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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

66

July 1, 2024

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

Your Excellency and Members of the Council:

REQUESTED ACTION

Authorize the Department of Justice (DOJ) to **retroactively** amend an existing subgrant with the New Hampshire Coalition Against Domestic and Sexual Violence (NHCADSV), Concord, NH (Vendor #155510-B001), approved by the Governor and Executive Council on June 14, 2023, Item #158 from the Federal Victim of Crime Act Grant (VOCA), by extending the end date only, from June 30, 2024 to September 30, 2024, for the purpose of providing services to victims of crime, effective July 1, 2024 upon Governor and Executive Council approval through September 30, 2024. No additional funds are involved in this time extension. 100% Federal Funds

EXPLANATION

This item is **retroactive** because there were delays in receiving accompanying documents to the amendment in order to meet a Governor and Executive Council meeting prior to June 30, 2024.

On June 14, 2023, the Governor and Executive Council approved a VOCA subgrant from the Department of Justice to the New Hampshire Coalition Against Domestic and Sexual Violence (NHCADSV), in an amount not to exceed \$3,924,672 through June 30, 2024. The Department of Justice requests authorization to extend the end date only of this existing subgrant, from June 30, 2024 to September 30, 2024. This will allow the New Hampshire Coalition Against Domestic and Sexual Violence, and its twelve member programs, to continue services to victims domestic and sexual violence including, but not be limited to, housing, shelter, crisis services, hotlines, sexual assault support, crisis services, a Trauma Informed Specialist position, and support for the statewide sexual assault nurse examiners program.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
July 1, 2024
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In the event that federal funds become no longer available, general funds will not be requested to support these programs.

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 "John M. Formella".

John M. Formella
Attorney General

#4564735

AMENDMENT TO GRANT AGREEMENT

This AMENDMENT TO GRANT AGREEMENT (the "Amendment") is entered into and effective as of the Effective Date (defined below) by and between as of the NEW HAMPSHIRE DEPARTMENT OF JUSTICE ("State") and the NEW HAMPSHIRE COALITION AGAINST DOMESTIC & SEXUAL VIOLENCE ("Subrecipient"). State and Subrecipient are sometimes referred to herein singularly as a "Party" and collectively as the "Parties."

RECITALS

WHEREAS, the Parties entered into the Grant Agreement as approved by the Governor and Executive Council of the State of New Hampshire on June 14, 2023 at Item # 158 (the "Agreement"), wherein the State agreed grant, and Subrecipient agreed to accept, certain sums upon the terms and conditions set forth therein; and

WHEREAS, in accordance with Paragraph 20 of the Agreement, the Parties wish to amend the terms and conditions of the Agreement as further specified herein;

NOW THEREFORE, for good and valuable consideration exchanged, the receipt and sufficiency of which are hereby conclusively acknowledged, the Parties hereby agree to amend the Agreement as follows:

1. Amendment to Block 1.7. Remove the Completion Date set forth in Block 1.7 of the G-1 Form Agreement and replace with, Completion Date: 09/30/2024.

2. Amendments to Exhibit C. Remove the Grant Completion Date of 6/30/2024 as set forth in Paragraphs 3(a), 3(b) and 4 of Exhibit C to 9/30/2024.

3. Effect of Amendment. Except as provided in this Amendment, the terms and conditions of the Agreement shall remain in full force and effect for all purposes.

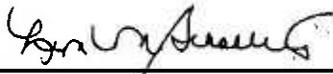
4. Construction. The recitals set forth at the outset of this Amendment are a part of this Amendment, as fully as if set forth in their entirety in the body hereof. The captions or headings in this Amendment are for ease of reference only, and no caption or heading shall affect in any way the interpretation, meaning, or construction of this Amendment. Capitalized terms that are not defined within the text of this Amendment shall have the same meanings respectively ascribed to them in the Agreement.

5. Effective Date. The terms and conditions of this Amendment shall become effective on the date that it is approved the Governor and Executive Council of the State of New Hampshire (the "Effective Date").

6. Counterparts; Facsimile and Electronic Signatures. This Amendment may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Amendment. A facsimile or portable document format (PDF) signature on this Amendment shall be equivalent to, and have the same force and effect as,

an original signature. In accordance with the New Hampshire Uniform Electronic Transactions Act, RSA 294-E:1 *et seq.*, the Parties hereby agree that this Amendment may be signed electronically, including any exhibits, schedules, addenda, or other attachments referenced herein.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the date adjacent to their respective signatures set forth below.

By:  June 24, 2024
Authorized Representative: Lyn Schollett Date
New Hampshire Coalition Against Domestic & Sexual Violence

By:  June 25, 2024
Kathleen Carr, Director of Administration Date

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

By:  , AAG 6/25/2024
Attorney Date

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: 0006657722



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 3rd day of April A.D. 2024.

A handwritten signature in black ink, appearing to read "David M. 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 May 21, 2024 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: June 11, 2024



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

0 MAY 31 '23 10:34 RCU
ATTORNEY GENERAL
DEPARTMENT OF JUSTICE

39 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-8397

JOHN M. FORMELLA
ATTORNEY GENERAL



JAMES T. BOFFETTI
DEPUTY ATTORNEY GENERAL

158

May 24, 2023

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

Your Excellency and Members of the Council:

REQUESTED ACTION

Authorize the Department of Justice (DOJ) to enter into subgrants, with the subrecipients listed below, in the amount totaling \$4,533,984 from the Federal Victims of Crime Act Grant (VOCA), for the purpose of providing direct services to victims of crime effective upon approval of the Governor and Executive Council or July 1, 2023, whichever is later, through June 30, 2024. 100% Federal Funds

Funds are anticipated to be available in the account 02-20-20-201510-5021, Victims of Crime Act, for Fiscal Year 2024, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust encumbrances, within price limitations, through the Budget Office, if needed and justified as follows:

Class Account	Subrecipient	Vendor #	SFY 2024 Amount
085-588546	Department of Corrections	202494-B001	\$210,000
072-500575	New Hampshire Coalition Against Domestic & Sexual Violence	155510-B001	\$3,924,672
072-500575	Court Appointed Special Advocates of New Hampshire, Inc	156690-B001	\$78,502
072-500575	Northern Human Services	177222-B012	\$320,810

Total: \$4,533,984

EXPLANATION

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

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
May 24, 2023
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then distributed to states for the benefit of victims of crime. DOJ is the receiving agency for VOCA funds in New Hampshire.

DOJ subgrants these funds to agencies providing direct services to victims of crime. VOCA requires the funds to agencies providing services in the fields of sexual assault, domestic violence, traditionally underserved populations, and crimes against children to be given priority. For many years, DOJ has directed VOCA funds to certain core service providers. Each VOCA subrecipient is required to report quarterly Performance Measurement Data (PMT). PMT data include victim de-identified demographic information as well as types and numbers of services provided.

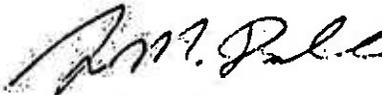
The Department of Corrections (DOC) funds personnel for their victim services staff. The DOC Victim Services Unit responds with sensitivity to the needs of crime victims and their families by providing them the opportunity for participation in the criminal justice process, restitution, assistance with applying for victim compensation funding, victim notification, confidentiality, and victim-initiated Victim Offender Dialogue (VOD).

The Court Appointed Special Advocates of NH (CASA) provide court advocacy to victims of child abuse and neglect. The New Hampshire Coalition Against Domestic and Sexual Violence provides direct advocacy for victims of domestic violence and sexual assault including subgrants to twelve crisis centers across the state. Northern Human Services provides mental health treatment and services to victims of crime in the northern part of the state.

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

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

Respectfully submitted,



John M. Formella
Attorney General

#4032649

GRANT AGREEMENT

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

1. Identification and Definitions.

1.1. State Agency Name New Hampshire Department of Justice		1.2. State Agency Address 33 Capitol Street, Concord, NH 03301	
1.3. Grantee Name New Hampshire Coalition Against Domestic & Sexual Violence		1.4. Grantee Address 100 North Main St Concord, NH 03301	
1.5 Grantee Phone # (603) 224-8893	1.6. Account Number 02-20-20-201510- 5021-072-500575	1.7. Completion Date 06/30/2024	1.8. Grant Limitation \$ 3,924,672
1.9. Grant Officer for State Agency Kathleen Carr		1.10. State Agency Telephone Number (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."			
1.11. Grantee Signature 1 		1.12. Name & Title of Grantee Signor 1 Lyn M. Schollett, Executive Director	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13 State Agency Signature(s) <i>Kathleen Carr</i>		1.14. Name & Title of State Agency Signor(s) <small>Kathleen Carr, Director of Administration</small>	
1.15. Approval by Attorney General (Form, Substance and Execution) (If G & C approval required)			
By: <i>Jill Perlow</i>		Assistant Attorney General, On: / / 5/15/23	
1.16. Approval by Governor and Council (if applicable)			
By:		On: / /	

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

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, documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant the State, or any person designated by it, unrestricted access to all data 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 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 OF AGREEMENT.** Notwithstanding anything to the contrary, all obligations of the State hereunder, including this Agreement, shall be subject to copyright in the United States or any other country anyone other than the State.
- 10.1. 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 appropriate 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, shall have the right to terminate this Agreement immediately upon giving 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 to be remedied within, in the absence of a greater or lesser specification of its thirty (30) days from the date of the notice; and if the Event of Default is timely remedied, terminate this Agreement, effective two (2) days after giving Grantee notice of termination; and
- 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspend all payments to be made under this Agreement and ordering that the portion of 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 Grantee has cured the Event of Default shall never be paid to the Grantee; and 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, 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 include 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 event relieve the Grantee from any and all liability for damages sustained 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 except where notice default has been given to the Grantee hereunder, the Grant Officer may terminate this Agreement without cause upon thirty (30) days written notice.
13. **CONFLICT OF INTEREST.** No officer, member of employee of the Grant and no representative, officer or employee of the State of New Hampshire or the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. 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. Grant 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 hereafter 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 address first above given.
20. AMENDMENT. This Agreement may be amended, waived or discharged or by an instrument in writing signed by the parties hereto and only after approval 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 binding upon and inures to the benefit of the parties and their respective successors and assigns. 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 to be used in determining the intent of the parties hereto.
22. THIRD PARTIES. The parties hereto do not intend to benefit any third party 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 previous 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.

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.
- 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 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, that employee or their relative shall not perform work on or be billed

EXHIBIT A

to any federal or state subgrant or monetary award that the employee directly managed or supervised while at the DOJ for the life of the subgrant without the express approval of the 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.

7 **Requirements of the award; remedies for non-compliance or for materially false statements**

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award. By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts all such assurances or certifications as if personally executed by the authorized recipient official.

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

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

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

8 **Applicability of Part 200 Uniform Requirements**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2020 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2020 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2020 subaward.

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

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

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

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

9 Compliance with DOJ Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as

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posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The subrecipient agrees to comply with the DOJ Grants Financial Guide.

10

Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

11

Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(1), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

12

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

Any "subrecipient" at any tier must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)--(1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130).

The subrecipient's breach procedures must include a requirement to report actual or imminent breach of PII to the New Hampshire Department of Justice, Grants Management Unit by the end of the business day in which the breach becomes known.

13

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

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

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The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

14 Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000.

The subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

15 Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events:

Any subrecipient (subgrantee) at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Post-award Requirements" in the "DOJ Grants Financial Guide").

16 Requirement for data on performance and effectiveness under the award

The subrecipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

17 OJP Training Guiding Principles

Any training or training materials that any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subrecipient, available at

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<https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>

18 **Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 42**

Any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

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

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

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

Any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time) specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

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

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

21 **Restrictions on "lobbying"**

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

Another federal law generally prohibits funds awarded by OJP from being used by any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of federal grant or cooperative agreement, subgrant, contract, subcontract, or loan with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law, including exception that

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applies to Indian tribes and tribal organizations.

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

22 **Compliance with general appropriations-law restrictions on the use of federal funds (FY 2020)**

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at <https://ojp.gov/funding/Explore/FY20AppropriationsRestrictions.htm>, and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

23 **Reporting potential fraud, waste and abuse and similar misconduct.**

Any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

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

24 **Restrictions and certifications regarding non-disclosure agreements and related matters.**

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

The foregoing is not intended, and shall not be understood by the agency making this award,

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to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this award, the subrecipient—

i. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

ii. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

b. If the subrecipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

i. it represents that— it has determined that no other entity that the subrecipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

ii. it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

c. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

25

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

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

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

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this

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award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

26 Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

27 Access to records

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

28 VOCA Requirements

Subrecipients assure they will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required. Specifically, the subrecipient certifies that funds under this award will: a) be awarded only to eligible victim assistance organizations, 34 U.S.C. 20103(a)(2); b) not be used to supplant State and local public funds that would otherwise be available for crime victim assistance, 34 U.S.C. 20103(a)(2); and c) be allocated in accordance with program guidelines or regulations implementing 34 U.S.C. 20103(a)(2)(A) and 34 U.S.C. 20103(a)(2)(B) to, at a minimum, assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by the State.

29 The subrecipient agrees to submit quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC.

This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

30 Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must—

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the any subrecipient properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

B. Notify all persons associated with any subrecipient who are or will be involved in

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activities under this award of both--

1. this award requirement for verification of employment eligibility, and
2. the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form 1-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-verify

For purpose of satisfying the requirement of this condition regarding verification of employment eligibility, any subrecipient may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the subrecipient uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

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Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

31

Unreasonable restrictions on competition under the award; association with federal government.

SCOPE. A. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award, whether by any subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier). The subrecipient (at any tier), agent, otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

B. Nothing in this condition shall be understood to authorize or require any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

1. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no subrecipient, at any tier may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions

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designed to ensure compliance with this condition.

4. Rules of construction

C. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant

32 **Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)**

Any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of any subrecipient.

The details of the subrecipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

33 **Determination of suitability to interact with participating minors**

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

Any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

34 **Publications**

Any publications (written, visual or sound), whether published through Federal grant funds or matching funds, shall contain the following statements: "This project was supported by (enter the federal grant # here) awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

35 **Requirement on use of volunteers**

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The Subrecipient must utilize volunteers to assist the program unless extenuating circumstances justify the exclusion of volunteers, and a volunteer waiver is obtained from the DOJ. This requirement can not be waived without a written request from the subrecipient to DOJ and a written volunteer waiver approval from DOJ.

- 36 **The Subrecipient agrees to assist victims in applying for Victims Compensation benefits.**

Such assistance includes: identifying eligible victims; making reasonable efforts to notify eligible victims of the availability of compensation; making reasonable efforts to explain the program to victims; offering to assist victims with the application process when it is reasonable to do so.

- 37 **The Subrecipient understands that VOCA non-allowable personnel activities include:**

general administration, prevention, active investigation and prosecution of criminal activities, research and studies, lobbying, capital expenses, compensation for victims of crime and fundraising.

- 38 **The Subrecipient agrees that all services will be provided at no charge to victims unless a program income waiver is obtained from the DOJ.**

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

- 39 **Equipment purchased with VOCA funds shall be listed by the Subrecipient on the agency inventory.**

The inventory must include the item description, serial number, cost, percentage of federal VOCA funds, and location.

- 40 **The Subrecipient agrees that if a financial audit of the agency is performed, whether it be an audit under 2 CFR or not, the Subrecipient agrees to provide a copy of the audit and any associated management letters to the DOJ, Grants Management Unit.**

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

- 41 **The Subrecipient, if a non-profit organization, agrees to make its financial statements available online (either on the subrecipient's website, or the DOJ's, or another publicly available website).**

Organizations that have Federal 501 (c) 3 tax status are considered in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.

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-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 to victims of domestic violence and sexual assault and for administration of the Sexual Assault Nurse Examiners (SANE) Program. Funding for activities surrounding domestic violence and sexual assault victim services including but not limited to personnel, benefits, travel, supplies, and subgrants to twelve member agencies. Additionally, administrative expenses incurred for victim services data collection for the subrecipient and New Hampshire crisis centers. The amount of this subgrant is specified in EXHIBIT C, paragraphs 3a and 3b.
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 15th or 15 days after the close of the first quarter ending on March 31.*
3. Subrecipient is required to maintain supporting documentation for all grant expenses both state funds and match if provided and to produce those documents upon request of this office or any other state or federal audit authority. Grant project supporting documentation shall be maintained for at least seven (7) years after the close of the Federal 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
33 Capitol Street
Concord, NH 03301
603-271-7820 or Rhonda.J.Beauchemin@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 \$3,904,672 of the total Grant Limitation from Governor and Council approval or 07/01/2023, whichever is later, to 06/30/2024, with approved expenditure reports. This shall be contingent on continued federal funding and program performance.

3b. The Subrecipient shall be awarded an amount not to exceed \$20,000 of the total Grant Limitation from Governor and Council approval or 07/01/2023, whichever is later, to 06/30/2024, with approved expenditure reports. This shall be contingent on continued federal funding and program performance.

3c. 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 federal 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. Neither the Subrecipient nor DOJ will be responsible for any expenses or costs incurred under this agreement prior to Governor and Council approval, or after 06/30/2024 or, 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_eoop.htm on

November 3, 2021 [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, 2022 [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 publically 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
4.25.2023
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 grant number 2020-V2-GX-0042 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: 

EXHIBIT F

NEW HAMPSHIRE DEPARTMENT OF JUSTICE



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

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

1. LOBBYING

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

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

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

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

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

EXHIBIT F

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

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

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

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

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

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

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

3. FEDERAL TAXES

A. If the Subrecipient is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed; that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or

EXHIBIT F

(2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EXHIBIT F

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

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

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

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

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

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

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

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

Lyn M. Schollett

Name of Authorized Signor



Signature

Executive Director

Title of Authorized Signor

4.25.2023

Date

New Hampshire Coalition Against Domestic & Sexual Violence 100 North Main St Concord,
NH 03301

Name and Address of Agency

EXHIBIT G

Certification Regarding the Federal Funding Accountability and Transparency Act (FFATA) Compliance

The Federal Funding Accountability and Transparency Act (FFATA) requires Subrecipients of individual Federal grants equal to or greater than \$30,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$30,000 or more. If the initial award is below \$30,000 but subsequent grant modifications result in a total award equal to or over \$30,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), DOJ must report the following information for any grant award subject to the FFATA reporting requirements:

- 1) Name of entity
- 2) Amount of award
- 3) Funding agency
- 4) NAICS code for contracts / CFDA program number for grants
- 5) Program source
- 6) Award title descriptive of the purpose of the funding action
- 7) Location of the entity
- 8) Principle place of performance
- 9) Unique identifier of the entity (SAM #)
- 10) Total compensation and names of the top five executives if:
 - a. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
 - b. Compensation information is not already available through reporting to the SEC.

Subrecipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

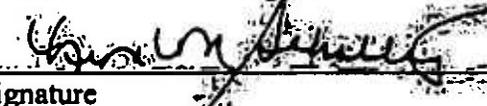
The Subrecipient identified in Section 1.3 of the Grant Agreement agrees to comply with the provisions of the Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), and further agrees to have one of the Subrecipient's representative(s), as identified in Sections 1.11 of the Grant Agreement execute the following Certification:

The below named Subrecipient agrees to provide needed information as outlined above to DOJ and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

EXHIBIT G
Certification

Lyn M. Schollett
Name of Authorized Signor

Executive Director
Title of Authorized Signor


Signature

4-25-2023
Date

As the Subrecipient identified in Section 1.3 of the Grant Agreement, I certify that the responses to the below listed questions are true and accurate.

1. The Unique Entity ID (SAM) number for your entity is: **MS96M91DCAN4**
2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO **YES**

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

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

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

NO **YES**

If the answer to #3 above is YES, stop

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

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

EXHIBIT G
Certification

Name: _____

Amount: _____

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", written over a circular embossed mark.

David M. Scanlan
Secretary of State

CERTIFICATE OF AUTHORITY

I, Suzanne Carmichael, 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)

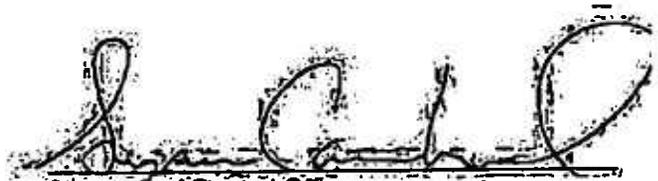
VOTED: That Lyn M. Schollett, Executive Director
(Name and Title of Contract Signatory)

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: 4-27-23



Signature of Elected Officer
Name: Suzanne Carmichael
Title: Chairperson, Board of Directors

STATE OF NEW HAMPSHIRE
County of Merrimack

The forgoing instrument was acknowledged before me this 27 day of April, 2023

By Suzanne Carmichael
(Name of Elected Officer of the Agency)


(Notary Public/Justice of the Peace)

Commission Expires: 8-18-2024



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).

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

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 COVR (INSR, WYD)	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 GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		MAC 5464238 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	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		MAC 5464238 22	05/15/2023	05/15/2024	COMBINED SINGLE LIMIT (Per accident) \$ 100,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CLAIMS-MADE 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	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	WC5-318-604577-013	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 NH Department of Justice 33 Capitol Street Concord NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Internal Revenue Service
District Director

MAY 19 1982 MAY 23 1982
Department of the Treasury

P.O. Box 9107
Boston, MA 02203

Date: MAY 18 1983

Our Letter Dated:
November 24, 1981
Person to Contact:
Marcus E. Darr/dj
Contact Telephone Number:
223-4241

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

Dear Applicant:

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

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

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

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

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

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

Sincerely yours,


District Director

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

FILED

AUG 16 1985

NEW HAMPSHIRE
SECRETARY OF STATE

(Please complete in black type or ink)

I, the undersigned, being the Clerk of
(clerk, secretary, etc.)
the New Hampshire Coalition Against Family Violence

a New Hampshire voluntary corporation, do hereby certify that at a meeting
duly called for the purpose, held on April 2, 1985, in
(date)
Concord, NH, by a majority vote of said
(town/city and state)

corporation, VOTED THAT:

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

A true record, attest: [Signature]
(clerk, secretary, etc.)

Date signed Aug. 12 1985

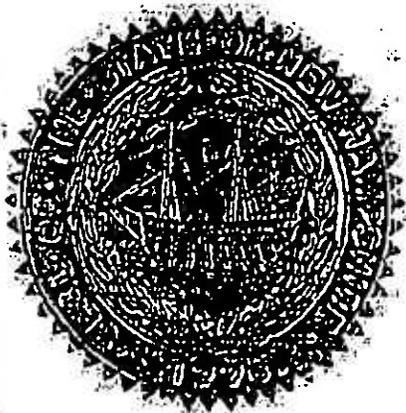
Filing fee payable to Secretary of State - \$10.00.
File original with Office of the Secretary of State, Corporations Division
Mailing address: State House, Room 204, Concord, N. H. 03301
Location: 3rd Floor, State House Annex
File copy with Clerk of the town/city of the principal place of business.

State of New Hampshire

OFFICE OF SECRETARY OF STATE



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



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

William M. Gardner
Secretary of State

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

AUDITED FINANCIAL STATEMENTS

June 30, 2022 and 2021

SINGLE AUDIT REPORTS

June 30, 2022

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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, 2022, 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, 2022, 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 5, 2022, 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 2021 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated September 22, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021, 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 5, 2022

New Hampshire Coalition Against Domestic and Sexual Violence
 Statements of Financial Position
 June 30, 2022 and June 30, 2021
 See Independent Auditors' Report

ASSETS	<u>2022</u>	<u>2021</u>
<u>CURRENT ASSETS</u>		
Cash and Cash Equivalents	\$ 360,445	\$ 184,123
Restricted Cash and Cash Equivalents	104,331	133,856
Certificates of Deposit, Short-Term	-	226,062
Grants Receivable	2,261,113	2,088,047
Prepaid Expenses	25,009	23,904
Total Current Assets	<u>2,750,898</u>	<u>2,655,992</u>
<u>PROPERTY AND EQUIPMENT</u>		
Equipment	14,654	14,654
Leasehold Improvements	61,072	61,072
	<u>75,726</u>	<u>75,726</u>
Less Accumulated Depreciation	(33,551)	(24,170)
Total Property and Equipment, Net	<u>42,175</u>	<u>51,556</u>
<u>OTHER ASSETS</u>		
Long-term Investments	392,595	454,367
Certificates of Deposit, Long-Term	171,136	68,057
Security Deposit	6,213	6,213
Total Other Assets	<u>569,944</u>	<u>528,637</u>
Total Assets	<u>\$ 3,363,017</u>	<u>\$ 3,236,185</u>
LIABILITIES AND NET ASSETS		
<u>CURRENT LIABILITIES</u>		
Grants and Accounts Payable	\$ 1,730,517	\$ 1,692,068
Accrued Expenses	91,641	72,402
Total Current Liabilities	<u>1,822,158</u>	<u>1,764,470</u>
<u>NET ASSETS</u>		
Without Donor Restrictions	1,436,528	1,337,859
With Donor Restrictions	104,331	133,856
Total Net Assets	<u>1,540,859</u>	<u>1,471,715</u>
Total Liabilities and Net Assets	<u>\$ 3,363,017</u>	<u>\$ 3,236,185</u>

Notes to Financial Statements

New Hampshire Coalition Against Domestic and Sexual Violence
 Statements of Activities and Changes in Net Assets
 Year Ended June 30, 2022, With Comparative Totals for Year Ended June 30, 2021
 See Independent Auditors' Report

	Net Assets Without Donor Restrictions	Net Assets With Donor Restrictions	2022	2021
<u>CONTRIBUTIONS AND SUPPORT</u>				
Grant Revenue	\$ 10,360,042	\$ 82,000	\$ 10,442,042	\$ 10,259,624
Contributions	165,473	-	165,473	147,285
Donated Services	4,692	-	4,692	1,496
Interest Income	3,722	-	3,722	6,910
Miscellaneous Income	12,678	-	12,678	21,640
Total Contributions and Support	<u>10,546,607</u>	<u>82,000</u>	<u>10,628,607</u>	<u>10,436,955</u>
Net Assets Released from Donor Imposed Restrictions	<u>111,525</u>	<u>(111,525)</u>		<u>-</u>
<u>EXPENSES</u>				
Program Services	10,321,468	-	10,321,468	10,037,272
Management and General	154,423	-	154,423	93,744
Fundraising	21,800	-	21,800	18,748
Total Expenses	<u>10,497,691</u>	<u>-</u>	<u>10,497,691</u>	<u>10,149,764</u>
INCREASE (DECREASE) IN OPERATING NET ASSETS	160,441	(29,525)	130,916	287,191
NONOPERATING GAINS (LOSSES)				
Investment Dividends	14,093	-	14,093	10,397
Unrealized and Realized Gain (Loss)	(73,579)	-	(73,579)	78,134
Investment Fees	(2,286)	-	(2,286)	(1,911)
Net Nonoperating Gains (Losses)	<u>(61,772)</u>	<u>-</u>	<u>(61,772)</u>	<u>86,620</u>
INCREASE (DECREASE) IN NET ASSETS	98,669	(29,525)	69,144	373,811
NET ASSETS AT BEGINNING OF YEAR	<u>1,337,859</u>	<u>133,856</u>	<u>1,471,715</u>	<u>1,097,904</u>
NET ASSETS AT END OF YEAR	<u>\$ 1,436,528</u>	<u>\$ 104,331</u>	<u>\$ 1,540,859</u>	<u>\$ 1,471,715</u>

New Hampshire Coalition Against Domestic and Sexual Violence
Statement of Functional Expenses
Year Ended June 30, 2022
With Comparative Totals for Year Ended June 30, 2021
See Independent Auditors' Report

	<u>Program Services</u>	<u>Management & General</u>	<u>Fundraising</u>	<u>Total 2022</u>	<u>Total 2021</u>
Salaries	\$ 1,149,926	\$ 101,176	\$ 13,592	\$ 1,264,694	\$ 1,187,973
Payroll taxes	89,346	7,861	1,053	98,260	95,076
Health and Dental Insurance	117,119	10,243	676	128,038	127,717
Other Employee Benefits	34,184	2,972	-	37,156	35,774
Professional Services	71,493	6,217	-	77,710	106,976
Contract/Grant Services	8,091,952	-	-	8,091,952	7,616,005
Survivor Grants	79,225	-	-	79,225	127,032
Rental Assistance	211,314	-	-	211,314	182,398
Memberships	6,010	523	-	6,533	5,995
Publications	1,771	154	-	1,925	1,778
Advertising/Public Awareness	1,616	140	-	1,756	3,144
Copying	2,688	234	-	2,922	3,637
Office Supplies	34,353	3,348	4,154	41,855	49,640
Postage	2,954	280	266	3,500	3,577
Printing	227	119	1,147	1,493	3,851
File storage management	1,082	94	-	1,176	1,078
Maintenance & Repair	32,951	2,865	-	35,816	43,512
Rent Expense	84,466	7,345	-	91,811	88,542
Parking	7,176	624	-	7,800	7,800
Insurance	11,408	992	-	12,400	9,596
Staff Development	8,072	714	135	8,921	13,717
Travel	9,318	810	-	10,128	1,502
Telephone	51,769	4,502	-	56,271	54,433
Technology	111,806	-	-	111,806	159,137
Miscellaneous Expense	12,996	1,198	777	14,971	4,310
AVAP Member Training/Education	827	-	-	827	604
Direct Training	32,369	-	-	32,369	46,029
Community Education	39,915	-	-	39,915	143,718
Depreciation Expense	8,631	751	-	9,382	8,282
Accounting Fees	14,504	1,261	-	15,765	16,931
Total Expenses	\$ 10,321,468	\$ 154,423	\$ 21,800	\$ 10,497,691	\$ 10,149,764

Notes to Financial Statements

New Hampshire Coalition Against Domestic and Sexual Violence
Statements of Cash Flows
Years Ended June 30, 2022 and 2021
See Independent Auditors' Report

	<u>2022</u>	<u>2021</u>
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>		
Increase in Net Assets	\$ 69,144	\$ 373,811
Adjustments to Reconcile Increase in Net Assets to Net Cash Provided by Operating Activities		
Depreciation	9,383	8,282
Net (Gain) Loss on Investments	61,772	(86,620)
SBA Payroll Protection Program Loan Forgiveness	-	(175,000)
(Increase) Decrease in Operating Assets:		
Grants Receivable	(173,066)	(119,787)
Prepaid Expenses	(1,105)	(925)
Increase (Decrease) in Operating Liabilities:		
Grants and Accounts Payable	38,447	171,127
Accrued Expenses	19,239	(6,820)
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>23,814</u>	<u>164,068</u>
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>		
Acquisition of Property and Equipment		(23,353)
Net (Purchase) Maturity of Certificates of Deposit	122,983	58,865
Proceeds on Sales of Investments	-	-
Purchases of Investments	-	(20,058)
NET CASH PROVIDED BY INVESTING ACTIVITIES	<u>122,983</u>	<u>15,454</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS	146,797	179,522
CASH AND CASH EQUIVALENTS, AT BEGINNING OF YEAR	<u>317,979</u>	<u>138,457</u>
CASH AND CASH EQUIVALENTS, AT END OF YEAR	<u>\$ 464,776</u>	<u>\$ 317,979</u>
<u>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</u>		
Donated Services	<u>\$ 4,692</u>	<u>\$ 1,496</u>

Notes to Financial Statements

**New Hampshire Coalition Against Domestic and Sexual Violence
Notes to Financial Statements
Years Ended June 30, 2022 and 2021**

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 96% of its funding from federal and state agencies and less than 1% from private fundraising.

The Vision of the Coalition is:

All New Hampshire communities provide safety for every person.

The Mission of the Coalition is:

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

This mission is accomplished by the Coalition, which includes 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, 2022 and 2021

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, 2022 and 2021

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, 2022 and 2021

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

Contributed Services

During the Years Ended June 30, 2022 and 2021, the value of contributed services relating to professional services were \$4,692 and \$1,496, 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, 2022 and 2021 in the amounts of \$71,602 and \$58,904, 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, 2022 and 2021 was \$9,383 and \$8,282, respectively.

New Hampshire Coalition Against Domestic and Sexual Violence
Notes to Financial Statements
Years Ended June 30, 2022 and 2021

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>2022</u>	<u>2021</u>
Cash and Cash Equivalents	\$360,445	\$184,123
Restricted Cash and Cash Equivalents	<u>104,331</u>	<u>133,856</u>
Total	<u>\$464,776</u>	<u>\$317,979</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 2.27% as of June 30, 2022. Maturities range from two to three 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 \$23,455 and \$16,022 at June 30, 2022 and 2021, 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, 2022 and 2021 the Coalition had uninsured cash balances of \$134,613 and \$92,848, respectively.

Advertising Costs

The Coalition follows the policy of charging the production costs of advertising to expense as incurred. Advertising expense at June 30, 2022 and 2021 was \$1,756 and \$3,144 respectively.

New Hampshire Coalition Against Domestic and Sexual Violence
Notes to Financial Statements
Years Ended June 30, 2022 and 2021

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, 2021, 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, 2022 and 2021, 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 5, 2022, 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 Pronouncements

In the year ended June 30, 2021 the Coalition adopted Financial Accounting Standards Board Accounting Standards Update (ASU) 2018-08, Not-for-Profit Entities (Topic 958)—Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made. The FASB issued this ASU to clarify and improve the scope and the accounting guidance for contributions received and contributions made. The amendments in this ASU should assist entities in (1) evaluating whether transactions should be accounted for as contributions (nonreciprocal transactions) within the scope of Topic 958, Not-for-Profit Entities, or as exchange (reciprocal) transactions subject to other guidance and (2) determining whether a contribution is conditional. Analysis of the provision of these standards resulted in no significant changes in the way the Coalition recognizes revenue and, therefore, no changes to the previously issued audited financial statements (presented in these financial statements as comparative financial information) were required on a retrospective basis. The adoption of this ASU did not have a significant impact on the financial statements.

In the year ended June 30, 2021 the Coalition adopted Financial Accounting Standards Board Accounting Standards Update (ASU) 2014-09, Revenue Recognition (Topic 606)—Revenue from Contracts with Customers. This ASU introduces a new five-step revenue recognition model in which an entity should recognize revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. Analysis of the provision of these standards resulted in no significant changes in the way the Coalition recognizes revenue and, therefore, no changes to the previously issued audited financial statements (presented in these financial statements as comparative financial information) were required on a retrospective basis. The adoption of this ASU did not have a significant impact on the financial statements.

New Hampshire Coalition Against Domestic and Sexual Violence
Notes to Financial Statements
Years Ended June 30, 2022 and 2021

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

Recent Accounting Pronouncements

In February, 2016, the FASB issued ASU 2016-02, Leases (Topic 842). 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 ASU will require both types of leases to be recognized on the statement of financial position. This standard is effective for annual reporting periods beginning after December 15, 2021.

NOTE B – NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions consist of funds received by the Coalition, restricted as to use or time. The restrictions are considered to expire when payments are made. As of June 30, 2022 and 2021 respectively, the net assets with donor restrictions are available for the following purpose:

	<u>2022</u>	<u>2021</u>
Operations Support	\$ -	\$ 20,000
Coalition Services	-	20,000
Technology Improvement	19,225	29,751
Human Trafficking Services	55,575	40,574
Economic Support to Survivors	<u>29,531</u>	<u>23,531</u>
Total	<u>\$ 104,331</u>	<u>\$ 133,856</u>

Net assets in the amount of \$111,525 and \$80,681 were released from donor restrictions by incurring expenses satisfying the restricted purpose during the years ended June 30, 2022 and 2021, respectively.

NOTE C – DESCRIPTION OF LEASING ARRANGEMENTS

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

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

2023	\$ 103,011
2024	106,546
2025	110,223
2026	114,047
2027	<u>66,092</u>
Total	<u>\$ 499,919</u>

Rent expense related to the lease was \$91,811 and \$88,542 for the years ended June 30, 2022 and 2021 respectively. Rent paid for parking spaces totaled \$7,800 during the years ended June 30, 2022 and 2021, respectively, and are included in parking expense on the statement of functional expenses.

New Hampshire Coalition Against Domestic and Sexual Violence
Notes to Financial Statements
Years Ended June 30, 2022 and 2021

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, 2022 and 2021 totaled \$27,848 and \$23,089, 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>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>
<u>2021</u>		
Investments	\$ 454,367	\$ 454,367
Certificates of Deposit	<u>294,119</u>	<u>294,119</u>
	<u>\$ 748,486</u>	<u>\$ 748,486</u>

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

NOTE F – 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>2022</u>	<u>2021</u>
Fund for Grace	\$ 59,932	\$ 56,918
Operating Reserve	<u>148,665</u>	<u>148,665</u>
	<u>\$ 208,597</u>	<u>\$ 205,583</u>

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>2022</u>	<u>2021</u>
Cash and Cash Equivalents	\$ 464,776	\$ 317,979
Certificates of deposit, short-term	-	226,062
Grants Receivable, net of Grants Payable	530,596	395,979
Less Amounts: With Donor Imposed Restriction	<u>(104,331)</u>	<u>(133,856)</u>
	<u>\$ 896,041</u>	<u>\$ 806,164</u>

New Hampshire Coalition Against Domestic and Sexual Violence
Notes to Financial Statements
Years Ended June 30, 2022 and 2021

NOTE H – INVESTMENTS

Investments are presented in the financial statements at fair-market value. Investments at June 30, 2022 and 2021 are composed of the following:

	2022		2021	
	<u>Cost</u>	<u>Market</u>	<u>Cost</u>	<u>Market</u>
Equity Mutual Funds	\$ 52,185	\$ 58,471	\$ 84,225	\$ 112,698
Mutual Funds	135,292	123,730	135,363	134,725
Money Market	32,037	32,037	22,559	22,559
Exchange traded funds	170,824	178,357	125,635	184,385
Total	<u>\$ 390,338</u>	<u>\$ 392,595</u>	<u>\$ 367,782</u>	<u>\$ 454,367</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.

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.

New Hampshire Coalition Against Domestic and Sexual Violence
Notes to Financial Statements
Years Ended June 30, 2022 and 2021

NOTE H – INVESTMENTS, (continued)

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 – 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, 2023 and automatically renews annually. Interest is stated at the Wall Street Journal prime rate plus .5%, which resulted in interest rates of 5.25% and 3.75% as of June 30, 2022 and 2021, respectively. The line of credit is secured by all business assets. There were no borrowings against the line as of June 30, 2022 and 2021.

NOTE J – SBA PAYROLL PROTECTION PROGRAM LOAN

On April 23, 2020 the Coalition received approval of a loan from The U.S. Small Business Administration as part of the Paycheck Protection Program in the amount of \$175,000. This loan called for interest fixed at 1%. No payments were required for six months from the date of the loan. This note was to mature two years from the date of first disbursement of the loan.

The loan was forgiven in full under the provisions of Section 1106 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (P.L. 116-136) on February 26, 2021. The revenue is included in grant revenue in the statement of activities and changes in net assets for the year ended June 30, 2021.

NOTE K – 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.

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MEMBER
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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, 2022, 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 5, 2022.

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 5, 2022

ROWLEY & ASSOCIATES, P.C.

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

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

Report on Compliance for Each Major Federal Program

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, 2022. 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, 2022.

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.

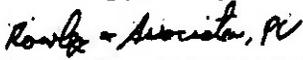
Report on Internal Control over Compliance

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 5, 2022

**New Hampshire Coalition Against Domestic and Sexual Violence
Schedule of Findings and Question Costs
Year Ended June 30, 2022**

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
Family Violence Prevention Service Act	93.671

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

SECTION II – FINDINGS: FINANCIAL STATEMENT AUDIT

No matters were reported.

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

No matters were reported.

New Hampshire Coalition Against Domestic and Sexual Violence
 Schedule of Expenditures of Federal Awards
 For the Year Ended June 30, 2022

Program Title	Federal CFDA/ Assistance Listing Number	Pass-Through Entity Identifying Number	Passed Through to Subrecipients	Federal Expenditures
<u>U.S. Department of Housing and Urban Development:</u>				
Pass-Through Programs from State of NH Department of HHS:				
Emergency Solutions Grant Program	14.231		\$ 528,400	\$ 528,400
Continuum of Care Program	14.267	102-500731	224,154	235,447
TOTAL U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT			752,554	763,847
<u>U.S. Department of Justice:</u>				
Direct Program - Violence Against Women Act of 2000	16.556			257,837
Pass-Through Programs from State of NH Department of Justice:				
VAWA, SASP	16.017	2021SASP01	373,856	373,856
OVC Human Trafficking	16.320			116,289
VOCA, Data Projects Coordinator	16.575		-	24,137
VOCA, Competitive	16.575	2022VOC72	231,088	244,488
VOCA, PMC Subcontracts	16.575	2022VOC31	3,239,899	3,717,342
Subtotal			3,470,987	3,985,967
VAWA, STOP	16.588	2022VAW16	-	158,854
Total Pass-Through Programs			3,844,843	4,634,966
TOTAL U.S. DEPARTMENT OF JUSTICE			3,844,843	4,892,803
<u>U.S. Department of Health and Human Services:</u>				
Direct Program - Family Violence Prevention Services Act	93.591			359,838
Direct Program - Family Violence Prevention Services Act - Covid-19	93.591			7,793
Subtotal				367,631
Pass-Through Programs from State of NH Department of HHS:				
Sexual Violence Prevention	93.136	102-500731	219,735	310,170
Family Violence Prevention Services Act	93.671	155510 B001	1,102,895	1,182,781
Family Violence Prevention Services Act - Covid-19	93.671	155510 B001	23,458	23,458
Subtotal			1,126,353	1,206,239
Total Pass-Through Programs			1,346,088	1,516,409
TOTAL U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES			1,346,088	1,884,040
<u>Corporation for National & Community Services:</u>				
Pass-Through from Volunteer NH!				
AmeriCorps Victim Assist Program	94.006			229,691
TOTAL EXPENDITURES OF FEDERAL AWARDS			\$ 5,943,485	\$ 7,770,381

**New Hampshire Coalition Against Domestic and Sexual Violence
Notes to Schedule of Expenditures of Federal Awards
Year Ended June 30, 2022**

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, 2022. 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>
Emergency Solutions Grant Program	14.231	\$ 528,400
Rapid Re-Housing Program	14.267	224,154
Sexual Assault Services Program	16.017	373,856
Victims of Crime Act	16.575	3,470,987
Sexual Violence Prevention	93.136	219,735
Family Violence Prevention Services Act	93.671	<u>1,126,353</u>
		<u>\$ 5,943,485</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

Suzanne Carmichael

Mentor Program Coordinator, John Stark
Regional High School

Vice Chair

Tina Smith

Nurse, Concord Pediatrics

Treasurer

Susan Nooney

Accountant, Susan Nooney CPA

Clerk

Hilary Holmes Rheume

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

Ally Goddard Richardson

Managing Director, Dartmouth College

Brian Harlow

Community Activist

Carlos Jauhola-Straight

Pastor, First Congregational Church of
Pelham

Deb Haynes-Kenney

Executive Director, Response

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.

Sarah Gagnon

VP of Clinical Operations, Riverbend
Community Mental Health

Shauna Foster

Executive Director, New Beginnings

KEY ADMINISTRATIVE PERSONNEL				
Contractor Name: New Hampshire Coalition Against Domestic & Sexual Violence				
Name of Program: VOCA Victims of Crime Act Grant				
BUDGET PERIOD: SFY24				
NAME	JOB TITLE	SALARY	PERCENT-PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Joi Smith	Program Director	\$88,062	29.00%	\$18,912
Jennifer Weeks & Janet Carroll	SANE Directors	\$89,560	90.00%	\$80,604
Alyssa Dandrea	Community Relations Specialist	\$57,389	26.00%	\$14,921
Kristen Barnett	Training & Resources Specialist	\$51,974	14.00%	\$7,276
Rachel Duffy	Housing & Economic Justice Manager	\$54,457	64.00%	\$45,744
Kathleen McDonald	Part time Data Projects Coordinator	\$40,801	30.00%	\$12,240
Meghan Jenks	Program Coordinator	\$47,560	90.00%	\$42,804
Sarah Seeley	Public Affairs Coordinator	\$44,205	36.00%	\$15,914
TOTAL SALARIES				\$239,416

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

- Public 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

- Martin 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

Kathleen M. McDonald

- Data Projects Coordinator** **2020-present**
NH Coalition Against Domestic & Sexual Violence, Concord, NH
- Coordinate data collection from the Coalition's 12 member programs and generate required reports to the federal and state programs that fund the Coalition's work with survivors of domestic and sexual violence
 - Coordinate Coalition-wide implementation of a new data management system enabling member programs to collect and report data more efficiently and to use their data to better assist survivors
 - Support the Coalition's Programs and Public Affairs teams with data and statistics on the incidence of domestic and sexual violence in New Hampshire and its impact on individuals, families, and communities
- Workshop Designer and Facilitator — Contract** **2016-2020**
Operation Horse Power (OHP) at Touchstone Farm, Temple, NH
- Social Media Manager** **2016-2020**
Quilted Threads, Henniker, NH
- Communications Manager — Contract** **2012-2016**
Touchstone Farm, Temple, NH
- Created and implemented a multi-channel communication strategy for equine-based educational nonprofit
 - Set up templates and processes for efficient production of timely communications, from event registration materials to grant applications and reports
 - Wrote daily content for two social media accounts, as well blog, website, and other outbound communications; edited communications for other staff
 - Wrote and managed competitive grant applications
- Director of Content Development** **2007-2012**
American Society for the Prevention of Cruelty to Animals (ASPCA), New York, NY
- Created and then managed ASPCApro.org, an educational website for animal-welfare professionals
 - Created web content, including how-to articles, interactive pieces, and downloadable job aids
 - Managed production and publishing schedules for ASPCApro.org, coordinating website content with social media, webinars, eLearning courses, and other ASPCA websites
 - Planned and coordinated website design upgrades and platform migrations
- Technical Writer — Contract** **2006-2007**
TAC, Inc. (now Schneider Electric), North Andover, MA
- Updated print and online document sets for building control software products
- Technical Writer — Contract** **2004-2006**
Imagine Humans, New York, NY
- Wrote how-to articles and created related forms and samples for best practices in animal sheltering
 - After Hurricane Katrina, helped ASPCA manage lost and found pet databases created by other agencies
- Technical Writer and Instructional Designer — Contract** **2002-2004**
iDesign & Delivery, Norfolk, MA
- Designed and developed HTML help system and interface spec for a laboratory data management system
 - Participated in user interface development, including recommendations for user interface text

Technical Writer and Instructional Designer — Contract **1998-2001**
Autodesk, Inc., Manchester, NH

- Designed and developed customer courseware and online tutorials for Autodesk engineering product suite
- Created information design strategy, writing guidelines, sample files, and style guide for the 1600+ page HTML help system for Autodesk's flagship architectural software

Instructional Designer — Contract **2000**
Yantra Corporation, Acton, MA

- Developed classroom training materials, including PowerPoint presentations and student guides, for warehouse data management software

Technical Writer — Contract **1997-1998**
Codman Group, Andover, MA

- Developed documentation for data analytic software for the healthcare industry

Technical Writer and Instructional Designer — Contract **1988-1997**
Bayer Diagnostics Corporation (now Siemens, and formerly Chiron Diagnostics and Ciba Corning Diagnostics), Norwood, MA

- Developed online help and user-interface text, operator's manuals, user's guides, quick reference cards, and interface specifications for medical diagnostic devices and data management systems
- Designed and developed an online customer training guide; designed and led train-the-trainer session for technical service representatives
- Managed concurrent writing projects, working with engineers and other product SMEs, marketing, field service, technical illustrators, other writers, and localization vendors

Other Work Experience

Adjunct Faculty, Bradford College, Bradford, MA

Programmer and Production Manager, Main Street Marketing, Scituate Harbor, MA

Proposal Specialist, Computervision Corporation, Bedford, MA

AWARDS

Society for Technical Communication (STC)

Distinguished Technical Communication Award and Nomination for Best of Show, 1996

Award of Achievement, 1991 and 1996

Award of Merit, 1991

EDUCATION

Smith College, Northampton, MA

Bachelor of Arts, English Literature

- magna cum laude
- Phi Beta Kappa

Rachel Duffy

Work Experience

**Housing and Economic Justice Specialist
NH Coalition Against Domestic and Sexual Violence
August 2021 to Present**

Oversee the HUD Domestic Violence Rapid Re-Housing grant through the Balance of State Continuum of Care. Facilitate training and support to the 8 subrecipient agencies. Offer technical assistance to programs to ensure they are HUD compliant. Offer monthly meetings for housing advocates across the state to increase collaboration throughout the programs. Assist in completing annual grant application. Track grant expenditures and complete monthly billing for the program. Manage the statewide VOCA funded Housing First Program, including technical assistance and training to 12 member programs, process funding requests, reporting on program outcomes, Develop and maintain statewide relationships to support housing advocacy. Administer the Economic Empowerment Program of NH, including managing the Matched Savings Program and training AmeriCorps Members and other advocates on financial empowerment resources

**AmeriCorps Victim Assistance Program Manager
NH Coalition Against Domestic and Sexual Violence (NHCADSV)
August 2020 to August 2021**

Effectively Managed NHCADSV AmeriCorps Victim Assistance Program (AVAP) by adhering to mandated programmatic regulations including performing background checks on incoming AVAP members, maintain member files, biannual grant progress reports, and ensuring members adhere to service polices. Offered mentorship, training, and guidance to AVAP members throughout the service year. Supported host sites in supervising their AVAP members through training and ongoing communication across the service year. Participated in AmeriCorps days of service events such as MLK day of service. Trained AVAP members in implementing the Allstate Moving Ahead curriculum for survivors of domestic and sexual violence at their host sites. Offered educational and employment guidance for AVAP members exiting the program.

**Transitional Housing Advocate
Bridges Domestic and Sexual Violence Support - Nashua, NH
February 2017 to August 2020**

Manage the cases of up to 10 families. Assist clients in searching for apartments. Negotiate fair rents with landlords. Keep informed on housing laws and legislation. Cultivate strong community relationships to enhance client supports. Provide financial literacy to clients through ongoing budget and savings, and credit awareness seminars. Maintain confidential information. Track statistical data and complete grant reports on a semiannual basis. Work with clear judgment in crisis situations and provide emotional counseling. Directly supervised the Housing First Advocate.

**Shelter Manager
Bridges Domestic and Sexual Violence Support - Nashua, NH
January 2013 to February 2017**

Managed the cases of up to five families in a confidential domestic violence shelter. Provided direct service and crisis counseling to all families. Maintained condition of shelter by keeping track of regular maintenance and coordinating repairs. Lead weekly support groups at shelter. Participated biweekly on the 24-hour crisis line. Maintained confidential documents. Tracked statistical data for quarterly reports.

AmeriCorps Member (court advocate)

Americorps Victim Assistance Program - Concord, NH

August 2012 to January 2013

Assisted survivors of domestic violence in preparing legal documents such as restraining orders, and ex parte custody orders. Advocated for clients during court proceedings. Assisted clients in applying for legal assistance. Participated on biweekly on our 24-hour support line. Become familiar with All State Financial Empowerment Curriculum and provide this training to clients. Attended AmeriCorps training's and social outreach events.

Education

Associates Degree in Behavioral Science-2019

Granite State College - Concord, NH

Certificate in Human Services-2014

Nashua Community College - Nashua, NH

UNH Supervisors Boot camp -University of New Hampshire Durham, NH (Completed 7/19/18)

S. Joi Smith

SKILLS SUMMARY:

Highly creative and enthusiastic community builder
Excellent communication and organizational skills
Aptitude for technology and innovation
Activist and passionate participant in the arts community

EMPLOYMENT HISTORY:

NH Coalition Against Domestic & Sexual Violence – Program Director August 2020 – Present
Concord, NH
Provide leadership and oversight in the development and administration of member services, training and technical assistance, statewide programs and other special projects of the NHCADSV in line with its mission, strategic plan and community needs. Recruit, train and supervise program staff, as they implement and sustain initiatives of the NHCADSV. Oversee training and technical assistance efforts of the NHCADSV. Develop and implement evaluation tools for statewide programs and special projects. Provide high level management and support to the AmeriCorps Victim Assistance Program (AVAP.) Assist with grant writing in response to federal, state, and private funding opportunities. Serve as liaison to the NHCADSV's 13 member programs by identifying needed resources and training to improve direct service delivery. Serve on statewide committees to assist in the improvement of multi-disciplinary response to domestic violence, sexual violence, stalking and human trafficking.

HAVEN – Manager of Client Services July 2015 – August 2020
Portsmouth, NH
Manage HAVEN client services program and supervise direct service staff. Serves as the Agency's AmeriCorps Victim Assistance Program Advocate Coordinator and Internship Coordinator. Develop, organize and facilitate in-service and ongoing training programs for all direct service staff, interns and volunteers. Maintain and continually develop an on-going effective client services program using best practices for survivors of domestic and sexual violence through a 24 - hour hotline, office walk-ins, and accompaniments to hospitals, police stations, courts and child advocacy centers. Engage and maintain excellent relationships with victim service community partners both at the local and state level such as the NH State Attorney General's office, NH Coalition Against Domestic & Sexual Violence (NHCADSV), Rockingham & Strafford NH County Prosecutors and child advocacy centers (CAC's), NH Department of Child, Youth and Family Services (DCYF), and local Law Enforcement, pro-bono attorney programs, and district courts.

Sexual Assault Support Services (SASS) September 2011 – July 2015
Volunteer Advocate (Sept. 2011 – July 2012) | Night Supervisor (July 2012– Sept. 2013) | Client Services Coordinator (Sept. 2013 – July 2015)
Portsmouth, NH
Provide supportive services and referrals to victims and survivors of sexual violence through the 24 - hour hotline, hospital and police accompaniments and peer support groups. Schedule and coordinate SASS's 24-hour services coverage. Provide supervision to AmeriCorps Victim Assistance Program members, direct service staff and volunteer advocates. Develop and implement training and programming for trauma-informed sexual assault/abuse supportive services.

COMMITTEES & BOARDS SERVED:

NH Child Abuse & Neglect Task Force	2020 - Present
NH Child Fatality Review Committee	2020 - Present
NH Human Trafficking Collaborative Task Force	2017 - Present
NH Incapacitated & Vulnerable Adult Fatality Review Committee	2020 - Present
NH Lethality Assessment Program (LAP) Steering Committee	2018 - Present
NH Sexual Assault Nurse Examiner (SANE) Advisory Board	2017 - Present
NH Wellness & Primary Prevention Council	2020- Present
Child Advocacy Center of Rockingham County MDT Advisory Board	2019 - 2020
Strafford County Child Advocacy Center Advisory Board	2017 - 2020
Strafford County Sexual Assault Resource Team (SART)	2016 - 2020
Rockingham County Sexual Assault Resource Team (SART)	2015 - 2020

OTHER RELATED EXPERIENCE:

S. Joi Smith

Back Alley Productions - Founder/Director/Producer

2008 - Present

A cutting-edge, independent theater company focused on executing a clear, strong vision for quality theater programs, and maintaining inclusivity, integrity and respect for all involved with each production.

Players' Ring Board of Director - Board Member/Producer Liaison/Marketing Chair

2013 - 2019

Portsmouth, NH

A non-profit, groundbreaking, black box theater whose mission is to provide an environment where artists can thrive, grow, take risks and make daring choices. Responsible for training, coordinating, scheduling, supporting and mentoring more than 25 production companies throughout the season, as well as planning and executing any fundraising efforts and events for the theater. Manage and develop content for marketing, social media, and bi-weekly newsletters promoting each production and event. Organize and facilitate community volunteer projects aimed at improving the theater space.

V-Day Portsmouth NH/V-Day Rochester NH/One Billion Rising - Organizer/Producer/Director

2001-2015

Organizing, producing and directing a yearly event focused on raising awareness and funds to end violence against women. Organizing all aspects of these events, from casting, scheduling, staging, and directing, to securing donations and local community support and creating content for and managing marketing and promotion of events. Fostering collaboration with local beneficiaries and other community V-Day organizers, to cross-promote causes and events, and ensure consistent messaging. Responsible for completing and submitting required reports and reconciling budgets at the end of each event.

ADDITIONAL SKILLS:

Trainings & Group Facilitation: Experienced in developing and facilitating on-going required training for staff, community partner professionals, as well as developing and facilitating survivor support groups.

Technology: Proficient in both MAC and PC platforms. Expertise in Microsoft Office programs & Office 365, Adobe Acrobat, Adobe Photoshop, QuickBooks, and online project management and file share systems such as Freedcamp, Basecamp and Dropbox, as well as Google docs.

Marketing: Additional expertise & aptitude for website design, social media management and email marketing. Skilled at copywriting, editing and basic graphic design.

EDUCATION:

Plymouth Regional High School 1995

AWARDS & HONORS:

2019 Everyday Hero Award

Granite State Children's Alliance & the Stafford County Child Advocacy Center

2015 Champion for Children

The Child Advocacy Center of Rockingham County



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

Sarah R. Seeley

Education

Connecticut College New London, CT
Bachelor of Arts, Economics and Gender, Sexuality, & Intersectionality Studies Jan 2020 - May 2022
GPA 3.869/4.000

- Dean's Honors (Spring 2020), Dean's High Honors (Fall 2020-Spring 2021)

St. Lawrence University Canton, NY
Bachelor of Arts Aug 2018 - Dec 2019

- Advanced Studied Program Award (2018-2019), Dean's List (Fall 2018-Fall 2019)

Work Experience

New Hampshire Coalition Against Domestic and Sexual Violence Concord, NH
Public Affairs Coordinator July 2022 - Present

- Creates content to update the Coalition's website, social media, and newsletters about survivor's rights and resources to inform victims, member programs, legislators, and the public.
- Coordinates direct fundraising appeals in the Spring and Winter, annual giving campaigns, maintains the donor database, creates promotional materials for fundraising campaigns, and orchestrates timely acknowledgments to donors. Additionally, supports in coordinating member program development meetings and the Board of Directors Development Committee.
- Supports public policy needs such as tracking relevant legislation, attending legislative hearings, and assisting with the recruitment and management of the Coalition's legislative volunteer network.

Connecticut College Academic Resource Center New London, CT
Econometrics Tutor Aug 2020 - May 2021

- Aided 40 students per semester by describing econometric concepts and addressing issues arising in regressions to improve confidence in classwork material
- Instructed tutees on Stata software to model and solve econometric problems through regression analyses, proper use of .do files; and report results with output tables

Wayfarer Coffee Roasters, Laconia, NH May 2021 - August 2021
Barista

- Promoted coffee and tea consumption by educating customers; selling coffee and coffee brewing equipment; accessories, and supplies; preparing and serving a variety of drinks, along with house-made liege waffles
- Created and implemented new drink recipes for house specials, such as the Blue Moon Latte to celebrate Wayfarer's 6th birthday

Internship Experience

DIS Copenhagen Media Team Copenhagen, Denmark
Photographer Aug 2021 - Dec 2021

- Completed three individual photo assignments and six photo drops to document abroad experiences and market towards future students
- Generated new content monthly for blog and Instagram posts, highlighting DIS student life and Danish culture to improve online presence and increase investment towards abroad programs

Co-curricular Activities

Women's Empowerment Initiative New London, CT
Member Jan 2020 - Present

- Collaborated with 100+ other passionate activists to practice a monologue for a fundraiser performance
- Allocated and managed time weekly to discuss upcoming events and new initiatives to enhance the organization's structure

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**

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

EDUCATION

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

CERTIFICATION

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

RELATED EXPERIENCE

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

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

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

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

Dartmouth Hitchcock Medical Center
Sexual Assault Nurse Examiner 2003-2007
Practiced as a Sexual Assault Nurse Examiner and IV Team Nurse per diem.

Valley Regional Hospital
Sexual Assault Nurse Examiner 1990-2000
Full-time ED staff nurse, triage and charge positions. Nursing Supervisor covering the house as needed. Implemented and coordinated the first hospital-based SANE program in the state.

Newport Hospital 1988-1990
Emergency Department Staff Nurse, Nursing Supervisor
Full-time ED staff nurse, triage and charge positions. Nursing Supervisor covering the house as needed. Completed assignments as a nurse at Wyoming Medical Center in Casper and Santa Rosa Medical Center in San Antonio.

Sullivan County Rehabilitation Center 1987-1988
ICF/MR Nurse Manager
Coordination of medical care for 10 residents, all severely developmentally disabled.

Dartmouth Hitchcock Medical Center 1986-1987
Staff Nurse, Neurosurgical Unit

PUBLICATIONS AND PAPERS

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

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

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

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

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

Technical Assistance Resources, AIDSTAR One. 2013.

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

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

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

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

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

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

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

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

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

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

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

TEACHING EXPERIENCE (not all inclusive)

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

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

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

AWARDS

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

CONSULTING

**State of Maine Attorney General's Office
Rainbow Women and Children's Hospital
Cleveland, OH**

**United States Military Branches-prosecution
and defense**

**Billings Clinic, Billings, MT
National Sexual Violence Resource Center
USAID**

Indian Health Services

**Private Defense Attorneys
District and Prosecuting Attorney's Offices nationally**

MEMBERSHIPS/ACTIVITIES

**International Association of Forensic Nurses
American Nurses Association
Emergency Nurses Association**

KRISTEN BARNETT

EDUCATION

Northeastern University School of Law, Boston, MA Juris Doctor, with Concentration in Criminal Justice, May 2022

Clinical Work: Domestic Violence Institute, Student Attorney (Winter 2020/2021, Summer 2021, Spring 2022)

Other: Teaching Assistant (Spring 2022)

Boston University, Boston, MA, Bachelor of Science in English Education, May 2019

Honors: Dean's List, Academic Achievement Award (2017-2018) Resident Assistant with minimum 3.5 GPA

Activities: Residential Life, Resident Assistant; School of Education, Dean's Host; 16,000 Strong, Chair of Social Media

EXPERIENCE

New Hampshire Coalition Against Domestic and Sexual Violence, Concord, NH, August 2022- present

Training and Resource Specialist

Create and deliver trainings to increase capacity for professionals of varied disciplines working with survivors of intimate partner violence, collaborate with Coalition staff and other state agencies to develop trainings, facilitate monthly cohort meetings, provide support and trainings to staff at Coalition member programs.

New Hampshire Coalition Against Domestic and Sexual Violence, Concord, NH, March 2022- August 2022

Prevention Coordinator

Support and provide technical assistance to twelve educators across the state; facilitate monthly cohort meetings; evaluate and assess programming and curriculum materials; collaborate and develop education and outreach materials; engage in multidisciplinary state-wide RSA 188:H Task Force

New Hampshire Hillsborough County- North Superior Court, Manchester, NH, September 2021-December 2021

Law Clerk Intern

Drafted judicial orders; conducted legal research; crafted memos for judges; researched case law and statutory law; discussed legal arguments with judges; observed court proceedings; took notes on hearings for judges

The American Bar Association Center on Children and the Law, Washington, D.C., February 2021-May 2021

Kinship Project Legal Intern

Conducted extensive legal research on current legislation and social science reviews regarding kinship foster care to draft summaries and policy recommendations; communicated with local kinship support service providers; attended legislative roundtable sessions for state/city governments; created informative resources for kin caregivers nationwide

New York City Administration for Children's Services, Queens, NY, June-August 2020

Family Court Legal Services Intern

Interviewed social workers; drafted petitions of abuse/neglect; orally argued petitions in family court; conducted legal research on current case law; drafted appellate brief; prepared materials for discovery

Fenway High School, Boston, MA, September 2018-May 2019

Practicum Student Teacher

Worked in a Boston public high school 40+ hours a week; created and delivered Humanities curriculum to two 12th grade classes, one 11th grade inclusion classroom, and two sections of mixed age English language learning students; attended faculty meetings; co-planned lessons with colleagues; reached out to community organizations to create weeklong experiential learning program; graded assignments; tutored students of all years through after school academic help program

826 Boston, Boston, MA, January 2017-December 2018

Tutor

Supported K-12 students two days a week with homework on a variety of subject areas including math, language arts, and biology; practiced brainstorming techniques; revised writing pieces; worked with English language learning students to complete homework

"Let's Get Ready" Program, Malden, MA, January-May 2016

Critical Reading and Writing Coach

Created and implemented lesson plans teaching grammar concepts, reading strategies, and SAT test taking skills; revised colleges essays for Malden High School students

Boston University Children's Center, Boston, MA, August 2016-May 2018

Assistant Teacher

Engaged and supported children ages 2-5, in classroom setting; fostered effective communication between children

Hibernia College, Dublin, Ireland, June-August 2018

Intern for Primary Education Team

Drafted new curriculum proposal; reviewed graduate-level student dissertations; coordinated assessments

LANGUAGE SKILLS

Spanish (Limited Working Proficiency); American Sign Language (Limited Working Proficiency)

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

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

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

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

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

ESSENTIAL FUNCTIONS:

COMMUNICATIONS.

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

DEVELOPMENT

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

GENERAL

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

Skill Requirements:

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

Desired:

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

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

Educational Level: Bachelor's Degree or equivalent experience

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

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

Disclaimer

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

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

Position reports to:

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

New Hampshire Coalition Against Domestic and Sexual Violence
Job Description: Data Projects Coordinator

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

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

Job Objective and Summary: Coordinate statewide leadership, advocacy, training, technical assistance and reporting aspects of the victim services, and education and outreach data collection systems. The goals of those systems are to ensure and improve secure data collection infrastructures, ensure and improve functionality and compliance of to various funder requirements, and invest in domestic and sexual violence program advocates' capacity to produce and report quality data.

These primary job functions will be performed as a telework position. The Coalition's office is in Concord, NH. The Data Projects Coordinator will be required to attend biweekly staff meetings at the offices, as well as other scheduled meetings as necessary. The employee must have access to reliable transportation. Occasional travel will be required throughout New Hampshire.

Essential Functions:

- Provide technical assistance and support to member programs, staff and collaborating agencies as requested, around data elements, database functionality, trauma informed data collection, confidentiality, reporting requirements, etc.
- Respond to training requests by member programs
- Assist with the management of data systems services and vendor contracts
- Collaborate with funding agencies to develop strategies to improve data quality
- Participate in agency workgroups as identified
- Develop documents to guide data quality efforts

- **Administrative Duties**
 - Oversee internal data collection for grant reporting
 - Assist with grant proposals as needed
 - Contribute an anti-oppression, meaningful access, and trauma-informed data collection lens to internal policy updates for agency documents, such as Coalition Program Standards, and data definitions

Minimum Requirements: Working knowledge of database structures. Project management experience related to database creation and implementation.

Qualifications:

- Proficient in Microsoft Office.
- Competent with electronic communication such as email and online meeting management
- Must be flexible, pleasant, and able to interact well and positively with people of diverse

- backgrounds.
- o Detail oriented.
- o Excellent organization skills, including the ability to follow through on projects
- o Ability to take direction, work independently and as part of a team, and be self-motivated.
- o An understanding of domestic and sexual violence issues, and multi-disciplinary approaches preferred.

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

- o Must be physically and mentally capable of performing multiple tasks (such as phone calls, computer work, attending meetings) under stressful situations and able to consistently function well in a fast paced environment.
- o Must be capable of using a visual display terminal with keyboard, repetitively use his/her wrist, elbow and shoulder.
- o Must be able to talk and hear.
- o Must complete a NHCADSV member program advocate training during employment, or have previous advocacy training.
- o Limited in-state travel required

Disclaimer

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

For Human Resources Only

Job Category	Coordinator
Exempt/Nonexempt	Non Exempt
This is a part time position	20 hours per week
Supervisor	Administrative Director
Department(s)	Administration and Finance
Last Revised	December 2019

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

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

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

Job Objective:

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

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

Essential Functions:

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

Minimum Requirements: Bachelor's Degree or equivalent experience.

Preferred Skills:

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

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

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

Disclaimer

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

For Human Resources Only

Job Category	Manager
Exempt/Nonexempt	Non Exempt
This is a part-time position	32 hours per week
Supervisor	Program Director
Department(s)	Programs
Last Revised	October 2020

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

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

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

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

Essential Functions:

- Responsible for the development, implementation, evaluation and direction of statewide programs and projects of NHCADSV in response to victim, member program and community needs. Identify emerging needs in the field and develop programming to aid in strengthening services.
- Accomplish Program Department objectives by managing staff; planning and evaluating department activities.
 - Maintain staff by recruiting, selecting, orienting, and training employees.
 - Develop personal growth opportunities.
 - Accomplishes staff results by communicating job expectations, planning, monitoring, and appraising job results.
- Serve as key staff liaison to the NHCADSV member programs. This includes leadership role in meetings and identifying and facilitating training and technical assistance.
- Coordinate NHCADSV's Participating Member Council, responding to both short-term and long-term priorities of the Council's statewide work.
- Manage statewide training and technical assistance activities of the NHCADSV for stakeholders.
- Assist with grant writing in response to federal, state, and private funding opportunities.
- Engage with key stakeholders on relevant program activities of the NHCADSV and its member programs.
- Serve on statewide committees and advisory boards to improve multidisciplinary responses to sexual violence, domestic violence and stalking.
- Member of the NHCADSV Leadership Team.

Minimum Requirements: Demonstrated program planning and organizational development skills. At least five years of management and supervisory experience in a dynamic and complex organization.

Preferred Skills:

- Skilled communicator with superior interpersonal, verbal and written skills, including experience with crisis communications.

- Creativity, professionalism, ability to communicate with diverse audiences, and system collaboration experience.
- Experience with domestic and sexual violence advocacy and prevention, and providing direct services.
- Experience in project management and program leadership.
- Commitment to social justice issues and an anti-oppression framework.
- Proficiency with Microsoft Office Suite.

Desired Skills:

- High emotional intelligence with the ability to work across a variety of systems representing diverse individuals and systems.
- Humble, knows when to ask for help and advice from others.
- A great sense of humor.
- The ability to work quickly and nimbly under pressure and in a fast-paced environment.
- Demonstrated understanding of and commitment to domestic and sexual violence issues.

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

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

Disclaimer

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For Human Resources Only

Job Category	Director
Exempt/Nonexempt	Exempt
This is a full time position	Full time: 40 hours per week
Supervisor	Executive Director
Provides Supervision to	5-10 Staff
Department(s)	Programs
Last Revised	June 2020

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

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

The above mission is accomplished by the Coalition, which includes 12 independent community-based member programs, a board of directors and a central staff working together to: 1) influence public policy on the local, state and national levels; 2) ensure that quality services are provided to victims; 3) promote the accountability of societal systems and communities for their responses to sexual violence, domestic violence and stalking; 4) prevent violence and abuse before they occur.

Job Objective and Summary: Coordinate and provide support for the program efforts of the NHCADSV member programs and the Sexual Assault Nurse Examiner (SANE) Program.

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

Essential Functions:

General Programs Support:

- Assist with the ongoing implementation of current NHCADSV programs and other projects and initiatives.
- Coordination of regular Participating Member Council (PMC) meetings including meeting announcements, materials and recording minutes.
- Coordinate and assist with committees/collaborations that involve current member programs of NHCADSV.
- Attend and represent NHCADSV at statewide meeting and committees.

Sexual Assault Nurse Examiner (SANE) Support:

- Coordination of bi-monthly SANE Advisory Board (SAB) meetings including meeting announcements, materials and recording minutes.
- Coordinate and assist with the provision of statewide SANE trainings, and on-going domestic and sexual violence trainings to member programs and allied professionals.
- Assist with aspects of the application for providership in continuing education for nurses and maintain documentation for providership status.
- Assist with the development and implementation of a pediatric sexual abuse preceptorship program to clinically prepare pediatric trained SANEs.
- Track and report on evidence collection kit data received.

Minimum Requirements: Bachelor's Degree or equivalent experience. Experience working to address domestic and sexual violence strongly preferred.

Preferred Skills:

- o Excellent organization skills, including the ability to follow through on projects and meet deadlines.
- o Effective communication skills, both written and verbal.
- o Ability to take direction, work independently and as part of a team, and be self-motivated.
- o Demonstrated understanding of and commitment to domestic and sexual violence issues.
- o Proficient in Microsoft Office and experience with MS Teams, Access, PowerPoint, and Publisher.
- o Effective communicator and demonstrated experience with public speaking.

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

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

Disclaimer

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

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For Human Resources Only

Job Category	Coordinator
Exempt/Nonexempt	Non-Exempt
This is a full time position	40 hours per week
Supervisor	Program Director
Department(s)	Programs
Last Revised	February 2021

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

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

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

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

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

ESSENTIAL FUNCTIONS:

COMMUNICATIONS

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

PUBLIC POLICY

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

DEVELOPMENT

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

Perform other duties as assigned

Minimum Requirements:

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

Preferred Skills:

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

Desired Skills:

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

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

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

Disclaimer

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

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

For Human Resources Only

Job Category	Coordinator
Exempt/Nonexempt	Non Exempt
This is a part time position	Full time: 40 hours per week
Supervisor	Director of Public Affairs
Department(s)	Public Affairs
Last Revised	April 2019

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

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

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

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

Essential Functions:

- Complete the application and renewal for providership in continuing education for nurses.
- Maintain the necessary files for continued providership status.
- Develop and deliver SANE trainings via e-learning in a Learning Management System (LMS) (in combination with live training components) to increase the availability of SANEs throughout the state, utilizing the current International Association of Forensic Nursing Education Guidelines
- Develop and deliver regular e-learning/live continuing education to trained SANEs
- Develop and implement a pediatric sexual abuse preceptorship program in collaboration with the Granite State Children's Alliance to clinically prepare pediatric trained SANEs statewide
- Chair and work with NH SANE Advisory Board to improve and expand the NH SANE Program, assisting in the development of SANE programs in every hospital in the state
- Collaborate with the NH SART Coordinator on efforts to develop statewide SART teams which include SANE nurses
- Provide professional training to other disciplines, as requested and necessary, to strengthen comprehensive, coordinated care for sexual assault victims

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

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

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

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

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

Disclaimer

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New Hampshire Coalition Against Domestic and Sexual Violence
Job Description: Training and Resources Specialist

The New Hampshire Coalition Against Domestic and Sexual Violence creates safe and just communities through advocacy, prevention, and empowerment of anyone affected by sexual violence, domestic violence and stalking. The above mission is accomplished by the Coalition, which includes 12 independent community-based member programs, a board of directors and a central staff working together to: 1) influence public policy on the local, state and national levels; 2) ensure that quality services are provided to victims; 3) promote the accountability of societal systems and communities for their responses to sexual violence, domestic violence and stalking; 4) prevent violence and abuse before they occur.

Job Objective and Summary: Provide statewide trainings, resources, technical assistance, and support for the NHCADSV member programs and allied professionals.

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

Essential Functions:

- Coordinate and assist with the ongoing implementation of current NHCADSV programs including the Family Violence Prevention Specialist Program, Trauma-Informed Services, and other projects and initiatives.
- Develop, coordinate, and provide training for the AmeriCorps Victim Assistance Program, the Family Violence Prevention Specialist program, and other education opportunities.
- Develop and provide statewide training on domestic and sexual violence to NHCADSV member programs, and allied professionals including but not limited to the Department of Health and Human Services, law enforcement, and mental health and substance abuse providers.
- Develop and maintain online resources and training modules to support staff and volunteer trainings facilitated by member programs.
- Act as the primary liaison to DCYF related to the administration of the Family Violence Prevention Services Program. Coordinate and facilitate regular cohort meetings with Family Violence Prevention Specialists and their Supervisors from DCYF and NHCADSV member programs.
- Coordinate and facilitate regular cohort meetings with the Direct Service Coordinators at the NHCADSV member programs.
- Research, analyze and synthesize emerging issues in the field of domestic and sexual violence and provide technical assistance to member programs and allied professionals. This task is performed from a perspective of utilizing best practices and developing policies and procedures consistent with NHCADSV Program Standards.
- Maintain state of the art knowledge of best practices, policies, and procedures on issues relevant to the mission of NHCADSV.
- Coordinate, create, and disseminate resources to member programs, including technical assistance bulletins and training and professional development opportunities newsletters.
- Coordinate and assist with committees/collaborations that involve current member programs of NHCADSV.
- Attend and represent NHCADSV at statewide meetings and committees. Representation includes assisting in development or revisions to policies and procedures necessary to meet the needs of victims/survivors.
- Provide ongoing updates and information sharing among Coalition staff/departments.
- Coordinate and update resources and content for the NHCADSV website and social media on an ongoing basis.
- Maintain data of trainings delivered and online modules accessed.
- Assist in writing grant applications and grant reports.

Minimum Requirements:

- Bachelor's Degree or equivalent experience.
- Experience with curriculum and program development.
- Training facilitation and public speaking experience with both small and large groups.
- Demonstrated understanding of and commitment to domestic and sexual violence issues.

Preferred Skills:

- Excellent organization skills, including the ability to follow through on projects and meet deadlines.
- Effective communication skills, both written and verbal, and demonstrate experience with training facilitation and public speaking.
- Substantial experience training on issues of domestic and sexual violence, including providing training to diverse professionals.
- Ability to take direction, work independently and as part of a team, and be self-motivated.
- Ability to engage an audience in a formal training.
- Proficient in Microsoft Office and experience with MS Teams, Access, PowerPoint, and Publisher.
- Proficient in online meeting and training platforms such as Zoom, Moodle and Cisco Webex.
- Proficient in basic design, email marketing and video editing platforms such as Canvas, Constant Contact, YouTube, and Vimeo.

Physical and psychological demands:

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

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

Disclaimer

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

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For Human Resources Only:

Job Category	Specialist
Exempt/Nonexempt	Exempt
This is a full-time position	40 hours per week
Supervisor	Program Director
Department(s)	Programs
Last Revised	June 2022