NHDOJ for the life of the subgrant without the express approval of the NH DOJ.
6. The Subrecipient understands that grants are funded for the grant award period noted on the grant award document. No guarantee is given or implied of subsequent funding in future years.

**EXHIBIT B**

**-SCOPE OF SERVICES-**

1. The Subrecipient shall receive a subgrant from the New Hampshire Department of Justice as the State Agency (DOJ) for expenses incurred and services provided for activities surrounding the Human Trafficking Taskforce, including coordination, management and direction.
2. The Subrecipient shall be reimbursed by the DOJ based on budgeted expenditures described in Exhibit C. The Subrecipient shall submit incurred expenses for reimbursement on the state approved expenditure reporting form as provided. Expenditure reports shall be submitted on a quarterly basis, within fifteen (15) days following the end of the current quarterly activities. Expenditure reports submitted later than thirty (30) days following the end of the quarter will be considered late and out of compliance. *For example, with an award that begins on January 1, the first quarterly report is due on April 15<sup>th</sup> or 15 days after the close of the first quarter ending on March 31.*
3. Subrecipient is required to maintain supporting documentation for all grant expenses both state funds and match if provided and to produce those documents upon request of this office or any other state or federal audit authority. Grant project supporting documentation shall be maintained for at least seven (7) years after the close of the State Grant.
4. Subrecipient shall be subject to periodic desk audits and program reviews by DOJ. Such desk audits and program reviews shall be scheduled with Subrecipient and every attempt shall be made by Subrecipient to accommodate the schedule.
5. All correspondence and submittals shall be directed to:  
NH Department of Justice  
Grants Management Unit  
One Granite Place South  
Concord, NH 03301  
603-271-8090 or Lisa.J.Lamphere@doj.nh.gov

## EXHIBIT C

### - PAYMENT TERMS-

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

3a. The Subrecipient shall be awarded an amount not to exceed \$93,080 of the total Grant Limitation from Governor and Council approval or 01/02/2024 whichever is later, to 06/30/2025, with approved expenditure reports. This shall be contingent on continued state funding and program performance.

3b. With sufficient reason and under limited circumstances, the Subrecipient may apply for an extension of the grant period for up to the end of the state grant end date, not after. The Subrecipient must submit the request in writing. No extension is granted until approval is received by DOJ in writing.

4. The DOJ will not be responsible for any expenses or costs incurred under this agreement prior to Governor and Council approval, or after 06/30/2025 unless a grant extension is approved in writing by DOJ.

**EXHIBIT D**

**-EEO REPORTING, CIVIL RIGHTS COMPLIANCE AND STANDARD ASSURANCES-**

I, Lyn M. Schollett [responsible official], certify that

New Hampshire Coalition Against Domestic & Sexual Violence [Subrecipient] has completed the EEO reporting tool certification within the last two years at:

[https://ojp.gov/about/ocr/faq\\_eop.htm](https://ojp.gov/about/ocr/faq_eop.htm) on

May 1, 2023 [date]

It is understood that subrecipients which are exempt from filing the EEO Utilization Report including non-profits and subrecipients with less than 50 employees must file a declaration claiming exemption at least once every two years with the Office for Justice Programs; Office of Civil Rights at the above web address.

**EEO Training Requirements for Subrecipients**

Joi Smith [official that completed training] has completed

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

March 22, 2023 [date]. The EEO training must be completed at least once every two years.

**DOJ Discrimination Complaint Process**

If individuals believe they may have been discriminated against by the NH Department of Justice or by an organization that receives federal funding from the NH Department of Justice based on their race, color, national origin, religion, sex, disability, age, sexual orientation or gender identity should print and complete a complaint form that can be found at: Civil Rights | Grants Management Unit | NH Department of Justice

**Subrecipient Discrimination Complaint Process**

I further certify that: New Hampshire Coalition Against Domestic & Sexual Violence [Subrecipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services and has a policy or written procedure in place for accepting discrimination based complaints from employees and program beneficiaries and that policy/procedure must be made publicly available to program beneficiaries or prospective beneficiaries.

## EXHIBIT D

### Certified Standard Assurances

On behalf of the Subrecipient, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

- (1) I have the authority to make the following representations on behalf of myself and the Subrecipient. I understand that these representations will be relied upon as material in any Department decision to make an award to the Subrecipient based on its application.
- (2) I certify that the Subrecipient has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.
- (3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application—
  - a. the Subrecipient will comply with all award requirements and all federal statutes and regulations applicable to the award;
  - b. the Subrecipient will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
  - c. the Subrecipient will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.
- (4) The Subrecipient understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition—
  - a. the Subrecipient understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
  - b. the Subrecipient understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;

**EXHIBIT D**

- c. the Subrecipient understands that it must require any pass-through subrecipient to comply with all such applicable statutes (and associated regulations); and
- d. on behalf of the Subrecipient, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Subrecipient also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Subrecipient will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Subrecipient will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) If this application is for an award from the National Institute of Justice or the Bureau of Justice Statistics pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to an institution of higher education (as defined at 34 U.S.C. § 10251(a)(17)), I assure that, if any award funds actually are made available to such an institution, the Subrecipient will require that, throughout the period of performance—

- a. each such institution comply with any requirements that are imposed on it by the First Amendment to the Constitution of the United States; and
- b. subject to par. a, each such institution comply with its own representations, if any, concerning academic freedom, freedom of inquiry and debate, research independence, and research integrity, at the institution, that are included in promotional materials, in official statements, in formal policies, in applications for grants (including this award application), for accreditation, or for licensing, or in submissions relating to such grants, accreditation, or licensing, or that otherwise are made or disseminated to students, to faculty, or to the general public.

(9) I assure that, if the Subrecipient is a governmental entity, with respect to the award (if any) made by the Department based on the application—

**EXHIBIT D**

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

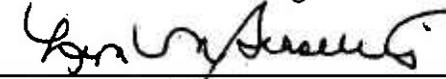
(10) If the Subrecipient applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self-Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

(11) If the Subrecipient applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Subrecipient to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Lyn M. Schollett

\_\_\_\_\_  
Name of Authorized Signor

  
\_\_\_\_\_  
Signature

Executive Director

\_\_\_\_\_  
Title of Authorized Signor

January 12, 2024

\_\_\_\_\_  
Date

**EXHIBIT E**

**-NON-SUPPLANTING CERTIFICATION -**

**Supplanting defined**

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

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

**Supplanting and job retention**

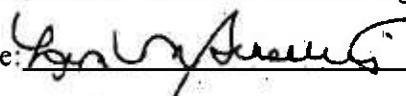
A recipient or subrecipient may use federal funds to retain jobs that, without the use of the federal money, would be lost. If the grantee is planning on using federal funds to retain jobs, it must be able to substantiate that, without the funds, the jobs would be lost. Substantiation can be, but is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

---

The New Hampshire Coalition Against Domestic & Sexual Violence (Subrecipient) certifies that any funds awarded through this human trafficking award, shall be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purposes and goals of the grant.

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

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

Signature: 

# State of New Hampshire

## Department of State

### CERTIFICATE

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

Business ID: 63838

Certificate Number: 0006198590



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 6th day of April A.D. 2023.

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

David M. Scanlan  
Secretary of State

**CERTIFICATE OF AUTHORITY**

I, Tina Smith, hereby certify that:  
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Chairperson/Officer of the NH Coalition Against Domestic and Sexual Violence \_\_\_\_\_.  
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on November 29, 2022, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

**VOTED:** That Lyn M. Schollett, Executive Director  
(Name and Title of Contract Signatory)

is duly authorized on behalf of the NH Coalition Against Domestic and Sexual Violence to enter into contracts or  
(Name of Corporation/ LLC)

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

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

Dated: December 22, 2023

  
\_\_\_\_\_  
Signature of Elected Officer  
Name: Tina Smith  
Title: Chairperson, Board of Directors



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/21/2023

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

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

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

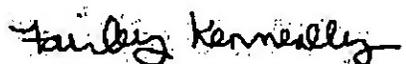
**COVERAGES**                      **CERTIFICATE NUMBER:** 2022                      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			MAC 5464236 22	05/15/2023	05/15/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			MAC 5464236 22	05/15/2023	05/15/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 100,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UMB8234007-15	05/15/2023	05/15/2024	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	Y/N	N/A	WC5-31S-604577-013	05/15/2023	05/15/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

NH Department of Justice 33 Capitol 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 
---	---

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

**AUDITED FINANCIAL STATEMENTS**

**June 30, 2023 and 2022**

**SINGLE AUDIT REPORTS**

**June 30, 2023**

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# ROWLEY & ASSOCIATES, P.C.

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

MEMBER  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

MEMBER OF THE PRIVATE  
COMPANIES PRACTICE SECTION

## INDEPENDENT AUDITOR'S REPORT

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

### Opinion

We have audited the accompanying financial statements of New Hampshire Coalition Against Domestic and Sexual Violence (a nonprofit organization), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of New Hampshire Coalition Against Domestic and Sexual Violence as of June 30, 2023, 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.

### Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of New Hampshire Coalition Against Domestic and Sexual Violence and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about New Hampshire Coalition Against Domestic and Sexual Violence's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of New Hampshire Coalition Against Domestic and Sexual Violence's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about New Hampshire Coalition Against Domestic and Sexual Violence's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

#### **Supplementary Information**

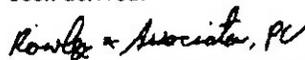
Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements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

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

In accordance with *Government Auditing Standards*, we have also issued our report dated October 26, 2023, on our consideration of New Hampshire Coalition Against Domestic and Sexual Violence's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of New Hampshire Coalition Against Domestic and Sexual Violence's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering New Hampshire Coalition Against Domestic and Sexual Violence's internal control over financial reporting and compliance.

#### **Report on Summarized Comparative Information**

We have previously audited the New Hampshire Coalition Against Domestic and Sexual Violence's 2022 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 5, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, is consistent, in all material respects, with the audited financial statements from which it has been derived.

  
\_\_\_\_\_

Rowley & Associates, P.C.  
Concord, New Hampshire  
October 26, 2023

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Statements of Financial Position**  
**June 30, 2023 and June 30, 2022**  
**See Independent Auditors' Report**

<b>ASSETS</b>	<u>2023</u>	<u>2022</u>
<b><u>CURRENT ASSETS</u></b>		
Cash and Cash Equivalents	\$ 347,404	\$ 360,445
Restricted Cash and Cash Equivalents	73,044	104,331
Certificates of Deposit, Short-Term	218,264	-
Grants Receivable	2,471,765	2,261,113
Prepaid Expenses	27,226	25,009
<b>Total Current Assets</b>	<u>3,137,703</u>	<u>2,750,898</u>
<b><u>PROPERTY AND EQUIPMENT</u></b>		
Equipment	14,654	14,654
Leasehold Improvements	61,072	61,072
	<u>75,726</u>	<u>75,726</u>
Less Accumulated Depreciation	(42,061)	(33,551)
<b>Total Property and Equipment, Net</b>	<u>33,665</u>	<u>42,175</u>
<b><u>OTHER ASSETS</u></b>		
Long-Term Investments	432,178	392,595
Certificates of Deposit, Long-Term	204,166	171,136
Operating Lease Right of Use Asset	456,259	-
Finance Lease Right of Use Asset	8,068	-
Security Deposit	6,213	6,213
<b>Total Other Assets</b>	<u>1,106,884</u>	<u>569,944</u>
<b>Total Assets</b>	<u>\$ 4,278,252</u>	<u>\$ 3,363,017</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b><u>CURRENT LIABILITIES</u></b>		
Grants and Accounts Payable	\$ 2,058,023	\$ 1,730,517
Accrued Expenses	94,245	91,641
Operating Lease Liability, Current Portion	106,546	-
Finance Lease Liability, Current Portion	3,776	-
<b>Total Current Liabilities</b>	<u>2,262,590</u>	<u>1,822,158</u>
<b><u>LONG-TERM LIABILITIES</u></b>		
Operating Lease Liability, Less Current Portion	349,713	-
Finance Lease Liability, Less Current Portion	4,292	-
<b>Total Long-Term Liabilities</b>	<u>354,005</u>	<u>-</u>
<b><u>NET ASSETS</u></b>		
Without Donor Restrictions	1,588,613	1,436,528
With Donor Restrictions	73,044	104,331
<b>Total Net Assets</b>	<u>1,661,657</u>	<u>1,540,859</u>
<b>Total Liabilities and Net Assets</b>	<u>\$ 4,278,252</u>	<u>\$ 3,363,017</u>

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Statements of Activities and Changes in Net Assets**  
**Year Ended June 30, 2023, With Comparative Totals for Year Ended June 30, 2022**  
**See Independent Auditors' Report**

	<b>Net Assets Without Donor Restrictions</b>	<b>Net Assets With Donor Restrictions</b>	<b>2023</b>	<b>2022</b>
<b><u>CONTRIBUTIONS AND SUPPORT</u></b>				
Grant Revenue	\$ 11,294,832	\$ 17,469	\$ 11,312,301	\$ 10,442,042
Contributions	189,821	-	189,821	165,473
Donated Services	29,648	-	29,648	4,692
Interest Income	4,880	-	4,880	3,722
Member Dues	12,000	-	12,000	12,000
Miscellaneous Income	144	-	144	678
<b>Total Contributions and Support</b>	<b>11,531,325</b>	<b>17,469</b>	<b>11,548,794</b>	<b>10,628,607</b>
Net Assets Released from Donor Imposed Restrictions	48,756	(48,756)		
<b><u>EXPENSES</u></b>				
Program Services	11,334,314	-	11,334,314	10,321,468
Management and General	81,833	-	81,833	154,423
Rundraising	51,432	-	51,432	21,800
<b>Total Expenses</b>	<b>11,467,579</b>	<b>-</b>	<b>11,467,579</b>	<b>10,497,691</b>
<b>INCREASE (DECREASE) IN OPERATING NET ASSETS</b>	<b>112,502</b>	<b>(31,287)</b>	<b>81,215</b>	<b>130,916</b>
<b>NONOPERATING GAINS (LOSSES)</b>				
Investment Dividends	7,339	-	7,339	14,093
Unrealized and Realized Gain (Loss)	34,222	-	34,222	(73,579)
Investment Fees	(1,978)	-	(1,978)	(2,286)
<b>Net Nonoperating Gains (Losses)</b>	<b>39,583</b>	<b>-</b>	<b>39,583</b>	<b>(61,772)</b>
<b>INCREASE (DECREASE) IN NET ASSETS</b>	<b>152,085</b>	<b>(31,287)</b>	<b>120,798</b>	<b>69,144</b>
<b>NET ASSETS AT BEGINNING OF YEAR</b>	<b>1,436,528</b>	<b>104,331</b>	<b>1,540,859</b>	<b>1,471,715</b>
<b>NET ASSETS AT END OF YEAR</b>	<b>\$ 1,588,613</b>	<b>\$ 73,044</b>	<b>\$ 1,661,657</b>	<b>\$ 1,540,859</b>

Notes to Financial Statements

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Statement of Functional Expenses**  
**Year Ended June 30, 2023**  
**With Comparative Totals for Year Ended June 30, 2022**  
**See Independent Auditors' Report**

	<u>Program Services</u>	<u>Management &amp; General</u>	<u>Fundraising</u>	<u>Total 2023</u>	<u>Total 2022</u>
Salaries	\$ 1,198,898	\$ 51,431	\$ 35,444	\$ 1,285,773	\$ 1,264,694
Payroll taxes	89,868	3,855	2,657	96,380	98,260
Health and Dental Insurance	145,609	6,241	4,185	156,035	128,038
Other Employee Benefits	31,174	1,299	-	32,473	37,156
Professional Services	78,647	3,277	-	81,924	77,710
Contract/Grant Services	8,911,330	-	-	8,911,330	8,091,952
Survivor Grants	90,225	-	-	90,225	79,225
Rental Assistance	225,027	-	-	225,027	211,314
Memberships	7,064	294	-	7,358	6,533
Publications	1,973	82	-	2,055	1,925
Advertising/Public Awareness	1,193	129	1,906	3,228	1,756
Copying	4,014	167	-	4,181	2,922
Office Supplies	33,692	1,566	3,897	39,155	41,855
Postage	2,655	125	352	3,132	3,500
Printing	2,142	141	1,234	3,517	1,493
File storage management	759	32	-	791	1,176
Maintenance & Repair	31,433	1,310	-	32,743	35,816
Rent Expense	98,891	4,120	-	103,011	99,611
Insurance	13,658	569	-	14,227	12,400
Staff Development	30,177	1,264	150	31,591	8,921
Travel	31,692	1,321	16	33,029	10,128
Telephone	60,413	2,517	-	62,930	56,271
Technology	145,069	-	-	145,069	111,806
Miscellaneous Expense	25,450	1,127	1,591	28,168	14,971
AVAP Member Training/Education	8,368	-	-	8,368	827
Direct Training	22,340	-	-	22,340	32,369
Community Education	19,352	-	-	19,352	39,915
Depreciation Expense	8,170	340	-	8,510	9,383
Accounting Fees	15,031	626	-	15,657	15,764
<b>Total Expenses</b>	<b>\$ 11,334,314</b>	<b>\$ 81,833</b>	<b>\$ 51,432</b>	<b>\$ 11,467,579</b>	<b>\$ 10,497,691</b>

Notes to Financial Statements

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Statements of Cash Flows**  
**Years Ended June 30, 2023 and 2022**  
**See Independent Auditors' Report**

	<u>2023</u>	<u>2022</u>
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>		
Increase in Net Assets	\$ 120,798	\$ 69,144
Adjustments to Reconcile Increase in Net Assets to Net Cash Provided by Operating Activities		
Depreciation	8,510	9,383
Net (Gain) Loss on Investments	(39,583)	61,772
(Increase) Decrease in Operating Assets:		
Grants Receivable	(210,652)	(173,066)
Prepaid Expenses	(2,217)	(1,105)
Increase (Decrease) in Operating Liabilities:		
Grants and Accounts Payable	327,506	38,447
Accrued Expenses	2,604	19,239
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>206,966</u>	<u>23,814</u>
<b><u>CASH FLOWS FROM INVESTING ACTIVITIES</u></b>		
Net (Purchase) Maturity of Certificates of Deposit	(251,294)	122,983
<b>NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES</b>	<u>(251,294)</u>	<u>122,983</u>
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	(44,328)	146,797
<b>CASH AND CASH EQUIVALENTS, AT BEGINNING OF YEAR</b>	<u>464,776</u>	<u>317,979</u>
<b>CASH AND CASH EQUIVALENTS, AT END OF YEAR</b>	<u>\$ 420,448</u>	<u>\$ 464,776</u>
<b><u>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</u></b>		
Donated Services	<u>\$ 29,648</u>	<u>\$ 4,692</u>

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to Financial Statements**  
**Years Ended June 30, 2023 and 2022**

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

**Nature of Activities**

The Coalition is a private, non-profit, tax-exempt organization committed to ending domestic and sexual violence. The Coalition serves as a coordinating organization for its 12-member agency crisis centers that in turn provide services to survivors of sexual assault, domestic violence, human trafficking, and stalking. Eleven of the Coalition's member agencies are autonomous, private, non-profit organizations with their own mission, structure, and board of directors; one is a university-based program. The Coalition receives 98% of its funding from federal and state agencies and less than 2% from private fundraising.

**The Vision of the Coalition is:**

All New Hampshire communities provide safety for every person.

**The Mission of the Coalition is:**

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

This mission is accomplished by the Coalition, which includes 12 independent community-based member programs, a board of directors and a central staff working together to:

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

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

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

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

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

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to Financial Statements**  
**Years Ended June 30, 2023 and 2022**

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

**Nature of Activities (Continued)**

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

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

**AmeriCorps Victim Assistance Program (AVAP)**

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

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

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

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

**The Family Violence Prevention Specialist Program**

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

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to Financial Statements**  
**Years Ended June 30, 2023 and 2022**

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

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

**Significant Accounting Policies**

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

**Basis of Presentation**

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

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

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

**Basis of Accounting**

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

**Grants Receivable and Promises to Give**

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

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to Financial Statements**  
**Years Ended June 30, 2023 and 2022**

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

**Contributed Services**

During the Years Ended June 30, 2023 and 2022, the value of contributed services relating to professional services were \$29,648 and \$4,692, respectively. All contributed services were considered without donor restriction and were valued at fair-market-value.

In addition, many individuals volunteer their time and perform a variety of tasks that assist the Coalition; these amounts have not been recognized in the accompanying statement of activities because the criteria for recognition as contributed services has not been met.

**Estimates**

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

**Compensated Absences**

Employees of the Coalition are entitled to paid vacation depending on job classification, length of services, and other factors. The statement of financial position reflects accrued vacation earned, but unpaid as of June 30, 2023 and 2022 in the amounts of \$70,695 and \$71,602, respectively.

**Allocation of Expenses**

The costs of providing the various programs and other activities have been summarized on a functional basis in the statements of activities and functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited based on estimates that are based on their relationship to those activities. Those expenses include payroll and payroll related expenses and occupancy costs. Occupancy costs are allocated based on square footage. Payroll and payroll related expenses are based on estimates of time and effort. Other cost allocations are based on the relationship between the expenditure and the activities benefited.

**Property and Equipment**

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

Improvements	39 Years
Equipment	3-7 Years

Depreciation expense recorded by the Coalition for the Years Ended June 30, 2023 and 2022 was \$8,510 and \$9,383, respectively.

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to Financial Statements**  
**Years Ended June 30, 2023 and 2022**

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

**Income taxes**

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

**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. The following table provides a reconciliation of cash and cash equivalents reported within the statement of financial position to the sum of the corresponding amounts within the statement of cash flows as of June 30:

	<u>2023</u>	<u>2022</u>
Cash and Cash Equivalents	\$347,404	\$360,445
Restricted Cash and Cash Equivalents	<u>73,044</u>	<u>104,331</u>
Total	<u>\$420,448</u>	<u>\$464,776</u>

**Certificates of Deposit**

Certificates of deposit are reported on the accompanying statement of financial position. The certificates bear interest ranging from 1.00% to 4.91% as of June 30, 2023. Maturities range from eight months to two and a half years.

**Segregation of Accounts**

Under Title 1, New Hampshire, The State and Its Government, Chapter 15 Lobbyist Section 15:1-a, the Coalition is required to physically and financially separate state funds from any non-state funds that may be used for the purposes of lobbying or attempting to influence legislation, participate in political activity, or contribute funds to any entity engaged in these activities. The Coalition has established and maintains a separate bank account for this purpose. The account balances were \$31,013 and \$23,455 at June 30, 2023 and 2022, respectively.

**Concentration of Credit Risk**

The Coalition maintains cash balances in accounts at two local banks. These accounts are insured by the Federal Deposit Insurance Corporation up to \$250,000. At various times throughout the year, the Coalition may have cash balances at the financial institution that exceeds the insured amount. Management does not believe this concentration of cash results in a high level of risk for the Coalition. At June 30, 2023 and 2022 the Coalition had uninsured cash balances of \$336,578 and \$134,613, respectively.

**Advertising Costs**

The Coalition follows the policy of charging the production costs of advertising to expense as incurred. Advertising expense at June 30, 2023 and 2022 was \$3,228 and \$1,756 respectively.

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to Financial Statements**  
**Years Ended June 30, 2023 and 2022**

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

**Comparative Financial Information**

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Coalition's financial statements for the year ended June 30, 2022, from which the summarized information was derived.

**Financial Instruments**

The carrying value of cash and cash equivalents, certificates of deposit, grants receivable, prepaid expenses, accounts payable and accrued expenses are stated at carrying cost at June 30, 2023 and 2022, which approximates fair value due to the relatively short maturity of these instruments. Other financial instruments held at year-end are investments, which are stated at fair value.

**Reclassifications**

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

**Subsequent Event**

Management has evaluated subsequent events through October 26, 2023, the date on which the financial statements were available to be issued to determine if any are of such significance to require disclosure. It has been determined that no other subsequent events matching this criterion occurred during this period.

**Newly Adopted Accounting Pronouncement**

In February, 2016, the FASB issued ASC 842, Leases. Under the new guidance, a lessee will be required to recognize assets and liabilities for leases with lease terms of more than twelve months. Consistent with current GAAP, the recognition, measurement, and presentation of expenses and cash flows arising from a lease by a lessee primarily will depend on its classification as a finance or operating lease. However, unlike current GAAP—which requires only capital leases to be recognized on the statement of financial position—the new ASC will require both types of leases to be recognized on the statement of financial position. This standard was adopted by the Coalition during the year ended June 30, 2023.

**NOTE B – BOARD DESIGNATED NET ASSETS**

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

	<u>2023</u>	<u>2022</u>
Fund for Grace	\$ 59,932	\$ 59,932
Operating Reserve	<u>148,665</u>	<u>148,665</u>
	<u>\$ 208,597</u>	<u>\$ 208,597</u>

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to Financial Statements**  
**Years Ended June 30, 2023 and 2022**

**NOTE C – NET ASSETS WITH DONOR RESTRICTIONS**

Net assets with donor restrictions consist of funds received by the Coalition, restricted as to use or time. The restrictions are considered to expire when payments are made. As of June 30, 2023 and 2022 respectively, the net assets with donor restrictions are available for the following purpose:

	<u>2023</u>	<u>2022</u>
Technology Improvement	\$ -	19,225
Human Trafficking Services	55,575	55,575
Economic Support to Survivors	17,469	29,531
Total	<u>\$ 73,044</u>	<u>\$ 104,331</u>

Net assets in the amount of \$48,756 and \$111,525 were released from donor restrictions by incurring expenses satisfying the restricted purpose during the years ended June 30, 2023 and 2022, respectively.

**NOTE D – 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, 2023 and 2022 totaled \$28,343 and \$27,848, respectively.

**NOTE E – FAIR VALUE MEASUREMENTS**

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

	<u>Fair Value</u>	<u>Quoted Prices In Active Markets For Identical Assets (Level 1)</u>
<u>2023</u>		
Investments	\$ 432,178	\$ 432,178
Certificates of Deposit	<u>422,430</u>	<u>422,430</u>
	<u>\$ 854,608</u>	<u>\$ 854,608</u>
<u>2022</u>		
Investments	\$ 392,595	\$ 392,595
Certificates of Deposit	<u>171,136</u>	<u>171,136</u>
	<u>\$ 563,731</u>	<u>\$ 563,731</u>

Fair values for investments were determined by reference to quoted market prices and other relevant information generated by market transactions.

**NOTE F – LINE OF CREDIT**

The Coalition has a one-year \$150,000 revolving line of credit agreement with Merrimack County Savings Bank. The credit line matures on May 20, 2024 and automatically renews annually. Interest is stated at the Wall Street Journal prime rate plus .5%, which resulted in interest rates of 8.75% and 5.25% as of June 30, 2023 and 2022, respectively. The line of credit is secured by all business assets. There were no borrowings against the line as of June 30, 2023 and 2022.

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to Financial Statements**  
**Years Ended June 30, 2023 and 2022**

**NOTE G – LIQUIDITY & AVAILABILITY OF FINANCIAL ASSETS**

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

	<u>2023</u>	<u>2022</u>
Cash and Cash Equivalents	\$ 420,448	\$ 464,776
Certificates of deposit, short-term	218,264	-
Grants Receivable, net of Grants Payable	413,742	530,596
Less Amounts:		
With Donor Imposed Restriction	<u>(73,044)</u>	<u>(104,331)</u>
	<u>\$ 979,410</u>	<u>\$ 896,041</u>

**NOTE H – INVESTMENTS**

Investments are presented in the financial statements at fair-market value. Investments at June 30, 2023 and 2022 are composed of the following:

	<u>2023</u>		<u>2022</u>	
	<u>Cost</u>	<u>Market</u>	<u>Cost</u>	<u>Market</u>
Equity Mutual Funds	\$ 52,185	\$ 68,789	\$ 52,185	\$ 58,471
Mutual Funds	138,440	124,569	135,292	123,730
Money Market	33,519	33,519	32,037	32,037
Exchange traded funds	170,824	205,301	170,824	178,357
Total	<u>\$ 394,968</u>	<u>\$ 432,178</u>	<u>\$ 390,338</u>	<u>\$ 392,595</u>

FASB Accounting Standards Codification Topic 820-10 *Fair Value Measurements* defines fair value, requires expanded disclosures about fair value measurements, and establishes a three-level hierarchy for fair value measurements based on the observable inputs to the valuation of an asset or liability at the measurement date. Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. It prioritizes the inputs to the valuation techniques used to measure fair value by giving the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurement) and the lowest priority to measurements involving significant unobservable inputs (Level 3 measurement).

Under Topic 820-10, the three levels of the fair value hierarchy are as follows:

Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities that the Coalition has the ability to access at the measurement date.

Level 2 inputs are inputs other than quoted prices included in Level 1 that are either directly or indirectly observable for the assets or liabilities.

Level 3 inputs are unobservable inputs for the assets or liabilities.

The level in the fair value hierarchy within which a fair measurement in its entirety falls is based on the lowest level input that is significant to the fair value measurement in its entirety.

All investments are measured at Level 1. Inputs to the valuation methodology are unadjusted quoted prices for identical assets in active markets.

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to Financial Statements**  
**Years Ended June 30, 2023 and 2022**

**NOTE H – INVESTMENTS, (continued)**

The individual investments contain net assets without donor restrictions. Investments in marketable equity securities and marketable debt securities are carried at fair market value determined by “quoted market prices” per unit (share) as of the statement of financial position date. All other investments are stated at cost. Donated investments are recorded at the mean of the high and low price as of the date of receipt. Gains and losses on investments are reported as increases or decreases in net assets without donor restrictions, unless their use is restricted by explicit donor stipulation or by law.

**Spending Policy**

Each fiscal year the Coalition is authorized to withdraw up to 5% of the total market value of the total portfolio of the Fund. The amount available to be withdrawn in a fiscal year will be up to 5% of the Fund market value as of the last business day of the fiscal third quarter of the preceding fiscal year. Only with the approval of a majority vote of the Board of Directors, present at a meeting duly called for such purpose, may the Coalition exceed the 5% spending cap.

**Investment Return Objectives, Risk Parameters and Strategies**

The Coalition Board of Directors is responsible for developing policies that govern investment of the assets of the Coalition. The purpose of the following Investment Policy, which is to be reviewed annually by the Finance Committee of the Coalition are to:

Establish the investment objectives, policies, guidelines and eligible securities relating to investments owned or controlled by the Coalition through a third-party investment advisor.

Identify the criteria against which the investment performance of the Coalition’s investments will be measured.

Communicate the objectives to the Board of Directors, investment managers and funding sources that may have involvement.

Serve as a review document to guide the ongoing oversight of the management of the Coalition’s investments.

**NOTE I – LEASING ACTIVITIES**

**Operating Lease**

The Coalition entered a ten-year lease agreement for office and parking spaces on March 1, 2018 which expires February 28, 2028. The lease agreement includes 4% annual escalations each year on the anniversary of the lease term for office space. Rent for parking has remained fixed although it can be increased no more than 2% each anniversary. Rent expense related to the lease was \$103,011 and \$99,611 for the years ended June 30, 2023 and 2022 respectively.

As disclosed in Note A, the Coalition adopted FASB ASC 842 during June 30, 2023 and as a result, it had no impact to the prior year statement of financial position.

The Coalition has elected the option to use the risk-free rate determined using a period comparable to the lease terms as the discount rate for leases where the implicit rate is not readily determinable. The risk-free rate option has been applied to the office and parking assets.

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to Financial Statements**  
**Years Ended June 30, 2023 and 2022**

**NOTE I – LEASING ACTIVITIES (Continued)**

Total right-of-use assets and lease liabilities at June 30, 2023 are as follows:

Lease Assets – Classification in Statement of Financial Position  
 Operating Lease Right of Use Asset \$ 456,259

Lease Liabilities – Classification in Statement of Financial Position:  
 Operating Lease Liability, Current Portion 106,546  
 Operating Lease Liability, Current Portion 349,713  
 Total \$ 456,259

The weighted-average remaining lease term and weighted-average discount rate are as follows:

Weighted-average remaining lease term in years: 4.67

Weighted-average discount rate: 5.315%

The future minimum lease payments on this agreement as of June 30 are:

2024	\$ 106,546
2025	110,223
2026	114,047
2027	118,023
2028	<u>80,496</u>
Total payments	529,335
Net present value discount	<u>(73,076)</u>
Present Value of lease liabilities	<u>\$ 456,259</u>

**Finance Lease**

The Coalition leases office equipment under a finance lease agreement. The lease is for four-years, expiring October 31, 2025. The annual rent expense is \$3,776 per year and is included in office supplies on the statement of activities.

As disclosed in Note A, the Coalition adopted FASB ASC 842 during June 30, 2023 and as a result, it had no impact to the prior year statement of financial position.

The Coalition has elected the option to use the risk-free rate determined using a period comparable to the lease terms as the discount rate for leases where the implicit rate is not readily determinable. The risk-free rate option has been applied to the office equipment.

Total right-of-use assets and lease liabilities at June 30, 2023 are as follows:

Lease Assets – Classification in Statement of Financial Position  
 Finance Lease Right of Use Asset \$ 8,068

Lease Liabilities – Classification in Statement of Financial Position:  
 Finance Lease Liability, Current Portion 3,776  
 Finance Lease Liability, Current Portion 4,292  
 Total \$ 8,068

**New Hampshire Coalition Against Domestic and Sexual Violence**  
**Notes to Financial Statements**  
**Years Ended June 30, 2023 and 2022**

**NOTE I – LEASING ACTIVITIES (Continued)**

The weighted-average remaining lease term and weighted-average discount rate are as follows:

Weighted-average remaining lease term in years: 2.33

Weighted-average discount rate: 5.315%

The future minimum lease payments on this agreement as of June 30 are:

2024	\$ 3,776
2025	3,776
2026	<u>1,259</u>
Total payments	8,811
Net present value discount	<u>(743)</u>
Present Value of lease liabilities	<u>\$ 8,068</u>

**NOTE J – RISKS AND UNCERTAINTIES – COVID-19**

As a result of the spread of the COVID-19 coronavirus, economic uncertainties have arisen which may negatively impact future financial performance. The potential impact of these uncertainties is unknown and cannot be estimated at the present time.

# ROWLEY & ASSOCIATES, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

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

MEMBER  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

MEMBER OF THE PRIVATE  
COMPANIES PRACTICE SECTION

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

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of New Hampshire Coalition Against Domestic and Sexual Violence (a nonprofit organization), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 26, 2023.

### **Report on 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) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of 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 or significant deficiencies may exist that were not identified.

## Report on 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 financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### Purpose of This Report

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

Rowley & Associates, PC

Rowley & Associates, P.C.  
Concord, New Hampshire  
October 26, 2023

# ROWLEY & ASSOCIATES, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

MEMBER  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

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

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

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

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

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

We have audited New Hampshire Coalition Against Domestic and Sexual Violence's compliance with the types of compliance requirements identified as subject to audit in the OMB Compliance Supplement that could have a direct and material effect on each of New Hampshire Coalition Against Domestic and Sexual Violence's major federal programs for the year ended June 30, 2023. 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.

In our opinion, New Hampshire Coalition Against Domestic and Sexual Violence complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

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

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of New Hampshire Coalition Against Domestic and Sexual Violence and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of New Hampshire Coalition Against Domestic and Sexual Violence's compliance with the compliance requirements referred to above.

#### **Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to New Hampshire Coalition Against Domestic and Sexual Violence's federal programs.

#### **Auditor's Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on New Hampshire Coalition Against Domestic and Sexual Violence's compliance based on our audit. Reasonable assurance is a high

level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about New Hampshire Coalition Against Domestic and Sexual Violence's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding New Hampshire Coalition Against Domestic and Sexual Violence's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of New Hampshire Coalition Against Domestic and Sexual Violence's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of New Hampshire Coalition Against Domestic and Sexual Violence's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

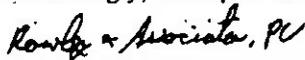
#### **Report on Internal Control over Compliance**

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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



Rowley & Associates, P.C.  
Concord, New Hampshire  
October 26, 2023

**New Hampshire Coalition Against Domestic and Sexual Violence  
Schedule of Findings and Question Costs  
Year Ended June 30, 2023**

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

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

Victims of Crime Act      16.575
8. The threshold for distinguishing Types A and B Programs was: \$750,000.
9. The New Hampshire Coalition Against Domestic and Sexual Violence was determined to be a low-risk auditee.

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

No matters were reported.

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

No matters were reported.

**New Hampshire Coalition Against Domestic and Sexual Violence  
Schedule of Expenditures of Federal Awards  
For the Year Ended June 30, 2023**

<u>Program Title</u>	<u>Federal CFDA/ Assistance Listing Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Passed Through to Subrecipients</u>	<u>Federal Expenditures</u>
<u>U.S. Department of Housing and Urban Development:</u>				
Pass-Through Programs from State of NH Department of HHS:				
Continuum of Care Program	14.267	102-500731	226,811	238,104
<b>TOTAL U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT</b>			<b>226,811</b>	<b>238,104</b>
<u>U.S. Department of Justice:</u>				
Direct Program - Violence Against Women Act of 2000	16.556		-	258,294
Pass-Through Programs from State of NH Department of Justice:				
VAWA, SASP	16.017	2022SAS01	402,889	402,889
OVC Human Trafficking	16.320		-	81,165
VOCA Grants:				
VOCA, Data Projects Coordinator	16.575	2022Admin01	-	9,881
VOCA, Competitive	16.575	2022VOC72	28,621	28,621
VOCA, PMC Subcontracts	16.575	2022VOC03	2,747,034	3,224,327
VOCA, PMC Subcontracts	16.575	2022VOC31	323,840	323,840
Subtotal			<b>3,099,495</b>	<b>3,586,669</b>
VAWA, STOP	16.588	2022VAW16	-	160,529
Total Pass-Through Programs			<b>3,502,384</b>	<b>4,231,252</b>
<b>TOTAL U.S. DEPARTMENT OF JUSTICE</b>			<b>3,502,384</b>	<b>4,489,546</b>
<u>U.S. Department of the Treasury</u>				
Pass-Through Programs from State of NH Department of Justice:				
Coronavirus State and Local Fiscal Recovery Funds - Covid-19	21.027	2023ARPVS19	339,053	339,053
<b>TOTAL U.S. DEPARTMENT OF THE TREASURY</b>			<b>339,053</b>	<b>339,053</b>
<u>U.S. Department of Health and Human Services:</u>				
Direct Program - Family Violence Prevention Services Act	93.591		-	324,448
Direct Program - Family Violence Prevention Services Act - Covid-19	93.591		-	174,280
Subtotal			-	<b>498,728</b>
Pass-Through Programs from State of NH Department of HHS:				
Sexual Violence Prevention	93.136	102-500731	216,703	298,886
Family Violence Prevention Services Act	93.671	155510 B001	1,293,693	1,317,443
Family Violence Prevention Services Act - Covid-19	93.671	155510 B001	1,047,251	1,172,251
Subtotal			<b>2,340,944</b>	<b>2,489,694</b>
Total Pass-Through Programs			<b>2,557,647</b>	<b>2,788,580</b>
<b>TOTAL U.S. DEPARTMENT OF HEALTH &amp; HUMAN SERVICES</b>			<b>2,557,647</b>	<b>3,287,308</b>
<u>Corporation for National &amp; Community Services:</u>				
Pass-Through from Volunteer NH!				
AmeriCorps Victim Assist Program	94.006		-	113,911
AmeriCorps Victim Assist Program - Covid-19	94.006		-	77,199
<b>TOTAL CORPORATION FOR NATIONAL &amp; COMMUNITY SERVICES</b>			-	<b>191,110</b>
<b>TOTAL EXPENDITURES OF FEDERAL AWARDS</b>			<b>\$ 6,625,895</b>	<b>\$ 8,545,121</b>

**New Hampshire Coalition Against Domestic and Sexual Violence  
Notes to Schedule of Expenditures of Federal Awards  
Year Ended June 30, 2023**

**NOTE A – BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of New Hampshire Coalition Against Domestic and Sexual Violence under programs of the federal government for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of New Hampshire Coalition Against Domestic and Sexual Violence, it is not intended to and does not present the financial position, changes in net assets, or cash flows of New Hampshire Coalition Against Domestic and Sexual Violence

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

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

**NOTE C – SUBRECIPIENTS**

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

<u>Program Title</u>	<u>Federal CFDA/ Assistance Listing #</u>	<u>Amount Provided</u>
Rapid Re-Housing Program	14.267	\$ 226,811
Sexual Assault Services Program	16.017	402,889
Victims of Crime Act	16.575	3,099,495
Coronavirus Fiscal Recovery	21.027	339,053
Sexual Violence Prevention	93.136	216,703
Family Violence Prevention Services Act	93.671	<u>2,340,944</u>
		<u>\$ 6,625,895</u>

**NOTE D – INDIRECT COST RATE**

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



## Board of Directors

### Chairperson

**Tina Smith**

Nurse, Concord Pediatrics

**Carlos Jauhola-Straight**

Pastor, First Congregational Church of Pelham

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Associate, Bernstein, Shur, Sawyer & Nelson, P.A.

**Deb Haynes-Kenney**

Executive Director, Response

### Treasurer

**John Gasaway**

Prosecutor, State of NH, Department of Safety

**Julia Williams**

Director, Mass General Brigham

**Michael Hauptly-Pierce**

Commercial Water Specialist, Secondwind Water Systems, Inc.

### Co-Clerk

**Shauna Foster**

Executive Director, New Beginnings

**Sarah Gagnon**

VP of Clinical Operations, Riverbend Community Mental Health

**Ally Goddard Richardson**

Associate Director of the Exeter Fund, Philips Exeter Academy

**Theresa Brisson**

Nurse Practitioner, Dartmouth Hitchcock Medical Center

**Caitlin Garcia**

Manager, A.M. Peisch & Company, LLP

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

**NHCADSV.ORG**

## KEY ADMINISTRATIVE PERSONNEL

Contractor Name: New Hampshire Coalition Against Domestic & Sexual Violence

Name of Program: Human Trafficking

BUDGET PERIOD:		SFY 24		
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Meg Chant	Program Director	\$62,150	40.00%	\$24,860
Meghan Jenks	Program Specialist	\$53,000	45.00%	\$23,850
Janet Carroll	SANE Director	\$89,600	10.00%	\$8,960
Alyssa Dandrea	Community Relations Specialist	\$57,400	5.00%	\$2,870
<b>TOTAL SALARIES</b>				<b>\$60,540</b>

Alyssa Dandrea

## COMMUNICATIONS EXPERIENCE

**New Hampshire Coalition Against Domestic and Sexual Violence, Concord, N.H.** (October 2020-present)

Community Relations Specialist: Works as a member of the Public Affairs team to expand the Coalition's grassroots network, produce legislative updates and action alerts. Manages statewide public awareness campaigns and events and is the point person for all media inquiries. Cultivates and nurtures relationships with partners, donors, foundations and volunteers on all aspects of resource development.

**Concord Monitor, Concord, N.H.** (June 2016-October 2020)

Crime/courts reporter: Reported on criminal and civil cases in central New Hampshire, legislative reform, the state correctional system, campus sexual violence and victims' rights. Conceptualized and executed long-term enterprise projects on incarcerated parents, and the crimes of sexual assault and domestic violence.

**The Keene Sentinel, Keene, N.H.** (August 2013-June 2016)

Crime/courts reporter: Reported on criminal and civil cases in Cheshire County for print and web-based audiences. Integrated social media into daily work and breaking news coverage.

**Monadnock Ledger-Transcript, Peterborough, N.H.** (June 2011-August 2013)

Reporter and photographer: Covered breaking news, courts, local government, community events, arts and entertainment stories in Dublin, Jaffrey and Rindge.

## AWARDS

**New England Newspaper & Press Association**

- Publick Occurrences for "Fighting Back" series on domestic violence (2019) and "Unsilenced" series on sexual assault (2017)
- Better Newspapers Competition honored "Fighting Back" (2020); "Unsilenced" and "Parenting from Prison" (2018)

**New Hampshire Press Association**

- Community Service award for "Fighting Back" (2020)
- Contest awarded courts/crime and spot news reporting at the *Sentinel* (2014-2015); business, education, feature and investigative journalism at the *Ledger-Transcript* (2012-2013); Rookie of the Year (2012)

**Franklin Pierce University**

- Marlin Fitzwater medallion for contributions to the public discourse (2011)

## CONFERENCES

**30th Annual Victims' Rights Conference** at Baystate Education Center in Holyoke, Mass.; panelist with New Hampshire prosecutor, advocate and school counselor to discuss high-profile St. Paul's School rape case (2019)

**New England First Amendment Institute** at the headquarters of the New England Newspaper and Press Association in Dedham, Mass.; attendee and presenter (2014-2015)

## EDUCATION

**Bachelor of Arts**, Franklin Pierce University, May 2011

Mass Communication, Minor in History, Concentrations in Journalism and Media Studies  
GPA 3.92/4.0

Janet Carroll

### EDUCATION

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

### EXPERIENCE

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

### NATIONAL CERTIFICATIONS

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

### PROFESSIONAL AFFILIATIONS

- International Association of Forensic Nurses,
- Emergency Nurses Association

### AWARDS

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

### PUBLICATIONS

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

### PRESENTATIONS (not inclusive)

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

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

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

#### PROFESSIONAL ACTIVITIES

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

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

CONTINUING EDUCATION (Not all inclusive)

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

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

#### COURTROOM TESTIMONY/DEPOSITION

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

#### ADDITIONAL PROFESSIONAL NURSING CERTIFICATIONS

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

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

# MEG CHANT

## PROFESSIONAL EXPERIENCE

### PROGRAM DIRECTOR

*May 2023 -- present*

*Full-time*

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

- Provide strategic oversight for programming relating to human trafficking, sexual violence prevention, and Sexual Assault Nurse Examiners (SANE).
- Supervise members of the Programs Team, providing guidance, support, training, and technical advice.
- Serve as a member of the Coalition's Leadership Team and represent the organization, and the interests of victims of domestic and sexual violence, on various statewide task forces, committees, and work groups.
- Participate in grant writing, reporting, and maintenance.
- Liaise with stakeholders, legislators, media, and community members to provide education and advocacy in support of the Coalition's work and mission.
- Deliver ongoing support, training, and technical assistance to the Coalition's 12 member program crisis centers.

### HUMAN TRAFFICKING PROJECT SPECIALIST

*October, 2022 – May 2023*

*Full-time*

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

- Serve as the Director of the New Hampshire Human Trafficking Collaborative Task Force:
  - Ensuring progress on grant-required deliverables and data-tracking
  - Coordinating Task Force activities including meeting facilitation, work groups leadership, and briefing members on current issues and trends
  - Consistently promoting the use of practices and policies that are victim-centered and trauma-informed,
  - Communicating with key partners in law enforcement and victim services to manage emergent situations
- Provide educational trainings and presentations for professionals and community members
- Participate in media opportunities to promote awareness of the issue as well as of the resources available
- Conduct research, coordination, and preparation of materials in support of funding opportunities and other project-based work
- Liaise with the Coalition's Public Affairs team to strategize and provide input on relevant legislation, and to ensure consistency of messaging across outlets and platforms
- Supervise the human trafficking intern

### AMERICORPS VICTIM ADVOCATE

*September, 2021 – August, 2022*

*Part-time*

New Hampshire Department of Corrections Office of Victim Services, Concord, NH

- Supported and advocated for victims of crime using the Empowerment Model
- Prepared victims for Parole Board hearings and attended with them
  - Discussed safety planning and submitted requests for parole conditions to the Parole Board
  - Offered support/feedback in drafting and presenting Victim Impact Statements
  - Listened to concerns and questions and provided information and referrals
- Provided detailed explanations of criminal justice and correctional processes
- Delivered financial literacy workshops to female offenders
- Co-facilitated preparation sessions for Victim Offender Dialogues
- Collaborated closely with colleagues within the Office of Victim Services and the Department of Corrections, as well as partner agencies

## SENIOR PROGRAM COORDINATOR/ HR COORDINATOR

March, 2009 – October, 2013

Full-time

Best Practice Network, Bristol, UK

Coordinated the operation of multiple training programs around the country, including:

- Recruitment/outreach, receiving and assessing applications, conducting phone interviews with applicants;
- Event logistics;
- Student support;
- Database management;
- Assessment/coursework administration;
- Liaison with finance team regarding budgets, invoices and purchase orders;
- Proactive communication with colleagues at partner institutions and the British government to ensure consistency and compliance in program delivery.
- Supervision of 2-3 team members

Managed Human Resources functions including:

- Recruiting/interviewing/hiring new members of staff
- Conducting staff focus groups and workshops,
- Revising the staff mentoring system
- Mediating conflicts between members of staff and escalating as appropriate

## CASEWORKER (VOLUNTEER)

October, 2007 – May, 2009

Volunteer

British Red Cross (International Tracing and Message Service), Bristol, UK

- Conducted interviews with asylum seekers and refugees
- Communicated sensitively and empathetically with careful attention to detail
- Participated in outreach events

## EDUCATION/ TRAINING

2022

New Hampshire Victims Assistance  
Academy NH Attorney General's  
Office

2021

AmeriCorps Victim Assistance Program Training  
100+ hours, including trauma-informed services,  
working with vulnerable populations, financial  
empowerment, and criminal justice system  
processes

2006 – 2008

MA, Legal Studies (qualifying law degree)  
University of Bristol (UK)

2000 – 2005

BA, Political Science and French  
Bates College, Lewiston, Maine  
Studied abroad in France and India

## TASK FORCES/COMMITTEES

NH Human Trafficking Collaborative Task Force (2022-present)

NH Incapacitated & Vulnerable Adult Fatality Review

Committee (2023-present)

NH Sexual Assault and Sexual Assault Nurse Examiner (SANE)

Advisory Board (2023-present)



# Meghan Jenks

## EXPERIENCE

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

Programs Coordinator—February 2021 to present

SANE Program Assistant — May 2017 to February 2021

- Prepared meeting materials and maintained detailed minutes
- Coordinated communications to several cohort groups
- Developed grant application narratives
- Maintained distribution lists and databases
- Assisted with various projects
- Prepared continuing education paperwork
- Prepared and maintained training files and materials
- Coordinated trainings and conferences
- Navigated and maintained online learning system and online course materials
- Edited Attorney General's protocols

### **NH Department of Education Bureau of Special Education, Concord, NH**

Clerk— June 2016-May 2017 and summers of 2012, 2014, 2015

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

### **Keene State College Human Resources, Keene, NH**

Student Assistant— 2013-2016

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

### **Local Government Center (now HealthTrust, Inc.), Concord, NH**

Temporary Administrative Support Associate— 2013-2014

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

## EDUCATION

### **Keene State College**

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

### **Pembroke Academy**

High School Diploma

## SKILLS

- Leadership in various organizations as president, secretary, and treasurer
- Notetaking
- Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook

### **VOLUNTEERING AND PROFESSIONAL ORGANIZATIONS**

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