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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

161

January 31, 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 enter into subgrants with the programs listed below, in an amount not to exceed \$2,919,200, to support the enhancement of Child Advocacy Center (CAC) services effective upon Governor and Executive Council approval through June 30, 2025. 100% General Funds.

Funding is available in account number 02-20-20-200010-2601, Department of Justice, Attorney General, Grants Non-Federal as follows:

Class Account	Subrecipient	Vendor #	SFY 2024 Amount	SFY 2025 Amount
073-500580	Strafford County Child Advocacy Center	177478-B008	\$115,000	\$115,000
073-500581	The Granite State Children's Alliance	172495-B001	\$1,170,075	\$1,170,075
073-500581	The Child Advocacy Center of Carroll County	165511-B001	\$85,525	\$85,525
073-500580	Merrimack County Child Advocacy Center	177435-B005	\$9,000	\$9,000
073-500581	Child Advocacy Center of Coos County, Inc.	167955-B001	\$80,000	\$80,000
TOTAL			\$1,459,600	\$1,459,600

EXPLANATION

The purpose of a Child Advocacy Center (CAC) is to standardize the investigation of child abuse and neglect cases, minimize the trauma to the child victims by limiting the number of interviews the child must participate in and coordinate services for those children. The CACs use a multi-disciplinary team approach to ensure a child's health and well-being is of primary importance during the investigation process.

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The DOJ is requesting approval to award funding to the above State CACs for the support of continued services to children, the implementation of evidence-based practices and the enhancement of community outreach and education.

The agencies listed above represent the majority of the CAC network in New Hampshire and all centers are members of the Granite State Children's Alliance, making them all eligible for funding under this program.

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

Respectfully submitted,

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



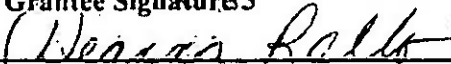
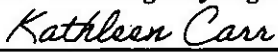

John M. Formella
Attorney General

#4357298

GRANT AGREEMENT

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

I. Identification and Definitions:

1.1. State Agency Name New Hampshire Department of Justice		1.2. State Agency Address 1 Granite Place South, Concord, NH 03301	
1.3. Grantee Name Strafford County Child Advocacy Center		1.4. Grantee Address 259 County Farm Road Dover, NH 03821	
1.5. Grantee Phone # (603) 516-8102	1.6. Account Number 02-20-20-200010-2601- 073-500580	1.7. Completion Date 06/30/2025	1.8. Grant Limitation \$230,000
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 George Maglaras, Chairman	
Grantee Signature 2 		Name & Title of Grantee Signor 2 Robert J. Watson, Vice-Chairman	
Grantee Signature 3 		Name & Title of Grantee Signor 3 Deanna S. Rollo, Clerk	
1.13. State Agency Signature(s) 		1.14. Name & Title of State Agency Signor(s) Kathleen Carr, Director of Administration	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By:  Assistant Attorney General, On: 1/12/2024			
1.16. Approval by Governor and Council (if applicable) By: _____ On: 1/1			

2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the 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. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. **DATA: RETENTION OF DATA: ACCESS.**
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. **CONDITIONAL NATURE OR AGREEMENT.** Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. **EVENT OF DEFAULT: REMEDIES.**
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
 - 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
 - 11.1.2 Failure to submit any report required hereunder; or
 - 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
 - 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
 - 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
 - 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
 - 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
 - 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. **TERMINATION.**
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
- 12.3. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
- 12.4. **CONFLICT OF INTEREST.** No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

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

EXHIBIT A

- SPECIAL PROVISIONS -

Stafford County Child Advocacy Center 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

EXHIBIT A

- SPECIAL PROVISIONS -

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 New Hampshire Department of Justice (DOJ), that employee or their relative shall not perform work on or be billed to any federal or state subgrant or monetary award that the employee directly managed or supervised while at the 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. The Subrecipient authorizes the DOJ and its representatives, access to and the right to examine all records, books, paper or documents related to this subgrant.
8. 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 is granted, the Subrecipient agrees that there must be a sliding scale that starts at zero (0), and that all program income will be totally expended on grant allowable activities by the end of the funding cycle.
9. Equipment purchased with this subgrant shall be listed by the Subrecipient on the agency inventory. The inventory must include the item description, serial number, cost, percentage of state funds, and location.
10. 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.

EXHIBIT A

- SPECIAL PROVISIONS -

11. 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., Form 990-EZ), as several sources already provide searchable online databases of such financial statements.

12. The Subrecipient, if a non-profit organization, must certify their non-profit status by submitting a statement to NH DOJ: 1) affirmatively asserting that the recipient is a non-profit organization and 2) indicating that the Subrecipient has on file and available upon audit one of the following:
 - A copy of the organization's 501 (c)(3) designation letter, or;
 - A letter from the State of New Hampshire stating that the Subrecipient is a non-profit organization operating within the state, or;
 - A copy of the Subgrantee's state certificate of incorporation that substantiates its non-profit status.

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

EXHIBIT B

- SCOPE OF SERVICES -

1. The Subrecipient shall receive a grant from the New Hampshire Department of Justice (DOJ) for expenses incurred and services provided for child advocacy forensic interviews and victim services provided by the Subrecipient, including but not limited to expenses for personnel and fringe.
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. The 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 this Grant.
4. The 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
1 Granite Place South
Concord, NH 03301
(603)271-8473
Sarah.E.Sciuto@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 \$230,000 of the total Grant Limitation set forth from Governor and Council approval through 06/30/2025. This shall be contingent upon continued state funding appropriation and program performance.

3b. With sufficient reason and under limited circumstances, the Subrecipient may apply for an extension of the grant period for up to the end of the 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 06/30/2025 or, unless a grant extension is approved in writing by DOJ.

EXHIBIT D

-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 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

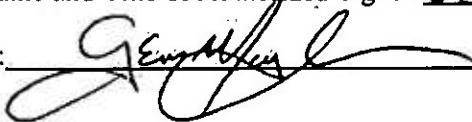
A recipient or subrecipient may use federal funds to retain jobs that, without the use of the federal money, would be lost. If the grantee is planning on using federal funds to retain jobs, it must be able to substantiate that, without the funds, the jobs would be lost. Substantiation can be, but is 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 Subrecipient certifies that any funds awarded through this agreement shall not be used to Supplant any Federal funds that have been appropriated for the purposes and goals of this agreement.

The 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: George Maglalis, Chairman

Signature: _____



COMMISSIONERS
GEORGE MAGLARAS, *Chairman*
ROBERT J. WATSON, *Vice Chairman*
DEANNA S. ROLLO, *Clerk*

TREASURER
PAMELA J. ARNOLD

COUNTY ADMINISTRATOR
RAYMOND F. BOWER

STRAFFORD COUNTY COMMISSIONERS

WILLIAM A. GRIMES
Justice & Administration Building
259 County Farm Road, Suite 204
Dover, New Hampshire 03820
Telephone: (603)742-1458
Fax: (603) 743-4407



CERTIFICATE OF AUTHORITY

I, Deanna S. Rollo, Clerk of Strafford County, New Hampshire do hereby certify that: (1) at the public meeting held on January 4, 2024, the County Commissioners voted to (1) Accept funds and enter into an agreement with the State of New Hampshire Department of Justice and (2) further authorize the Chairman, Board of Commissioners to execute any documents which may be necessary to effectuate this contract and any amendments thereto; (3) I further certify that this authorization has not been revoked, annulled or amended in any manner whatsoever, and remains in full force and effect as of the date hereof; and (4) this authorization was valid thirty (30) days prior to and remains valid for thirty (30) days from the date of the Certificate of authority and (5) the following person now occupies the office indicated under item (2) above:

George Maglaras, Chairman, Strafford County Commissioners
Name and Title of Officer Authorized to Sign

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk of Strafford County, New Hampshire this 4th day of January 2024.

Deanna S. Rollo, Clerk

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

On this 4th day of January 2024, before me Janet Hilber, the undersigned officer, personally appeared Deanna S. Rollo, who acknowledged their self to be the Clerk for the Strafford County Board of Commissioners, being authorized to do so, executed the foregoing instrument for the purpose therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.



Notary Public
Commission Expiration Date: 8/2/2028



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.


Participating Member: Strafford County 259 County Farm Road Dover, NH 03820		Member Number: 605	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ PO Box 23 Hooksett, NH 03106-9716	
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:	
<input checked="" type="checkbox"/> General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	1/1/2024	1/1/2025	Each Occurrence	\$ 2,000,000
			General Aggregate	\$ 10,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
<input checked="" type="checkbox"/> Automobile Liability Deductible Comp and Coll: \$1,000 <input type="checkbox"/> Any auto	1/1/2024	1/1/2025	Combined Single Limit (Each Accident)	\$2,000,000
			Aggregate	\$10,000,000
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2024	1/1/2025	<input checked="" type="checkbox"/> Statutory	
			Each Accident	\$2,000,000
			Disease - Each Employee	\$2,000,000
			Disease - Policy Limit	
<input checked="" type="checkbox"/> Property (Special Risk Includes Fire and Theft)	1/1/2024	1/1/2025	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: \$1,000
Description: Proof of Primex Member coverage only.				

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ - NH Public Risk Management Exchange
NH Department of Justice 33 Capitol St Concord, NH 03301			By: <i>Mary Beth Purcell</i>
			Date: 1/31/2024 mpurcell@nhprimex.org
			Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone. 603-228-3833 fax

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 1 Granite Place South, Concord, NH 03301	
1.3. Grantee Name The Granite State Children's Alliance		1.4. Grantee Address 72 South River Road, Suite 202, Bedford, NH 03110	
1.5. Grantee Phone # (603) 864-0215	1.6. Account Number 02-20-20-200010-2601 073-500581	1.7. Completion Date 06/30/2025	1.8. Grant Limitation \$2,340,150
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 JIM BARNETT Chief Executive Officer	
Grantee Signature 2 N/A		Name & Title of Grantee Signor 2 N/A	
Grantee Signature 3 N/A		Name & Title of Grantee Signor 3 N/A	
1.13. State Agency Signature(s) Kathleen Carr		1.14. Name & Title of State Agency Signor(s) Kathleen Carr, Director of Administration	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By: Sheri Phillips Assistant Attorney General, On: 1/4/2024			
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. **ARPA COVERED.** Except as otherwise specifically provided herein, the Grantee shall perform the Project in and with respect to, the State of New Hampshire.

4.1. **EFFECTIVE DATE; COMPLETION OF PROJECT.** This Agreement, and all obligations of the parties hereunder, shall become effective on the date on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.16), 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 of 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.

8.1. **PERSONNEL.** 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.

9.1. **DATA; RETENTION OF DATA; ACCESS.** As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,

computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.

Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.

No data shall be subject to copyright in the United States or any other country by anyone other than the State.

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.

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.

CONDITIONAL NATURE OF AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available. If ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.

EVENT OF DEFAULT; REMEDIES.

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. Failure to perform the Project satisfactorily or on schedule; or

11.2. Failure to submit any report required hereunder; or

11.3. Failure to maintain, or permit access to, the records required hereunder; or

11.4. Failure to perform any of the other covenants and conditions of this Agreement.

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

11.2.1. Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and

11.2.2. Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and

11.2.3. Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and

11.2.4. Treat the agreement as breached and pursue any of its remedies at law or in equity, for both.

TERMINATION.

12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.

12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.

12.3. Notwithstanding anything in this Agreement to the contrary, either the State or (except where notice default has been given to the Grantee hereunder) the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.

12.4. **CONFLICT OF INTEREST.** No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

Subrecipient Initials: *MB*
 Date: *12/14/23*

- 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.** 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. Statutory workers' compensation and employees' liability insurance for all employees engaged in the performance of the Project, and
 - 17.1.2. General liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Grantee shall furnish to the State, certificates of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy.
- 18. **WAIVER OF BREACH.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
- 19. **NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
- 20. **AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required or by the signing State Agency.
- 21. **CONSTRUCTION OF AGREEMENT AND TERMS.** This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
- 22. **THIRD PARTIES.** The parties hereto do not intend to benefit any third parties, and this Agreement shall not be construed to confer any such benefit.
- 23. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supercedes all prior agreements and understandings relating hereto.
- 24. **SPECIAL PROVISIONS.** The additional or modifying provisions set forth in Exhibit A hereto are incorporated as part of this agreement.

EXHIBIT A

- SPECIAL PROVISIONS -

The Granite State Children's Alliance 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

EXHIBIT A

SPECIAL PROVISIONS

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 New Hampshire Department of Justice (DOJ), that employee or their relative shall not perform work on or be billed to any federal or state subgrant or monetary award that the employee directly managed or supervised while at the 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. The Subrecipient authorizes the DOJ and its representatives, access to and the right to examine all records, books, paper or documents related to this subgrant.
8. 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 is granted, the Subrecipient agrees that there must be a sliding scale that starts at zero (0), and that all program income will be totally expended on grant allowable activities by the end of the funding cycle.
9. Equipment purchased with this subgrant shall be listed by the Subrecipient on the agency inventory. The inventory must include the item description, serial number, cost, percentage of state funds, and location.
10. 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.

JR
12/14/23

EXHIBIT A

SPECIAL PROVISIONS

11. 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., Form 990-EZ), as several sources already provide searchable online databases of such financial statements.

12. The Subrecipient, if a non-profit organization, must certify their non-profit status by submitting a statement to NH DOJ: 1) affirmatively asserting that the recipient is a non-profit organization and 2) indicating that the Subrecipient has on file and available upon audit one of the following:

- A copy of the organization's 501 (c)(3) designation letter, or
- A letter from the State of New Hampshire stating that the Subrecipient is a non-profit organization operating within the state, or
- A copy of the Subgrantee's state certificate of incorporation that substantiates its non-profit status.

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

EXHIBIT B

- SCOPE OF SERVICES -

1. The Subrecipient shall receive a grant from the New Hampshire Department of Justice (DOJ) for expenses incurred and services provided for child advocacy forensic interviews and victim services provided by the Subrecipient, including but not limited to expenses for personnel, fringe, and subgrants to Seacoast Child Advocacy Center, Inc. and Rockingham County CAC.
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. The 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 this Grant.
4. The 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
1 Granite Place South
Concord, NH 03301
603-271-8473 or Sarah.E.Sciuto@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 \$2,340,150 of the total Grant Limitation set forth from Governor and Council approval through 06/30/2025. This shall be contingent upon continued state funding appropriation and program performance.
 - 3b. With sufficient reason and under limited circumstances, the Subrecipient may apply for an extension of the grant period for up to the end of the 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 06/30/2025 or, unless a grant extension is approved in writing by DOJ.

12/14/03

EXHIBIT D

NON-SUPLANTING 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 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.

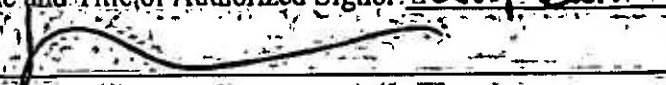
The Subrecipient certifies that any funds awarded through this agreement shall not be used to supplant any Federal funds that have been appropriated for the purposes and goals of this agreement.

The 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:

Toy Barnett Chief Executive Officer

Signature:



TB
12/14/23

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 THE GRANITE STATE CHILDREN'S ALLIANCE is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on November 24, 2003. 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: 456237

Certificate Number: 0006194008



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. 2023.

A handwritten signature in black ink, appearing to read "D. Scanlan", is written over a circular embossed mark.

David M. Scanlan
Secretary of State



Granite State Children's Alliance

New Hampshire's Network of Child Advocacy Centers

72 South River Road, Suite 202

Bedford, NH 03110

Certificate of Authority

I, Nick Abramson, Chairman of the Board of Directors of the Granite State Children's Alliance, do hereby certify that:

1. I am a duly elected officer of the Granite State Children's Alliance.
2. The following is true of the adopted slate of officers elected at a meeting of the Granite State Children's Alliance held on October 2023:

Resolved: That the Chief Executive Officer is hereby authorized on behalf of Granite State Children's Alliance to enter into the said contract with the State of New Hampshire - Department of Justice and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

3. The forgoing resolutions have not been amended or revoked and remain in full force and effect as of the 14th day of December 2023. This authority shall remain valid for thirty (60) days from the date of this Certificate of Authority.

4. Joy Barrett is the Chief Executive Officer of the Granite State Children's Alliance.

Nick Abramson

Nick Abramson
Board Chairman, Granite State Children's Alliance

STATE OF NEW HAMPSHIRE

County of Hillsborough

The forgoing instrument was acknowledged before me on

12/14/2023 by Nick Abramson

Melissa H. Gardner

Signature of Notary Public of Justice of the Peace

Melissa H. Gardner

Name and title of Notary Public

(Notary Seal)

Commission Expires 3/13/2024





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/27/2023

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 Cross Insurance-Manchester 1100 Elm Street Manchester, NH 03101	CONTACT NAME: Jennifer Kokolis	FAX (OC, No): (603) 645-4331
	PHONE (AC, No, Ext): (603) 669-3218	E-MAIL ADDRESS: jmanch.certs@crossagency.com
INSURED Granite State Children's Alliance 72 S River Rd Suite 202 Bedford, NH 03110-6759	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Selective Insurance Co. of SC	NAIC #: 19259
	INSURER B: Granite State Health Care and Human Services Self-	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: 23-24 All 24-25 WC 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	ADDITIONAL SUBS (NSD) (WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOCATION <input type="checkbox"/> OTHER		S2333435	03/01/2023	03/01/2024	EACH OCCURRENCE: \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence): \$ 1,000,000 MED EXP (Any one person): \$ 20,000 PERSONAL & ADV INJURY: \$ 1,000,000 GENERAL AGGREGATE: \$ 3,000,000 PRODUCTS-COMP/OP AGG: \$ 3,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		S2333435	03/01/2023	03/01/2024	COMBINED SINGLE LIMIT (Ea accident): \$ 1,000,000 BODILY INJURY (Per person): \$ BODILY INJURY (Per accident): \$ PROPERTY DAMAGE (Per accident): \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$		S2333435	03/01/2023	03/01/2024	EACH OCCURRENCE: \$ 2,000,000 AGGREGATE: \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	HCHS20232000033	01/01/2024	01/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT: \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE: \$ 1,000,000 E.L. DISEASE - POLICY LIMIT: \$ 1,000,000
A	Professional Liability		S2333435	03/01/2023	03/01/2024	Aggregate: \$ 3,000,000 Each incident: \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 New Hampshire Department of Justice is included as additional insured with respects to the CGL as required by executed written contract with the above named insured. Refer to attached policy forms

CERTIFICATE HOLDER New Hampshire Department of Justice Grants Management Unit 1 Granite Place 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: <i>Rolun Kittle</i>



Department of the Treasury
Internal Revenue Service
Cincinnati Service Center
CINCINNATI OH 45999-0038

In reply refer to: 0256521944
Mar. 16, 2020 LTR 4168C 0
74-3186259 000000 00

00014152

BODC: TE

THE GRANITE STATE CHILDRENS
ALLIANCE
% JOY BARRETT
72 S RIVER RD STE 202
BEDFORD NH 03110

005739

Employer ID number: 74-3186259
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated Mar. 09, 2020, about your tax-exempt status.

We issued you a determination letter in October 2006, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,

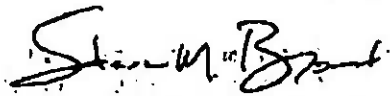
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Mar. 16, 2020 LTR 4168C .0
74-3186259 000000 00
00014153

THE GRANITE STATE CHILDRENS
ALLIANCE
% JOY BARRETT
72 S RIVER RD STE 202
BEDFORD NH 03110

local time, Monday through Friday (Alaska and Hawaii follow Pacific
time).

Thank you for your cooperation.

Sincerely yours,



Steve M. Brown, Operations Manager
Operations 3-CIN



Granite State Children's AllianceTM

New Hampshire's Network of
Child Advocacy Centers

GRANITE STATE CHILDREN'S ALLIANCE

**Financial Statements and Supplementary Information
For the Year Ended June 30, 2022**

(With Independent Auditor's Report Thereon)

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Granite State Children's Alliance

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Granite State Children's Alliance, 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 accompanying financial statements present fairly, in all material respects, the financial position of Granite State Children's Alliance 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 (GAAS) 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 Granite State Children's Alliance 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 opinion.

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.

Merrimack, New Hampshire
Andover, Massachusetts
Greenfield, Massachusetts
Ellsworth, Maine

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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 Granite State Children's Alliance's ability to continue as a going concern for one year after the date that the financial statements are 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 GAAS 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 GAAS 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 Granite State Children's Alliance'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 Granite State Children's Alliance'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.



Report on Summarized Comparative Information

We have previously audited Granite State Children's Alliance's fiscal year 2021 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated March 14, 2022. 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.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Child Advocacy Center Expenses by Location is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 20, 2023 on our consideration of Granite State Children's Alliance'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 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 Granite State Children's Alliance's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "Melanson".

Merrimack, New Hampshire
March 20, 2023

GRANITE STATE CHILDREN'S ALLIANCE

Statement of Financial Position
 June 30, 2022
 (with comparative totals as of June 30, 2021)

	<u>2022</u>			
	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>2022 Total</u>	<u>2021 Total</u>
Assets				
Current Assets:				
Cash and cash equivalents	\$ 1,046,082	\$ 9,990	\$ 1,056,072	\$ 1,152,442
Grants receivable	349,455	-	349,455	334,878
Accounts receivable	2,522	-	2,522	-
Contributions receivable	48,000	-	48,000	23,289
Prepaid expenses	<u>14,005</u>	<u>-</u>	<u>14,005</u>	<u>14,123</u>
Total Current Assets	1,460,064	9,990	1,470,054	1,524,732
Noncurrent Assets:				
Investments	19,377	-	19,377	31,153
Property and equipment, net	896,054	-	896,054	896,032
Security deposits	<u>8,782</u>	<u>-</u>	<u>8,782</u>	<u>4,060</u>
Total Noncurrent Assets	<u>924,213</u>	<u>-</u>	<u>924,213</u>	<u>931,245</u>
Total Assets	<u>\$ 2,384,277</u>	<u>\$ 9,990</u>	<u>\$ 2,394,267</u>	<u>\$ 2,455,977</u>
Liabilities and Net Assets				
Current Liabilities:				
Accounts payable	\$ 90,566	\$ -	\$ 90,566	\$ 95,438
Accrued payroll and related liabilities	39,516	-	39,516	30,885
Refundable advances	<u>-</u>	<u>-</u>	<u>-</u>	<u>32,017</u>
Total Current Liabilities	130,082	-	130,082	158,340
Net Assets:				
Without donor restrictions:				
Undesignated	1,820,949	-	1,820,949	1,844,391
Board-designated	433,246	-	433,246	433,246
With donor restrictions:				
Time or purpose restricted	<u>-</u>	<u>9,990</u>	<u>9,990</u>	<u>20,000</u>
Total Net Assets	<u>2,254,195</u>	<u>9,990</u>	<u>2,264,185</u>	<u>2,297,637</u>
Total Liabilities and Net Assets	<u>\$ 2,384,277</u>	<u>\$ 9,990</u>	<u>\$ 2,394,267</u>	<u>\$ 2,455,977</u>

The accompanying notes are an integral part of these financial statements.

GRANITE STATE CHILDREN'S ALLIANCE

Statement of Activities
For the Year Ended June 30, 2022
(with summarized comparative totals for the year ended June 30, 2021)

	2022		2022 Total	2021 Total
	Without Donor Restrictions	With Donor Restrictions		
Support and Revenue				
Support:				
Grants	\$ 1,560,890	\$ -	\$ 1,560,890	\$ 1,821,823
Paycheck Protection Program (PPP)	26,743	-	26,743	202,557
Contributions	105,302	169,774	275,076	242,265
In-kind contributions	74,492	-	74,492	36,452
Special events:				
Gross special events revenue	153,974	168,644	322,618	128,685
Less cost of special events	(149,377)	-	(149,377)	(3,047)
Net special events revenue	4,597	168,644	173,241	125,638
Revenue:				
Training and education	8,971	-	8,971	-
Investment income (loss)	(11,067)	-	(11,067)	17,626
Other revenue	919	-	919	900
Net Assets Released From Restrictions	348,428	(348,428)	-	-
Total Support and Revenue	2,119,275	(10,010)	2,109,265	2,447,261
Expenses				
Program Services:				
Statewide education and outreach	243,548	-	243,548	297,836
Child advocacy centers	1,348,562	-	1,348,562	1,274,313
Total Program Services	1,592,110	-	1,592,110	1,572,149
Supporting Services:				
General and administrative	443,864	-	443,864	399,838
Fundraising	106,743	-	106,743	107,288
Total Supporting Services	550,607	-	550,607	507,126
Total Expenses	2,142,717	-	2,142,717	2,079,275
Change in Net Assets	(23,442)	(10,010)	(33,452)	367,986
Net Assets, Beginning of Year	2,277,637	20,000	2,297,637	1,929,651
Net Assets, End of Year	\$ 2,254,195	\$ 9,990	\$ 2,264,185	\$ 2,297,637

The accompanying notes are an integral part of these financial statements.

GRANITE STATE CHILDREN'S ALLIANCE

Statement of Functional Expenses
For the Year Ended June 30, 2022
(with summarized comparative totals for the year ended June 30, 2021)

	2022						2022 Total	2021 Total
	Program Services			Supporting Services				
	Statewide Education and Outreach	Child Advocacy Centers	Total Program Services	General and Administrative	Fundraising	Total Supporting Services		
Personnel expense:								
Salaries and wages	\$ 154,722	\$ 677,807	\$ 832,529	\$ 163,687	\$ 88,767	\$ 252,454	\$ 1,084,983	\$ 1,049,133
Payroll taxes	12,539	54,929	67,468	13,265	7,194	20,459	87,927	86,541
Employee benefits	16,097	70,518	86,615	17,030	9,235	26,265	112,880	108,158
Bank charges	-	-	-	32	8,543	8,575	8,575	12,185
Contracted services:								
Accounting	-	-	-	140,128	-	140,128	140,128	133,391
Marketing	6,256	-	6,256	1,000	-	1,000	7,256	31,198
Other	1,104	54,592	55,696	19,615	347	19,962	75,658	82,214
Depreciation	16,691	30,294	46,985	9,822	-	9,822	56,807	50,018
Dues and subscriptions	2,862	11,463	14,325	18,044	-	18,044	32,369	33,134
Equipment, repairs, and maintenance	2,116	20,294	22,410	3,174	-	3,174	25,584	21,650
Event and venue costs	-	-	-	-	137,682	137,682	137,682	-
Grants	-	223,816	223,816	-	-	-	223,816	236,316
Insurance	1,317	10,041	11,358	5,297	-	5,297	16,655	15,362
Meetings	261	2,021	2,282	4,557	193	4,750	7,032	719
Miscellaneous	-	286	286	600	298	898	1,184	481
Occupancy	18,537	78,915	97,452	23,593	-	23,593	121,045	109,294
Office expenses	3,903	51,680	55,583	12,263	272	12,535	68,118	57,500
Staff development	-	12,128	12,128	1,359	-	1,359	13,487	-
Supplies	-	-	-	-	3,151	3,151	3,151	1,942
Telephone and internet	2,247	20,644	22,891	3,647	360	4,007	26,898	24,896
Travel	1,248	8,128	9,376	1,024	78	1,102	10,478	4,714
Utilities	3,648	21,006	24,654	5,727	-	5,727	30,381	23,476
Total Expenses By Function	243,548	1,348,562	1,592,110	443,864	256,120	699,984	2,292,094	2,082,322
Less expenses included on the Statement of Activities for the cost of special events	-	-	-	-	(149,377)	(149,377)	(149,377)	(3,047)
Total Expenses Reported on the Statement of Activities	\$ 243,548	\$ 1,348,562	\$ 1,592,110	\$ 443,864	\$ 106,743	\$ 550,607	\$ 2,142,717	\$ 2,079,275

The accompanying notes are an integral part of these financial statements.

GRANITE STATE CHILDREN'S ALLIANCE

Statement of Cash Flows
For the Year Ended June 30, 2022
(with comparative totals for the year ended June 30, 2021)

	<u>2022</u>	<u>2021</u>
Cash Flows From Operating Activities		
Change in net assets	\$ (33,452)	\$ 367,986
Adjustments to reconcile change in net assets to net cash from operating activities:		
Depreciation	56,807	50,018
Unrealized (gain) loss	11,789	(15,722)
Changes in operating assets and liabilities:		
Grants receivable	(14,577)	(49,098)
Accounts receivable	(2,522)	-
Contributions receivable	(24,711)	57,372
Prepaid expenses	118	(5,795)
Accounts payable	(4,872)	58,570
Accrued payroll and related liabilities	8,631	(10,182)
Refundable advances	<u>(32,017)</u>	<u>(17,760)</u>
Net Cash (Used) Provided By Operating Activities	(34,806)	435,389
Cash Flows From Investing Activities		
Purchase of investments	-	(5,111)
Payment of security deposit	(4,722)	-
Purchase of property and equipment	<u>(56,842)</u>	<u>(24,800)</u>
Net Cash Used By Investing Activities	<u>(61,564)</u>	<u>(29,911)</u>
Net Change in Cash and Cash Equivalents	(96,370)	405,478
Cash and Cash Equivalents, Beginning of Year	<u>1,152,442</u>	<u>746,964</u>
Cash and Cash Equivalents, End of Year	\$ <u>1,056,072</u>	\$ <u>1,152,442</u>

The accompanying notes are an integral part of these financial statements.

GRANITE STATE CHILDREN'S ALLIANCE

Notes to Financial Statements
For the Year Ended June 30, 2022

1. Organization

Granite State Children's Alliance (the Organization) is a nonprofit organization that provides coordinated services through a multi-disciplinary team approach to support the investigation and prosecution of child abuse cases. The Organization serves as the New Hampshire chapter organization providing training, technical assistance and statewide representation for the network of Nationally Accredited Child Advocacy Centers (CACs) in New Hampshire. The Organization also operates CACs in Keene (Cheshire County – Monadnock Region CAC), Manchester/Nashua (Hillsborough County CAC North/South) and Laconia (Belknap County – Greater Lakes CAC). The Organization impacts the lives of children and families through two program priorities:

- **Statewide Education and Outreach** – The Organization provides CAC membership services, training, professional development, technical assistance and statewide representation to the network of eleven Nationally Accredited Child Advocacy Centers (CACs) in New Hampshire and their multi-disciplinary teams. **KNOW & TELL** is a professional development program of the Granite State Children's Alliance. It is all our responsibility to protect children from abuse. **KNOW & TELL** educates all adults to **KNOW** the signs of abuse and **TELL** responsible authorities when they recognize a child needs help. It is based on three elements: **Educate** – learn the signs of neglect, physical, and sexual abuse to identify a child victim and understand your responsibility as a mandated reporter; **Inform** – know how and when to report suspected abuse when a child needs your help; **Protect** – recognize your role in the child protection system. The **KNOW & TELL** training is conducted in-person or online.
- **Child Advocacy Centers** – Child Advocacy Centers (CACs) are designed to be a child/family friendly, victim centered, neutral setting for joint investigations and forensic interviews of child victims of crime involving sexual abuse, felony level physical abuse, and child witnesses to violence such as a homicide or a serious domestic assault. CACs also provide child/family support services to ensure children receive appropriate mental health assessments, treatment, and specialized medical evaluations. Last year over 2,458 children were referred for services to CACs across New Hampshire.

2. Summary of Significant Accounting Policies

The following is a summary of significant accounting policies used in preparing and presenting the accompanying financial statements.

Basis of Financial Statement Presentation

The financial statements of the Organization have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP).

Change in Accounting Principle

ASU 2020-07, Contributed Nonfinancial Assets

In fiscal year 2022, the Organization retrospectively adopted Accounting Standards Update (ASU) 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*. The new guidance requires nonprofit entities to present contributed nonfinancial assets as a separate line item in the Statement of Activities, apart from contributions of cash or other financial assets. The standard also increases the disclosure requirements around contributed nonfinancial assets, including disaggregating by category the types of contributed nonfinancial assets a nonprofit entity has received. Adoption of this standard did not have a significant impact on the financial statements, with the exception of increased disclosure.

Comparative Financial Information

The accompanying 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 GAAP. Accordingly, such information should be read in conjunction with the audited financial statements for the year ended June 30, 2021, from which the summarized information was derived.

Cash and Cash Equivalents

All cash and highly liquid financial instruments with original maturities of three months or less, and which are neither held for nor restricted by donors for long-term purposes, are considered to be cash and cash equivalents.

Grants Receivable

Grants receivable, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met. Amounts recorded as grants receivable represent cost-reimbursable contracts and grants, which the incurrence of allowable qualifying expenses and/or the performance of certain requirements have been met or performed. The allowance for uncollectable grants receivable is based on historical experience and a review of subsequent collections. Management has determined that no allowance is necessary.

Accounts Receivable

Accounts receivable consists primarily of noninterest-bearing amounts due for services and programs. The allowance for uncollectable accounts receivable is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Accounts receivable are written off when deemed uncollectable. Management has determined that no allowance is necessary.

Contributions Receivable

Unconditional contributions that are expected to be collected within one year are recorded at net realizable value. Unconditional contributions that are expected to be collected in future years are initially recorded at fair value using present value techniques incorporating risk-adjusted discount rates designed to reflect the assumptions market participants would use in pricing the asset. In subsequent years, amortization of the discounts is included in contribution revenue in the Statement of Activities. The allowance for uncollectable contributions is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Contributions are written off when deemed uncollectable. Management has determined that no allowance is necessary.

Investments

Investment purchases are recorded at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair value in the Statement of Financial Position. Net investment return/(loss) is reported in the Statement of Activities and consists of interest and dividend income, realized and unrealized gains and losses, less external investment expenses. Investments include equity securities of public companies which are carried at fair value based on quoted market prices.

Property and Equipment

Property and equipment additions over \$5,000 are recorded at cost, if purchased, and at fair value at the date of donation, if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, ranging from 3 to 39 years, or in the case of capitalized leased assets or leasehold improvements, the lesser of the useful life of the asset or the lease term. When assets are sold or otherwise disposed of, the cost and related depreciation is removed, and any resulting gain or loss is included in the Statement of Activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed.

The carrying values of property and equipment are reviewed for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment in fiscal year 2022 or 2021.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor-imposed restrictions.

Net Assets Without Donor Restrictions

Net assets available for use in general operations and not subject to donor (or certain grantor) imposed restrictions. The Board has designated, from net assets without donor restrictions, net assets for investment consideration and the Manchester CAC development project.

Net Assets With Donor Restrictions

Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. The Organization recognizes revenue from contributions and grants that were initially conditional, which became unconditional with restrictions during the reporting period, and for which those restrictions were met during the reporting period, as net assets without donor restrictions.

Revenue and Revenue Recognition

A portion of the Organization's revenue is derived from cost-reimbursable contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the Statement of Financial Position.

Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met.

Special events revenue is comprised of an exchange element based upon the direct benefits donors receive and a contribution element for the difference. Special events revenue is recognized equal to the fair value of direct benefits to donors when the special event takes place. The contribution element of special event revenue is recognized immediately, unless there is a right of return if the special event does not take place.

Revenue from training and education programs is recognized when the performance obligations of providing the services are met. The performance obligation of delivering

training and education is simultaneously received and consumed by the registrants; therefore, the revenue is recognized when the program occurs. Amounts received in advance are deferred and are reported as contract liabilities until the performance obligation of providing those services are met.

Donated Services and In-Kind Contributions

Volunteers contribute significant amounts of time to program services, administration, and fundraising and development activities; however, the financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by GAAP. GAAP allows recognition of contributed services only if (a) the services create or enhance nonfinancial assets or (b) the services would have been purchased if not provided by contribution, require specialized skills, and are provided by individuals possessing those skills. Donated professional services are recorded at the respective fair values of the services received. Contributed goods are recorded at fair value at the date of donation and as expenses when placed in service or distributed. Donated use of facilities is reported as a contribution and as an expense at the estimated fair value of similar space for rent under similar conditions. If the use of the space is promised unconditionally for a period greater than one year, the amount is reported as a contribution and an unconditional promise to give at the date of the gift, and the expense is reported over the term of use.

Functional Allocation of Expenses

The costs of providing the Organization's various programs and activities have been summarized on a functional basis in the Statement of Activities. The Statement of Functional Expenses presents the natural classification detail of expenses by function. Certain categories of expenses are attributed to more than one program or supporting function. Accordingly, certain costs have been allocated among the programs and supporting services benefited on a reasonable basis that is consistently applied. Expenses that relate solely to the functional categories are directly charged, however, there are certain expenses that are allocated. Personnel expenses, including salaries and wages, employee benefits, and payroll taxes, and certain insurances are allocated based on time and effort estimates. Occupancy, utilities, depreciation on certain assets, and certain insurance costs are allocated on a square footage basis.

Income Taxes

The Organization has been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Internal Revenue Code (IRC) Section 501(a) as an organization described in IRC Section 501(c)(3); qualifies for charitable contribution deductions, and has been determined not to be a private foundation. The Organization is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, the Organization is subject to income tax on net income that is derived from business activities that are unrelated to its exempt purpose.

Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual amounts may differ from those estimates.

Financial Instruments and Credit Risk

Deposit concentration risk is managed by placing cash with financial institutions believed to be creditworthy. At times, amounts on deposit may exceed insurance limits. To date, no losses have been experienced in any of these accounts. Credit risk associated with receivables is considered to be limited due to high historical collection rates. Investments are currently monitored by the Board of Directors. Although the fair values of investments are subject to fluctuation on a year-to-year basis, the Board of Directors believe that its investment policies and guidelines are prudent for the long-term welfare of the Organization.

Fair Value Measurements and Disclosures

Certain assets and liabilities are reported at fair value in the financial statements. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability based on the best information available. A three-tier hierarchy categorizes the inputs as follows:

- Level 1 – Quoted prices (unadjusted) in active markets for identical assets or liabilities that are accessible at the measurement date.
- Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.
- Level 3 – Unobservable inputs for the asset or liability. In these situations, inputs are developed using the best information available in the circumstances.

In some cases, the inputs used to measure the fair value of an asset or a liability might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety in the same level of the fair value hierarchy as the lowest level input that is significant to the entire measurement. Assessing the significance of a particular input to entire measurement requires judgment, taking into account factors specific to the asset or liability. The categorization of an asset or liability within the hierarchy is based upon the pricing transparency of the asset or liability and does not necessarily correspond to the assessment of the quality, risk, or liquidity profile of the asset or liability.

New Accounting Standards to be Adopted in the Future

Leases

In February 2016, the Financial Accounting Standards Board (FASB) issued ASU 2016-02, *Leases*. The ASU requires all leases with lease terms more than 12 months to be capitalized as a right of use asset and lease liability on the Statement of Financial Position at the date of lease commencement. Leases will be classified as either finance leases or operating leases. This distinction will be relevant for the pattern of expense recognition in the Statement of Activities. This ASU will be effective for the Organization for the year ending June 30, 2023. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

3. Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the date of the Statement of Financial Position, were comprised of the following at June 30, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Financial assets at year end:		
Cash and cash equivalents	\$ 1,056,072	\$ 1,152,442
Grants receivable	349,455	334,878
Accounts receivable	2,522	-
Contributions receivable	48,000	23,289
Investments	<u>19,377</u>	<u>31,153</u>
Total financial assets	1,475,426	1,541,762
Less amounts not available to be used within one year:		
Board-designated reserves	<u>(433,246)</u>	<u>(433,246)</u>
Financial assets available to meet general expenditures over the next year	<u>\$ 1,042,180</u>	<u>\$ 1,108,516</u>

The Organization regularly monitors liquidity required to meet its operating needs and other contractual commitments, while also striving to maximize the investment of its

available funds. In addition to financial assets available to meet general expenditures over the next year, the Organization operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources.

4. Investments

Investments, measured at fair value on a recurring basis and categorized in the fair value hierarchy as Level 1, consisted of U.S. common stocks at June 30, 2022 and 2021.

During the years ended June 30, 2022 and 2021, the Organization recognized \$(11,789) and \$15,722, respectively, of unrealized gains (losses) on investments in equity securities.

5. Property and Equipment

Property and equipment was comprised of the following at June 30, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Land	\$ 15,500	\$ 15,500
Buildings and improvements	829,637	829,637
Leasehold improvements	53,500	62,534
Furniture and equipment	58,420	85,403
Software	<u>112,310</u>	<u>68,750</u>
Subtotal	1,069,367	1,061,824
Less accumulated depreciation	<u>(173,313)</u>	<u>(165,792)</u>
Total	<u>\$ 896,054</u>	<u>\$ 896,032</u>

Depreciation expense totaled \$56,807 and \$50,018 for the years ended June 30, 2022 and 2021, respectively.

6. Refundable Advances

The Organization receives grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenditures. Amounts received prior to incurring qualifying expenditures are reported as refundable advances. At June 30, 2022 and 2021, \$0 and \$32,017, respectively, of grant funds were reflected as refundable advances.

In April 2020 and February 2021, the Organization received loan proceeds in the amount of \$194,900 and \$194,900, respectively, under the Small Business Administration (SBA)

Paycheck Protection Program (PPP). The PPP, established as part of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), which was enacted March 27, 2020, provides loans to qualifying organizations for amounts up to 2.5 times the average monthly payroll expenses. The loans and accrued interest may be forgiven after twenty-four weeks providing the Organization uses the loan proceeds for eligible purposes, including payroll, benefits, rent and utilities, and maintains certain payroll levels. The amount of loan forgiveness will be reduced if the Organization terminates employees or reduces salaries during the twenty-four week period. Any unforgiven portion of the PPP loan is payable over five years at an interest rate of 1% with deferred payments for the first ten months. The Organization used the proceeds for the purposes consistent with the PPP requirements. The Organization has applied the conditional contribution model as described in FASB ASC 958-605 to recognize PPP loan proceeds as contribution income as the PPP loan conditions were substantially met by incurring qualifying expenses and other PPP loan requirements. For the years ended June 30, 2022 and 2021, the Organization recognized \$26,743 and \$202,557, respectively, of the PPP loans as contribution income. The Organization was approved by the SBA for 100% forgiveness of both PPP loans.

7. Net Assets

Net Assets Without Donor Restrictions

Net assets without donor restrictions include board-designated net assets which may be accessed only with prior approval of the Board. Board-designated net assets at June 30, 2022 and 2021 were designated for the following purposes:

	<u>2022</u>	<u>2021</u>
Investment consideration	\$ 394,000	\$ 394,000
Manchester CAC development project	<u>39,246</u>	<u>39,246</u>
Total	<u>\$ 433,246</u>	<u>\$ 433,246</u>

Net Assets With Donor Restrictions

Net assets with donor restrictions were comprised of the following at June 30, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Time and purpose restricted:		
Time restrictions	\$ -	\$ 20,000
Restricted for Manchester CAC move	<u>9,990</u>	<u>-</u>
Total	<u>\$ 9,990</u>	<u>\$ 20,000</u>

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose or the occurrence of the passage of time as follows for the years ended June 30, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Expiration of time restrictions	\$ 20,000	\$ 35,000
Satisfaction of purpose restrictions	<u>328,428</u>	<u>52,000</u>
Total	<u>\$ 348,428</u>	<u>\$ 87,000</u>

8. Grants

The Organization has been awarded cost-reimbursable grants of \$155,879 that have not been recognized as of June 30, 2022 because qualifying expenditures have not yet been incurred.

Grant revenue from federal agencies is subject to independent audit under the Office of Management and Budget's Uniform Guidance, and review by grantor agencies. This review could result in the disallowance of expenditures under the terms of the grant or reductions of future grant funds. Based on prior experience, the Organization's management believes that costs ultimately disallowed, if any, would not materially affect the financial position of the Organization.

9. Commitments and Contingencies

Contingent Liability

In fiscal year 2017, the New Hampshire Community Development Finance Authority (CDFA) awarded \$325,000 in state tax credits to be used by the Organization to support the renovation and expansion of the Organization's Greater Lakes Child Advocacy Center in Laconia, New Hampshire. Under this program, the Organization received 80% or \$260,000. The CDFA requires a performance mortgage on the project property, up to the net amount of the funding. The Organization, or another nonprofit entity approved by the CDFA, must remain in ownership of the property for a period of ten years from the contract start date. Additional requirements include adequate insurance coverage and timely payment of all taxes and assessments. The CDFA performance mortgage will self-amortize over 10 years. If the Organization does not meet all requirements of the agreement, the unamortized balance will be immediately due and payable to the CDFA.

In fiscal year 2018, the New Hampshire Community Development Finance Authority (CDFA) awarded \$455,000 in Community Development Block Grant Funds (CDBG) to the County of Belknap, New Hampshire (the County), \$430,000 of which was passed through to the Organization. The grant funds were used to support the renovation and expansion

of the Organization's Greater Lakes Child Advocacy Center in Laconia, New Hampshire. The CDFA requires a mortgage deed in the amount of \$430,000 on the property that self-amortizes over 20 years. The mortgage deed, granted by the Organization to the County, requires the provision of services benefit a minimum of 76% low- and moderate-income persons, that the project be completed in accordance with the contract, and that the property remain in the ownership of the Organization, or another nonprofit entity approved by the County, for a period of at least 20 years from the contract start date. Upon default of these conditions, the County shall have the right, on behalf of the CDFA, to recover the unamortized balance expended on the project. Unless previously discharged by the County, its successors and assigns, the mortgage deed will be void and automatically terminate after 20 years.

10. Operating Leases

The Organization leases office space under the terms of non-cancellable lease agreements that are scheduled to expire at various times through fiscal year 2026. The Organization also rents additional facilities on a month-to-month basis. Rent expense under these agreements, which is included in occupancy in the Statement of Functional Expenses, totaled \$121,045 and \$109,294 for the years ended June 30, 2022 and 2021, respectively.

Future minimum lease payments are as follows:

<u>Fiscal Year</u>	<u>Amount</u>
2023	\$ 109,941
2024	75,520
2025	45,145
2026	<u>16,777</u>
Total future minimum payments	\$ <u>247,383</u>

11. Contributed Nonfinancial Assets

The Organization received the following contributions of nonfinancial assets for the years ended June 30, 2022 and 2021:

	Revenue Recognized		Utilization in Programs/Activities	Valuation Techniques and Inputs
	2022	2021		
Program space	\$ 38,197	\$ 36,452	Manchester child advocacy center	In valuing the contributed building, which is located in Manchester, NH, estimated the fair value is based on recent comparable rental prices in Manchester's real estate market.
Printing	6,037	-	Special events	Valued at the estimated fair value based on current rates for similar printing services.
Advertising	2,500	-	Special events	Valued at the estimated fair value based on current rates for similar advertising services.
Transportation	15,230	-	Special events	Valued at the estimated fair value based on current rates for similar transportation services.
Accommodations	7,528	-	Special events	Valued at the estimated fair value based on current rates for similar accommodations.
Services	5,000	-	Special events	Contributed professional services are valued at the estimated fair value based on current rates for similar services.
Total	\$ 74,492	\$ 36,452		

There were no associated donor restrictions with the above contributed nonfinancial assets.

12. Retirement Plan

The Organization provides a tax-deferred annuity plan qualified under Section 403(b) of the Internal Revenue Code. All employees are eligible to participate in the plan on their first day of employment as long as they work 20 or more hours a week. The Organization does not contribute to the plan.

13. Concentration of Risk

A material part of the Organization's revenue is dependent upon government sources, the loss of which would have a materially adverse effect on the Organization. During the years ended June 30, 2022 and 2021, the State of New Hampshire accounted for 58% and 65%, respectively, of total revenues.

14. Subsequent Events

Subsequent events have been evaluated through March 20, 2023, which is the date the financial statements were available to be issued.

GRANITE STATE CHILDREN'S ALLIANCE

Schedule of Child Advocacy Center Expenses by Location
For the Year Ended June 30, 2022

	Child Advocacy Center				Total
	<u>Keene</u>	<u>Laconia</u>	<u>Manchester</u>	<u>Nashua</u>	
Personnel expense:					
Salaries and wages	\$ 145,971	\$ 195,682	\$ 164,265	\$ 171,889	\$ 677,807
Payroll taxes	11,829	15,858	13,312	13,930	54,929
Employee benefits	15,186	20,359	17,090	17,883	70,518
Contracted services:					
Other	10,101	20,440	15,577	8,474	54,592
Dues and subscriptions	3,142	4,787	767	2,767	11,463
Equipment, repairs, and maintenance	5,779	12,758	358	1,399	20,294
Grants	55,954	55,954	55,954	55,954	223,816
Insurance	1,684	4,105	2,447	1,805	10,041
Meetings	545	761	387	328	2,021
Miscellaneous	-	286	-	-	286
Occupancy	14,906	-	41,940	22,069	78,915
Office expenses	12,008	7,533	26,620	5,519	51,680
Staff development	2,931	3,507	2,922	2,768	12,128
Telephone and internet	4,550	6,246	5,111	4,737	20,644
Travel	1,079	2,297	2,598	2,154	8,128
Utilities	5,303	7,661	5,024	3,018	21,006
Total expenses before depreciation and administrative expenses	290,968	358,234	354,372	314,694	1,318,268
Depreciation	1,021	26,106	2,391	776	30,294
Administrative expenses allocation	70,123	92,301	85,678	75,762	323,864
Total Expenses	\$ <u>362,112</u>	\$ <u>476,641</u>	\$ <u>442,441</u>	\$ <u>391,232</u>	\$ <u>1,672,426</u>

See Independent Auditor's Report.



Board of Directors FY2024

Executive Committee:

Nick E. Abramson, Esq. | Chairman of the Board | Abramson, Brown & Dugan, PA

Dan Bennett | Vice Chairman | NH Automobile Dealers Association

Jarad Vartanian | Treasurer | Vachon, Clukay and Company

Cptn. Patrick Hannon | Secretary | Nashua Police Department

Dr. Adrian Thomas | Immediate Past Chairman | New Hampshire NeuroSpine Institute

Members:

Cathy Britts | The CAC of Grafton/Sullivan County at DHMC

Kelly Cohen | Cohen Closing & Title

Andy Crews | Crews Holdings

Dr. Matthew Dayno | Elliot Health System

Debra Ford, Esq. | Jackson Lewis PC

Lt. Nick Georgoullis | Manchester Police Department

Cptn. Matthew Larochelle | Manchester Police Department

Chris McLaughlin, Esq. | Cheshire County Attorney's Office

Teresa Rhodes Rosenberger | Bernstein Shur

Brad Russ | National Criminal Justice Training Center

Scott Spradling | Spradling Group

Kristin Vartanian | Rockingham County Attorney's Office

Dr. Judah Weathers | Elliot Health System



Granite State Children's Alliance

New Hampshire's Network of Child Advocacy Centers

Key Personnel
FY2024

Key Personnel responsible for meeting the terms and conditions of the VOCA agreement:

Name	Title	Annual Salary
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Joy Barrett	Chief Executive Officer	\$135,200.00
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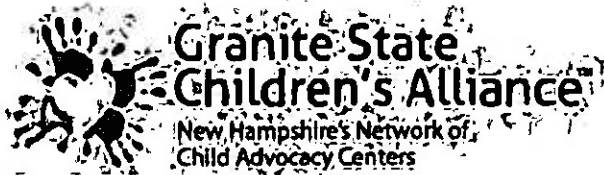
The CEO of the Granite State Children's Alliance is responsible for the operations and administration of the Hillsborough County Child Advocacy Centers (Nashua and Manchester), the Monadnock Region Child Advocacy Center (Keene) and the Greater Lakes Child Advocacy Center. This position is also responsible for the operation of the NH Chapter which represents the network for Child Advocacy Centers in NH.

Nicole Ledoux	Victim Services Quality Assurance Director	\$89,116.00
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The Victim Service Quality Assurance Director position will work with all Child Advocacy Centers and MDT from around New Hampshire to assess gaps in victim service and practice regionally, plan with local teams to make improvements, and guide and support the implementation of recommendations with the CAC/MDT. Guiding our CAC/MDT Improvement efforts with priority on the victim's needs ensures that our CACs in NH are providing a high quality, victim centered, trauma informed forensic interviewing services. Additionally, that the services serve the complex needs of victims of sexual and physical abuse in a way that helps victims heal, survive and thrive.

Meghan Noyes	Director of Program Services	\$72,500.00
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The Director of Program Services of the Granite State Children's Alliance is responsible for the day to day service delivery of the Hillsborough County Child Advocacy Centers (Nashua and Manchester), the Monadnock Region Child Advocacy Center (Keene) and the Greater Lakes Child Advocacy Center. Among other responsibilities, this position includes oversight and supervisor of the Forensic Interviewer and Family Support Specialist positions in those four Child Advocacy Centers.



GSCA Key Personnel

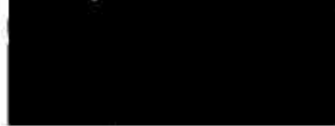
Employee Name	GSCA/CAC Positions
Joy Barrett	Chief Executive Officer
Nicole Ledoux	Chief Program Officer
Meghan Noyes	Director of CAC Services
Dawn Gilbert	Director of Administrative Operations
Megan Oliviero	Director of Education & Outreach
Stephanie Arroyo	KNOW & TELL Education & Advancement Director
Shannon Rich	Business Support & Multimedia Design Manager
VACANT	Director of Resource Development
Andrew Wolff	Behavioral Health Program Development & Research Clinical Manager
Abby Falk	Behavioral Health Program Community Operations & Relations Clinical Manager
Annie Lelio	CAC Behavioral Health Clinician
Arianna Moskowitz	CAC Behavioral Health Clinician
Sherry Lapointe	CAC Behavioral Health Clinician
VACANT	CAC Behavioral Health Clinician
VACANT	CAC Behavioral Health Clinician
VACANT	CAC Behavioral Health Clinician
VACANT	CAC Behavioral Health Clinician
Julia Sullivan	Family Support Specialist
VACANT	Intake Coordinator

Joy Barrett

Home:



GSCA Office:



BOARDS & COMMITTEES

Child Fatality Review Committee

- Member 2016 – present

Sexual Assault Nurse Examiner (SANE) Advisory Board

- Member 2016 – present

Human Trafficking Workgroup

- Member 2015 – present

Attorney General's Task Force on Child Abuse and Neglect

- Member 2014 – present

Commission to Address Child Hunger in NH

- Appointed member 2016 – 2019

Oversight Commission on Children's Services

- Appointed member 2016 - 2020

NH State Youth Council

- Appointed member 2012 - 2019

Nashua Education Foundation

- Board of Directors 2010 - 2017

Hunt Memorial Building

- Board Chair 2012 - 2014
- Board Trustee 2006 - 2014

Big Brothers Big Sisters

- Big Sister 2009 - 2014

NH EITC Alliance, Concord NH

- Coalition Member 2005 - 2006

Great American Downtown

- Executive Board Member 1999 - 2008

PROFESSIONAL EXPERIENCE

Granite State Children's Alliance (GSCA)

July 2014 to present

Bedford, New Hampshire

Chief Executive Officer

Provides leadership, direction and oversight to the planning, development, and management of the Granite State Children's Alliance (GSCA), which operates four Child Advocacy Centers in Hillsborough, Belknap and Cheshire counties. Additionally this position supports the needs of the network of Children's Advocacy Centers throughout New Hampshire as Chapter Director. Responsibilities include:

- **Business Planning and Management:** Develops and drives the organization's strategic plan with GSCA Board of Directors and agency staff; manages daily program operations of four CAC locations; provides human resource support for the organization to attract, develop, and leverage staff talent; creates an environment where staff is engaged and performing at high levels.
- **Financial Management:** Develops operational plans and budgets to maximize the financial strength of the GSCA organization while maintaining the integrity of providing exceptional quality service to all constituencies including MDT partners.
- **Resource Development:** Pro-actively develops strong long term relationships with large scale individual, foundation and corporate donors/funders for increased charitable giving to the GSCA organization; maintains donor relationships and engages new prospects to ensure agency fund development strategies are achieved; assists in the coordination of signature fund development events and campaigns to attract and introduce individual donors to the GSCA organization and mission; prepares and submits grant proposals to foundations, municipalities and state/federal government agencies.
- **Board Development:** Participates in cultivating a strong statewide Board of Directors motivated to lead and contribute to the fund development success of the organization; engages board members in outreach of new donors and in the stewardship of existing investors; plans and organizes agency board meetings in partnership with Board Chair.
- **Advocacy:** Provides leadership for statewide advocacy representing the interests of all Child Advocacy Centers in NH; coordinates and oversees all public policy activities, promotes CACs to legislators to acquire and sustain state funding; network and collaborate with statewide and national organizations for the advancement of the CAC mission in NH.
- **Ambassador and Spokesperson:** Represents GSCA at external partnership events and with the media; positively influences partners, the media, and public policies to generate donors, volunteers, and other supporters and resources into the GSCA organization to best serve children and families.

Joy Barrett

AWARDS/HONORS

- *NH Business Review's Outstanding Women In Business - 2020*
- *Eastern Bank's Community Advocacy Award - 2015*
- *Finalist - A Pitch for Innovation New Hampshire Charitable Foundation - 2013*
- *Twenty-Five Extraordinary Women In Greater Nashua - 2013*
- *Twenty Outstanding Women In New Hampshire - 2013*
- *Great American Downtown Downtown Champion Award - 2006*
- *Greater Nashua Chamber of Commerce Eminence Award Volunteer of the Year - 2003*

Big Brothers Big Sisters of Greater Nashua & Greater Salem
January 2007 to June 2014
Nashua, New Hampshire
Chief Executive Officer

Provided leadership in the development and achievement of Big Brothers Big Sisters' strategic goals for the fulfillment of the mission to help children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better, forever. Responsibilities included:

- **Strategic Planning:** Developed the organization's strategic plan with BBBS Board of Directors and agency staff; managed daily program operations using performance metrics and quality indicators to guide operational decision-making.
- **Financial Management:** Developed operational plans and budgets; provided oversight for BBBS invested assets including an endowment account and worked with financial advisors and accountants to ensure transparency and sound financial practices are in place.
- **Resource Development:** Cultivated strong relationships with large scale individual, foundation and corporate donors/funders; maintained donor relationships and engaged new prospects to ensure agency fund development strategies were achieved.
- **Program Impact:** Ensured that comprehensive marketing strategies were developed to attract, engage, and mobilize significant numbers of volunteer mentors into the BBBS organization; ensured programmatic excellence and maximum program impact was achieved by establishing operational benchmarks, setting timelines, and making child safety the number one priority.

Southern New Hampshire Services, Inc., April 2004 to December 2007
Economic Opportunity Center
Nashua, New Hampshire
Program Coordinator

Provided development, coordination, and collaboration for the various programs of the Economic Opportunity Center (EOC). The EOC was developed to assist Nashua area residents with greater economic opportunities thereby helping them to achieve self sufficiency, financial independence, and an enhanced quality of life.

EDUCATION & CERTIFICATIONS

- **Northeastern University, 1984-1987**
Business Administration Degree Program
- **Marist College, 1987-1989**
Bachelor of Science/Business Administration
Major: Marketing
- **Boston University**
Adjunct Faculty Member
- **State of New Hampshire, Approved WIA (Workforce Investment Act)**
training provider, July 2003

COMPUTER APPLICATION EXPERIENCE

- Advanced levels of Microsoft Word, Excel, PowerPoint, Publisher, Access, and Outlook.

Nicole C. Ledoux, MCJ

SUMMARY

A proven leader, innovative thinker, collaborative problem solver with excellent written and verbal communications skills. Engaging presenter and experienced educator with successful leadership experience in the criminal justice and victim services field.

EDUCATION

Master of Science Criminal Justice Southern New Hampshire University, GPA 4.0	April/2022
Bachelor of Science Criminal Justice University of Massachusetts Lowell	June/1994

KEY SKILLS

- Communication
- Problem Solving
- Collaboration
- Proven Leader
- Crisis Management
- Innovative thinker

PROFESSIONAL EXPERIENCE

Chief Program Officer 9/2018-
Present

Granite State Children's Alliance

- Ensure quality victim service delivery that meets National Children's Alliance Standards for Child Advocacy centers
- Assess and develop solutions for gaps in services for children and families
- Assess and develop solutions for gaps in medical and mental health service referrals
- Ensure quality data collection and analysis to understand service needs
- Develop innovative and collaborative programs to meet the needs of children and families
- Supervision of direct service management and staff

Instructor/Curriculum Development 4/2018-Present
Granite State Police Career Counseling

- Develop curriculum and instruct law enforcement in-service trainings related to juvenile delinquency, child abuse and sexual assault

Adjunct Faculty-Criminal Justice Program 8/2022- Present
New Hampshire Institute of Technology

- Develop curriculum and instruct students in various topics related to the criminal justice field.

Adjunct Faculty-Justice Studies Program 2/2023-Present
Southern New Hampshire University

- Develop curriculum and instruct students in various topics related to the criminal justice field.

Detective Lieutenant 7/2015-9/2018
Manchester NH Police Department

- Supervise Detective Sergeants, detective, and civilian personnel
- Oversee investigations of child homicides, sexual assaults, assaults human trafficking, child abuse and other special victims' crimes
- Collaborate with child protection, prosecution, and victim services agencies
- Develop collaborative law enforcement programs to meet the needs of children exposed to trauma

Detective Sergeant**9/2012-7/2015****Manchester NH Police Department**

- First Line supervision of the detectives assigned to the Juvenile Investigative Unit.
- Supervise the Child Abuse and Sexual Exploitation Unit detectives, MPD Internet Crimes against Children Task Force detectives, juvenile delinquency detectives and school resource officers.
- Represent the MPD on the multi-disciplinary team involved in the investigation of physical abuse, sexual abuse, and neglect of children.

Patrolman/Detective**3/1996-9/2012****Manchester NH Police Department**

- Patrol Officer/K-9 Handler
- Community Police Officer
- School Resource Officer
- Detective-Child Abuse and Sexual Exploitation Unit (CHASE)-responsible to work as part of a multi-disciplinary team in the investigations of child homicides, child physical abuse, sexual abuse, and neglect investigations.

BOARDS AND AFFILIATIONS

- Manchester Police Department Critical Incident Management Team-2012-2020
- Executive Board Granite State Children's Alliance-2013-2018
- Advisory Board Elliot Hospital Pediatrics-2014-2017
- Attorney General's Task Force on Child Abuse and Neglect-2015-Present
- Executive Board Manchester Police Athletic League-2017-2022
- New Hampshire Human Trafficking Task Force-2015-Present
- Curriculum Committee/Instructor New Hampshire Special Victims Advocate Academy 2018-Present
- Curriculum Committee/Instructor NH Attorney General's Annual Partner for a Future Without Violence Conference-2015-Present

PROFESSIONAL DEVELOPMENT

- Full-Time Police Officer Certification -New Hampshire Police Standards and Training 1996
- Field Training Officer Certification -New Hampshire Police Standards and Training 2008
- Motion Drafting & Legal Research- New Hampshire Police Standards and Training 2009
- Human Trafficking- New Hampshire Police Standards and Training 2010
- Investigative Fundamentals-Manchester Police Department 2010
- Sexual Assault Investigations for Law Enforcement-NH Attorney General's Office 2010
- Juvenile Sex Offender-RTT Associates 2010
- Advanced Forensic Interview Training-NH Network of Child Advocacy Centers 2010
- Child Abuse Investigations-Office of Juvenile Justice and Delinquency Prevention 2011
- Online Investigations- National Consortium for Justice Information and Studies 2011
- Individual Crisis Intervention and Peer Support- ICISF & UMBC 2013
- Group Crisis Intervention-ICISF & UMBC 2013
- Exploring the Sex Offender and Physical Abuser-Scott A. Johnson, MA, LP 2015
- Law Enforcement Leadership Academy-Velocity Performance 2016
- Women's Leadership Institute-International Chiefs of Police Association 2016
- Vicarious Trauma Toolkit-Train the Trainer-Northeast Region CAC 2019
- Youth with Problematic Sexual Behaviors- National Children's Alliance 2019
- Certified Forensic Interviewer Training-National Children's Alliance 2019
- Reducing Vicarious Trauma at Child Advocacy Centers-National Children's Alliance 2019

- **Supporting Caregivers and Working Effectively with Teams-CAC Summit** 2022
- **Following the Evidence in Child Sex Trafficking Cases-Julie Kenniston, MSW, LISW** 2022
- **Partnering for a Future Without Violence Conference- NH AG's Office** 2013-2022
- **Advance Forensic Interviewing-Zero Abuse Project** 2023
- **Understanding Intimate Partner Violence and Child Abuse-Northeast Region CAC** 2023
- **Working with Difficult Caregivers-Andrew Wolf, LMFT** 2023
- **Stress Management and Resiliency-Eileen McKone** 2023
- **Working with Caregivers: YPSB-Abby Lalone, MS, LCMHC, LMHC** 2023
- **Strategies for Supporting Caregivers-Jessica Wozniak, Psy.D & Jessica Griffin, Psy.D** 2023

MEGHAN E. NOYES

PERSONAL ATTRIBUTES/CAPABILITIES

Strong communication skills-Honest-Dependable
Enthusiastic-Dedicated-Accountable-Patient
Empathetic-Flexible-Ability to Multi-task

EDUCATION

MS in Psychology, Southern NH University, September 2023.

4.0 GPA on 4.0 basis

Bachelor of Arts Degree in Criminal Justice, Plymouth State University, May 2006.

3.7 GPA on 4.0 basis

Associates Degree in Criminal Justice, McIntosh College, Dover NH, May 2004.

3.87 GPA on 4.0 basis

Certified Part-time NH Police Officer, December 2008.

Nationally Trained Forensic Interviewer, January 2007.

Conducted over 2550 interviews of reported abuse victims as of 12/01/2023

AWARDS

- 40 Under Forty presented by the Union Leader Recipient, 2022.
- City of Laconia, Debra Bicniarz Outstanding Service to Youth Award, 2010.
- Academic Award, 254th NH Part-time Police Academy, December 2008.
- Excellence in Criminal Justice Award, McIntosh College, May 2004.

CIVIC AFFILIATIONS

Family Violence and Prevention Council, Belknap County, 2010-2017.

Alpha Phi Sigma-Vice President Honor Society, 2005-2006.

Big Brothers and Big Sisters, 2000-2002.

RELATED EXPERIENCE

**Director of CAC Services, Granite State Children's Alliance January 2007-Present
Laconia, NH**

- Daily procedures include supporting and supervising direct service staff, providing training to Multi-Disciplinary Team members in the areas of child abuse/forensic interviewing, maintaining and monitoring NCA National Accreditation standards, conducting forensic interviews, and training and prevention outreach within the community.

Patrol Officer, Gilford Police Department January 2023-Present

- Daily procedures include responding to emergency and non-emergency calls for service, traffic enforcement, and representation in community events.

Special Deputy, Belknap County Sheriff's Department June 2016-January 2023

- Daily procedures included transportation of inmates to court hearings, transportation of IEA individuals to psychiatric facilities, responding to emergency and non-emergency calls, execution of warrants and extraditions throughout the Northeast/Country and participating in on-going law enforcement trainings.

Patrol Officer, Part-time, Plymouth State University Police August 2008-October 2017

- Daily procedures included responding to emergency and non-emergency calls, issuing parking violations, participating in University Police trainings and participating in University events/trainings.

**Community Service Officer, Laconia Police Department May 2006-January 2007
Laconia, NH**

- Daily procedures include responding to non-emergency calls, issuing parking violations, and attending community events.

REFERENCES- Available upon request

David M. Gilbert

SUMMARY

A conscientious, dependable, self-starter who is a demonstrated over achiever. My goal is to become an active contributor in a team-oriented environment, where I can use my research, organizational and analytical skills to add significant value to a company.

QUALIFICATIONS

- Exceptional Communication & Interpersonal skills
- Effective Customer Service techniques
- Analytical and problem-solving skills.
- Multi-tasking & fast pace learning abilities
- Strong Technical & Operational skills
- Thrive in both independent and collaborative environments

PROFESSIONAL EXPERIENCE

Granite State Children's Alliance, Bedford NH

October 2022 - Present

Director of Administrative Operations

- Perform accounting and administrative tasks related to the processing of account receivables and payables including performing accounting procedures using QuickBooks, uploading invoices for payment processing through bill.com, and working with SquareTail (GSCA third party accounting support)
- Provide support to the GSCA Chief Executive Officer position with grant expenditure administration for federal awards, municipal support, foundation grants and other funding sources
- Manage the Administrative Assistant position and responsibilities
- Prepare and process GSCA payroll
- Provide human resources support for GSCA new hires and existing staff needs
- Oversee and collaborate (with third party managed IT vendor) with regards to technology support, networking and computer workstation needs for GSCA CAC locations, GSCA Chapter office and employees

AccountAbility Tax & Bookkeeping, Londonderry, NH

November 2021 - October 2022

General Manager

- Revised employee handbook, training manual, weekly staff agenda and other templates helpful to driving the day-to-day staff assignments
- Recruiting including management of job postings, first round phone screens, offer letters/start packets and first day introductions with staff and tax software
- Create and manage revenue reports
- Responsible for the new software migration and training of staff
- Manage and assign bookkeeping and tax workloads to staff
- Responsible for AR/AP and collection calls
- Provide marketing team with materials to be included in monthly newsletter. Obtain information for client spotlight, provide direction on what should be included on company website and other platforms. (Manager owners LinkedIn and respond to all requests)
- Primary interface for all client requests, scheduling, tax return submissions and collection of signatory documents

April 2011 – November 2021

Spyglass Partners, LLC, Londonderry, NH
Director of Operations (November 2017 – November 2021)
Office Manager (April 2011 – November 2017)

- Wrote the company's employee handbook covering issues including disciplinary procedures, code of conduct, benefits information, core values and mission statement
- Wrote the company's first-generation employee training manual covering all aspects of the current database at that time, recruiting tips and measures, interview process, phone conversations, job descriptions, counter offer measures and final offer letter acceptance
- Prepared a quarterly score card to be used by management used to measure an employee's progress within the company as well as pinpoint areas of concern
- Played a key role in the structure and implementation of programs and policies in the areas of training, compensation structures, benefits packages, incentives, and new-employee orientation
- Prepare offer letters and contract packets for both internal and external staff in different states.
- Recruit, conduct first round phone screens, set up in person interviews for internal positions
- Sales - Source new companies for both the Contract and Direct Placement Divisions. Reach out using the established sales methodologies and manage sales spreadsheet tracking
- Payroll - responsible for timecard tracking and collection, PTO tracking, maintaining ADP system, inputting bi-weekly payroll figures, bonuses, commissions, set up garnishments, child support orders and updating information when changes occur
- Benefits - maintain all 401(k) plans, health and dental insurance plans, workers' compensation insurance plans including, but not limited to, new employee eligibility and registration, plan renewal, updates, monthly tasks, as well as general questions and concerns from personnel
- AR/AP (Invoices incoming and outgoing, deposits, QuickBooks recordings, Funding preparation and collection)
- Work directly with state unemployment agencies to provide the necessary time sensitive information on terminated employees
- Created and Maintained Recruiter tracking and goals spreads
- Assisted with planning and execution of all company events
- Fostered a teamwork/open-door environment conducive to positive dialogue across the organization
- Entrusted with time sensitive and confidential information

January 2010 – April 2011

Curtin Law Office, P.L.L.C., Manchester, NH
Estate Planning Paralegal

- Experience in preparation of estate planning documents, deeds, Medicaid Applications, documentation in order to open Probate and Guardianship dockets, information in order to fund Trusts, and other miscellaneous forms and documents as required
- Establish new client relationships and maintain existing client relationships
- Primary interface with probate judges, clerks, Department of Health and Human Services representatives, and sheriffs dealing with a multitude of issues and tasks
- Draft petitions/motions for NH Probate Courts
- Responsible for scheduling Medicaid application interviews with Department of Health and Human Services
- Perform administrative tasks for staff when required
- Attend company meetings to address changes in the firm, issues, and future direction of the firm

November 2008 - December 2009

Crowe Paradis & Albron, Wakefield, MA
Legal Support Specialist (SSDI)

- One of the founding members of the "Lean Initiative" program geared towards moving the company and its employees to a more productive way of thinking and working, and ultimately eliminating "waste time"

- Successfully acted as a "change agent" establishing relationships between both the legal department and the call center in order to work better as a team
- Accompany the senior attorney and participate in conducting interviews with all potential staff for the legal department
- Designated to be the primary trainer for new employees coming into the legal department
- Primary interface with claimants, administrative law judges, LTD providers, and clerks dealing with miscellaneous arising issues and tasks
- Responsible for scheduling hearings across the United States for 3 attorneys
- Perform administrative tasks for department manager
- Responsible for requesting and submitting medical records and attorney briefs to the office of disability adjudication and review
- Prepare postponements, withdrawal letters, requests for transfer letters, representative forms, 3rd party forms and other miscellaneous forms as required
- Attend company meetings to address changes in department, issues with carriers, and quarterly reviews
- Honored as "Employee of the Month" in June 2009

Spyglass Partners, LLC Londonderry, NH
Junior Recruiter

January 2008 - October 2008

Law Office of Champagne & Marchand, P.C., Wilmington, MA
Residential Real Estate Paralegal

June 2006 - January 2008

Law Office of Cushing & Dolan, P.C., Wilmington, MA
Residential Real Estate Paralegal

October 2004 - June 2006

Law Office of Mark B. Johnson, Andover, MA
Commercial Real Estate Paralegal

May 2004 - October 2004

Law Office of Russell & Bernard, Methuen, MA
Residential Real Estate Paralegal/Administrative Assistant

March 2003 - May 2004

Law Office of Cushing & Dolan, P.C., Woburn, MA
Administrative Assistant

August 1999 - March 2003

EDUCATION

Middlesex Community College, Bedford, MA

- Associates Degree in Paralegal studies

LICENSES & CERTIFICATIONS

Present - New Hampshire Notary Public

COMPUTER SKILLS

Microsoft Word, Outlook, Excel, PowerPoint, Standard Conveyance, Lotus Organizer, Pro-docs, Streamline, Quickbooks Desktop, QBO, Quicken, Bullhorn, LoadSpring, Cryptoheaven, JobDiva, Act, NetStaff Suite, CanopyTax, Blackbaud, FrontStream and general office systems.

REFERENCES

Furnished upon request

Megan Malia Oliviero

OBJECTIVE: To continue to expand my impact as an advocate for children.

SUMMARY OF QUALIFICATIONS:

- Dedicated advocate for child victims of crime
- An excellent communicator, collaborator and team player
- A natural leader; thoughtful, organized and energetic

EXPERIENCE:

- 5/15-present **Director of Education & Outreach**
Granite State Children's Alliance, Bedford, NH
Responsible for training, outreach and education activities for the Chapter organization- Including organize training and professional development opportunities for CAC Staff & MDT members and community partners, implementation and creation of the KNOW & TELL program, general oversight of the outcome measurement survey collection and other duties as required to further expand and strengthen Child Advocacy Centers in the Granite State, including strategic planning and fundraising events, Beards for Bucks.
- 9/06-present **Work at home mother, Bedford, NH**
1/11-5/2015 **Volunteer work included:**
Secretary, Board of Directors, Granite State Children's Alliance
Board meeting minutes, serve on the Executive Council, Chair Key Stake Holders Committee, Gala Committee planning member, attend and participate in events. Organize, plan agenda for committee meetings, actively communicate and engage with stakeholders and volunteers.
- 9/14-4/15 **NH Leadership Series-attend once monthly weekend leadership intensives for development of leadership & teamwork skills, collaborate with action group, advocate & organize on legislative bills, attend legislative and budget hearings.**
- 8/13-5/14 **LEND Family Fellow**
Durham, NH
Leadership Education in Neurodevelopmental and Related Disabilities.
Participate in weekly seminar classes. Leadership in Action Placement at Community Crossroads, advocate and organize members of policy partners program (a legislative advocacy engagement program). Initiated one to one conversation with community leaders, participated in child development clinics, communicated with parents and child development team.
- 12/10-present **NH LEND Advisory Board Member-Participate in annual meeting to strengthen support for people with developmental disabilities & the mission of the LEND Program.**
- 1/06-9/06 **Executive Director**
Foothills Child Advocacy Center, Charlottesville, VA
Responsible for management of agency; including grant writing and implementation, reports to funding agencies, conduct forensic interviews, case management and responsible for MDT case tracking meetings, hired staff, information and referral services. Facilitated prevention, education and outreach trainings on child sexual abuse to various community stakeholders.
- 9/03-1/06 **Child Advocacy Program Coordinator**
Sexual Assault Resource Agency, Charlottesville, VA

Provide direct services to school aged children and non-offending family members; including crisis intervention, confidential counseling and support groups. Created outreach material, organized and presented material at outreach and education events. Coordinated Child Assault Prevention Program; including outreach to school staff and parents, trained and supervised volunteers, secured additional funds to expand program.

9/01-9/03

Victim Witness Advocate

Middlesex District Attorney's Office, Somerville, MA

Collaborate with Assistant District Attorney, Forensic Interviewer, and law enforcement in the investigation and prosecution of child abuse cases. Provide support, information, and referrals to victims and their families during the criminal justice process. Assist with victim impact statements. Participated in case tracking meeting. Outreach presentations to schools and other community members.

Professional Development and Training:

Blackbaud Training & Onboarding courses for Raiser's Edge

NH Leadership Series, Durham, NH September 2014-2015

LEND Program, Durham, NH August 2013-May 2014

Stewards of Children Facilitator Training, Darkness to Light, Goffstown, NH April, 2014

NH Center for Non-Profits, Building a Confident Fundraising Board, Concord, NH March & April 2012

Child Advocacy Center Management Training, Manchester, NH May 2006

Forensic Interviewer Training, Huntsville, AL February 2006

Child Assault Prevention Program Trainer, Charlottesville, VA August 2005

Education:

1999 Graduate of The University of New Hampshire, bachelor's degree Psychology cum laude

Stephanie Arroyo

KNOW & TELL Education & Advancement Director

Dedicated professional with extensive experience in statewide policies, special education administration, and training expertise. Demonstrated talent for managing multiple tasks and contracts in fast-paced environments. Solid track record of event planning, training educators, youth serving organizations, community members, state officials, and other professionals. Widespread experience in designing training programs, manuals, and materials. Effective communicator with sharpened skills in both verbal and written formats (e.g., Microsoft Office and social media). Works well independently, as well as within a team environment.

Core Competencies

- Training & Development
- Content Creation
- Microsoft Office Suite
- Canvas, ZOOM, WebEx
- Camtasia
- Assessment Programs
- Communication
- Policy & Process Development
- Leadership
- Special Needs Education
- Diversity Specialist
- Regulatory Compliance
- Curriculum Design

Experience

2018 - Present

Granite State Children's Alliance

KNOW & TELL Education & Advancement Director (August 2020-Present)
Education Coordinator & Training Specialist (January 2018-August 2020)

In my current role as the KNOW & TELL Education & Advancement Director for GSCA, I am responsible for organizing, implementing, and advancing all KNOW & TELL programming. KNOW & TELL is New Hampshire's statewide initiative to educate and empower adults to KNOW the signs of child abuse and TELL responsible authorities when they recognize them. Training workshops are targeted toward school districts, youth serving organizations, healthcare providers, peer-to-peer ambassadors, multidisciplinary teams (MDT), and other statewide advancement and expansion opportunities, etc. In addition to educating adults on their responsibility as a mandated reporter and the signs of abuse and neglect, I also focus on how to respond to disclosures of abuse, and the Child Advocacy Center (CAC) and MDT model response to child abuse.

DUTIES AND RESPONSIBILITIES

- Develop, coordinate, and implement KNOW & TELL workshops for school districts, youth serving organizations, healthcare providers, peer-to-peer ambassadors, MDT, and other statewide advancement and expansion opportunities, and others as determined.
- Evaluate all aspects of the KNOW & TELL program.
- Coordinate with the Division for Children, Youth and Families (DCYF), CAC staff in the ongoing identification of new KNOW & TELL workshop training opportunities to reach adults and allied professionals in the community.
- Coordinate with DCYF and CAC staff members to ensure community training and education needs are met.
- Develop and assist the Administrative Operations in the documentation, billing, and any grant needs for KNOW & TELL programs.
- Develop statewide partnership(s) for KNOW & TELL Advancement to include (but not limited to) Memorandum of Agreement(s) between GSCA and stakeholder regarding formalized pilot program, product development, reporting, needs, etc.
- Monitor and inform Director of progress toward annual goals.
- Submit quarterly and annual reports to the Director and appropriate funding sources.
- Maintain a positive, professional communication with individual allied professionals as appropriate regarding our KNOW & TELL workshops.
- Establish and nurture relationships with allied professionals and community organizations, serving the community.
- Pursues professional development opportunities as needed.
- Develop and maintain KNOW & TELL online social media presence.
- Other duties as assigned by the Director.

Contact

Phone

Email

Address

Education

B.S. Elementary Special Education
Dartmouth College
2008

B.A. Self-Designed Linguistics
Dartmouth College
2008

Community Involvement

Pet Falls Rescue
(Volunteer Facility Manager)

Great North Woods Rotary
(Member)

GASA NH Volunteer

Northwood School Board

Language

Fluent

Stephanie Arroyo

Experience (Continued)

July 2005 - December 2017

Measured Progress | [REDACTED]

Senior Special Education Specialist

Lead assessment programs for students with significant cognitive disabilities. Consult with Measured Progress program managers and state education departments in alternate assessment program design, objectives, development, accommodations, assistive technology, planning, and implementation. Development and facilitator of administration manuals, task calendars, professional development materials, team trainings, overall item/content writing, and supervision of desktop publishing (InDesign) processes with multiple file delivery formats. Oversee all aspects of scoring including training scoring staff. Collaborate with internal and external groups to design master schedules and budgets.

DUTIES AND RESPONSIBILITIES

- Spearheaded statewide alternate assessment programs adopted in Maine, Missouri, Mississippi, Florida, and New Hampshire.
- Maintain compliance and fulfillment of Every Student Succeeds Act (ESSA), Individuals with Disabilities Education Act (IDEA), and No Child Left Behind (NCLB).
- Train education professionals on implementation of alternate assessments and related professional development topics in-state, as well as, with WebEx and Camtasia.
- Provide special education development expertise to Measured Progress, content specialist, and state agencies.
- Support Measured Progress project managers and state clients in coordination of web-based programs including ProFile, Assessment View System (AVS), and MSAA Online Assessment System.
- Implemented online webinar trainings that cut travel and accommodation costs associated with in-person training for clients.
- Identified opportunities to improve efficiency by streamlining schedules, eliminating overlapping roles, and cutting duplicate processes.

June 2003 - June 2005

Wells-Ogunquit Community School District | [REDACTED]

Elementary Special Education Teacher

Instructed upper-level composite students in 2nd, 3rd, and 4th grade. Customized developmentally appropriate individual and group curriculum. Educated and collaborated with parents/guardians on best practices for students. Contributed and lead regular team meetings.

DUTIES AND RESPONSIBILITIES

- Developed and implemented Individualized Education Plans (IEP)
- Directed and trained 6 classroom professionals.
- Attended quarterly state-run Personalized Alternate Assessment Portfolio (PAAP) trainings.
- Ensured compliance with PAAP standards through strategic curriculum, education, assistive technology, and staff training.

January 2001 - June 2005

The School at Sweetser | [REDACTED]

Special Education Teacher

Taught 13-17-year-old, at-risk females with behavioral and emotional disabilities. Operated in a staff-intensive, self-contained, residential education program. Designed developmentally appropriate curriculum tailored to both individuals and small groups in a multi-aged classroom.

DUTIES AND RESPONSIBILITIES

- Constructed Individualized Education Plans (IEP) according to specific guidelines.
- Trained and supervised educational technicians and youth/family counselors.
- Collaborated with public school professionals to design student transition plans.
- Provided residential support for students, families, and staff supervision.

Additional experience as Education Technician III at The School at Sweetser and The Sparhawk School.

Contact

References

Joy Barrett

Megan Oliviero

Nicole Ledoux, M.C.J.

Melissa Vermette

Dany Birkoff

Marsen Cahill

SHANNON RICH

High-energy and dedicated professional specializing in nonprofit development, administrative and creative support. Self-motivated, effective problem solver with excellent written and verbal communications skills, and demonstrated ability to manage multiple tasks in fast-paced environments. Extensive experience in designing visual communication materials and written content in multiple fields. Works well independently, as well as within a team environment.

EXPERIENCE

Granite State Children's Alliance - Bedford, NH

February 2022 - present

Business Support & Multimedia Design Manager, February 2023 - present

- Primary responsible for the submission of municipal grant requests, to include drafting initial requests, supply of supporting or requested documentation, and tracking of approvals.
- Support the Chief Executive Officer with the preparation, editing, collection of supporting documentation, and tracking of federal, community, rotary, and unsolicited grants
- Draft letters and other communications related to donors
- Create social media content for The Granite State Children's Alliance, GSCA CAC locations, and fundraising pages
- Create newsletter templates and visual and written content for, but not limited to:
 - Annual and other periodic fundraising efforts
 - Announcements and Invitations
 - KNOW & TELL educational program
 - GSCA Newsletter (quarterly)
- Assist with preparation for annual Beards for Bucks fundraiser, including creating support tools for team members, calendars for deadlines and other important dates, etc.
- Assist in the creation of KNOW & TELL social media posts, newsletter, and other communications
- Assist with the organization and planning of events, in some cases taking a direct lead over aspects of planning
- Contribute creative and written content to the Annual Report

Administrative Assistant February 2022 - February 2023

- Support the bookkeeping and accounting tasks and office duties of the Director of Administrative Operations
- File and organize vendor bills, bank statements, documents, and records
- Prepare training files and support the collection, oversight, and reconciliation of documentation for grant reimbursement
- Receive and distribute incoming mail and payroll records
- Coordinate, reconcile and maintain staff timesheet collection and records
- Create and manage donor acknowledgement and various supportive correspondence, to include data entry and maintenance of Blackbeard Raiser's Edge NXT constituent and gift records
- Order supplies for CAC location and the Chapter to include researching vendors for pricing, and maintaining/reconciling purchase receipts and records
- Provide the Chief Executive Officer support preparing for statewide board meetings, statewide director meetings and compiling monthly GSCA director and membership reports
- Coordinate and manage direct mailings including the Annual Impact Report and other communications to stakeholders
- Prepare and maintain inventory levels of CAC caregiver information packets
- Maintain inventory of all GSCA materials and coordinate disbursement among the CAC network
- Maintain GSCA website contact information updates
- Provide basic computer/software support for GSCA team members
- Assist with organizing and supporting events

Clearly Balanced Drye - Belmont, NH

November 2019 - January 2022

Executive Assistant

- Maintained accounts payable, reconciled monthly bank and credit card statements in collaboration with bookkeeper
- Proofed product labels, marketing and promotional materials, external communications, training, and manuals, etc.
- Produced all written content for company website, including product descriptions, team, and employee bios, etc.
- Planned, coordinated, and executed marketing and promotional calendars and plans for e-commerce and social media, including marketing and sales plan that resulted in record web sales in November 2021

- Drafted offer letters, contracts, and other documents related to new hires; completed weekly payroll, maintained personnel files
- Created employee handbook, developed company policies (including Covid19 safety protocols)
- Successfully completed two applications for Payroll Protection Program loans and subsequent forgiveness applications, as well as applications for Economic Impact Disaster Loan and state government assistance during Covid19 pandemic
- Communicated with Internal Revenue Service and other agencies on behalf of the owner

Second Shift - Concord, NH

March 2018 - November 2019

Student Assistance Program Counselor

Hopkinton Middle High School and Hillsboro-Deering Middle School

- Screened referred students to determine level of risk - met with individual students and small groups to provide substance use prevention education, intervention, and other supports
- Taught quarter-long Project SUCCESS class to incoming 7th grade students (Hopkinton), provided prevention education to students by visiting health classes (Hillsborough)
- Created environmental initiatives to increase awareness of substance misuse related issues
- Participated in school and community initiatives and functions to support students and their families and increase education and awareness, I worked collaboratively with administration, faculty, and support staff to support students effectively in and outside the classroom

Waypoint - Concord, NH

November 2016 - March 2018

Day Treatment Site Supervisor

- Oversaw day-to-day functioning of the program
 - program scheduling/group and activity planning, client calendar management, and transportation coordination
 - grocery shopping, meal planning and preparation, vehicle maintenance
- Case management for individual clients
 - created treatment plans and scheduled monthly treatment meetings, composed weekly and monthly progress reports
 - maintained regular contact with Juvenile Probation and Parole Officers, families, and other collateral
 - met weekly with individual adolescents regarding progress, treatment goals and overall well-being
 - scheduled medical appointments and other necessary care as necessary
- Direct care of 6-8 at-risk adolescents (co-ed) in an after-school milieu setting
 - behavior management; academic, social, and emotional support; routine drug screening
 - group and activity facilitation; implemented effective interventions for individuals and group dynamics
 - education regarding at-risk behaviors such as sexual activity and substance use

Circle Program - Plymouth, NH

March 2015 - November 2016

Associate Program Director

- Collaborated with Program Director to orient new girls and families to the Circle Program
- Created summer employment advertisements, post advertisements on multiple platforms, recruit summer staff, volunteer mentors, sponsors and donors through networking events and social media
- Hired and trained summer camp counselors and staff in collaboration with Program Director
- On-Site Assistant Camp Director for six weeks; developed and implemented programming using Positive Youth Development
- Managed Circle Teen Program - oriented teens as they transitioned from core program; developed curriculum of social and life skills workshops for teens to attend monthly throughout the school year, tracked teen participation
- Trained staff and volunteer mentors regarding adolescent development/maintaining relationships with adolescents
- Supported volunteer mentors through quarterly group meetings and ongoing individual meetings
- Designed, coordinated, and participated in week-long offsite camping trip for high school teens
- Maintained regular contact with teen participants and their families; provided support when teens faced challenges with school, behavioral issues, emotional disturbances, etc.
- Developed system for college/trade school visits; counseled juniors and seniors in college and financial aid applications
- Developed system for job shadowing that includes a variety of occupations and backgrounds
- Composed fundraising letters and documents
- Updated and copyedited program documents such as volunteer handbooks, staff handbooks, and program model

Cambridge Institute of International Education (CIIE) - Waltham, MA

December 2013 - March 2015

Project Lead

- Directed three dormitory programs for international and domestic private high-school students and identified current and/or potential partner schools for additional boarding program development
- Designed project proposals, developed relationships with partner schools; drafted contracts and negotiated terms
- Collaborated with residential and sales teams to determine best marketing strategies and project timelines

- In collaboration with real estate project manager, managed multi-million-dollar budgets, oversaw real estate purchasing and renovations, prepared and delivered presentations for zoning board hearings, as well as meetings with municipal departments
- Provided consulting services for partner schools on residential operations, behavior management systems, and academic programming for international students
- Designed and oversaw student orientation, residential operations, quality of care, and programming including cultural integration and independent living skills training for youth
- In collaboration with human resources, recruited, interviewed, and hired qualified live-in residential staff for all programs
- Provided on-going supervision and professional development for residential staff; designed and led training programs on mandated reporting, strength-based counseling, behavior management, crisis de-escalation, and conflict resolution
- Developed policy and procedure manuals for operations of individual programs (including evacuation procedures, behavior management system, school-related policies, safety policies, etc.), as well as student handbooks
- Provided CIE with training in behavioral intervention and adolescent mental health; assisted with student issues (behavioral difficulties, complaints, etc.) in homestay programs and with troubleshooting housing solutions

Youth Villages: Dennis Lawrence Campus - Arlington, MA
Residential Director: March 2012 - June 2013

November 2006 - June 2013

- Managed team of 15 direct care staff in a short-term program for adolescent females
- Maintained stability of milieu programming and staffing throughout agency merger
- Provided weekly supervision and support to direct care supervisors
- Interviewed and hired new employees and participated in new employee orientation
- Conducted weekly trainings and staff meetings; held staff accountable for agency standards and initiatives
- Collaborated effectively with clinical team to assess clients' needs, determine level of care, and develop consistent treatment plans and discharge goals
- Maintained direct contact/relationships with students on an individual basis and in weekly community meetings
- Developed and maintained systems to continually improve overall function of program and quality of care
- Prepared documentation and client records for Title I funding; prepared program for DEEC licensure

Residential Supervisor: July 2008 - March 2012

- Earned promotion to Residential Director by continually seeking and following through with additional responsibilities and leading supervisory team in agency compliance regarding supervision and coaching/training of direct care staff
- Supervised milieu and school day direct care shifts including appropriate group management, crisis prevention and physical intervention; worked directly with students to develop social, therapeutic, and independent life skills as well as safety planning and healthy coping mechanisms; developed behavior plans for individuals as well as behavioral interventions for group
- Completed intake procedures and paperwork with new students and guardians

Day Program Coordinator: May 2007 - July 2008

- Created and implemented lessons for students with acute psychological and/or emotional disorders
- Identified and implemented individual and group behavioral interventions to promote success in the classroom
- Provided weekly supervision and support to a teaching assistant

Teaching Assistant/School Counselor: November 2006 - May 2007

- Earned promotion to Day Program Coordinator by demonstrating creativity in the classroom, ability to learn quickly, strong relationship building skills and appropriate professional boundaries; assisted teacher with lesson planning/tutored students individually in various subjects

EDUCATION

Framingham State University - Framingham, MA

B.A. in English, Concentration in Journalism - May 2006 *Magna Cum Laude*

RELEVANT SKILLS

Microsoft Office - Google Suite - Raisers Edge - Panorama Frontstream Database Management System - Constant Contact, Mailchimp and Moosend email marketing platforms - WordPress and WooCommerce - Square and QuickBooks - Adobe Creative Suite - Canva

ADDITIONAL SKILLS AND KNOWLEDGE

Trained in non-violent crisis intervention, active listening and motivational interviewing, mental fitness and behavioral intervention, trauma-informed care

Andrew Wolff, LMFT

Clinical Experience

Granite State Children's Alliance (GSCA) Behavioral Health Program
Program Development and Research Clinical Manager, March 2023-Present
Licensed Clinician, January 2020-March 2023

- Provide clinical supervision to clinical staff
- Support development and expansion of the GSCA Behavioral Health Program
- Conduct trauma-informed screening and assessment services on children and families
- Provide outpatient individual, family & group therapy utilizing evidence-based interventions
- Provide mental health consultation to multi-disciplinary team members
- Educate and present to community members on childhood trauma-related topics

National Children's Alliance (NCA)

Trainer, October 2022-Present

- Train clinicians on the use of evidenced-based trauma assessments in accordance with NCA standards
- Provide ongoing consultation to clinicians supporting their use of assessments in their clinical practice

Day One

Fee-For-Service Clinician, April 2019-January 2020

- Provide outpatient individual and family therapy utilizing trauma-informed interventions
- Collaborate with multi-disciplinary team members to support and ensure the safety of at-risk youth
- Complete sexual abuse evaluations of youth ages 5-18

Boys Town New England

Residential and Foster Care Clinician, June 2016-December 2019

Clinical Intern, May 2015-May 2016

- Complete trauma-informed, biopsychosocial, functional assessments for youth (newborn-21)
- Provide individual, family, and group therapy to youth in residential, foster, and pre-adoptive placements
- Provide consultative services to program staff regarding mental health and clinical diagnoses
- Collaborate with external consumers (i.e. DCYF, Probation, RI Courts) for assessment, treatment planning, and reporting purposes
- Co-chair records review committee processes and quality assurance practices
- Assist with Medicaid and DCYF representatives for Utilization Management reviews

Clinical Skills

Trauma-Focused Cognitive-behavioral therapy, Child and Family Traumatic Stress Intervention, Attachment Regulation and Competency (ARC), Evidenced-Based Assessments, Nonviolent Crisis Intervention

Education

University of Rhode Island

Master of Science in Human Development & Family Studies, May 2016

University of Connecticut

Bachelor of Arts in Psychology, May 2014

Andrew Wolff, LMFT

Credentials

New Hampshire Licensed Marriage and Family Therapist-NH#241
American Association of Marriage and Family Therapists (AAMFT) Clinical Fellow
Child and Family Traumatic Stress Intervention (Rostered, July 2022)
National Childrens Alliance Evidenced-Based Assessment Trained (April 2022)
National Childrens Alliance Evidenced-Based Assessment Train the Trainer (September 2022)
Trauma-Focused Cognitive Behavioral Therapy (TFCBT) Trained (January 2022)
Certificate in Attachment, Regulation, & Competency (ARC) treatment (April 2021)
PeaceLove Expressive Arts Certified Creator

Professional References:

Mary DuMez, LICSW [REDACTED]
JoAnne Walte, LMFT [REDACTED]

ABBY FALK, MS, LCMHC, LMHC

EDUCATION & CLINICAL LICENSURE

SUFFOLK UNIVERSITY

Master of Science in Mental Health Counseling & Master of Science in Crime and Justice Studies

BOSTON, MA

May 2017

UNIVERSITY OF ROCHESTER

Bachelor of Arts in Psychology, minor in American Sign Language

ROCHESTER, NY

May 2014

LCMHC - 2604

NEW HAMPSHIRE
Issued February 3, 2023

LMHC - 11915

MASSACHUSETTS
Issued August 18, 2020

COUNSELING, ADVOCACY & YOUTH DEVELOPMENT EXPERIENCE

GRANITE STATE CHILDREN'S ALLIANCE (GSCA)

Community Operations & Relations Clinical Manager, Behavioral Health Program

MANCHESTER, NH

February 2023-present

- Provide supervision to GSCA behavioral health clinicians; develop relationships with community partners, as it relates to spreading awareness of the GSCA Behavioral Health Program, providing trainings, and recruiting for employment and future internship opportunities

Licensed Clinician, Child Advocacy Center of Hillsborough County - North

June 2022-present

- Offer mental health consultation, psychoeducation, and clinical recommendations to the Multidisciplinary Team (MDT) during forensic interviews; administer clinical assessments to evaluate treatment needs; provide Child and Family Traumatic Stress Intervention (CFTSI) and Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) to child victims and their non-offending caregivers; provide Problematic Sexual Behavior - Cognitive Behavioral Therapy (PSB-CBT) to child initiators and their caregivers; assist caregivers with referrals to behavioral health services and resources as deemed necessary; maintain ongoing relationships with on-site and off-site partner agencies; proficient in SimplePractice software for electronic documentation

CHILDREN'S ADVOCACY CENTER (CAC) OF SUFFOLK COUNTY

Mental Health Program Manager

BOSTON, MA

December 2021-May 2022

- Oversaw and provided supervision to Family Resource Specialist; maintained regular communication with the Director of Mental Health and Advocacy Services about the professional development and performance of the mental health team; ensured timely assignment of CAC cases requiring advocacy and consultation; supported with hiring and on-boarding processes; partnered with the Training Program Manager to provide external trainings

Mental Health Clinician

November 2020-December 2021

- Served as a member of the MDT by assisting the non-offending caregiver as a support, liaison, and advocate before, during, and after forensic interviews; assisted non-offending caregivers with referrals and access to mental health, housing, safety planning, medical, and legal services; provide trauma symptom assessment and CFTSI to child victims and their non-offending caregivers; provided PSB-CBT to child initiators and their caregivers; maintained ongoing relationships with on-site and off-site partner agencies; proficient in NCATrak software for electronic documentation

THE HOME FOR LITTLE WANDERERS

Clinician, Safe-at-Home Somerville

SOMERVILLE, MA

May 2017-October 2020

- Provided intensive individual and family therapy; acted as a liaison with collateral agencies and programs; identified and utilized community resources and supported children's and family's growth; served as an advocate for families and helped parents build advocacy skills for themselves and their children; proficient in Evolv software for electronic documentation

ARBOUR COUNSELING SERVICES

Intern

JAMAICA PLAIN, MA

September 2016-May 2017

- Conducted weekly individual therapy with caseload of 15 clients; led group therapy within the Adult Partial Hospitalization Program; provided case management; proficient in ICANotes and AVENUES software for electronic documentation

VICTORY PROGRAMS

Intern, Shepherd House

DORCHESTER, MA

September 2015-May 2016

- Conducted weekly individual therapy with caseload of 5 clients; worked with clients to develop treatment and support plans, and explored concepts of addiction, re-integration, and recovery; proficient in eFiana software for electronic documentation

DOUBLE H RANCH*Residential Camp Counselor*

LAKE LUZERNE, NY

June 2014–August 2014

- Provided specialized support for children dealing with life-threatening illnesses; supervised the activities of a group of campers with 2 children to 1 staff member ratio; demonstrated appropriate behavior management; completed incident reports and evaluations

MT. HOPE FAMILY CENTER*Research Assistant, Project CONNECT*

ROCHESTER, NY

September 2013–May 2014

- Examined parenting, attachment, self-regulation, and cognitive functioning with parents and children
- Conducted observational coding of parenting, parent-child interactions, child emotion regulation, and temperament; administered interviews/cognitive assessments, supervised play sessions, and completed administrative tasks

Independent Study, Promotional Alternative Thinking Strategies (PATIS)

September 2013–November 2013

- Supported at-risk children in therapeutic after school program; designed and executed weekly lesson plans utilizing the PATHS objectives/curriculum, such as building self-esteem and improving peer relationships in a clinical setting

Research Assistant & Camp Counselor

June 2012–August 2012

- Worked in a one-on-one research setting with children who have experienced trauma

PARTNERS IN READING, UNIVERSITY OF ROCHESTER*President & Project REACH Coordinator*

ROCHESTER, NY

August 2010–December 2013

- Planned volunteer visits to assist school teachers in classrooms and help to improve students' reading skills
- Organized "College Counts" – annual college-immersion event for 50 inner city students

THE OPPORTUNITY ALLIANCE*Intern, Young Parent Program*

PORTLAND, ME

May 2013–August 2013

- Provided homeless mothers, 22 and under, with access to support groups, educational, vocational, and housing resources, counseling and case management; promoted healthy attachments and child development

TEACHING & RESEARCH EXPERIENCE**SUFFOLK UNIVERSITY***Professor, CAS 101 – Strategies for Success*

BOSTON, MA

September 2018–December 2021

- Instructed approximately 18 students in one-credit first-year experience course focused on a successful transition to college, academic success strategies, personal goals, and career development; collaborated with Teaching Assistant to create and implement weekly lesson plans; provided feedback to students on assignments; available for weekly office hour

UNIVERSITY OF ROCHESTER*Research Assistant, Relationships Lab, Harry Reis, PhD*

ROCHESTER, NY

August 2012–May 2013

- Conducted study on reciprocity, analyzed and coded voice-recorded responses, recruited LGBTQ couples, data entry

Teaching Assistant, Introduction to Psychology, Christopher Niemiec, PhD

August 2012–December 2012

- Created and taught mini-courses based on psychological interests, led review sessions, proctored and graded exams

Research Assistant, Peter Caprariello, PhD

January 2012–May 2012

- Conducted study focusing on money and close interpersonal relationships, coded open-ended responses

PROFESSIONAL EXPERIENCE**SUFFOLK UNIVERSITY***Graduate Fellow, Student Leadership & Involvement Office*

BOSTON, MA

August 2015–May 2017

- Planned, organized, and implemented experiential leadership programs for 500 students
- Assisted in development of learning outcomes, assessment, leadership-based curriculum, and "out of the classroom" learning initiatives; served as a mentor and liaison to undergraduate students; managed workshops and meetings; planned and executed fundraising initiatives; monitored social media activity; conducted audits for program participants

Graduate Residence Director, Residence Life & Housing Office

August 2014–August 2015

- Supported the daily management of a residence hall, which serves about 370 students; participated in a Residence Director (RD) on-call duty rotation providing coverage 7 days a week, 24-hours a day; lived on campus in a residence hall
- Served as the Resident Assistant (RA) for a floor/community of residents; facilitated and implemented programming; assisted with staff selection, training, supervision, and evaluation; assisted with roommate conflicts and mediations; heard and adjudicated minor conduct cases; provided access to resources for psychological, academic, and financial problems

TRAININGS

- **Advanced TF-CBT for Children with Trauma-Related Problematic Sexual Behavior, June 2023**
- **Trauma-Focused Cognitive Behavioral Therapy (TF-CBT), November 2022**
- **Problematic Sexual Behavior – Cognitive Behavioral Therapy (PSB-CBT), May 2021**
- **Child and Family Traumatic Stress Intervention (CFTSI), January 2021**
- **Teen Self-Injury: Working Toward Healthy Coping Skills, March 2020**
- **Mindfulness, October 2019**
- **Sensory Motor Arousal Regulation Treatment (SMART), July 2018**
- **Child and Adolescent Needs and Strengths (CANS), June 2017**
- **Child and Adolescent Functional Assessment Scale (CAFAS), June 2017**
- **Trauma-Informed Care, June 2017**

Annie Lelio, MA

HIGHLIGHTS

- Pre-licensed, master's-level clinical under clinical supervision in New Hampshire.
- Extensive clinical mental health experience with diverse client populations in inpatient, outpatient, and crisis treatment settings.
- Trained in Trauma-Focused Cognitive Behavioral Therapy (TF-CBT), Teachable Moment Brief Intervention (TMBI) for survivors of serious suicide attempts, Motivational Interviewing (MI), Illness Management and Recovery (IMR), and various arts-based, expressive modalities.
- Knowledge of evidence-based practices suitable for treating a variety of mental health conditions and differing levels of functional impairment.

EDUCATION

Master of Arts in Clinical Mental Health Counseling September 2023
Southern New Hampshire University, GPA 4.0

Bachelor of Fine Arts in Musical Theatre May 2016
Nebraska Wesleyan University, GPA 3.9

CLINICAL EXPERIENCE

Master's Level Behavioral Health Clinician September 2023-Present
Granite State Children's Alliance (GSCA)-Behavioral Health Program
Manchester, NH

- Offer mental health consultation, psychoeducation, and clinical recommendations to the Multidisciplinary Team (MDT) during forensic interviews.
- Administer clinical assessments to evaluate treatment needs.
- Provide Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) to child victims and their non-offending caregivers.
- Assist caregivers with referrals to behavioral health services and resources as deemed necessary.
- Maintain ongoing relationships with on-site and off-site partner agencies.
- Proficient in SimplePractice software for electronic documentation.

Master's Level Counseling Intern February 2023-September 2023
C.R.E.A.T.E./ Center for Expressive Arts, Therapy, and Education
Manchester, NH

- Provide outpatient counseling for adolescent and adult clients under supervision of licensed clinical mental health counselor supervisor.
- Fulfill hour and academic requirements according to standards of CACREP.

- Evaluate clients for mental health diagnoses, develop and implement treatment plans, and complete documentation in a timely and professional manner.
- Demonstrate ethically-sound, culturally sensitive, and client-centered treatment while remaining receptive and open to supervisor feedback and guidance to maximize growth and learning.

Mental Health Counselor

April 2022-September 2023

Mental Health Center of Greater Manchester-Cypress Center Inpatient Psychiatric Unit

Manchester, NH

- Provide 1:1 crisis intervention counseling in the milieu environment of a sixteen-bed locked, psychiatric unit.
- Utilize evidence-based practices including, but not limited to, Dialectical Behavior Therapy (DBT), Motivational Interviewing (MI), Illness Management and Recovery (IMR) in both individual and group settings.
- Work collaboratively with external and internal referral sources to seamlessly facilitate admission and discharge process and ensure client connection to long-term treatment and support tailored to their individual needs.
- Complete documentation in a timely manner while demonstrating sound clinical judgment, a client-centered approach, and strong attention-to-detail.

Peer Support Specialist II

August 2020-April 2022

Riverbend Community Mental Health- Crisis Treatment Center/Mobile Crisis Team

Concord, NH

- Provide immediate support to individuals in crisis upon arrival by sharing personal mental health experience to establish rapport and provide practical guidance.
- Deliver functional support crisis intervention services (FSS-CI) to manage symptoms, promote stabilization and assist clients in returning to pre-crisis level of functioning.
- Assess individuals and work to identify appropriate treatment options, resources and services while collaborating closely with colleagues.
- Stand with and walk alongside clients and offer moral support throughout the intake process and schedule follow-up telehealth and/or office appointments as needed.

CLINICAL TRAININGS

- Trauma-Focused Cognitive Behavioral Therapy (TF-CBT), November 2023
- Teachable Moment Brief Intervention (TMBI), June 2022
- Sand Tray Therapy, June 2023
- Illness Management and Recovery, (IMR) September 2020
- Trauma-Informed Care, September 2020

OTHER PROFESSIONAL EXPERIENCE

Touring Actor/Teaching Artist

October 2019-December 2019

Hampstead Stage Company

Barnstead, NH

- Perform up to ten, two-actor theatrical performances of classical literature per week to schools and libraries across the country.
- Facilltate Q&A sessions and theater workshops following performances upon venue request in an engaging and developmentally-appropriate manner.
- Plan travel routes, book lodging and efficiently communicate with company offices and venues when needed.
- Work collaboratively and professionally with co-actor while demonstrating excellent problem-solving, communication and organizational skills.

Front Desk Manager

December 2019-June 2019

Power Pilates

Upper East Side, NY

- Maintain high standards of client service, cleanliness, and attention-to-detail in an upscale, Manhattan fitness studio.
- Demonstrate proficiency in use of MindBody software to efficiently coordinate instructor availability, process payment, and manage class rosters.
- Assist clients in-person, via phone, and through email with class registration and by providing extensive and accessible information about the Pilates exercise system.

Server/Barista/Cashier

August 2018-March 2020

Hamilton's Bakery

Harlem, New York, NY

- Extensive knowledge of coffee creation including, but not limited to dialing in, pulling espresso and steaming milk.
- Balance cash management, teamwork, and reliability with top tier customer service.
- Manage high-volume cafe while providing efficient and pleasant table service, ensuring pleasant dining experience to both to visiting and returning guests.

Core Staff Member/Social Media Recruiter

April 2018 - March 2020

Riviera Caterers

New York, NY

- As a Core Staff Member, receive priority for assignment to higher-caliber events while assisting with new-staff training and orientation.
- Professionally recruit and inform potential, promising staff remotely via popular social media platforms to enhance pool of available staff during high-volume event season.
- Exude the highest standards of service, professionalism, and uniform while catering high-end events, concerts and socials throughout New York City.
- Assist with set-up and breakdown of event, food service, coat check, all while maintaining a clean-cut, approachable, and friendly demeanor.

Touring Actor/Lighting Assistant

August 2017-December 2017

Chamber Theatre Productions

Boston, MA

- Perform a series of 19th century short stories for middle school students up to five mornings per week.
- Assist with load-in and out of set pieces, construction of lighting systems and travel responsibilities.
- Work effectively with team of eight other tour members and demonstrate strong adaptability to changing circumstances.

Shift Leader

November 2016-August 2018

Sprinkles NY

Upper East Side, New York, NY

- Assist management team with store operations to create and maintain positive service experiences for high-volume cupcake bakery.
- Supervise and direct workforce, make daily staffing decisions, monitor inventory levels and ensure customer satisfaction, product quality, and overall safety and security within the store.

Caregiver/Nanny

August 2010 – October 2020

Multiple Families

Lee and Durham, NH

- Provide reliable and nurturing care while establishing positive, trusting relationships with both children and caregivers.
- Assist with general tasks including, but not limited to, housework, meal preparation, homework support, child engagement and enrichment activities and transportation to and from school or other locations.

Administrative Assistant

August 2016-November 2016

Thompson School of Applied Science

Durham, NH

- Perform general clerical duties to support smooth functioning of collegiate administrative office.
- Assist with organization and facilitation of school and/or staff events, office maintenance, and data entry.

VOLUNTEER EXPERIENCE

Volunteer Advocate

September 2021-Present

HAVEN- Violence Prevention and Support Services

Portsmouth, NH

- Provide confidential, nonjudgmental 24/7 phone support, crisis counseling and resources to those affected by sexual and domestic violence, and stalking.

Student Volunteer

August 2015-December 2015

Child Advocacy Center (CAC)

Lincoln, NE

- **Provide empathic support to both children and caregivers before and after forensic interview process.**
- **Cultivate safe and engaging space for children awaiting parents return when meeting with the CAC team of professionals.**
- **Complete administrative duties as needed to support successful functioning of office.**

ARIANNA MOSKOVITZ

SUMMARY

Dedicated and enthusiastic professional with over ten years of collective experience in mentorship, youth behavioral techniques, educational care and ABA therapy. Consistently receive outstanding feedback from supervisors for creative practices, and exceptional work ethics with clients. Proven expertise in establishing rapport and building trust with clients and co-workers from a variety of backgrounds. Possess strong written and verbal communication skills and the ability to step in for co-workers across departments to meet the needs of clients. Have a bachelor's degree in psychology, engaging in the graduate studies program at Southern New Hampshire University's Clinical Mental Health Counseling Program.

EDUCATION

Master of Arts in Clinical Mental Health Counseling September 2023

Southern New Hampshire University (Manchester, NH)

- GPA≥3.8

Bachelor of Science, Psychology May 2018

Plymouth State University (Plymouth, NH)

- GPA≥2.9, Presidents List (Fall 2017 and Spring Semester 2018), Plymouth State Cheerleading Club Vice President (2016-2017)

COUNSELING SKILLS

- Experience and informed in residential treatment support and one to one beneficial care.
- Demonstrate nonverbal, active listening and attending skills within role-play scenarios.
- Capability to reflect feelings, paraphrase, summarize and use effective encouragers when working with clients.
- Adhere to ethical and professional behavior with colleagues and clients
- Experience with HIPPA requirements, writing session notes, and maintaining confidentiality.
- Demonstrates mindfulness and respect of cultural differences, and backgrounds without bias.

PROFESSIONAL EXPERIENCE

Behavioral Health Clinician

Granite State Childrens Alliance (Laconia, NH)

Sept. 23'- Current

- Provide assessment and therapeutic services to children and families.
- Provide mental health consultation to the multidisciplinary team.
- Co-facilitate psychoeducation groups for children and families.

Graduate Internship

Jan. 23' - Sept. 23'

Lakes Region Mental Health Center (Laconia, NH)

- Attend Intern Orientation.
- Provide in-person and telehealth counseling services to patients.

- Complete documentation collaboratively with patients or independently via the electronic medical record.
- Attend weekly individual supervision;
- Complete all relevant trainings as determined by the assigned supervisor

Supported Employment Facilitator

Nov. 21' - April 23'

Lakes Region Mental Health Center (Laconia, NH)

- Responsible for providing support to assist individuals with disabilities in obtaining and maintaining competitive employment in the community.
- Engage with clients in building rapport and begin the process of categorizing vocational strengths and challenges, initiate the development of vocational goals, and cultivate plans to reach them.
- Participate in forming professional relationships with business owners in the local community and surrounding towns.
- Conduct interviews with potential SE employees.
- Host weekly staff meetings, and attend team-oriented meetings with stakeholders.

ABA Therapy/ Behavior Technician

Sept. 20' -Nov. 20'

Innovations Development Solutions (Broomfield, CO)

- Providing direct care to clients in a one-on-one setting to implement skill acquisition and behavior reduction treatments as directed by the supervisor and BCBA.
- Collect and record data on client behavior.
- Collaborate, communicate and assist with the training of clients.
- Provide a safe, supportive and engaging environment for patients and family.
- Carry out clinical assessments and write session notes providing information to BCBA, parents, and other staff.
- Maintain strict confidentiality, follow HIPPA regulations, and be ethically correct in the ABA environment.
- Attend training and receive supervision from a BCBA to acquire further knowledge about ABA.

Community Leader/ Residential Youth Counselor

June 18'-June 19'

Becket Family Services/Mount Prospect Academy (Campton, NH)

- Support youth residents by engaging in various programming, recreation, hobbies, leisure activities and other interesting community involvement.
- Provide coping skills, support, and other means of appropriate behavioral release for students.
- Implement healthy growth, development and redirection for students.

VOLUNTEER EXPERIENCE

Head Coach/ Head Cheer Coach Sept. 19'-current

University of Colorado Boulder/Boulder Buffs Cheerleading Club (Boulder, CO)

- Educated athletes in the fundamentals of the sport in a manner that provided opportunities for all athletes to learn and improve.
- Motivated the cheerleaders to give their best during performance.
- Analyzed and developed safe, and well-choreographed routines to be performed by the cheerleaders.
- Established positive relationships with students, parents, colleagues and administrators.
- Enforced safety and precise techniques of all tumbling, stunting, and individual skills.

Special Needs Coach/ Head Cheer Coach May 11'- Aug. 13'

Hamilton Starz Allstar Cheerleading (Hamilton, NJ)

- Encouraged the growth of members' self-confidence and personal strength.
- Ensured safety of all team members, along with equal opportunities for growth and development of skills.
- Well-informed of all athletes' medical needs and trained to act in case of an emergency.

PROFESSIONAL AFFILIATIONS

Member of the National Society of Leadership and Success

Jul. 22' - Present

SPECIALIZED CERTIFICATIONS/TRAININGS

- Registered Behavior Technician 40hr Training
- Intro to Autism & ABA Training
- First Aid Certification
- Mental Health First Aid Certification
- CPR Certification
- Therapeutic Crisis Intervention Training
- Health Insurance Portability and Accountability Act (HIPAA) Training
- Attachment, Regulation and Competency (ARC) Training
- Supervision & Team Leadership Training
- Work Incentives Planning and Assistance Training
- TH C-SSRS Training
- Individual Placement and Support Supported Employment Advanced (Job Development Training
- Enhanced Illness Management & Recovery Training
- Nonviolent Crisis Intervention Training
- ANSA Certification
- TF-CBT Certification

Sherry A. Lapointe



Licensed Clinical Mental Health Counselor

Qualifications

- ★ Over 30 years professional experience working with children and families
- ★ Exceptional written and verbal communication skills
- ★ Supportive leadership style
- ★ Flexible, energetic, creative thinker
- ★ Trained in evidence based models (TF-CBT, CPP, SBC, and MI)
- ★ Approved supervisor for the NH Board of Mental Health

Professional Clinical Experience

Program Coordinator/Clinical Supervisor

Waypoint, Keene, NH (4/2019 to Present); Manchester, NH (12/2021 to present)

- Provides weekly clinical supervision to ISO/IHB and PA staff in Keene and Manchester
- Plans and runs weekly group supervision meetings
- Works with trainer to ensure new staff are able to meet the needs of their positions
- Works collaboratively with members of the Family Preservation Department and referral sources
- Supports program manager in planning and running monthly team meetings
- Oversees the staff work and files to ensure they are compliant with state regulations and agency policies

Family Therapist

Waypoint (Formerly Child and Family Services of NH), Keene, NH (10/2011 to 4/2019)

- Office-based individual and family therapy
- Engages families in effective in-home counseling services at a variety of service levels (TT, IHB, ISO)
- Provides case management, family therapy, and case work as needed
- Works cooperatively within a team environment
- Provides trauma assessments and treatment as needed
- Supervisor for clinicians working toward licensure

Familystrength, Keene, NH (05/2009 to 10/2011)

- Provided effective in-home counseling for at risk families
- Referred families to community organizations to attain needed services
- Provided written assessments and reports for DCYF, DJJS, and the district court system
- Developed effective service plans with clearly written goals
- Worked collaboratively with DCYF and DJJS
- Actively participated in peer staff meetings and in-service trainings

Professional Writing

Columnist for "The Monadnock Family" and "Healing Perspectives" columns

The Monadnock Shopper News, Keene, NH (1996 - present)

- Researches relevant family and mental health topics
- Writes articles with family and mental health themes relevant for area families

Julia Sullivan

EDUCATION

UNIVERSITY OF NEW HAMPSHIRE Durham, NH

Bachelor of Science Human Development and Family Studies Concentration in Family Support Dec 2022

GPA: 3.65

- Relevant Coursework: Children, Adolescents & the Law, Race, Class, Gender & Families, Intimate Relationships and Families, Human Development, Juvenile Crime and Delinquency
- Awards & Honors: Deans List High Honors Spring 2020, Deans List Honors Fall 2020, Deans List Highest Honors Spring 2021, Deans List Honors Fall 2021

EXPERIENCE

Greater Lakes Child Advocacy Center, Granite State Childrens Alliance Laconia NH

Family Support Specialist May 2023-Present

- Coordinate with the multidisciplinary to schedule interviews.
- Formulate mental health and medical referrals for children and adults.
- Provide follow-up conversations and support to families.

Strafford County Child Advocacy Center Dover, NH

Intern Sept 2022 - Jan 2023

- Initial data entry of cases into NCAtrack.
- Consider resources and referrals to best support families.
- Observe interviews then write subsequent reports.

Household Nanny Dover, NH

Nanny Jul 2021 - May 2023

- Ensure proper care to five children aged 2 months to 8 years.
- Help develop and monitor family schedule.
- Organize and conduct age-appropriate recreational activities, such as games, arts and crafts, sports, and playdates.

Lake Winnepesaukee Golf Club New Durham, NH

Server/Bartender May 2021 - Present

- Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
- Assist host by answering phones to take reservations or to-go orders, and by greeting, seating, and thanking guests.
- Perform cleaning duties, such as sweeping and mopping floors, vacuuming carpet, tidying up server station, taking out trash, or checking and cleaning restrooms.

Nashua School District Nashua, NH

Substitute Teacher Jan 2020 - Feb 2022

- Taught basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
- Read books to entire classes or to small groups.
- Enforced all administration policies and rules governing students.

Sky Meadow Country Club Nashua, NH

Pool Waitress/Bartender Apr 2019 - Sep 2020

- Checked identification of customers to verify age requirements for purchase of alcohol.
- Cleaned bars, work areas, and tables.
- Recorded and fulfilled food and beverage orders.

Dough Life Nashua, NH

Manager Apr 2018 - Mar 2019

- Established schedule to ensure coverage of operation.
- Maintained inventory and placed weekly orders.
- Provided friendly customer services.

Jump On In Nashua, NH

Supervisor Aug 2016 - Apr 2018

- Ensured the safety of all participants, through establishment and enforcement of rules.
- Supervised employees in the running of birthday parties and special events.
- Organized facility usage and payment user fees.

OUTSIDE INTERESTS

- Enjoy boating, fishing, family activities, card and board games, traveling, and attending sporting events



Granite State Children's Alliance™

POSITION TITLE: Chief Executive Officer

JOB SUMMARY:

Provide management and leadership to the planning, development, and management of the Granite State Children's Alliance ("GSCA") and staff, which supports the needs of its member Children's Advocacy Centers ("CAC's") throughout New Hampshire as well as four CAC's it directly operates in Hillsborough, Belknap and Cheshire counties. The Chief Executive Officer will lead GSCA activities, promote the concept of CAC's, and develop public awareness at a state level. The Chief Executive Officer will assist member CAC's by coordinating technical training, marketing and brand initiatives and development of public policy and advocacy strategies. The Chief Executive Officer will be responsible for executing a fundraising strategy to provide the organization with the resources necessary support its mission.

The Chief Executive Officer reports to the Granite State Children's Alliance (GSCA) Board of Directors ("Board"). Working in conjunction with the Board and its priorities and objectives, the Chief Executive Officer will:

DUTIES AND RESPONSIBILITIES:

- Build relationships with and develop a thorough understanding of the status of all CAC's in the state. Serve as a central clearinghouse for information about centers in New Hampshire.
- Coordinate strategic plan development and implementation for the GSCA.
- Ensure smooth operation of the GSCA programs including financial performance, budget preparation, staffing, marketing, program development, policy formulation and compliance with all pertinent government regulations and standards.
- Develop and oversee fundraising activities, campaigns and strategies.
- Ensures implementation of policies adopted by the Board.
- Has chief administrative responsibility for public accountability of the agency.
- Implementation and monitoring of all grants including those funds sub granted to member CAC's.
- Hires, evaluates and terminates GSCA staff in the performance of their duties.
- Provides overall leadership, supervises and directs staff towards the successful performance of the agency.
- Coordinate and oversee all public policy activities, especially promoting CAC's to legislators to acquire and sustain state funding.
- Network/collaborate with statewide and national organizations dedicated to child safety issues.
- Provide ongoing support to member CAC's including their multi-disciplinary teams and Boards.
- Activities are not limited to, but can include, the following: site reviews, compliance checks, meeting accreditation standards, facilitating training, and other forms of support and advocacy to meet their needs.
- Design overall program strategies to meet the training and technical assistance needs of CAC's in New Hampshire based on input and direction of the Board.
- Assist member centers to prepare for and implement NCA accreditation or reaccreditation.

- Help create a strong sense of unity and cohesiveness among member CAC's and MDT's in New Hampshire.
- Design and direct the implementation of a statewide public relations campaign including, outreach and education to other state organizations and partnership agencies regarding the mission and value of CAC's.
- Organize, schedule and attend all Chapter meetings/calls. Create agenda for Chapter meetings. Distribute minutes of each meeting.
- Act as Chapter membership representative at local, state, regional, and national meetings; as appropriate.
- Generate regular reports for the GSCA Board of Directors on financial and program performance of all CACs in the state.
- Other responsibilities as designated by the GSCA Board of Directors.

REQUIREMENTS:

- Bachelor's degree with 5+ years in non-profit and organizational management experience or experience in systems of child abuse investigation, prosecution, and treatment
- Engaging and energetic, personality traits with a demonstrated passion for children's issues.
- High degree of commitment, strong organizational skills, consistent follow-through, self-motivation, and the ability to lead member agencies and professionals towards a common goal.
- Familiarity with CAC's, and their programs and services.
- Experience developing and leading volunteer organizations
- Prior experience developing a diverse range of fundraising opportunities including events, grants and the securing of public funds
- Demonstrated writing and communication skills
- Knowledge of the legislative process and advocacy strategies.
- Strong skills in public relations, negotiations and budgeting are a must with the ability to work independently with flexible hours
- A valid driver's license and the willingness to travel
- Must pass the equivalent of a federal background screening

SUPERVISION:

- The Chief Executive Officer will be supervised by the Executive Committee of the Board.
- The Board will be responsible for annual evaluation of the Chief Executive Officer and measurement against stated duties.

PROFESSIONAL SKILLS:

- Excellent interpersonal skills and ability to work effectively with different constituencies
- Excellent writing and verbal communication skills and a collaborative management approach
- Strong organizational leadership skills and ability to manage multiple projects simultaneously
- Self-starter with ability to work independently as well as in a team
- Ability to communicate passionately a commitment to the CAC movement
- Cross cultural competence and sensitivity
- Computer and up-to-date technology skills



Granite State Children's Alliance™

POSITION TITLE: Chief Program Officer - Full-time

LOCATION: Statewide – Office located within the GSCA Chapter office, Bedford

REPORTS TO: Chief Executive Officer of GSCA

OUR MISSION: Our mission is to provide all victims of child abuse in New Hampshire a neutral environment where justice, healing, equity and prevention are fostered through the consistent, high quality and sustaining collaboration of community partners.

The Victim Service Quality Assurance Director position will be employed by GSCA and work with all Child Advocacy Centers and MDT from around New Hampshire to assess gaps in service and practice regionally, plan with local teams to make improvements, and guide and support the implementation of recommendations with the CAC/MDT.

Guiding our CAC/MDT improvement efforts with priority on the victim's needs ensures that our CACs in NH are providing a high quality, victim centered, trauma informed forensic interviewing services. Additionally, that the services serve the complex needs of victims of sexual and physical abuse in a way that helps victims heal, survive, and thrive.

DUTIES AND RESPONSIBILITIES

- Maintaining the quality of the Child Advocacy Center model in NH using NCA Standards as a minimum benchmark
- Strengthening and developing relationships with key stakeholders both locally and statewide
- Conducting regional CAC/MDT needs assessments regarding access, process and supports for child victims of abuse and non-offending caregivers to identify gaps in service
- Based upon assessment results, collaboratively developing and implementing a tailored victim service improvement action plans for the CAC/MDT statewide
- Evaluating common victim service needs that exist in the CACs throughout the state
- Working on both a statewide and local level to help the CACs connect with service providers and/or securing funding to fill any existing gaps in service
- Measuring and analyzing data to determine the effectiveness of the development, facilitation, and implementation of appropriate victim service improvement recommendations within the CAC/MDT model
- Identifying victim populations who may need the services of a Child Advocacy Center but whose needs are not currently being met
- Monitoring and providing education regarding changes in the NH Attorney General's Protocols and NCA National CAC Accreditation Standards with respect to the multi-disciplinary team's use of Child Advocacy Centers and applying best practice

- Provide ongoing education to MDT members, funding sources and the public about the Child Advocacy Center model, what CAC's do as a part of the child protection system and current best practices within the CAC and child protection system
- Collaborate with GSCA Director of Outreach and Education to develop training curriculum for MDT members and other stakeholders
- Assist GSCA/NH Network of CACs in developing and implementing behavioral health, specialized medical and other expanded services
- Supervise staff and manage programs in the GSCA Behavioral Health Program
- Coordinate recruitment and hiring of GSCA Behavioral Health Clinicians
- Manage the GSCA Specialized Medical Program and its collaboration with the NH SANE program.
- Collaborate with GSCA Director of Program services in managing day to day operations of GSCA CACs
- Coordinate recruitment and hiring of GSCA CAC staff
- Represent GSCA and the NH Network of CACs on statewide and local action committees including but not limited to, the NH Attorney Generals Task for on Child Abuse and Neglect, NH Human Trafficking Collaborative Network, NH Victim/Witness Assistance Academy
- Assist GSCA CEO with VOCA Monitoring of NH Network CACs
- Assist GSCA CEO with general Human Resources related duties and crisis management
- Assist GSCA CEO with fund development, donor relations, grant writing, developing, and maintaining relations with local and state government officials, lobbying efforts and funding strategies
- Attend GSCA Executive Board Meetings to provide program data, direct and expanded services updates and information on program expansion
- Other duties as assigned

POSITION REQUIREMENTS

- Bachelors Degree with at least 10 years of relevant experience in law enforcement, prosecution, victim services/advocacy or within other MDT partner agencies
- Knowledge and experience with CACs and the dynamics of child sexual abuse
- Experience providing supports to families and children in crisis
- Must have strong leadership, team building and negotiation skills, ability and willingness to assist and lead teams
- Excellent verbal and written communication skills
- Ability to establish effective working relationships with other CAC/MDT members along with working independently
- Engaging, energetic with strong organizational skills, consistent follow through and self motivation
- Superior time management skills, capability to train others and multi- task.
- Must have ability to make sound independent fact-based decisions, be flexible and able to work with little supervision
- Attention to details and accuracy is a must, as well as willingness to learn and apply new methods for innovative solutions to drive improvement
- Ability to work with a diverse structure of member agencies, communities and professionals
- Strong leadership skills, a solid work ethic and compassionate attitude
- Must be able to travel at least 25% of the time

Grande State Children's Alliance is an equal opportunity employer.

In accordance with the Americans with Disabilities Act, the above is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job.

Applicant will be required to pass a NH Criminal Record background and NH Child Offender Registry check.

Please mail, fax or email resume and cover letter to:





Granite State Children's Alliance™

New Hampshire's Network of
Child Advocacy Centers

TITLE: Director of Child Advocacy Center Services

REPORTS TO: Chief Program Officer

NATURE AND SCOPE:

The Director of Program Services oversees the coordination and administration of forensic interviewing, family advocacy and case management services in all GSCA CAC programs (Hillsborough CAC, Monadnock Region CAC and Greater Lakes CAC). Provides oversight for the scheduling of interviews and ensures adequate staffing of the center(s). Responsible for peer review and ensuring forensic interview specialists are utilizing interview protocol and incorporating best practices from the field. Shall provide support services to children and family members; assist participants in the Center's multidisciplinary team; assist in the coordination of multi-agency case review; conduct forensic interviews when applicable and provide community education, outreach and prevention of child maltreatment.

ESSENTIAL FUNCTIONS:

- Provide direct supervision to program coordinators ensuring quality services are provided to participating agencies including child protection, law enforcement, prosecutors, medical and mental health personnel.
- Organize and facilitate an agency-wide peer review process. Provide constructive feedback to forensic interview specialists.
- Ensure that program activities operate within the policies and procedures of the organization. Develop protocols, policies and procedures for new programs or initiatives.
- Familiarize self with trends in the field, best practice and current research through attendance at training events, reading literature and participating in on-line blogs or list serves.
- Consistently demonstrates professional behaviors and leadership skills that are in support of the vision, mission, and philosophy of the Granite State Children's Alliance at both the organizational and community level.
- Works with the chief executive officer to research the need for new initiatives or programs. Develop and implement new initiatives or programs, utilizing best practices, with support from executive director, program staff and collaborating partners.
- Communicates effectively and functions in a collaborative manner within all levels of the organization, with participating agencies and within the community.
- Performs such other duties as assigned by the chief executive officer.
- Participate in community collaboratives for agency recognition and resource development.

- Maintains a positive relationship with Multidisciplinary team members so as to ensure program success. Offers training to Multidisciplinary team members as needed.
- Assists in the gathering and reporting of program data, quality assurance and outcome evaluation as assigned.
- Facilitates Pre and Post Interview meetings with MDT members and families on an as needed basis.
- Conducts Forensic Interviews of children on an as needed basis.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Bachelor's degree in social work, criminal justice, psychology or related field.
- Three years previous experience in a child advocacy center setting.
- Strong communication and interpersonal skills so as to maintain strong, positive relationships with individuals of diverse backgrounds, cultures and experiences.
- Demonstrated ability to give and receive feedback from peers and team members.
- Demonstrated writing skills to develop internal written communication such as policies and procedures and external educational or informational materials.
- Advanced knowledge of the child forensic interview, including but not limited to, a working knowledge of dynamics of child sexual abuse, working knowledge of law enforcement, ability to engage children of all ages in an interview-type setting, protocol required for a valid interview defensible in court.
- Strong relationships with community members especially members of the multidisciplinary team.
- Demonstrated strong and creative problem solving skills.
- Strong organizational skills.

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Granite State Children's Alliance™

Position: Director of Administrative Operations

Reports to: GSCA Chief Executive Officer

Office Location: Bedford, NH (may travel to other GSCA CACs as needed)

The Director of Administrative Operations for the Granite State Children's Alliance (GSCA) is responsible for providing financial and operational oversight and support for the GSCA Child Advocacy Centers (CAC) and the statewide Chapter responsibilities.

DUTIES AND RESPONSIBILITIES:

Accounting:

- Perform accounting and administrative tasks related to the processing of account receivables and payables including performing accounting procedures using QuickBooks, uploading invoices for payment processing through bill.com, and working with SquareTail (GSCA third party accounting support)
- Organize and provide logistical and accounting support for statewide CAC trainings/events and GSCA fundraising initiatives
- Provide support to the GSCA Chief Executive Officer position with grant expenditure administration for federal awards, municipal support, foundation grants and other funding sources
- Review credit card coding and processing procedures
- Prepare deposits

Human Resources:

- Manage the Administrative Assistant position and responsibilities
- Prepare and process GSCA payroll
- Manage employee benefits including ETO, health insurance, dental, short-term disability, 403B
- Provide human resource support for GSCA new hires and existing staff needs
- Maintain personnel file management to comply with GSCA policies and procedures to meet grant compliance requirements

Operations:

- Oversee and collaborate (with third party managed IT vendor) with regards to technology support, networking and computer workstation needs for GSCA CAC locations, GSCA Chapter office and employees
- Establish and maintain utility accounts (including telecommunications) for supporting everyday operations at CAC locations and the GSCA Chapter office
- Oversee the purchasing and record keeping of supplies and equipment for GSCA CAC locations and the GSCA Chapter office
- Supervise and collaborate with the GSCA Administrative Assistant for smooth GSCA and CAC operations and records maintenance

Other:

- Provide supervision with electronic mailings and other donor communication activities as needed
- Oversee the maintenance of constituent data in Blackbaud Raiser's Edge NXT
- Support the Director for Resource Development with the logistics and administration of signature fundraising events

REQUIREMENTS:

- Bachelor's degree and at least 7 years of relevant accounting/bookkeeping experience
- Strong accounting skills; preferably using QuickBooks
- Strong computer software skills (Word, Excel, PowerPoint, Outlook)
- End user technical support abilities needed
- Experience with Blackbaud Raiser's Edge NXT preferred
- Preferred knowledge and experience working within a non-profit environment
- Strong time management and organizational skills
- Keen attention to detail
- Excellent written and communication skills
- Engaging, energetic, consistent follow through and self-motivated
- Ability to work with a diverse structure of member agencies, communities and professionals
- Strong leadership skills and a solid work ethic

In accordance with the Americans With Disabilities Act, the above is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job.

Please send resume and cover letter to Joy Barrett at





Granite State Children's Alliance™

POSITION TITLE: Director of Education and Outreach

REPORTS TO: GSCA Chief Executive Officer

The Director of Education and Outreach for the GSCA is responsible for organizing statewide training and outreach efforts, implementing marketing initiatives and managing statistical data collection and reporting.

DUTIES AND RESPONSIBILITIES:

- Manage the GSCA Marketing Committee and help implement the statewide Marketing Plan with respect to maintaining branded GSCA/CAC materials, implementing social media campaigns and acting as administrator for online marketing tools to promote awareness of the GSCA/CAC membership mission.
- Build relationships with the GSCA membership and develop a thorough understanding of the status of all CACs in NH to support ongoing and long-term outreach/marketing activities and objectives associated with GSCA and its CAC members.
- Collect and analyze statewide statistical data from our GSCA membership on a bi-annual basis.
- Collect and compile monthly GSCA membership reports for the Executive Director and the GSCA Board of Directors.
- Oversee the statewide OMS (Outcome Measurement System) and measure/collect other meaningful data to develop reportable outcomes to demonstrate impact for funders, legislators and other key stakeholders.
- Implement a local and statewide outreach and education campaign to include, but not limited to, school districts, sport groups, youth serving organizations, religious organizations and businesses.
- Assist the Chief Executive Officer and Director of Resource Development with the development of grant proposals relative to statewide educational initiatives and statewide outreach efforts.
- Assist the Chief Executive Officer with various administrative duties.

REQUIREMENTS:

1. Bachelors Degree with at least 2 years of relevant experience
2. Preferred knowledge and experience with CACs and/or the dynamics of child sexual abuse
3. Experience providing training and technical assistance to professionals
4. Strong skills in public speaking
5. Excellent written and communication skills
6. Engaging, energetic with strong organizational skills, consistent follow through and self motivation
7. Knowledge and experience working with social media (Facebook, Constant Contact, Twitter etc.) for business purposes
8. Ability to work with a diverse structure of member agencies, communities and professionals
9. Strong leadership skills and a solid work ethic

Please send resume and cover letter to Joy Barrett at:

Granite State Children's Alliance

Or:





Granite State Children's Alliance

POSITION TITLE: KNOW & TELL® Education & Advancement Director

REPORTS TO: Director of Education and Outreach

The KNOW & TELL® Education & Advancement Director for the GSCA is responsible for organizing, implementing, and advancing all KNOW & TELL® programming. KNOW & TELL® is New Hampshire's statewide initiative to educate and empower adults to KNOW the signs of child abuse and TELL responsible authorities when they recognize them. Training workshops are targeted to school districts, youth servings organizations, healthcare providers, peer-to-peer ambassadors, multidisciplinary teams (MDT), and other statewide advancement and expansion opportunities, etc. around the responsibility of mandated reporting, signs of abuse and neglect, responding to disclosure of abuse, and the Child Advocacy Center (CAC) and MDT model response to child abuse.

DUTIES AND RESPONSIBILITIES

- Develop, coordinate, and implement KNOW & TELL® workshops for school districts, youth servings organizations, healthcare providers, peer-to-peer ambassadors, multidisciplinary teams (MDT), and other statewide advancement and expansion opportunities, and others as determined.
- Evaluate all aspects of the KNOW & TELL® program.
- Coordinate with CAC staff in the ongoing identification of new KNOW & TELL® workshop training opportunities to reach adults and allied professionals in the community.
- Coordinate with CAC staff members to ensure community training and education needs are met.
- Develop and assist the Administrative Operations in the documentation, billing, and any grant needs for KNOW & TELL® programs.
- Develop statewide partnership(s) for KNOW & TELL® Advancement to include (but not limited to) Memorandum of Agreement(s) between GSCA and stakeholder regarding formalized pilot program, product development, reporting needs, etc.
- Monitor and inform Director of progress toward annual goals.
- Submit quarterly and annual reports to the Director and appropriate funding sources.
- Maintain a positive, professional communication with individual allied professionals as appropriate regarding our KNOW & TELL® workshops.
- Establish and nurtures relationships with allied professionals and community organizations, serving the community.
- Pursues professional development opportunities as needed.
- Other duties as assigned by the Director.

Education/Experience: Bachelor's Degree and relevant working experience preferred.

REQUIREMENTS:

1. Bachelors Degree with at least 2 years of relevant experience
2. Preferred knowledge and experience with CACs and/or the dynamics of child sexual abuse.
3. Experience providing training and technical assistance to professionals.
4. Strong skills in public speaking.
5. Excellent written and communication skills.
6. Engaging, energetic with strong organizational skills, consistent follow-through and self motivation.
7. Ability to work with a diverse structure of member agencies, communities and professionals.
8. Strong leadership skills and a solid work ethic.

Please send resume and cover letter to Joy Barrett at

Granite State Children's Alliance

Or:





Granite State Children's Alliance

POSITION

TITLE: Business Support & Multimedia Design Manager – Full time (40 hours per week)

REPORTS TO: Director of Administrative Operations

OFFICE LOCATION: Bedford, NH

The mission of the Granite State Children's Alliance (GSCA) is to provide all victims of child abuse in New Hampshire a neutral environment where justice, healing, equity, and prevention are fostered through the consistent, high quality and sustaining collaboration of community partners.

The GSCA team is looking for an experienced administrative professional to join our organization. The Administrative and Creative Support Manager position is responsible for providing support to the Director of Administrative Operations and other directoral team members, as well as independently managing a variety of administrative and creative projects.

DUTIES AND RESPONSIBILITIES:

- Primarily responsible for the submission of municipal grant requests, to include drafting initial requests, supply of supporting or requested documentation, and tracking of approvals
- Support the Chief Executive Officer with the preparation, editing, collection of supporting documentation, and tracking of federal, community, rotary, and unsolicited grants
- Draft letters and other communications related to donors
- Create social media content for The Granite State Children's Alliance, GSCA CAC locations, and fundraising pages
- Create newsletter templates and visual and written content for, but not limited to:
 - Beards for Bucks, Jet Gala, and other annual or periodic fundraising efforts
 - Announcements and invitations
 - KNOW & TELL
 - GSCA News (quarterly)
- Assist with preparation for Beards for Bucks, including creating support tools for team members, calendars for deadlines and other important dates, etc.
- Assist in the creation of KNOW & TELL social media posts, newsletter, and other communications.
- Assist with the organization and planning of events, in some cases taking a direct lead over aspects of planning.
- Contribute creative and written content to the Annual Report
- Coordinate and manage direct mailings including the Annual Impact Report and other communications to stakeholders
- Support the bookkeeping and accounting tasks and office duties of the Director of Administrative Operations
- File and organize vendor bills, bank statements, documents, and records.

- Code and prepare account payables and receivables for bill.com and gather receipts and code credit card statements.
- Prepare personnel files and support the collection, oversight, and reconciliation of training documentation for grant reimbursement.
- Receive and distribute incoming mail and payroll records.
- Coordinate, reconcile and maintain staff timesheet collection and records.
- Create and manage donor acknowledgement and various supportive correspondence, to include data entry and maintenance of constituent and gift records on the Donor software system.
- Provide the Chief Executive Officer support preparing for statewide board meetings, including the recording of minutes, and compiling monthly GSCA director and membership reports.
- Coordinate communication between GSCA's four CAC offices and member CAC locations.
- Assist in the preparation, editing, and posting of job descriptions for all departments.
- Prepare and maintain inventory levels of CAC caregiver information packets.
- Maintain GSCA website contact information, other minor updates.
- Provide basic computer/software support for GSCA team members.
- Order supplies for CAC locations and the Chapter to include researching vendors for pricing, and maintaining/reconciling purchase receipts and records.
- Assist team with other various administrative duties as required.

REQUIREMENTS:

- 4 years of administrative support experience preferred.
- Strong computer skills (Word, Excel, PowerPoint, Outlook, Drop Box, WordPress)
- Solid donor database experience (Blackbaud® Raiser's Edge NXT preferred)
- Engaging, energetic, consistent follow through and self-motivated.
- Strong time management and organizational skills – ability to multitask and prioritize.
- Great attention to detail Excellent written and communication skills.
- Experience producing creative content for print and web.
- Ability to work as a team player with a diverse structure of member agencies, communities, and professionals.
- Solid work ethic.

In accordance with the Americans with Disabilities Act, the above is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job.

Please send resume and cover letter to Dawn Gilbert at:





POSITION TITLE: Director of Resource Development

REPORTS TO: GSCA Chief Executive Officer

The Director Resource Development for the Granite State Children's Alliance is responsible for developing, planning and coordinating fund development strategies and activities as well as creatively seeking new opportunities to generate revenue and other resources to ensure long-term sustainability of our organizational and programmatic services for children who are victims of abuse.

DUTIES AND RESPONSIBILITIES

- Establish robust resource development capability by creating systems and processes that prioritize identification, cultivation, and stewardship of existing and potential donors.
- Create and implement a comprehensive annual development plan that supports the vision of the organization and strategically integrates multiple development revenue streams.
- Maximize our donor management systems capabilities to ensure proper reporting, acknowledgment of gifts, and stewardship of stakeholders and donors.
- Provide leadership for planning, creating, and executing all resource development activities, including an annual campaign, foundation grants, municipal/state/federal grants, corporate giving, major donor cultivation and stewardship, and special events.
- Provide resource development leadership to the Chief Executive Officer and Board of Directors, including board member trainings, identifying prospective donors and managing Board of Directors giving.
- Research, draft, and submit grant proposals that align with Granite State Alliance's mission.
- Oversee all fundraising-related event planning and execution.
- Align development strategies with communication strategies, ensuring consistent branding across all platforms and elevating community awareness of Granite State Alliance and the Network of Child Advocacy Centers.

REQUIREMENTS

- 5+ years experience in resource development, with proven ability to create, manage, and lead a strategic fund development program.
- Bachelor's Degree required. Master's Degree in applicable field preferred. - Track record of securing major gifts, and stewarding individual, corporate, and foundation donors.
- Detail-oriented, analytical, with strong written, communication and public speaking skills.
- History of successful grant writing and grant program direction.
- History of executing profitable special events.
- Engaging, energetic with strong organizational skills, consistent follow through, collaborative, creative and self-motivated.
- Knowledge and experience working with social media (Facebook, Constant Contact, Twitter etc.) for business purposes.
- Ability to work with a diverse structure of member agencies, communities and professionals.
- Strong leadership skills and a solid work ethic.
- Passion for the mission of the Granite State Children's Alliance.

In accordance with the Americans With Disabilities Act, the above is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job.

Please send resume and cover letter to Joy Barrett at



Or





Granite State Children's Alliance

POSITION TITLE: Behavioral Health Program Development & Research Clinical Manager

LOCATION: Bedford, NH

REPORTS TO: GSCA Chief Program Officer

This is a unique and exciting opportunity to be part of a team dedicated to enhancing the Child Advocacy Center (CAC) model by strengthening trauma-informed behavioral health services for children in New Hampshire. In this position, you will have the opportunity to help refine the vision for healing services for children on-site at CACs and implement strategies for the future growth and expansion of behavioral health services statewide.

Our mission is to provide all victims of child abuse in New Hampshire a neutral environment where justice, healing, equity, and prevention are fostered through the consistent, high-quality, and sustaining collaboration of community partners.

Position Summary: GSCA Behavioral Health Program Development and Research Clinical Manager works in concert with the GSCA Behavioral Health Program Community Operations and Relations Clinical Manager on the development, implementation, and evaluation of all Granite State Children's Alliance (GSCA) behavioral health clinical services, internship programs, community relations and engagement, and the management and supervision of GSCA Behavioral Health Program on-site staff clinicians and student interns.

DUTIES AND RESPONSIBILITIES

- Develop and implement a strategy for growth and expansion of trauma-informed behavioral health clinical services.
- Maintain effective relationship with all appropriate community stakeholders, including mental health clinical programs, educational and medical institutions, state agencies, state and private insurance providers, and key community leaders.
- Recruit, hire, supervise and provide administrative and clinical support clinical staff.
- Develop and implement state-of-the-art, evidence-based, trauma-focused treatment research strategies and outcomes for the clinical program.
- Develop, implement, and evaluate all clinical operations policies and procedures.
- Ongoing assessment and evaluation of clinical needs of all clients.
- Provide trauma-focused assessment, treatment, resources, and support to victims of abuse.
- Assure proper maintenance of all clinical records, statistics, and reports in compliance with local, state, and federal laws and funding requirements.
- Develop and monitor annual clinical program budget to include billing.
- Participate in School Based workgroups such as training school social workers, etc.

REQUIREMENTS

- Active mental health clinical license with at least 5 years of clinical experience in the human service/mental health field.

- Engaging, energetic with strong organizational skills, consistent follow through and self-motivation
- Ability to work with a diverse structure of member agencies, communities, and professionals.
- Experience collaborating with college and university clinical Internship programs.
- Ability to work toward achieving approved clinical supervision credentials for supervision of behavioral health clinicians and Interns.
- Strong clinical experience and training in child abuse, childhood trauma and evidence-based, trauma-focused treatment.
- Excellent communication and computer skills.
- Must carry own liability insurance.
- Knowledge of the role of CAC multidisciplinary teams and the court system.
- Knowledge of services provided by CACs.
- Excellent written and communication skills.
- Strong leadership skills, a solid work ethic and compassionate attitude.

SALARY & BENEFITS

Salary:

Benefits Package Includes:

- Health Insurance (100% paid premium/single)
- Dental Insurance (100% paid premium/single)
- Paid Time Off
- 11 Paid Holidays
- 403B Enrollment (optional)
- Professional Development Assistance
- Short Term Disability
- Cell Phone Stipend
- Travel Reimbursement

In accordance with the Americans with Disabilities Act, the above is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job.

Applicant will be required to pass a NH Criminal Record background, NH Child Offender Registry check and complete the Granite State Children's Alliance KNOW & TELL course.



POSITION TITLE: Behavioral Health Program Community Operations & Relations Clinical Manager

LOCATION: Bedford, NH

REPORTS TO: GSCA Chief Program Officer

This is a unique and exciting opportunity to be part of a team dedicated to enhancing the Child Advocacy Center (CAC) model by strengthening trauma-informed behavioral health services for children in New Hampshire. In this position, you will have the opportunity to help refine the vision for healing services for children on-site at CACs and implement strategies for the future growth and expansion of behavioral health services statewide.

Our mission is to provide all victims of child abuse in New Hampshire a neutral environment where justice, healing, equity, and prevention are fostered through the consistent, high-quality, and sustaining collaboration of community partners.

Position Summary: GSCA Behavioral Health Program Community Operations and Relations Clinical Manager works in concert with the GSCA Behavioral Health Program Development and Research Clinical Manager on the development, implementation, and evaluation of all Granite State Children's Alliance (GSCA) behavioral health clinical services, internship programs, community relations and engagement, and the management and supervision of GSCA Behavioral Health Program on site staff clinicians and student interns.

DUTIES AND RESPONSIBILITIES

- Develop and implement a strategy for growth and expansion of trauma-informed behavioral health clinical services.
- Develop effective relationships with all appropriate community stakeholders, including mental health clinical programs, educational and medical institutions, state agencies, and key community leaders.
- Serve as spokesperson for GSCA behavioral health clinical program for community groups, organizations, funding sources, and elected officials as required through public speaking, presentations, and trainings.
- Foster work force development by establishing relationships with colleges and universities to develop a robust GSCA behavioral health Internship program.
- Recruit, hire, and supervise, and provide administrative and clinical support for student interns.
- Recruit, hire, supervise and provide administrative and clinical support for clinical staff.
- Ongoing assessment and evaluation of clinical needs of all clients.
- Provide trauma-focused assessment, treatment, resources, and support to victims of abuse.
- Provide consultation to professional colleagues, community groups, organizations, or individuals seeking assistance in issues related to sexual abuse, physical abuse, other forms of childhood trauma, trauma informed treatment, and other related topics.
- Participate in Stakeholder Workgroups such as but not limited to YPSB, Human Trafficking Task Force, Juvenile Justice Transformation.

REQUIREMENTS

- Active mental health clinical license, with at least 5 years of clinical experience in the human service/mental health field.
- Engaging, energetic with strong organizational skills, consistent follow through and self-motivation.
- Ability to work with a diverse structure of member agencies, communities, and professionals.
- Experience collaborating with college and university clinical internship programs.
- Ability to work toward achieving approved clinical supervision credentials for supervision of behavioral health clinicians and interns.
- Strong clinical experience and training in child abuse, childhood trauma and evidence-based, trauma-focused treatment.
- Excellent communication and computer skills.
- Must carry own liability insurance.
- Knowledge of the role of CAC multidisciplinary teams and the court system.
- Knowledge of services provided by CACs.
- Excellent written and communication skills.
- Strong leadership skills, a solid work ethic and compassionate attitude.

SALARY & BENEFITS

Salary:

Benefits Package Includes:

- Health Insurance (100% paid premium/single)
- Dental Insurance (100% paid premium/single)
- Paid Time Off
- 11 Paid Holidays
- 403B Enrollment (optional)
- Professional Development Assistance
- Short Term Disability
- Cell Phone Stipend
- Travel Reimbursement

In accordance with the Americans with Disabilities Act, the above is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job.

Applicant will be required to pass a NH Criminal Record background, NH Child Offender Registry check and complete the Granite State Children's Alliance KNOW & TELL course.



Granite State Children's Alliance

New Hampshire's Network of
Child Advocacy Centers

POSITION TITLE: Licensed Behavioral Health Clinician

LOCATION: Office-based opportunities in Hillsborough (Manchester), Belknap (Laconia), and Cheshire Counties (Keene)

Summary: The Granite State Children's Alliance (GSCA) is seeking an energetic and driven licensed clinician to provide short-term, trauma-focused clinical services to child victims of abuse and neglect within Child Advocacy Centers (CAC) in New Hampshire. Additionally, the behavioral health clinician will serve as a member of the multidisciplinary team (MDT) during forensic interviews to support both the team and families with understanding and accessing behavioral health needs and resources. An ideal candidate will be motivated to join a new and growing program and will support the mission to provide all victims of child abuse with a neutral environment where justice, healing, equity, and prevention are fostered through the consistent, high-quality, and sustainable collaboration with community partners.

DUTIES AND RESPONSIBILITIES

Clinical Services:

- Provide short-term individual, family, and group therapy utilizing evidence-based trauma treatment models to non-offending caregivers and child victims of abuse and neglect
- Provide clinical services both in person and through telehealth
- Administer behavioral health/clinical assessments in order to evaluate treatment needs
- Develop treatment plans with individualized goals and objectives to support diagnosis and client needs
- Refer to other clinical services and resources as deemed necessary
- Participate in relevant, continuing education/training events to maintain professional licensure and clinical competency
- Remain current on victims of crime literature and trauma-informed therapeutic interventions

Multidisciplinary Team (MDT) Collaboration:

- Attend forensic interviews providing clinical consultation and education to MDT members (i.e., trauma, clinical diagnoses, child development, etc.)
- Participate in ongoing MDT meetings to advocate and support child and family needs following forensic interview process
- Attend monthly MDT case review
- Participate in any legal/judicial proceeding as necessary
- Develop and maintain a positive working relationship with the New Hampshire Attorney General's Office, County Attorney's Offices, law enforcement, medical providers, Division for Children, Youth, and Families (DCYF), mental health organizations, schools, social service agencies, etc.

Administrative Tasks:

- Maintain timely and accurate documentation pertaining to case files (i.e., progress notes, treatment plans, assessments, discharge summaries, collateral contacts, etc.)
- Attend individual and group supervision
- Other duties as assigned

REQUIRED

- Master's degree in social work, marriage and family therapy, or mental health counseling, or related field
- Possess clinical licensure in New Hampshire (LCSW, LICSW, LMFT, LCMHC)
- Must be willing to work with children ages 3-18 and non-offending caregivers
- Trauma Focused Cognitive Behavioral Therapy (TF-CBT) and Child and Family Traumatic Stress Intervention (CFTSI) training completed within the first year of employment
- Utilize electronic health records platform for documentation
- Pass a Criminal Record Background check and Child Offender Registry check
- Complete the GSCA KNOW & TELL course
- Excellent written and verbal communication skills
- Strong leadership skills, a solid work-ethic, and compassionate attitude
- Engaging and energetic with strong organizational skills, consistent follow through, and self-motivation
- Ability to work with a diverse structure of member agencies, communities, and professionals

PREFERRED/CONSIDERED

- Experience providing trauma-informed treatment to children and families
- Experience administering evidence-based clinical assessments
- Knowledge and experience with the CAC model and forensic interviewing process
- Experience collaborating with the MDT and the court system
- Knowledge of the dynamics of child abuse and the impact of childhood trauma on children and families

BENEFITS PACKAGE INCLUDES:

- Health Insurance (100% paid premium/single)
- Dental Insurance (100% paid premium/single)
- Paid Time Off
- 11 Paid Holidays
- Flexible Monday through Friday workweek
- 403B Enrollment (optional)
- Short Term Disability
- Cell Phone Stipend
- Travel Reimbursement
- Professional Fee Reimbursement – examples include, but are not limited to the following:
 - ✓ Liability Insurance
 - ✓ Continuing Education
 - ✓ Professional Membership Fees
 - ✓ Licensing Fees

In accordance with the Americans with Disabilities Act, the above is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job.



Granite State Children's Alliance™

POSITION TITLE: Family Support Specialist: Full-time

REPORTS TO: GSCA Director of CAC Services

The Family Support Specialist position for the GSCA is primarily responsible for helping families and children feel comfortable, informed and supported to best navigate multiple systems beyond the forensic interview at the Child Advocacy Center (CAC).

This may include making referrals for mental health assessments, trauma focused treatments and necessary medical examinations. The Family Support Specialist serves as a liaison between the family and the multi-disciplinary team (MDT), providing guidance and education to best understand the investigative and judicial process, their parental/guardian role and how to best support the child through the healing process.

DUTIES AND RESPONSIBILITIES

- Works directly with families starting from the beginning of the CAC process
- Supports non-offending caregivers during the CAC interview by providing information regarding services, referrals, the MDT model and an understanding of the investigative process
- Provides age appropriate support to the victim regarding services, referrals, the MDT model and an understanding of the investigative process
- Assists in the navigation of services available statewide to victims
- Assists with referrals for trauma focused mental health services and medical examinations – works collaboratively with local Crisis Center Advocates to complement supports and not duplicate advocacy efforts
- Administers the Outcome Measurement Survey (OMS)
- Provides comprehensive case management with the family and maintains contact with the MDT to provide follow up information
- Provides updates during case review
- Assist with educating the community about both the vital work of the CAC and our child abuse awareness and prevention strategies
- Assist the CAC Program Coordinator or Forensic Interviewer with various other center duties

REQUIREMENTS

- 1. Bachelor's Degree in Human Services or Criminal Justice related field; with at least 2 years of relevant experience**
- 2. Preferred knowledge and experience with CAC, the MDT model, and/or the dynamics of child abuse and childhood trauma**
- 3. Experience providing supports to families and children in crisis**
- 4. Excellent written and communication skills**
- 5. Engaging, energetic, strong organizational skills, consistent follow through and self motivation**
- 6. Ability to work with a diverse structure of member agencies, communities and professionals**
- 7. Strong leadership skills, a solid work ethic and compassionate attitude**

In accordance with the Americans With Disabilities Act, the above is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job.

Applicant will be required to pass a NH Criminal Record background, a NH Child Offender Registry check and complete the GSCA KNOW&TELL online educational course.



Granite State Children's Alliance

POSITION TITLE: Intake Coordinator (full-time)

Reports to: CAC Program Coordinator

JOB SUMMARY:

The Intake Coordinator is a member of the multidisciplinary team. The Intake Coordinator must possess the skills and demeanor to interface with child victims and their caregivers and the other professionals who form the multidisciplinary team to schedule and coordinate CAC services.

DUTIES AND RESPONSIBILITIES:

- Knowledge of GSCA/CAC services including the forensic interview process, referral services (mental health and medical) and victim advocacy.
- Understanding of the NH Attorney General's Protocol for Child Sexual Abuse and Neglect Investigations.
- Understanding of GSCA/CAC Standard Operating Procedures.
- Understand the roles of CAC staff.
- Maintains a positive relationship with multidisciplinary team members so as to ensure program success.
- Completes and maintains all necessary and appropriate files and records associated with intake.
- Assists in the gathering and reporting of program data, quality assurance and outcome evaluation as assigned.
- Understanding of the multi-disciplinary team, the members of same and their roles in the investigation of Child Abuse and Neglect Investigations.
- Introduction to data entry in the NCAtrak data collection system.
- Observation of Forensic Interview process when schedule permits (as approved by investigative team).
- Participation (if schedule allows) in monthly multi-disciplinary team case reviews.
- Maintain updated multi-disciplinary team contact information as related to assigned CAC.
- Perform other tasks and responsibilities as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Bachelor's degree in social work, criminal justice, psychology or related field.
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel).
- Excellent written and verbal communication skills.
- Self-directed and able to work without or minimal supervision.
- Energetic and eager to tackle new projects and ideas.
- Must understand the confidential nature of the work done at Child Advocacy Centers and be willing to sign and strictly adhere to a confidentiality agreement.
- Must complete GSCA Know & Tell educational program.
- Subject to a State of NH Criminal Records Check.

Supervision:

- One half hour per week supervision.
- Other informal check-ins and supervision as required.



Granite State Children's Alliance

New Hampshire's Network of Child Advocacy Centers

GSCA Sub Grant Personnel - CAC of Rockingham County

Employee Name	CAC of Rockingham County Positions
Maureen Sullivan	Executive Director
Brooke Murphy	Program Coordinator/Forensic Interviewer
Madeline Thompson	Intake Coordinator/Forensic Interviewer
Taylor Smith	Family Support Specialist



Granite State Children's Alliance

New Hampshire's Network of Child Advocacy Centers

Contract Position	Title
Rivernet Financial - Bill Gray	Grant Administrator

DR. MAUREEN SULLIVAN



EXPERIENCED EXECUTIVE

Experienced strategic and operations executive with a focus on identifying market opportunities, financial management, and fund development across public and private sectors. Excel at team building, growing market segments, and being a visionary for emerging business needs from concept to product, to customer. Develop motivated teams that exceed goals in a positive environment and collaborative partnerships at the local, state, and national level.

AREA OF EXPERTISE

-
- | | | |
|------------------------------|--|---------------------------------------|
| ■ Entrepreneurial Leadership | ■ Fundraising & Grant Writing | ■ Team Building & Management |
| ■ Strategic Planning | ■ Strategic Partnerships & Relationship Building | ■ Community Outreach |
| ■ Budget Management | ■ Market Research & Analysis | ■ Risk Assessment & Crisis Management |
| ■ Non-Profit Development | | |

PROFESSIONAL EXPERIENCE

CHILD ADVOCACY CENTER OF ROCKINGHAM COUNTY, Portsmouth, NH
Executive Director, 2007 to Present

Provide leadership in the overall strategic and operational programming, as well as the execution and sustainability of the mission. As the face of a nationally accredited Child Advocacy Center, provide outreach to partner agencies to include but not limited to Domestic Violence & Sexual Assault Advocates, Prosecuting Attorneys, New Hampshire Department of Health and Human Services, Internet Crimes Against Children Task Force, and the state Victims of Crime Act office. Responsibilities include:

- **Program Impact:** Coordinate a team approach with 39 police departments, Federal Bureau of Investigation, Homeland Security, county attorney's office, child protective services, and mental and medical health providers; serve over 300,000 residents within Rockingham County; ensure programmatic excellence and maximum impact is achieved by establishing operational benchmarks, setting timelines, and making child safety our number one priority. More than doubled corporate and individual donor base.
- **Financial Management:** Overcame limited reserve in operating funds and a drop in state and county funding following the economic crisis while growing the operating reserve; provide oversight for invested assets including the first planned giving program with the NH Charitable Foundation to support the long-term mission and vision; attracted over \$1.75 million in private donations while saving Rockingham County over \$4 million.
- **Outreach:** Increased the use of outside resources such as volunteers, retired citizens, and university interns to expand services to the community; spokesperson in the community and media through press releases, social networking, and television and radio spots. Responsible for press releases and media relations.
- **Public Policy:** Conducted extensive outreach and networking with state and local public policy makers with an emphasis on Members of the House and Senate Appropriations Committee to reauthorizing the Victims of Child Abuse Act and Senate Bill 366 casino bill to address the funding problems facing child abuse victims.
- **Risk Assessment/Crisis Management:** Developed a 24-hour Homicide Protocol for the New Hampshire Attorney General for children that witness a homicide. Collaborate with the NH Internet Crimes against Children Task Force on the investigation, intervention, and prevention of computer-facilitated crimes against children.
- **Leadership:** Led and coordinated the community stake holders' panel, which included members of community groups, in the interviewing process of six finalists for Portsmouth Chief of Police presented by the International Association of Chiefs of Police

PROJECT SAFE NEIGHBORHOOD – DISTRICT OF NEW HAMPSHIRE, Concord, NH
Selection Committee Member, 2023

Appointed by Jane Young, U.S. Attorney for the District of New Hampshire, serve as one of three members of an external panel that will review applications for subawards under the Project Safe Neighbor Program. This is a nationwide initiative that brings together federal, state, local, tribal, and territorial law enforcement officials, prosecutors, community-based partners, and other stakeholders to identify the most pressing violent crime problems in a community and develop comprehensive solutions to address them.

NEW HAMPSHIRE POLICE STANDARDS & TRAINING COUNCIL, Concord, NH
Council Member, 2019 to Present

Appointed by Governor John Sununu, serving as a community member on the state advisory committee. Responsible for the overall direction and leadership of the New Hampshire Police Academy to include overseeing the management and strategic operations, establishing minimum hiring and educational standards for police, state corrections, and probation-parole officers; the certification of persons qualified to serve in those positions; and providing mandatory basic training to new police, state corrections and probation-parole officers.

INTERNATIONAL & AMERICAN WOMEN'S CLUBS OF AMSTERDAM & LONDON, 2002 to 2004

- **Volunteer/Fundraising:** Joined the social and nonprofit organization with an objective of fostering an understanding among people of different cultures, lifestyles, and nations while supporting local charities that benefited women and children. Organized fundraising events and collaborated with charities throughout the local Amsterdam community.

EDUCATION

DOCTORATE, LEADERSHIP STUDIES, Organizational Development, Franklin Pierce University, Rindge, NH

MASTER OF SCIENCE, Business Administration, Southern New Hampshire University, Manchester, NH

BACHELOR OF SCIENCE, Marketing, University of Massachusetts, Amherst, MA

PROFESSIONAL TRAINING CERTIFICATION

Accreditation of the National Children's Alliance Standards for Operating a Child Advocacy Center - Certificate from the National Children's Advocacy Center, Huntsville, AL

Adverse Childhood Experience (ACE) Master Trainer - Certificate from ACE Interface Rob Anda MD, Laura Porter MS

Child Abuse and Neglect Protocols - Certificate of Training from New Hampshire Attorney General's Office

Child Abuse Investigations Training - Certificate from National Criminal Justice Training Ctr., Fox Valley Technical College, Appleton, WI

Command Institute for Law Enforcement Executives - Certificate from FBI Law Enforcement Executive Development

Commercial Sexual Exploitation of Children - Certificate from the Office of Juvenile, Justice, and Delinquency Prevention

Executive Leadership Institute for Law Enforcement Executives - Certificate from FBI Law Enforcement Executive Development

Extended Forensic Interview Training - Certificate from the National Children's Advocacy Center, Huntsville, AL

Forensic Interviewing of Children - Certificate from the National Children's Advocacy Center, Huntsville, AL

Grant Writing - Certificate from University of Southern Maine, Portland, ME

Interviewing Sex Trafficked Minors – Northeast Regional Child Advocacy Center, Philadelphia, PA

Prevention of Child Abuse: A Multi-Disciplinary Team Approach, - Certificate from Nat'l Criminal Justice Training Ctr., Fox Valley Technical College, Appleton, WI

Reflective Leadership for Law Enforcement Executives - Certificate from FBI Law Enforcement Exec. Development

Sexual Offenses: Mind and Motivation – Nat'l Criminal Justice Training Ctr., Fox Valley Technical College, Appleton, WI

Supervisor Leadership Institute for Law Enforcement Executives - Certificate from FBI Law Enforcement Executive Development

Sustainability of Child Advocacy Centers: Funding through Branding - Certificate from the National Children's Advocacy Center, Huntsville, AL

Understanding and Managing Complex Ethical Situations in Child Abuse Practice – Certificate of Attendance, 28th Annual Symposium on Child Abuse, Huntsville, AL

PROFESSIONAL AFFILIATIONS

Rockingham County Chiefs Association (RCCA) - Secretary-elect
Great Bay Community College - Chair of the Student Development Advisory Board
International Association of Chiefs of Police – Associate Member
University of New Hampshire's Peter T. Paul School of Business and Economics - Adjunct Instructor
Leadership Seacoast - 2004 graduate
Portsmouth Rotary Club past board member
Community Leadership Award - University of New Hampshire Community Leadership Program

PROFESSIONAL PUBLICATIONS

Funding Intelligent Transportation Solutions through Public/Private Partnerships - Presentation and publication to the Third World Congress and International Bridge, Tunnel and Turnpike Association on how innovative telecommunication and state government partnerships can work to develop state-of-the-art methods to resolve funding problems.

Restructuring New Hampshire's Child Advocacy Centers: Forging Effective Alliances - A dissertation on collaborative decision-making models and servant leadership for utilizing local knowledge and input within the context of Child Advocacy Center development and the state's ability to combat child abuse.

Brooke Murphy

Education

Bridgewater State University, Bridgewater, MA

Master of Social Work

Work Experience

Program Coordinator/Forensic Interviewer

June 2018 - Current

Child Advocacy Center of Rockingham County, Portsmouth NH

Facilitate multi-disciplinary child abuse investigations with coordination between law enforcement, child protection, county attorneys, victim advocates, and mental health/medical professionals; conduct forensic interviews; provide community and professional trainings; and manage the daily functioning of the CACRC;

Child Protective Services Worker

April 2016 - May 2018

Division of Children, Youth, and Families, Rochester NH

Perform protective services casework in investigating and assessing reports of alleged abuse/neglect of children under RSA 169-C for NH Division for Children, Youth and Families and provide for the welfare of families and the protection of children, while promoting the prevention of child abuse and neglect by developing relationships with families and children, conducting forensic interviews, completing risk assessment tools, providing supervision for children and families, and facilitating referrals as needed.

Adult Services Therapist

May 2015 - April 2016

Community Partners, Rochester NH

Provide a variety of therapeutic modalities; coordinate clinical care with clients, families, agency staff, and other community providers; conduct intake assessments, eligibility determinations, and treatment plans; and provide psychotherapy utilizing strengths-based interventions, solution-focused treatment, CBT skills, and psycho-educational modalities.

Mental Health Clinician

September 2014 - May 2015

Program of Assertive Community Treatment, Brockton MA

Worked in a multi-disciplinary team providing wrap-around services for individuals suffering from a chronic mental illness. Provided individual therapy utilizing a variety of therapeutic models for individuals diagnosed with persistent mental illness and co-occurring disorders. Co-facilitated a "Recovery and Addictions" psycho-educational support group.

Professional Training/Certifications

- Motivational Interviewing, CBT, Narrative Therapy, Solutions Focused Therapy
- Basic Child Forensic Interviewing - Certificate from NCAC
- ChildFirst Forensic Interviewing - Certificate from Zero Abuse Project
- Extended Forensic Interviewing - Certificate from NCAC
- Presenting Evidence in Forensic Interviews - Certificate from NCJTC
- Child Abuse and Neglect Protocols - Certificate from New Hampshire Attorney General's Office
- Interviewing Adults with Disabilities - FIND Curriculum - Certificate from Modell Consulting Group, LLC
- Interviewing Sex Trafficked Minors - Certificate from NRCAC
- Partnering for a Future Without Violence - Certificate from New Hampshire Attorney General's Office
- Interviewing Adult Victims of Sexual Assault - Certificate from Rockingham County SART
- Into Their World: A Look at the Unique Behaviors & Strengths in Those with Autism Spectrum Disorders - Certificate from NCJTC

- **Team Facilitator Training-** Certificate from NRCAC
- **Child Sexual Assault 360-** Certificate from New York State Children's Alliance
- **Multidisciplinary Team Academy-** Certificate from NRCAC
- **Responding to LGBTQ Youth after Sexual Abuse-** Certificate from NCTSN
- **When No is Not Enough: Information on Teen Sexual Assault-** Certificate from NCTSN
- **Responding to Child Physical Abuse in the Cultural Context of the family-** Certificate from NCTSN
- **Sibling Sexual Abuse: A Parental and Clinical Perspective-** Certificate from NCTSN
- **Polyvictimization and Sexual Exploitation of Young Boys and Men-** Certificate from NCTSN
- **Danger and Risks of Youth Using Technology-** Certificate from NCJTC
- **Online Protections for Children and Families When Social Distancing-** Certificate from NCJTC
- **Interviewing At-Risk Children of Technology Facilitated Crimes-** Certificate from NCJTC
- **Medical Diagnosis of Physical Abuse-** Certificate from NCJTC
- **Preparing for the Commercial Sexual Exploitation Forensic Interview-** Certificate from NCJTC
- **MEC Child Abuse: From Suspicion to Disclosure-** Certificate from NCJTC
- **Child Abduction and Exploitation Investigations During Disasters and Emergencies-** Certificate from NCJTC
- **Beyond the Obvious: Identifying & Investigating Asphyxiation Cases-** Certificate from NCJTC
- **Critical Issues in Sibling Sexual Abuse-** Certificate from GSCA
- **Manipulation and Grooming in Child Abuse Investigation-** Certificate from NCJTC
- **Initial Response to Adult Sexual Assault-** Certificate from SART
- **Decision Guide for MDTs on Addressing Problematic Sexualized behavior-** Certificate from NCA Engage

Work Related Skills

- Microsoft Office Proficient
- Suicide Prevention, Suicide Management, and Crisis Intervention Training

Professional Affiliations

- GSCA Summit Planning Committee
- Rockingham County Sexual Assault Response Team
- NCAC Consultation Group for Supervisors of Forensic Interviewers

MADELINE N. THOMPSON

WORK EXPERIENCE:

Intake Coordinator

2023-Present

Child Advocacy Center of Rockingham County, Portsmouth, NH

- Responsible for scheduling and coordinating CAC interviews with all members of the MDT team which include Law Enforcement, DCYF, Crisis Center, and Rockingham County Attorney's Office.
- Identifies the needs in each individual case
- Creates files for each individual CAC case and enters case information into online database (NCAtrak).
- Responsible for closing out each CAC case

Barista, Cashier

2022-2023

Aroma Joe's Coffee Shop, Concord, NH

- Responsible for taking customer's orders as well as payments
- Prepare and serve many different drinks and food options, remembering customer orders and requests, and maintaining a calm and professional demeanor with long lines or working to de-escalate problems with disgruntled customers.
- Ensured customer satisfaction as well as educated the customers on all products

Assistant Coach, Women's Soccer

2021-2023

New England College, Henniker, NH

- Ensured a safe space for players to communicate their concerns and worries
- Provided the players guidance, advice, and support by being available for one-on-one sessions
- Assisted the head coach in conducting and supervising practices, encouraging athletes, and teaching/coaching specific strategies and techniques
- Organized team events, training equipment, and different facilities

Cashier, Counter Help, Customer Service

2019-2022

Seacoast Brothers Butcher Shop, York, ME

- Tended to all customers' needs in prompt and professional manner
- Prepared a variety of goods
- Responsible for all customer's payments

Shift Manager, Cashier, Counter Help

2019-2020

Seacoast Brothers Butcher Cafe, York, ME

- Helped to hire and train new employees as well as supervised all cafe staff
- Resolved all customer service complaints
- Took inventory, placed orders
- Ensured health and safety of all in cafe

Substitute Teacher

2019-2020

Rochester School District

- Served in an on-call role and generally filled in for full time teachers 2-3 times per week, working with students ages 5-10 years old
- Assisted in Specialized Reading Program
- Used behavior management techniques to maintain structure for classroom
- Created a safe and inclusive learning environment for all students

Customer Service Associate/Lead Trainer

2015-2018

Fiddlehead Farms Marketplace Dover, NH

- Trained each new employee hired
- Tended to all customer needs
- Ensured all food regulations.

EDUCATION

New England College, Henniker, NH - Master of Science: Human Services, May 2023

4.0 GPA

Bachelor of Science: Criminal Justice, minor in Homeland Security, May 2021

Summa Cum Laude, 3.91 GPA

RELATED EXPERIENCE & CERTIFICATIONS:

FEMA Certifications:

- Introduction to Incident Command System
- Introduction to Continuity of Operations Planning for Pandemic Influenzas
- National Disaster Recovery Framework Overview

Other Career Related Certifications:

- American Psychological Association: Ethics and Boundary Issues Certification
- What Every New Child Abuse Interviewer Should Know and How Experienced Interviewers Can Help Them (NCJTC)
- Secondary Traumatic Stress: Understanding the Impact on Professionals in Trauma Exposed Workplaces (NCTSN)
- National Child Traumatic Stress Network (NCTSN) 101
- Know & Tell Training (Chester Academy – Chester, NH)

FIELD EXPERIENCE

- New England College Criminal Justice Department Travel and Learning Component 2020
 - March 1-8, Washington, D.C/ Woodbridge, Virginia
 - Visited the United States Capitol Police, the United States Capitol, Metropolitan DC Department of Forensic Services Crime Lab, Metropolitan DC Police Headquarters, United States Department of Homeland Security Office of Special Investigations, Prince William County Police Department, Prince William County Manassas Adult Detention Center, Federal Bureau of Investigation Headquarters, U.S Drug Enforcement Academy, FBI Training Academy and Quantico Marine Corps Military Base.
 - Attended 7 training sessions led by different professional guest speakers
 - Attended roll-call as well as a ride along with a police officer from the Metropolitan D.C Police Department as well as the Prince William County Police Department

Education

Tilton School, Tilton, NH

Stonehill College, Easton, MA

Bachelors of Arts

Double Major: Psychology and Sociology

University of New Hampshire, Durham, NH

Masters of Science

Major: Human Development and Family Studies, Specialization in Child Development

Florence University of the Arts, Florence, Italy

Work Experience

Child Advocacy Center of Rockingham County, Portsmouth, NH

Present

Family Support Specialist

- Work as a member of the multidisciplinary team to support the children and families of Rockingham County, which includes 37 towns.
- Assist in curating a child- and trauma-centered environment for children who visit the CAC following reports of abuse. Responsible for providing children and family members with information, education, and referrals. In addition to coordinating support services, providing follow ups, and serving as a direct liaison between the family and the team.

Seacoast Mental Health Center, Exeter, NH

Mental Health Clinician

- Worked for the Rapid Response Grant serving 24 towns in New Hampshire. Evaluated and assessed children, teens, and adults for mental health and safety concerns. Trained on multiple programs, assessment tools, and medical record systems. Assisted clients with safety and treatment planning.

Wentworth-Douglass Hospital, Dover, NH

Supervisor

- Supervised 5 teachers and up to 20 children on a day to day basis at the Early Learning Center. Worked to coordinate and implement procedures to better serve the children and families enrolled at our center. Proved to work in a timely manner, provide feedback, and evaluate implementations for effectiveness.

Seacoast Science Center, Rye, NH

Counselor

- Developed a variety of activity plans to encourage the growth and development of young children. Was responsible for 5 to 15 children at a time, and provided a fun and safe environment for children to thrive in.

Child Study and Development Center Durham, NH

Graduate Assistantship

- Assisted classroom teachers with running activities, monitored children's engagement, and worked as a team to achieve shared goals.

Ready Set Connect, Concord, NH

ABA Child Behavior Therapist

- Provide direct therapy in individual and group sessions utilizing discrete trial teaching, behavior reduction procedures and natural environment teaching. Implement treatment plans as written and directed by the BCBA. Safety Care Certified, and Registered Behavior Technician certification in progress.

Concord Hospital, Concord, NH

Concord Family Medicine

- Worked as a Patient Care Coordinator as a primary access point for patients and their families. Working as a team to provide families with timely, efficient and compassionate support throughout their entire experience at the hospital. Trained on multiple electronic medical records systems.

Boston Children's Hospital, Boston, MA

Intern

- Worked with Children's Miracle Network to maintain outreach with our partners, and raise funds for patients. Trained in many different areas, and was eager to learn. Worked hard to complete every task in a timely manner.

Volunteer Experience

Get Your Play Online, Virtual

- Created developmentally appropriate play activities for children and their families to engage in virtually. The goal was to produce blog posts and videos that are fun, educational, therapeutic, and accessible for children all over the country.

NH Toy Library, Durham, NH

- A toy lending library for children and families that aims to enhance the community, provide education on how to use toys in the most functional way, and protect our natural resources.

Habitat for Humanity, Easton, MA

- Meet to discuss upcoming events, attend house builds, and fundraise frequently.

Community Research Leader, Brockton, MA

- Interviewed multiple community leaders regarding the Community Gardens Project, and then put together a research proposal for Brockton's Promise to use recent grant money.

Event Organizer, Easton, MA

- Partnered with the South Shore Leadership Conference Committee to recruit 10 professional women who have dedicated their careers to working toward achieving social change. We organized an event, "Summit of Women's Leadership" that many students, professors, and members of the community attended

Brockton Veterans Hospital, Brockton, MA

- Attended weekly for 5 months to assist the veterans, hold interactive events, and to participate in activities with them.

Activities

Club Sport, <i>Player</i>	2019- May 2021
• Women's Rugby	
Intramural Sports, <i>Player & Captain</i>	2013- May 2017
• Soccer, Basketball, Volleyball	
Spirit Committee, <i>Member</i>	2013- May 2017
• Organize events on campus and attend sporting events to cheer on teams	
Relay For Life Stonehill, <i>Member</i>	2013- May 2017
• Participate, fundraise, and promote the event around campus annually with fellow members	
Coffee house Committee, <i>Member</i>	2013- May 2017
• Organize performances for the students at Stonehill. (Poetry slam, open mic, school concerts, Battle of the Bands, talent night, etc.)	
Psychology Society, <i>Member</i>	2014- May 2017
• Attend/ Host events for the Psychology Department	

Skills

Computer: SPSS; Total ABA, ACE, Catalyst, Microsoft Word, PowerPoint, Excel, Centricity, Essentia, SPARS, Corner, RevCycle, PowerChart, Biscom

Languages: Conversational Spanish, American Sign Language, and Italian

Trainings

-
- Impacts of Disciplines and Generations on MDT Collaboration and Communication
 - Child Abuse: The Know & Tell Program
 - Practical Strategies For Supporting Emotional Regulation in Children and Youth
 - Ask the Experts: Professional Resiliency in 2020: What Do We Know? What Do We Need to Know?
 - Multidisciplinary Team Academy
 - Child Abuse and Neglect
 - Nurturing a Hope Centered Trauma Informed Response
 - Building a Better Case Review Together
 - Critical 3: 3 Things to Consider When Responding to Sextortion of Minors
 - 10 Myths of Sexual Assault
 - Partnering for a Future Without Violence Conference
 - Ask the Expert: Preventing Vicarious Trauma
 - The Advocates Role in the MDT Response to Child Abuse
 - The Advocates Role in Screening and Assessment: Learning Into Powerful Questions



Child Advocacy Center
OF ROCKINGHAM COUNTY
TURNING HURT INTO HOPE.

JOB DESCRIPTION
Executive Director

JOB SUMMARY:

Provide management and leadership to the planning, development, and management of the Child Advocacy Center of Rockingham County (CACRC) and its staff, which supports the needs of its multidisciplinary team (MDT) throughout the county. The Executive Director will lead CACRC activities, promote the CAC model, and develop public awareness at all levels. The Executive Director will execute a fundraising strategy to provide the organization with the resources necessary support its mission.

The Executive Director reports to a Board of Directors ("Board"). Working in conjunction with the Board and its priorities and objectives, the Executive Director will:

DUTIES AND RESPONSIBILITIES:

- Coordinate strategic plan development and implementation for the CACRC.
- Ensure smooth operation of the CACRC programs including financial performance, budget preparation, staffing, marketing, program development, policy formulation and compliance with all pertinent government regulations and standards.
- Develop and oversee fundraising activities, campaigns and strategies.
- Ensures implementation of policies adopted by the Board.
- Has chief administrative responsibility for public accountability of the agency.
- Implementation and monitoring of all grants.
- Hires, evaluates, and terminates CACRC staff in the performance of their duties.
- Provides overall leadership, supervision, and directs staff towards the successful performance of the agency.
- Coordinate and oversee all public policy activities, especially promoting the CAC model to legislators to acquire and sustain county, state and federal funding.
- Network/collaborate with local, county, state, and national organizations dedicated to child safety issues.
- Provide ongoing support to the multidisciplinary team and board of directors. Activities are not limited to, but can include, the following: meeting national accreditation standards, NCA site review, compliance checks, facilitating training, and other forms of support and advocacy to meet the CAC model needs.
- Help create a strong sense of unity and cohesiveness among the staff and multidisciplinary team.
- Design and direct the implementation of a public relations campaign including, outreach and education to other state organizations and partnership agencies regarding the mission and value of CAC's.



**Child Advocacy Center
OF ROCKINGHAM COUNTY**

TURNING HURT INTO HOPE.

- Organize, schedule and attend all board of directors' meetings. Generate monthly financial reports, Create agenda for Board meetings. Prepare and distribute meeting minutes of each board meeting.
- Act as a statewide CAC membership representative to the GSCA at local, state, and national meetings, as appropriate.
- Generate a monthly status reports to the GSCA Board of Directors on financial and program performance.
- Other responsibilities as designated by the CACRC Board of Directors.

REQUIREMENTS:


- Master's Degree in relevant field or bachelor's degree with five years' experience.
- Management experience or its equivalent.
- Experience with non-profit organizations preferred.
- Knowledge of the dynamics of child development and child abuse.
- Experience with problem solving.
- Demonstrate ability to work in a collaborative manner with diverse professional groups.
- Experience with budgets, writing grants, and fundraising.
- Excellent verbal, written and technical communication skills.
- High degree of commitment, strong organizational skills, consistent follow-through, self-motivation, and the ability to lead professionals towards a common goal.

SUPERVISION:

- The Executive Director will be supervised by the Executive Committee of the Board.
- The Board Chair will be responsible for annual elevation of the Executive Director

PROFESSIONAL SKILLS:

- Excellent interpersonal skills and ability to work effectively with different constituencies
- Excellent writing and verbal communication skills and a collaborative management approach
- Strong organizational leadership skills and ability to manage multiple projects simultaneously
- Self-starter with ability to work independently as well as in a team
- Ability to communicate passionately a commitment to the CAC movement
- Cross cultural competence and sensitivity
- Computer and up-to-date technology skills



**Child Advocacy Center
OF ROCKINGHAM COUNTY**

TURNING HURT INTO HOPE

Program Coordinator/Forensic Interviewer

OUR MISSION: Our mission is to provide all victims of child abuse in Rockingham County a nurturing and safe environment for the evaluation of alleged child abuse. Developed in an effort to provide a comprehensive, team response to criminal allegations of abuse, the Center coordinates with public, private, and community partners to ensure the safety, health, and well-being of children.

OUR STAFF: The Child Advocacy Center of Rockingham County is committed to creating a supportive work environment. We are looking for a talented and flexible individual to join our team. Applicants must be committed to the mission and making a difference for children and families.

REPORTS TO: Executive Director

NATURE AND SCOPE: A leadership role that supports the vision and philosophy of the CACRC. The Program Coordinator shall conduct forensic interviews, provide support services to children and families including supervision of forensic interviewer, case management, as well community education, and prevention of child maltreatment.

ESSENTIAL FUNCTIONS:

- Coordinate CAC services with participating agencies including child protection (DCYF), law enforcement, county prosecutors, local crisis centers, and medical and mental health providers to ensure a timely and well-coordinated response to requests for service.
- Conduct Forensic Interviews of children ages 3 to 18 in a forensically sound, sensitive, and neutral manner that meets the legal requirements for evidence.
- Participate in training and staff development activities to maintain the required skills to carry out the duties assigned as well as seek out training opportunities for staff members reporting to this position.
- Facilitate Pre- and Post-Interview meetings with multidisciplinary team members and families.
- Assist with crisis management services to children and families seen in the course of a Forensic Interview process with appropriate safety planning and system advocacy.
- Coordinate and monitor case progress and maintain client files to include gathering and reporting of program data, quality assurance, and outcome evaluations.
- Measure and collect other meaningful data to develop reportable outcomes that demonstrate impact to key stakeholders, grantors, and the National Children's Alliance.
- Conduct outreach and education activities for first responders, multidisciplinary team members, schools, community groups, and youth serving organizations.
- Perform other duties as assigned by the Executive Director.
- Participate in CACRC committees formed by the Board or special projects as assigned.

- Monitor the activities of Forensic Interviewer and Intake Coordinator to provide training, support and assistance as needed as well as to conduct performance evaluations and make recommendations for remedial action as needed.
- Assists the Executive Director with day-to-day operations as well as fundraising activities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Master's level education in Social Work, Psychology, Criminal Justice, Public Administration, or a related field is preferred.
- Five (5) to eight (8) years' experience in a providing social work/legal/advocacy services in a community setting.
- Strong communication and interpersonal skills so as to maintain positive relationships with team members, individuals of diverse backgrounds, cultures, and experiences.
- Strong written and oral communications skills.
- Knowledge of dynamics of child development, child sexual abuse, working knowledge of law enforcement, and the protocols required for a valid interview defensible in court.
- Demonstrate strong and creative problem solving skills.
- Strong program management and team building skills with an ability to manage time and projects effectively.

COMPENSATION:

- Position is based upon grant availability
- Full-time
- Excellent Benefit Plan

Please send letter of interest and a resume to the attention of **Maureen Sullivan**, Executive Director,

Or

In accordance with the Americans with Disabilities Act, the above is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job.



**Child Advocacy Center
OF ROCKINGHAM COUNTY**

TURNING HURT INTO HOPE



TITLE: Job Posting: Forensic Interviewer/Intake Coordinator

JOB SUMMARY: The Forensic Interviewer/Intake Coordinator (FI/IC) conducts forensic interviews of children who have made allegations of sexual abuse, sexual assault, severe physical abuse, domestic violence, or have witnessed such events. The FI/IC will assist in the coordination of the center's Multidisciplinary Team (MDT) and case review, maintain case files and tracking.

RESPONSIBILITIES:

Under the general direction of the Executive Director and direct supervision by the Program Coordinator, within established Child Advocacy Center model policies and procedures, the Forensic Interviewer/Intake Coordinator performs the following functions:

- Receives referrals from police departments and from Department of Children, Youth and Families.
- Identify needs of each case and dynamics with multidisciplinary team members.
- Coordinates schedules with multidisciplinary team members for interviews.
- Enters statistics of past and present cases into Internet based data system.
- Works alongside the Program Coordinator for Forensic Interview training and shadowing as necessary.
- Complete training program on best practices for interviewing children in cases of alleged abuse.
- Participate in monthly case review.
- Facilitate pre and post-interview MDT-meetings.
- Keep informed of current research surrounding child abuse and interviewing issues via conferences, workshops, and research literature.
- Attend NH Network of Child Advocacy Centers quarterly peer review meetings.
- Represent the CAC of Rockingham County in center related activities.
- Consistently demonstrates professional behaviors and leadership skills that are in support of the vision, mission, and philosophy of the Child Advocacy Center of Rockingham County at both the organizational and departmental level.
- Perform other tasks and responsibilities as requested by Program Coordinator.

QUALIFICATIONS: Bachelors Degree in Social Work or related field. Experience working with children and families is preferred. Completion of specialized forensic interview training, which includes, but is not limited to, a working knowledge of dynamics of child sexual abuse, working knowledge of law enforcement, ability to engage people of all ages in an interview-type setting, knowledge of the protocol required for a valid interview defensible in court will be required upon hire. Prior forensic interview training and experience preferred. Candidates knowledge of suggestibility, memory, styles of questioning, language acquisition, development issues, and validity of allegations and competency requirements is also preferred.

Please submit cover letter and resume to: Brooke Murphy, Program Coordinator,


Compensation is commensurate with education and experience. Position is based upon grant availability.
Application deadline: 9/30/18.

All applicants required to submit to a criminal background check and child abuse registry check.

The Child Advocacy Center of Rockingham County is an EOE.



**Child Advocacy Center
OF ROCKINGHAM COUNTY**

TURNING HURT INTO HOPE

Family Support Specialist

RESPONSIBILITY

This position is based at the Rockingham County CAC and is responsible for coordinating the supportive services for families going through the CACRC process.

ACTIVITIES

Provision of Client Services at the CACRC

- Meet with each non-offending caregiver during the CACRC interview process
- Provide information, education and referral services to non-offending caregivers and the child(ren)
- Provide emotional support to non-offending caregivers and the child(ren)
- Assist the non-offending caregiver in expressing questions, fears and needs to the multidisciplinary team
- Assist non-offending caregiver with safety planning for self and child(ren) as needed
- Assist the non-offending caregiver with their own needs and supportive services so the caregiver can provide the necessary care for the child(ren)
- Provide crisis intervention to non-offending caregivers and the child(ren) as needed
- Provide follow-up services and short-term case management to assist families in connecting with long-term supports such as mental health services
- Assist the other multidisciplinary team members with supporting the caregiver and the child(ren) through the CACRC process as needed

Administration

- Complete all necessary client paperwork with non-offending caregiver, including needed releases
- Maintain required documentation and statistical information
- Participate in pre/post interview meeting with Multidisciplinary Team
- Attend monthly Multidisciplinary Case Review meetings
- Attend all staff meetings
- Meet weekly with supervisor and identified CAC staff member
- Adhere to all CACRC policies and procedures

Other

- Complete advocate training and attend monthly victim advocate meetings
- Assist in special projects and assignments as required for the effective operation of both the CAC and partner victim advocate groups
- Attend local and state taskforce and committee meetings and trainings relevant to the issues of child abuse, neglect and sexual assault as assigned

QUALIFICATIONS:

- **EDUCATION:** Undergraduate degree in a related field. Master's degree in related field preferred.
- **SKILLS:** Crisis intervention and advocacy skills. Strong verbal and written communication skills. Highly organized with attention to detail.
- **KNOWLEDGE:** Understanding of issues relating to childhood sexual and physical abuse and neglect. Knowledge of local community resources. Adequate computer knowledge, Microsoft Word, and Excel.
- **TRAITS:** Flexible schedule, compassionate, dedicated, maintains healthy boundaries, passionate about the issues of childhood sexual and physical abuse and neglect, professional team player.

STATUS OF POSITION

HOURS PER WEEK: 40

NON-EXEMPT

REPORTS TO: Executive Director of Child Advocacy Center of Rockingham County

Professional Services Agreement

This Professional Services Agreement ("Agreement") is made and entered into as of March 1, 2019 by and between The Granite State Children's Alliance ("GSCA"), at [REDACTED] and William Gray, dba RiverNet Financial Services ("Consultant"), at [REDACTED]. The parties agree that Consultant shall provide professional services to GSCA in accordance with the terms and conditions set forth below.

The Parties

The Granite State Children's Alliance is a statewide non-profit chapter organization dedicated to New Hampshire's child abuse victims. GSCA serves as the New Hampshire Chapter of the National Children's Alliance, providing technical assistance, training and organizational resources to all Child Advocacy Centers in New Hampshire and operates four Child Advocacy Centers serving the children of Belknap, Cheshire and Hillsborough Counties. GSCA Chapter offices are located at [REDACTED]

William Gray, Principal of RiverNet Financial Services, has been providing interim and project-based consulting services since 2007. With over 20 years of CFO and Controllershship experience with private and publically traded companies, Mr. Gray is experienced with all facets of Corporate accounting and financial services including financial reporting, internal controls, financial planning and systems conversion and implementation.

Scope of Services

GSCA has engaged the services of Consultant to assist in complying with federal grant requirements. Consultant will provide financial and accounting services to GSCA as specified and in accordance with Appendix A.

Consultant shall be available to consult with GSCA personnel concerning matters pertaining to the Services to be rendered.

Consultant will follow the highest professional standards in performing such Services and comply with generally accepted accounting standards.

Services are to be provided on-site at GSCA's Bedford location on a schedule mutually agreed between Consultant and GSCA. When appropriate and reasonable, services may be provided from secured locations other than GSCA's Bedford location.

Consultant will obtain prior approval from GSCA's Chief Executive Officer before communicating, meeting, discussing or otherwise interacting with GSCA's vendors, partners, other third parties or Child Advocacy Center personnel.

Compensation

Assuming satisfactory performance, GSCA will pay Consultant on a fixed fee basis at a rate of \$6,925 per month. Invoices are to be submitted on a regular basis, but not more than monthly to Joy Barrett, Chief Executive Officer, or her designate for approval. If there is no dispute about the work performed, GSCA shall approve the Consultant's invoices and make payment within 25 days of their submission.

In addition to the \$6,925 monthly rate, GSCA agrees to reimburse Consultant for any pre-approved out-of-pocket expenses incurred by Consultant. Commuting to and from GSCA's Bedford/Nashua or Manchester locations is included in the compensation rate.

Term, Termination and Cancellation

This Agreement shall remain in effect through March 1, 2021. Either party may terminate this Agreement by providing no less than thirty (30) days written notice. At the time of such notice of termination, Consultant shall complete all work in progress as if such notice of termination had not been given, unless otherwise requested by GSCA.

Required Information and Materials Access

GSCA will provide the Consultant access to all information, materials, data, documents including employees and vendors necessary to perform the Services as outlined in Appendix A.

The Consultant will facilitate the execution of any documents and adhere to procedures required by GSCA to access the Required Information and Materials. This includes the execution of a confidentiality agreement, providing proof of tax status and adherence to security protocols.

Independent Contractor Status

Consultant agrees that he shall at all times during this assignment be considered an independent contractor of GSCA. Consultant shall be free from GSCA's direction and control. Consultant shall be exclusively responsible for the payment of all employment and other tax obligations arising out of payments from GSCA. Consultant shall not present himself as an agent, representative or employee of GSCA to anyone.

In addition, Consultant acknowledges that he is not entitled to benefits available to GSCA employees, including but not limited to worker's compensation or unemployment compensation. Consultant also acknowledges that he is not employed by GSCA in any other capacity and that he shall not hold any other position with GSCA during the term of this Agreement.

Consultant represents that he possesses the requisite experience and expertise to perform this obligation hereunder in accordance with the highest professional standards. In the event that Consultant becomes sick, disabled, incapacitated or is otherwise unable to perform his duties, GSCA may, in its sole discretion, terminate this Agreement, suspend this Agreement, or take any other steps it deems appropriate.

Entire Agreement

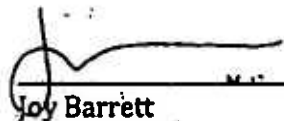
This Agreement and the documents incorporated by reference in this Agreement set forth the entire understanding between the parties hereto regarding the subject matter hereof and may not be amended except by an instrument in writing signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives as of the day and year first above written.

CONSULTANT


William D. Gray

The Granite State Children's Alliance

 2/21/2019
Joy Barrett

APPENDIX A
Scope of Services
VOCA Grant Administrator

Consultant shall:

Manage the financial accounting, reporting and reconciliation for Granite State Children's Alliance's (GSCA) federal grants ensuring compliance with grant requirements.

Assist GSCA personnel with administrative support on federal compliance matters, including support for budget proposals and grant amendments.

Oversee the preparation and submission of required financial expenditure reports to granting agencies and assist in complying with all documentation requests for information from these agencies.

Ensure timeliness and accuracy of all financial reporting and grant submissions.

Coordinate all program monitoring activities and audits and related follow-up.

Review and where necessary, develop and implement systems, procedures and controls to ensure:

- **Costs charged to federal grants are allowable and adequately documented.**
- **Matching funds are allowable expenditures and from non-federal sources.**
- **Procurement policies comply with federal guidelines.**
- **That GSCA is in compliance with all federal grant requirements.**

Monitor, evaluate and verify that GSCA and Child Advocacy Centers' expenditure activities are allowable, properly documented and classified, and comply with federal grants requirements.

Provide training to GSCA Chapter and Child Advocacy Center personnel on grant compliance systems, procedures and controls as needed.

Maintain records and data as required to meet retention and audit requirements.

Jmz 2/21/19

William Gray, principal and founder of RiverNet Financial Services, has been a corporate consultant since 2007 providing interim and project based financial solutions for both profit and not-for-profit corporate clients. RiverNet's client base is comprised of companies involved in medical manufacturing, biotechnology, business search software, children's advocacy, community services, business advocacy and education. From 2009 to 2012, Mr. Gray served as North American Financial Controller at Kaz, Incorporated, a \$500 million private healthcare and small home appliance company, which was acquired by Helen of Troy Limited, a global consumer products company. Prior to joining Kaz, from 2000 to 2007 Mr. Gray was Corporate Controller and Treasurer of Parlex Corporation, a publically traded manufacturer of electronic interconnects, which was acquired by Johnson Electric, a Hong Kong motion subsystems company. From 1993 to 1999 he served as Chief Financial Officer and Treasurer of Conceptronic, Inc., a publically traded manufacturer of specialized capital equipment. Earlier in his career, he spent more than 11 years at Teledyne, Inc. as Controller of Teledyne Crystallonics and Teledyne Electro-Mechanisms. Mr. Gray has a BS in business administration from Northeastern University and a MBA from Rivier College.

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 1 Granite Place South, Concord, NH 03301	
1.3. Grantee Name The Child Advocacy Center of Carroll County (CACCC)		1.4. Grantee Address 56 Union Street, PO Box 948 Wolfeboro, NH 03894	
1.5. Grantee Phone # (603) 569-9840	1.6. Account Number 02-20-20-200010-2601-073-500581	1.7. Completion Date 06/30/2025	1.8. Grant Limitation \$171,050
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 <i>[Signature]</i>		1.12. Name & Title of Grantee Signor 1 Elizabeth Kelley Scott, 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) Kathleen Carr, Director of Administration	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By: <i>Sheri Phillips</i> Assistant Attorney General, On: 1/16/2024			
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 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, formulas, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,
- 9.2. computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.3. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.4. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.5. 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.
- 9.6. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. **CONDITIONAL NATURE OR AGREEMENT.** Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. **EVENT OF DEFAULT; REMEDIES.**
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
- 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.2 Failure to submit any report required hereunder; or
- 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
- 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
- 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
- 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
- 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
- 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. **TERMINATION.**
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
- 12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
13. **CONFLICT OF INTEREST.** No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

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

EXHIBIT A

- SPECIAL PROVISIONS -

The Child Advocacy Center of Carroll County (CACCC) 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

EXHIBIT A

- SPECIAL PROVISIONS -

- 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 New Hampshire Department of Justice (DOJ), that employee or their relative shall not perform work on or be billed to any federal or state subgrant or monetary award that the employee directly managed or supervised while at the 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. The Subrecipient authorizes the DOJ and its representatives, access to and the right to examine all records, books, paper or documents related to this subgrant.
 8. 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 is granted, the Subrecipient agrees that there must be a sliding scale that starts at zero (0), and that all program income will be totally expended on grant allowable activities by the end of the funding cycle.
 9. Equipment purchased with this subgrant shall be listed by the Subrecipient on the agency inventory. The inventory must include the item description, serial number, cost, percentage of state funds, and location.
 10. 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.

EXHIBIT A

- SPECIAL PROVISIONS -

11. The Subrecipient, if a non-profit organization, agrees to make its financial statements available online (either on the Subrecipient's website, or the DOJs, 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., Form 990-EZ), as several sources already provide searchable online databases of such financial statements.

12. The Subrecipient, if a non-profit organization, must certify their non-profit status by submitting a statement to DOJ: 1) affirmatively asserting that the recipient is a non-profit organization and 2) indicating that the Subrecipient has on file and available upon audit one of the following:
 - A copy of the organization's 501 (c)(3) designation letter, or;
 - A letter from the State of New Hampshire stating that the Subrecipient is a non-profit organization operating within the state, or;
 - A copy of the Subgrantee's state certificate of incorporation that substantiates its non-profit status.

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

EXHIBIT B

- SCOPE OF SERVICES -

1. The Subrecipient shall receive a grant from the New Hampshire Department of Justice (DOJ) for expenses incurred and services provided for child advocacy forensic interviews and victim services provided by the Subrecipient, including but not limited to expenses for personnel and fringe.
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. The 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 this Grant.
4. The 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
1 Granite Place South
Concord, NH 03301
603-271-8473
Sarah.E.Sciuto@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 \$171,050 of the total Grant Limitation set forth from Governor and Council approval through 06/30/2025. This shall be contingent upon continued state funding appropriation and program performance.

3b. With sufficient reason and under limited circumstances, the Subrecipient may apply for an extension of the grant period for up to the end of the 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 6/30/2025 or, unless a grant extension is approved in writing by DOJ.

EXHIBIT D

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 Subrecipient certifies that any funds awarded through this agreement shall not be used to supplant any Federal funds that have been appropriated for the purposes and goals of this agreement.

The 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: Elizabeth Kelley-Scott, Executive Director

Signature: 

State of New Hampshire

Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that "THE CHILD ADVOCACY CENTER OF CARROLL COUNTY" (CACCC) is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on June 17, 2004. 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: 476858

Certificate Number: 0006491376



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 4th day of January A.D. 2024.

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


David M. Scanlan
Secretary of State

I, June Connors, hereby certify that I am the duly elected Secretary of The Child Advocacy Center of Carroll County. On January 3, 2024 the Board of Directors proposed an electronic vote which was submitted to all members and voted on by all members of the Board of Directors. VOTED: That Elizabeth Kelley-Scott, Executive Director, is duly authorized to enter into contracts or agreements on behalf of The Child Advocacy Center of Carroll County with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any documents which may in his/her judgment be desirable or necessary to effect the purpose of this vote. I hereby certify that said vote has not been amended or repealed and remains in full force and effect. 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 slated herein.

This authority shall remain valid for thirty (30) days from the date of this Certificate of Authority.

1-4-24

Date



Attest



CHILADV-01

RAJASRAM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/11/2024

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 NFP Property & Casualty Services, Inc. PO Box 919 17 Bay Street Wolfeboro, NH 03894	CONTACT NAME: Kennedy Barrow		
	PHONE (A/C, No, Ext): (802) 473-9566	FAX (A/C, No):	
E-MAIL ADDRESS: kennedy.barrow@nfp.com			
INSURED Child Advocacy Center of Carroll County PO Box 948 56 Union Street Wolfeboro, NH 03894	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Philadelphia Indemnity Insurance Company		18058
	INSURER B: Wesco Insurance Company		25011
	INSURER C:		
	INSURER D:		
	INSURER E:		

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			PHPK2642710	1/11/2024	1/11/2025	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 - COMPOP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
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/A	WWC3672499	10/13/2023	10/13/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 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
---	--

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2022

Department of the Treasury
Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.

Open to Public Inspection

Go to www.irs.gov/Form990 for instructions and the latest information.

A For the 2022 calendar year, or tax year beginning 2022, and ending 2022, and ending 20

B Check if applicable:
 Address change
 Name change
 Initial return
 Final return/terminated
 Amended return
 Application pending

C Name of organization The Child Advocacy Center of Carroll County
 Doing business as _____
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite
PO Box 948
 City or town, state or province, country, and ZIP or foreign postal code
Wolfeboro, NH 03894

D Employer identification number 20-2110940
E Telephone number (603) 569-9840
G Gross receipts \$ 362,612.

F Name and address of principal officer:
Elizabeth Kelley, 56 Union Street, Wolfeboro, NH 03894

H(a) Is this a group return for subordinates? Yes No
H(b) Are all subordinates included? Yes No
 If "No," attach a list. See instructions.
H(c) Group exemption number _____

I Tax-exempt status: 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527

J Website: N/A

K Form of organization: Corporation Trust Association Other
L Year of formation: 2004 **M** State of legal domicile: NH

Part I Summary		Prior Year	Current Year
Activities & Governance	1 Briefly describe the organization's mission or most significant activities: <u>ADVOCATE FOR ABUSED CHILDREN</u>		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets:		
	3 Number of voting members of the governing body (Part VI, line 1a)	<u>3</u>	<u>0</u>
	4 Number of independent voting members of the governing body (Part VI, line 1b)	<u>4</u>	<u>0</u>
	5 Total number of individuals employed in calendar year 2022 (Part V, line 2a)	<u>5</u>	<u>3</u>
	6 Total number of volunteers (estimate if necessary)	<u>6</u>	<u>12</u>
	7a Total unrelated business revenue from Part VIII, column (C), line 12	<u>7a</u>	<u>80.</u>
b Net unrelated business taxable income from Form 990-T, Part I, line 11	<u>7b</u>	<u>0.</u>	
Revenue	8 Contributions and grants (Part VIII, line 1h)	<u>308,061.</u>	<u>362,532.</u>
	9 Program service revenue (Part VIII, line 2g)		
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	<u>687.</u>	<u>80.</u>
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		
	12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	<u>308,748.</u>	<u>362,612.</u>
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)		
	14 Benefits paid to or for members (Part IX, column (A), line 4)		
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	<u>197,827.</u>	<u>218,137.</u>
	16a Professional fundraising fees (Part IX, column (A), line 11e)		
	b Total fundraising expenses (Part IX, column (D), line 25)	<u>0.</u>	<u>0.</u>
	17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	<u>79,834.</u>	<u>113,436.</u>
	18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	<u>277,661.</u>	<u>331,573.</u>
19 Revenue less expenses. Subtract line 18 from line 12	<u>31,087.</u>	<u>31,039.</u>	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	<u>441,638.</u>	<u>472,677.</u>
	21 Total liabilities (Part X, line 2b)	<u>0.</u>	<u>0.</u>
	22 Net assets or fund balances. Subtract line 21 from line 20	<u>441,638.</u>	<u>472,677.</u>

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here
 Signature of officer: Elizabeth Kelley-Scott, executive director
 Date: 05/19/2023

Paid Preparer Use Only
 Print/Type preparer's name: Chris Sawyer
 Preparer's signature: [Signature]
 Date: 05/21/2023
 Check if self-employed
 PTIN: P01210969
 Firm's name: Chris B. Sawyer, LLC
 Firm's EIN: 52-2390611
 Firm's address: PO Box 113, Center Tuftonboro, NH 03816
 Phone no.: (603) 569-8474

May the IRS discuss this return with the preparer shown above? See instructions Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:

ADVOCATE FOR ABUSED CHILDREN

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 0. including grants of \$ 0.) (Revenue \$ 0.)

N/A.

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe on Schedule O.)
(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses 0.

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors? See instructions	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? If "Yes," complete Schedule C, Part III		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? If "Yes," complete Schedule D, Part V		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	X	
b Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII		X
c Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX		X
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII		X
b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I. See instructions		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		X
20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		X

Part IV Checklist of Required Schedules (continued)

		Yes	No
22	Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		X
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part II		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? If "Yes," complete Schedule L, Part III		X
28	Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):		
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? If "Yes," complete Schedule L, Part IV		X
b	A family member of any individual described in line 28a? If "Yes," complete Schedule L, Part IV		X
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? If "Yes," complete Schedule L, Part IV		X
29	Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		X
34	Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		
36	Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		X
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable		
b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

		Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
	2a	3	
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	X	
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?		X
b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
b	If "Yes," enter the name of the foreign country		
	See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
7	Organizations that may receive deductible contributions under section 170(c).		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		X
d	If "Yes," indicate the number of Forms 8282 filed during the year		
	7d		
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
9	Sponsoring organizations maintaining donor advised funds.		
a	Did the sponsoring organization make any taxable distributions under section 4966?		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
10	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on Part VIII, line 12	10a	
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
11	Section 501(c)(12) organizations. Enter:		
a	Gross income from members or shareholders	11a	
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b	
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a	
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	
13	Section 501(c)(29) qualified nonprofit health insurance issuers.		
a	Is the organization licensed to issue qualified health plans in more than one state? Note: See the instructions for additional information the organization must report on Schedule O.	13a	
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b	
c	Enter the amount of reserves on hand	13c	
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a	X
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b	
15	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N.	15	
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16	
17	Section 501(c)(21) organizations. Did the trust, or any disqualified or other person engage in any activities that would result in the imposition of an excise tax under section 4951, 4952, or 4953? If "Yes," complete Form 6069.	17	

Part VI Governance, Management, and Disclosure. For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.		
1a	0		
b	Enter the number of voting members included on line 1a, above, who are independent		
1b	0		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6	Did the organization have members or stockholders?		X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a	The governing body?		X
b	Each committee with authority to act on behalf of the governing body?		X
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
10b			
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
b	Describe on Schedule O the process, if any, used by the organization to review this Form 990.		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?		X
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done		X
12c			X
13	Did the organization have a written whistleblower policy?		X
14	Did the organization have a written document retention and destruction policy?	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a	The organization's CEO, Executive Director, or top management official		X
b	Other officers or key employees of the organization		X
	If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.		
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		
16b			

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed
- 18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain on Schedule O)
- 19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20 State the name, address, and telephone number of the person who possesses the organization's books and records.
 Elizabeth Kelley-Scot, 56 Union Street, Wolfeboro, NH 03894 (603) 569-9848

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's current officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's current key employees, if any. See the instructions for definition of "key employee."
- List the organization's five current highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's former officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's former directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Diane Cleary President	2.00			X				0.	0.	0.
(2) June Connors Secretary	2.00			X				0.	0.	0.
(3) Ray Mitchell Treasurer	2.00			X				0.	0.	0.
(4) Scott Kinmond Director	2.00			X				0.	0.	0.
(5) Christine Stevens Director	2.00			X				0.	0.	0.
(6) Maureen Sherback Director	2.00			X				0.	0.	0.
(7) Elizabeth Kelley-Scott Executive Director	40.00					X		95,013.	0.	0.
(8)										
(9)										
(10)										
(11)										
(12)										
(13)										
(14)										

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(15)										
(16)										
(17)										
(18)										
(19)										
(20)										
(21)										
(22)										
(23)										
(24)										
(25)										
1b Subtotal							95,013.	0.	0.	
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)							95,013.	0.	0.	

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization

3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*

4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? *If "Yes," complete Schedule J for such individual*

5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*

	Yes	No
3		X
4		X
5		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants, and Other Similar Amounts	1a	Federated campaigns					
	1b	Membership dues					
	1c	Fundraising events	69,648.				
	1d	Related organizations					
	1e	Government grants (contributions)	190,998.				
	1f	All other contributions, gifts, grants, and similar amounts not included above	101,886.				
	1g	Noncash contributions included in lines 1a-1f	\$				
	1h	Total. Add lines 1a-1f		362,532.			
	Program Service Revenue	2a	Business Code				
b							
c							
d							
e							
f		All other program service revenue					
g		Total. Add lines 2a-2f					
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)		80.	0.	80.	0.
	4	Income from investment of tax-exempt bond proceeds					
	5	Royalties					
	6a	Gross rents	(i) Real				
			(ii) Personal				
			6a				
	6b	Less: rental expenses					
	6c	Rental income or (loss)					
	d	Net rental income or (loss)					
	7a	Gross amount from sales of assets other than inventory	(i) Securities				
			(ii) Other				
			7a				
	7b	Less: cost or other basis and sales expenses					
	7c	Gain or (loss)					
	d	Net gain or (loss)					
8a	Gross income from fundraising events (not including \$ 69,648. of contributions reported on line 1c). See Part IV, line 18						
8b	Less: direct expenses						
c	Net income or (loss) from fundraising events						
9a	Gross income from gaming activities. See Part IV, line 19						
9b	Less: direct expenses						
c	Net income or (loss) from gaming activities						
10a	Gross sales of inventory, less returns and allowances						
10b	Less: cost of goods sold						
c	Net income or (loss) from sales of inventory						
Miscellaneous Revenue	11a	Business Code					
	b						
	c						
	d	All other revenue					
	e	Total. Add lines 11a-11d					
12	Total revenue. See instructions		362,612.	0.	80.	0.	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	95,013.	0.	95,013.	0.
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	100,942.	0.	100,942.	0.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	6,324.	0.	6,324.	0.
10 Payroll taxes	15,858.	0.	15,858.	0.
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting	600.	0.	600.	0.
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Schedule O.)				
12 Advertising and promotion				
13 Office expenses	759.	0.	759.	0.
14 Information technology				
15 Royalties				
16 Occupancy	94,725.	0.	94,725.	0.
17 Travel	5,816.	0.	5,816.	0.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	11,536.	0.	11,536.	0.
23 Insurance				
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a				
b				
c				
d				
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	331,573.	0.	331,573.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year		
Assets	1	Cash—non-interest-bearing	198,898.	1	241,473.	
	2	Savings and temporary cash investments		2		
	3	Pledges and grants receivable, net		3		
	4	Accounts receivable, net		4		
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5		
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6		
	7	Notes and loans receivable, net		7		
	8	Inventories for sale or use		8		
	9	Prepaid expenses and deferred charges		9		
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	330,482.			
	b	Less: accumulated depreciation	99,278.	242,740.	10c	231,204.
	11	Investments—publicly traded securities		11		
	12	Investments—other securities. See Part IV, line 11		12		
	13	Investments—program-related. See Part IV, line 11		13		
	14	Intangible assets		14		
	15	Other assets. See Part IV, line 11		15		
16	Total assets. Add lines 1 through 15 (must equal line 33)	441,638.	16	472,677.		
Liabilities	17	Accounts payable and accrued expenses		17		
	18	Grants payable		18		
	19	Deferred revenue		19		
	20	Tax-exempt bond liabilities		20		
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21		
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22		
	23	Secured mortgages and notes payable to unrelated third parties	0.	23		
	24	Unsecured notes and loans payable to unrelated third parties	0.	24		
25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17–24). Complete Part X of Schedule D		25			
26	Total liabilities. Add lines 17 through 25	0.	26			
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.					
	27	Net assets without donor restrictions	441,638.	27	472,677.	
	28	Net assets with donor restrictions		28		
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.					
	29	Capital stock or trust principal, or current funds		29		
	30	Paid-in or capital surplus, or land, building, or equipment fund		30		
	31	Retained earnings, endowment, accumulated income, or other funds		31		
	32	Total net assets or fund balances	441,638.	32	472,677.	
33	Total liabilities and net assets/fund balances	441,638.	33	472,677.		

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	362,612.
2	Total expenses (must equal Part IX, column (A), line 25)	2	331,573.
3	Revenue less expenses. Subtract line 2 from line 1	3	31,039.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	441,638.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	472,677.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

	Yes	No
1 Accounting method used to prepare the Form 990: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> Other If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
b Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	X	
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?		X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits.		

**SCHEDULE A
(Form 990)**

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2022

**Open to Public
Inspection**

Name of the organization The Child Advocacy Center of Carroll County	Employer identification number 20-2110940
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Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
- 2 A school described in section 170(b)(1)(A)(ii). (Attach Schedule E (Form 990).)
- 3 A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
- 4 A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state:
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv). (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 8 A community trust described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 9 An agricultural research organization described in section 170(b)(1)(A)(ix) operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:
- 10 An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See section 509(a)(4).
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See section 509(a)(3). Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. You must complete Part IV, Sections A and B.
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). You must complete Part IV, Sections A and C.
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). You must complete Part IV, Sections A, D, and E.
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). You must complete Part IV, Sections A and D, and Part V.
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)
 (Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	129,130.	258,316.	275,586.	270,784.	292,884.	1,226,700.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	129,130.	258,316.	275,586.	270,784.	292,884.	1,226,700.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						1,226,700.

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
7 Amounts from line 4	129,130.	258,316.	275,586.	270,784.	292,884.	1,226,700.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						1,226,700.
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2022 (line 6, column (f), divided by line 11, column (f))	14	100 %
15 Public support percentage from 2021 Schedule A, Part II, line 14	15	100 %
16a 33 1/3% support test—2022. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input checked="" type="checkbox"/>		
b 33 1/3% support test—2021. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
17a 10%-facts-and-circumstances test—2022. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 10%-facts-and-circumstances test—2021. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions <input type="checkbox"/>		

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						
14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2022 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2021 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2022 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2021 Schedule A, Part III, line 17	18	%
19a 33 1/3% support tests—2022. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 33 1/3% support tests—2021. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions <input type="checkbox"/>		

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer lines 3b and 3c below.		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in Part VI when and how the organization made the determination.		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use.		
4a Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in Part VI.		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990).		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? If "Yes," complete Part I of Schedule L (Form 990).		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in Part VI.		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in Part VI.		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in Part VI.		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer line 10b below.		
b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?		
b A family member of a person described on line 11a above?		
c A 35% controlled entity of a person described on line 11a or 11b above? If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.		
11a		
11b		
11c		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		
1		
2		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		
1		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
3 By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		
1		
2		
3		

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).		
2 Activities Test. Answer lines 2a and 2b below.		
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.		
b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.		
3 Parent of Supported Organizations. Answer lines 3a and 3b below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? If "Yes" or "No," provide details in Part VI.		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.		
2a		
2b		
3a		
3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See Instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A—Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B—Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C—Distributable Amount		(A) Prior Year	(B) Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	

7 Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D—Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required—provide details in Part VI)	5
6	Other distributions (describe in Part VI). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	8
9	Distributable amount for 2022 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E—Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2022	(iii) Distributable Amount for 2022
1	Distributable amount for 2022 from Section C, line 6		
2	Underdistributions, if any, for years prior to 2022 (reasonable cause required—explain in Part VI). See instructions.		
3	Excess distributions carryover, if any, to 2022		
a	From 2017		
b	From 2018		
c	From 2019		
d	From 2020		
e	From 2021		
f	Total of lines 3a through 3e		
g	Applied to underdistributions of prior years		
h	Applied to 2022 distributable amount		
i	Carryover from 2017 not applied (see instructions)		
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.		
4	Distributions for 2022 from Section D, line 7: \$		
a	Applied to underdistributions of prior years		
b	Applied to 2022 distributable amount		
c	Remainder. Subtract lines 4a and 4b from line 4.		
5	Remaining underdistributions for years prior to 2022, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.		
6	Remaining underdistributions for 2022. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.		
7	Excess distributions carryover to 2023. Add lines 3j and 4c.		
8	Breakdown of line 7:		
a	Excess from 2018		
b	Excess from 2019		
c	Excess from 2020		
d	Excess from 2021		
e	Excess from 2022		

Schedule B
(Form 990)

Schedule of Contributors

OMB No. 1545-0047

Department of the Treasury
Internal Revenue Service

Attach to Form 990 or Form 990-PF.
Go to www.irs.gov/Form990 for the latest information.

2022

Name of the organization

The Child Advocacy Center of Carroll County

Employer identification number

20-2110940

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

501(c)(3) (enter number) organization

4947(a)(1) nonexempt charitable trust not treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the General Rule or a Special Rule.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

- For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

- For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.
- For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the General Rule applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year \$

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it must answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

Name of organization The Child Advocacy Center of Carroll County	Employer identification number 20-2110940
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Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	Carroll County PO Box 152 Ossipee NH 03864	\$ 55,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization The Child Advocacy Center of Carroll County	Employer identification number 20-2110940
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Part II Noncash Property (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
-----	----- ----- ----- -----	\$ -----	-----
-----	----- ----- ----- -----	\$ -----	-----
-----	----- ----- ----- -----	\$ -----	-----
-----	----- ----- ----- -----	\$ -----	-----
-----	----- ----- ----- -----	\$ -----	-----
-----	----- ----- ----- -----	\$ -----	-----
-----	----- ----- ----- -----	\$ -----	-----

Name of organization The Child Advocacy Center of Carroll County	Employer identification number 20-2110940
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Part III Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this information once. See instructions.) \$ _____
 Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

**SCHEDULE D
(Form 990)**

Supplemental Financial Statements

OMB No. 1545-0047

2022

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

Name of the organization The Child Advocacy Center of Carroll County	Employer identification number 20-2110940
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Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? <input type="checkbox"/> Yes <input type="checkbox"/> No		
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply). <input type="checkbox"/> Preservation of land for public use (for example, recreation or education) <input type="checkbox"/> Preservation of a historically important land area <input type="checkbox"/> Protection of natural habitat <input type="checkbox"/> Preservation of a certified historic structure <input type="checkbox"/> Preservation of open space											
2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%;"></th> <th style="width:90%;">Held at the End of the Tax Year</th> </tr> </thead> <tbody> <tr> <td style="text-align:center;">2a</td> <td></td> </tr> <tr> <td style="text-align:center;">2b</td> <td></td> </tr> <tr> <td style="text-align:center;">2c</td> <td></td> </tr> <tr> <td style="text-align:center;">2d</td> <td></td> </tr> </tbody> </table>		Held at the End of the Tax Year	2a		2b		2c		2d	
	Held at the End of the Tax Year										
2a											
2b											
2c											
2d											
a Total number of conservation easements											
b Total acreage restricted by conservation easements											
c Number of conservation easements on a certified historic structure included in (a)											
d Number of conservation easements included in (c) acquired after July 25, 2008, and not on a historic structure listed in the National Register											
3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year											
4 Number of states where property subject to conservation easement is located											
5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? <input type="checkbox"/> Yes <input type="checkbox"/> No											
6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year											
7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year											
8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? <input type="checkbox"/> Yes <input type="checkbox"/> No											
9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.											

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.	
b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:	
(i) Revenue included on Form 990, Part VIII, line 1	\$ _____
(ii) Assets included in Form 990, Part X	\$ _____
2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:	
a Revenue included on Form 990, Part VIII, line 1	\$ _____
b Assets included in Form 990, Part X	\$ _____

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):
- a Public exhibition
 - b Scholarly research
 - c Preservation for future generations
 - d Loan or exchange program
 - e Other
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|---------------------------------|--------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII.

Part V Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment _____ %
- b Permanent endowment _____ %
- c Term endowment _____ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

- (i) Unrelated organizations
- (ii) Related organizations

	Yes	No
3a(i)		
3a(ii)		
3b		

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings	330,482.		99,278.	231,204.
c Leasehold improvements				
d Equipment				
e Other				
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				231,204.

Part VII Investments—Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 12.)		

Part VIII Investments—Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 13.)		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.)	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.)	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII

**SCHEDULE O
(Form 990)**

Supplemental Information to Form 990 or 990-EZ

OMB No. 1545-0047

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

2022

Department of the Treasury
Internal Revenue Service

Attach to Form 990 or Form 990-EZ.

**Open to Public
Inspection**

Go to www.irs.gov/Form990 for the latest information.

Name of the organization

Employer identification number

The Child Advocacy Center of Carroll County

20-2110940

Pt VI, Line 11b: PRESENTED AT BOARD MEETING

Pt VI, Line 8a: THE ORGANIZATION DID NOT DURING THE YEAR, RECEIVE ANY FUNDS,
DIRECTLY OR INDIRECTLY. TO PAY PREMIUMS ON A PERSONAL BENEFIT CONTRACT. THE ORGANIZATION
DID NOT DURING THE YEAR, PAY ANY PREMIUMS DIRECTLY OR INDIRECTLY ON A PERSONAL
BENEFIT CONTRACT.

Pt VI, Line 8b: AT OFFICE FOR REVIEW

CACCC 2024 Board of Directors

Title	Name	Employer
President	Diane Cleary	Retired
Secretary	June Connors	Retired
Treasurer	Ray Mitchell	Retired
Director	Maureen Sherback	Retired
Director	Scott Kinmond	Town of Alton/ SD Kinmond Enterprises
Director	Christine Stevens	Retired
1/4/2024		

Key Personnel

First and Last Name	Job Title	Salary
Meghan Berry	Family Support Specialist	\$25.96/hour
Elizabeth D'Angelo	Program Coordinator	\$36.49/hour
Elizabeth Kelley-Scott	Executive Director	\$49.65/hour

Meghan Berry, BA

Professional Experience

Family Support Specialist/ Forensic Interviewer **2019-Present**
The Child Advocacy Center of Carroll County

Childcare Provider **2017-2019**
Self-employed – Nanny

Service Project Coordinator **2015- 2017**
Center for Community Engaged Learning, SNHU

Certificates and Training

2023 Partnering for a Future Without Violence (9.75 Hours) **September 6-7, 2023**
The Attorney General’s Task Force on Child Abuse and Neglect and the AG’s Office on Victim/Witness Assistance

Team Academy (14 Hours) **August 16-17, 2023**
Northeast Regional Children’s Advocacy Center, Plymouth, NH

Engaging and Supporting Caregivers for Multidisciplinary Teams **March & April 2023**
Child Training and Support Center

Introduction to Motivational Interviewing with Dr. Kate Watson (6 Hours) **December 1, 2022**
Granite State Children’s Alliance

2022 Partnering for a Future Without Violence (9.75 Hours) **September 7-8, 2022**
The Attorney General’s Task Force on Child Abuse and Neglect and the AG’s Office on Victim/Witness Assistance

Forensic Interviewing of Children Training (40 Hours) **April 25-29, 2022**
National Children’s Advocacy Center, Huntsville, AL

Compassionate Communication Training with the Orsini Way **March 18, 2022**
Northeast Regional Children’s Advocacy Center

2021 Partnering for a Future Without Violence Conference (Virtual) **September 16-17, 2021**
New Hampshire Department of Justice, Office of the Attorney General, Concord, NH

New Hampshire Victim Assistance Academy (40 Hrs.) via Zoom **May 2021**
Attorney General, Department of Justice, Concord, NH

Youth with Problematic Sexualized Behavior Training Series **June & October 2020**
Granite State Children’s Alliance, Concord, NH

Victim Advocacy Training, Three Day Course **February 2020**

M. Berry 1

National Children's Advocacy Center, Huntsville, AL

Education

B.A. *Sociology*, Southern New Hampshire University, Manchester, NH (2018)

Curriculum Vitae
Elizabeth S. D'Angelo

Professional Experience

Multidisciplinary Team Coordinator/Forensic Interviewer Child Advocacy Center of Carroll County, Wolfeboro, NH	2014-Present
Special Education Paraprofessional/Substitute Teacher Governor-Wentworth School District, Wolfeboro, NH	2013-2014
Community Life Parent/Substitute Teacher Brewster Academy, Wolfeboro, NH	2004-2013
Trooper, First Class, New Hampshire State Police Department of Safety, Division of State Police, Concord, NH	1987-1999

Certificates and Trainings

<i>NCAtrak Reports Online Training, 1 Day Course</i> <i>National Children's Alliance</i>	2023
<i>MDT Academy</i> Northeast Regional Children's Advocacy Center, Plymouth, NH	2023
<i>Building Solutions for Equity and Inclusion/Using Integral Diversity to Analyze Challenging</i> One Spark Consulting, Live Online, Laskia Green	2023
<i>Partnering For a Future Without Violence</i> NH Attorney General's Task Force on Child Abuse and Neglect, Manchester, NH	2023
<i>Following the Evidence in CST Cases</i> Instructor Julie Kenniston GSCA, Summit Plymouth, NH	2023
<i>Testifying in Child Abuse Cases</i> Multiple Instructors, GSCA Summit Plymouth NH	2023
Understanding Intimate Partner Violence and Child Abuse Instructor Sue Ascione/NRCAC, GSCA Summit Plymouth, NH	2023
<i>FIND Adapted Training (Interviewing Individuals who do not speak) 3-day Training</i> Virtual; Live	2023
<i>Partnering For A Future Without Violence</i> NH Attorney General's Task Force on Child Abuse and Neglect, Manchester, NH	2022
<i>Project FIND (Forensic Interviewing for Individuals with Disabilities) 2-day Training</i> Virtual; Live	2021
<i>37th International Symposium on Child Abuse</i> Virtual; Live, Simulative and On-Demand	2021
<i>Child Sex Trafficking Forensic Interview Training</i> National Criminal Justice Training Center, Live, Online Instructor Led	2020

Curriculum Vitae
Elizabeth S. D'Angelo

Certificates and Trainings – continued

<i>Youth with Problematic Sexualized Behavior Training Series</i> Granite State Children's Alliance, Live, Online	2020
<i>Partnering For A Future Without Violence</i> NH Attorney General's Task Force on Child Abuse and Neglect, Manchester, NH	2019
<i>Team Facilitator Training 2.0</i> Philadelphia, PA and Burlington, VA	2019
<i>NCA 2019 Leadership Conference</i> Washington, D.C.	2019
<i>34th International Symposium on Child Abuse</i> Huntsville, AL	2018
<i>Emerging Issues and MDT Response in Child Abuse Cases Training w/Rita Farrell</i> Bedford, NH	2017
<i>Dallas Crimes Against Children Conference</i> Dallas, TX	2017
<i>Two Day Forensic Interviewer Training with Julie Kenniston</i> Granite State Children's Alliance, Manchester, NH	2016
<i>Responding to CSEC Reports/Cases</i> Department of Homeland Security and Granite State Children's Alliance, Concord, NH	2016
<i>Mentoring and Consultation Group Webinar for Child Forensic Interviewers</i> National Child Advocacy Center	2015
<i>Advanced Training for Forensic Interviewers</i> Office of Juvenile Justice and Delinquency Prevention, Concord, NH	2015
<i>Partnering for A Future Without Violence</i> NH Attorney General's Task Force on Child Abuse and Neglect, Manchester, NH	2015
<i>Child Forensic Interviewing, Five Day Course</i> Granite State Children's Alliance, Manchester, NH	2015
<i>Forensic Interviewing of Children Training</i> National Children's Advocacy Center, Huntsville, AL	2014
<i>The Potential Impact of Trauma on the Investigation of Child Maltreatment</i> Granite State Children's Alliance's Multidisciplinary Team Academy, Concord, NH	2014
<i>Partnering for A Future Without Violence</i> NH Attorney General's Task Force on Child Abuse and Neglect, Manchester, NH	2014

Education

B.A., *Anthropology*, University of New Hampshire, Durham, NH (1984)

Elizabeth R. Kelley-Scott

Qualification Highlights

- Able to work independently and as a collaborative team member
- Experience and knowledge in building and maintaining relationships with key stakeholder
- Proven fundraising success

Work Experience:

December 2009-present: Executive Director, Child Advocacy Center of Carroll County, Wolfeboro, NH

- Coordinate programmatic efforts with multi-disciplinary team members
- Conducted numerous public awareness activities
- Serve as program administrator for statistical case tracking system
- Implement and develop training for multi-disciplinary team members
- Provide on-going support and supervision to employees and other multi-disciplinary team members
- Serve as the primary liaison for the organization in the community and with all partner agencies
- Responsible for all day to day management activities at the Child Advocacy Center
- Working with the Board of Directors, maintains a shared vision for the future of the organization and develops appropriate goals and strategies to advance the organization's mission.
- Recommends operational objectives that support the strategic plan and leads the staff in the implementation of the strategic plan and any operational objectives.
- Provides leadership in developing programs, organizational and financial plans with the Board of Directors and staff, and carries out plans and policies authorized by the Board.
- Maintains official records and documents and assures compliance with federal, state and local regulations.
- Keeps the Board of Directors fully informed on the condition of the organization and all important issues influencing it.
- Responsible for ongoing program evaluation including outcome measures.
- Maintains a positive working relationship with the Board of Directors and partner agencies
- Chief grant writer who also monitors the grants and prepares required reports.
- Responsible for Center bookkeeping and developing and maintaining sound financial practices.
- Responsible for preparing a budget and ensuring that the program operates within budget.
- Responsible for developing and implementing appropriate fund raising strategies to help fund the mission of the Center.

February 2007 to December 2009: Program Coordinator, Child Advocacy Center of Carroll County, Wolfeboro, NH

- Provided over 450 neutral, fact-finding forensic interviews to alleged child abuse victims
- Coordinate and identify services for non-offending caregivers and victims
- Facilitate monthly case review meeting with multidisciplinary partners
- Created numerous written materials for dissemination to community partners and non-offending caregivers
- Coordinate scheduling with multi-disciplinary team members
- Provide monthly statistical data to Board of Directors
- Coordinate clinical, case management and medical services for alleged child victims
- Serve as program administrator for statistical case tracking system
- Provide on-going support and case coordination to all multi-disciplinary team members
- Created numerous written materials for dissemination to community partners and non-offending caregivers

Education

Plymouth State University
2006

B. A. Major: Psychology

Graduated with honors

Plymouth State University
2013

M.ED Self-designed program, focus :Organizational Leadership

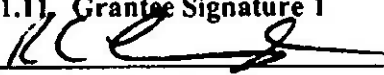
SPECIALIZED TRAINING

Northeast Regional Children's Advocacy Center	Leadership Exchange and Coaching Project	2018-19
National Children's Alliance	Leadership Conference	2019
National Children's Alliance	Leadership Conference	2017
National Children's Advocacy Center	Extended Forensic Interviewing	2015
National Children's Advocacy Center	International Child Abuse Symposium	2015
National Children's Alliance	Leadership Conference	2011
Council on Fundraising	NH Grants Institute	2010
National Children's Alliance	Leadership Conference	2010
The Chadwick Center For Children and Families	22 nd Annual San Diego International Conference on Child and Family Maltreatment	2009
National Children's Advocacy Center	Advanced Forensic Interviewing	2009
National District Attorneys Association	Child Abuse Summit	2008
Northeast Regional Children's Advocacy Center	Multidisciplinary Team Training Academy	2008
National Children's Advocacy Center	Forensic Interviewing	2007

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 1 Granite Place South, Concord, NH 03301	
1.3. Grantee Name Merrimack County, New Hampshire		1.4. Grantee Address 333 Daniel Webster Highway, Suite 2 Boscawen, NH 03303	
1.5. Grantee Phone # (603) 219-0627	1.6. Account Number 02-20-20-200010-2601- 073-500580	1.7. Completion Date 06/30/2025	1.8. Grant Limitation \$18,000
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 Kathleen Carr, Director of Administration	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13. State Agency Signature(s) Kathleen Carr		1.14. Name & Title of State Agency Signor(s) Kathleen Carr, Director of Administration	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By: Sheri Phillips Assistant Attorney General, On: 1/12/2024			
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 on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.16), or upon signature by the State Agency as shown in block 1.14 ("the Effective Date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").
5. **GRANT AMOUNT; LIMITATION ON AMOUNT; VOUCHERS; PAYMENT.**
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT C, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT C.
- 5.3. In accordance with the provisions set forth in EXHIBIT C, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. **COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS.** In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits and RSA 31-95-b.
7. **RECORDS and ACCOUNTS.**
- 7.1. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency, the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency pursuant to subparagraph 7.1, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these provisions.
8. **PERSONNEL.**
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. **DATA; RETENTION OF DATA; ACCESS.**
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. **CONDITIONAL NATURE OF AGREEMENT.** Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. **EVENT OF DEFAULT; REMEDIES.**
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
- 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.2 Failure to submit any report required hereunder; or
- 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
- 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
- 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
- 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
- 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
- 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. **TERMINATION.**
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
- 12.3. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
- 12.4. **CONFLICT OF INTEREST.** No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

B
12/18/23

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

EXHIBIT A

- SPECIAL PROVISIONS -

Merrimack County, New Hampshire 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

EXHIBIT A

- SPECIAL PROVISIONS -

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 New Hampshire Department of Justice (DOJ), that employee or their relative shall not perform work on or be billed to any federal or state subgrant or monetary award that the employee directly managed or supervised while at the 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. The Subrecipient authorizes the DOJ and its representatives, access to and the right to examine all records, books, paper or documents related to this subgrant.
8. 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 is granted, the Subrecipient agrees that there must be a sliding scale that starts at zero (0), and that all program income will be totally expended on grant allowable activities by the end of the funding cycle.
9. Equipment purchased with this subgrant shall be listed by the Subrecipient on the agency inventory. The inventory must include the item description, serial number, cost, percentage of state funds, and location.
10. 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.

EXHIBIT B

- SCOPE OF SERVICES -

1. The Subrecipient shall receive a grant from the New Hampshire Department of Justice (DOJ) for expenses incurred and services provided for child advocacy forensic interviews and victim services provided by the Subrecipient, including but not limited to expenses for personnel and fringe.
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. The 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 this Grant.
4. The 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
1 Granite Place South
Concord, NH 03301
(603)271-8473
Sarah.E.Sciuto@doj.nh.gov

EXHIBIT D

-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 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 Subrecipient certifies that any funds awarded through this agreement shall not be used to supplant any Federal funds that have been appropriated for the purposes and goals of this agreement.

The 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: Ross L. Cunningham / County Administrator

Signature: 

CERTIFICATE OF AUTHORITY

I, Tara Reardon, Chair, Merrimack County Board of Commissioners hereby certify that:
(Name of the Municipality Clerk/Municipality Official)

1. I am a duly elected Municipality Clerk/Municipality Official of Merrimack County
(Municipality Name)

2. I hereby certify that Ross L. Cunningham, County Administrator (may list more than one
(Authorized Signatory)

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

3. I hereby certify that this authority has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment/agreement to which this certificate is attached. This authority was valid thirty (30) days prior to and 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 municipality. To the extent that there are any limits on the authority of any listed individual to bind the municipality in contracts or other agreements with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 12.18.23



Signature of Municipality Clerk/Municipality Official
Name: Tara Reardon
Title: Chair, Board of Commissioners



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member: Merrimack County 333 Daniel Webster Highway Suite 2 Boscawen, NH 03303	Member Number: 604	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ PO Box 23 Hooksett, NH 03106-9716
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Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not
<input checked="" type="checkbox"/> General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	1/1/2024	1/1/2025	Each Occurrence \$ 2,000,000
			General Aggregate \$ 10,000,000
			Fire Damage (Any one fire)
			Med Exp (Any one person)
<input type="checkbox"/> Automobile Liability Deductible Comp and Coll: \$1,000 <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident) Aggregate
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2024	1/1/2025	<input checked="" type="checkbox"/> Statutory
			Each Accident \$2,000,000
			Disease - Each Employee \$2,000,000
			Disease - Policy Limit
<input type="checkbox"/> Property (Special Risk Includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)

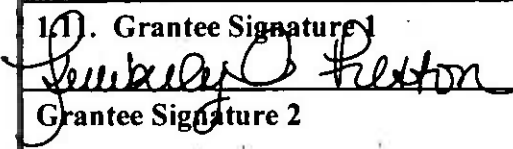
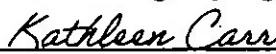
Description: Proof of Primex Member coverage only.

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex ³ - NH Public Risk Management Exchange
NH Department of Justice 1 Granite Place Concord, NH 03301			By: <i>Mary Beth Purcell</i>
			Date: 12/18/2023 mpurcell@nhprimex.org Please direct inquiries to: Primex ³ Claims/Coverage Services 603-225-2641 phone 603-228-3833 fax

GRANT AGREEMENT


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

I. Identification and Definitions.

1.1. State Agency Name New Hampshire Department of Justice		1.2. State Agency Address 1 Granite Place South, Concord, NH 03301	
1.3. Grantee Name Child Advocacy Center of Coos County, Inc.		1.4. Grantee Address 278 Main Street Lancaster, NH 03584	
1.5. Grantee Phone # (603) 788-8201	1.6. Account Number 02-20-20-200010-2601-073-500581	1.7. Completion Date 06/30/2025	1.8. Grant Limitation \$160,000
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 Kimberly A Preston, 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) 		1.14. Name & Title of State Agency Signor(s) Kathleen Carr, Director of Administration	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required)			
By: <i>Sheri Phillips</i> Assistant Attorney General, On: 1/17/2024			
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 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,
- 9.2. computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.3. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.4. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.5. 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.
- 9.6. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. EVENT OF DEFAULT: REMEDIES.
 - 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
 - 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
 - 11.1.2 Failure to submit any report required hereunder; or
 - 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
 - 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
 - 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
 - 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
 - 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
 - 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
 - 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
 - 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
 - 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
 - 12.3. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
13. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or


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

EXHIBIT A

- SPECIAL PROVISIONS -

Child Advocacy Center of Coos County, Inc. 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

EXHIBIT A

- SPECIAL PROVISIONS -

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 New Hampshire Department of Justice (DOJ), that employee or their relative shall not perform work on or be billed to any federal or state subgrant or monetary award that the employee directly managed or supervised while at the 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. The Subrecipient authorizes the DOJ and its representatives, access to and the right to examine all records, books, paper or documents related to this subgrant.
8. 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 is granted, the Subrecipient agrees that there must be a sliding scale that starts at zero (0), and that all program income will be totally expended on grant allowable activities by the end of the funding cycle.
9. Equipment purchased with this subgrant shall be listed by the Subrecipient on the agency inventory. The inventory must include the item description, serial number, cost, percentage of state funds, and location.
10. 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.

EXHIBIT A

- SPECIAL PROVISIONS -

11. 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., Form 990-EZ), as several sources already provide searchable online databases of such financial statements.

12. The Subrecipient, if a non-profit organization, must certify their non-profit status by submitting a statement to NH DOJ: 1) affirmatively asserting that the recipient is a non-profit organization and 2) indicating that the Subrecipient has on file and available upon audit one of the following:

- A copy of the organization's 501 (c)(3) designation letter, or;
- A letter from the State of New Hampshire stating that the Subrecipient is a non-profit organization operating within the state, or;
- A copy of the Subgrantee's state certificate of incorporation that substantiates its non-profit status.

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

EXHIBIT B

- SCOPE OF SERVICES -

1. The Subrecipient shall receive a grant from the New Hampshire Department of Justice (DOJ) for expenses incurred and services provided for child advocacy forensic interviews and victim services provided by the Subrecipient, including but not limited to expenses for personnel and fringe.
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. The 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 this Grant.
4. The 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
1 Granite Place South
Concord, NH 03301
(603)271-8473
Sarah.E.Sciuto@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 \$160,000 of the total Grant Limitation set forth from Governor and Council approval through 06/30/2025. This shall be contingent upon continued state funding appropriation and program performance.
 - 3b. With sufficient reason and under limited circumstances, the Subrecipient may apply for an extension of the grant period for up to the end of the 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 06/30/2025 or, unless a grant extension is approved in writing by DOJ.

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EXHIBIT D

-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 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>.

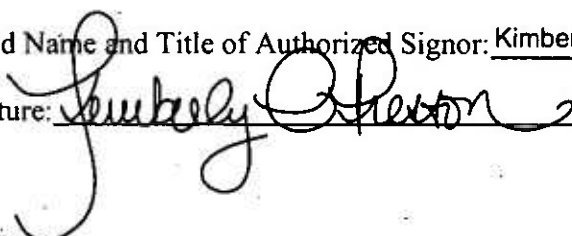
Supplanting and job retention

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 Subrecipient certifies that any funds awarded through this agreement shall not be used to Supplant any Federal funds that have been appropriated for the purposes and goals of this agreement.

The 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: Kimberly A Preston, Executive Director

Signature: 

State of New Hampshire

Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that CHILD ADVOCACY CENTER OF COOS COUNTY, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on February 17, 2009. 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; and the attached is a true copy of the list of documents on file in this office.

Business ID: 608787

Certificate Number: 0006211633



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire.

this 20th day of April A.D. 2023.

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

David M. Scanlan

Secretary of State



State of New Hampshire

Department of State



Business Name : Child Advocacy Center of Coos County, Inc.

Business ID : 608787

Filing History

Filing#	Filing Date	Effective Date	Filing Type	Nonprofit Report Year
0005057203	12/16/2020	12/16/2020	Nonprofit Report	2020
0004776823	01/16/2020	01/16/2020	Annual Report Reminder	N/A
0003298494	04/21/2016	04/21/2016	Reinstatement	N/A
0003200028	01/01/2016	01/01/2016	Admin Dissolution/Suspension	N/A
0002635943	01/03/2011	01/03/2011	Annual Report	2010
0002635942	10/08/2010	10/08/2010	Reminder Letter	N/A
0002635941	09/10/2009	09/10/2009	Amendment	N/A
0002635940	02/17/2009	02/17/2009	Business Formation	N/A

Trade Name Information

Business Name	Business ID	Business Status
No Trade Name(s) associated to this business.		

Name History

Name	Name Type
No Name Changes found for this business.	

Principal Information

Name	Title
Brian Beals MD	President
Michele Santy	Vice President
Deborah Haynes	Treasurer
Kassie Eafrazi	Secretary
Adam Marsh	Director
Brooke Grondin	Director
Garrett Rella	Director

278 Main Street
Lancaster, NH 03584
Phone: (603) 788-8201
Fax: (603) 788-8203-1185



Kimberly Preston
Executive Director
cooscac@gmail.com

**Child Advocacy Center of Coos County
Certificate of Authority**

I, Brian Beals, hereby certify that I am duly elected President of the Child Advocacy Center of Coos County's Board of Directors. I hereby certify the following is a true copy of a vote taken at a meeting of the Board of Directors, duly called and held on April 20, 2016 at which a quorum of the Board of Directors were present and voting.

VOTED: That Kimberly Preston, Executive Director, is duly authorized to enter into contracts or agreements on behalf of the Child Advocacy Center of Coos County with the State of New Hampshire and any of its agencies or departments and is further authorized to execute any documents which may in her judgement be desirable or necessary to effect the purpose of this vote.

I, hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and 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 Child Advocacy Center of Coos County in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 1-11-2024
Attest: [Signature]
Brian Beals, President of the Board of Directors, Child Advocacy Center of Coos County

The forgoing instrument was acknowledged before me, this day Jan 11, 2024 by Brian Beals.

Carol A. Frechette

Name, Notary Public or Justice of the Peace
CAROL A. FRECHETTE, Notary Public
My Commission Expires December 18, 2025
Commission Expires: _____





CHILD ADVOCACY CENTER OF COÖS COUNTY
Lancaster, New Hampshire

UNAUDITED FINANCIAL STATEMENTS
JUNE 30, 2022



CHILD ADVOCACY CENTER OF COOS COUNTY
Lancaster, New Hampshire

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INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors of
Child Advocacy Center:

We have reviewed the accompanying financial statements of Child Advocacy Center (a New Hampshire nonprofit corporation), 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. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

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

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of Child Advocacy Center and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Cohos Advisors PLLC

May 12, 2023

FINANCIAL STATEMENTS

CHILD ADVOCACY CENTER OF COOS COUNTY, INC.

Exhibit A

Lancaster, New Hampshire

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2022

ASSETS

Current assets

Cash and cash equivalents	\$ 62,783
Grants receivable	29,383
Investments	40,044
Total current assets	<u>132,210</u>

Long-term assets

Office equipment and furniture	19,739
Less: accumulated depreciation	<u>(17,566)</u>
Total long-term assets	<u>2,173</u>
Total assets	<u><u>\$ 134,383</u></u>

LIABILITIES AND NET ASSETS

Current liabilities

Accrued liabilities	<u>2,185</u>
Total current liabilities	<u>2,185</u>
Total liabilities	<u>2,185</u>

Net assets (Note 2)

Without donor restrictions	132,198
With donor restrictions	<u>-</u>
Total net assets	<u>132,198</u>
Total liabilities and net assets	<u><u>\$ 134,383</u></u>

See accompanying notes and accountants' review report.

CHILD ADVOCACY CENTER OF COÖS COUNTY, INC.

Exhibit B

Lancaster, New Hampshire

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
<i>Revenue and support</i>			
Grants and contributions	\$ 163,949	\$ -	\$ 163,949
Fundraising revenue	12,877	-	12,877
Interest income	305	-	305
Other income	2,530	-	2,530
Net assets released from restrictions	-	-	-
Total revenue and support	<u>179,661</u>	<u>-</u>	<u>179,661</u>
<i>Expenses</i>			
Total program services	152,478	-	152,478
Total general and administrative	26,884	-	26,884
Total fundraising	4,813	-	4,813
Total expenses	<u>184,175</u>	<u>-</u>	<u>184,175</u>
Increase (decrease) in net assets	(4,514)	-	(4,514)
Net assets, beginning of year	<u>136,712</u>	<u>-</u>	<u>136,712</u>
Net assets, end of year	<u>\$ 132,198</u>	<u>\$ -</u>	<u>\$ 132,198</u>

See accompanying notes and accountants' review report.

CHILD ADVOCACY CENTER OF COÖS COUNTY, INC.

Exhibit C

Lancaster, New Hampshire

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2022

	Advocacy Program	General & Administrative	Fundraising Expenses	Total
Salaries and wages	\$ 91,146	\$ 4,797	\$ -	\$ 95,943
Payroll taxes	7,437	391	-	7,828
Staff benefits	6,619	348	-	6,967
Supplies	2,857	150	-	3,007
Depreciation expense	-	2,895	-	2,895
Insurance expense	-	5,152	-	5,152
Professional fees	-	5,220	-	5,220
Travel	2,137	112	-	2,249
Fundraising expenses	-	-	4,813	4,813
Repairs and maintenance	4,887	257	-	5,144
Janitorial expenses	997	53	-	1,050
Payroll costs	4,252	224	-	4,476
Dues and subscriptions	-	3,107	-	3,107
Printing and postage	-	-	-	-
Occupancy expense	32,146	1,692	-	33,838
Bank fees	-	-	-	-
Other expenses	-	2,486	-	2,486
Total expenses	<u>\$ 152,478</u>	<u>\$ 26,884</u>	<u>\$ 4,813</u>	<u>\$ 184,175</u>

See accompanying notes and accountants' review report.

CHILD ADVOCACY CENTER OF COÖS COUNTY, INC.

Exhibit D

Lancaster, New Hampshire

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2022

Cash flows from operating activities

Increase (decrease) in net assets	\$ (4,514)
Add (deduct) charges (credits) to operations not using (providing) cash:	
Depreciation	2,895
Adjustments to reconcile net assets to cash provided by operating activities:	
(Increase) decrease in grants receivable	6,680
Increase (decrease) in accrued liabilities	876
Net cash provided by (used for) operating activities	<u>5,937</u>

Cash flows from investing activities

(Reinvestment) maturity of long-term certificate of deposit	1,847
Interest (earned) on certificate of deposit	(230)
Net cash provided by (used for) investing activities	<u>1,617</u>
Net increase (decrease) in cash and cash equivalents	7,554
Cash and cash equivalents, July 1	<u>55,229</u>
Cash and cash equivalents, June 30	<u>\$ 62,783</u>

Supplemental disclosures of cash flow information

Cash paid during the year for:

Interest	<u>\$ -</u>
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See accompanying notes and accountants' review report

CHILD ADVOCACY CENTER OF COÖS COUNTY, INC.
Lancaster, New Hampshire

NOTES TO FINANCIAL STATEMENTS

NOTE 1 – *Nature of Activities and Summary of Significant Accounting Policies*

NATURE OF ACTIVITIES

Child Advocacy Center of Coös County, Inc. is a New Hampshire not-for-profit organization established to support child victims of abuse and the non-abusive caregivers of those children.

BASIS OF ACCOUNTING

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

USE OF ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect certain reported amounts and disclosures.

Accordingly, actual results may differ from those estimates.

BASIS OF PRESENTATION

These financial statements are presented in accordance with Accounting Standards Codification guidance for not-for-profit organizations. Under this guidance, the Organization is required to report information regarding its financial position and activities according to two classes of net assets: net assets with donor restrictions and net assets without donor restrictions. For the year ended June 30, 2022, Child Advocacy Center has no net assets with donor restrictions.

CASH AND CASH EQUIVALENTS

The Organization considers all short-term investments with an original maturity of three months or less to be cash equivalents. As of June 30, 2022, all the Organization's cash deposits were fully insured by the Federal Deposit Insurance Corporation.

CHILD ADVOCACY CENTER OF COÖS COUNTY, INC.
Lancaster, New Hampshire

NOTES TO FINANCIAL STATEMENTS

NOTE 1 – *Nature of Activities and Summary of Significant Accounting Policies (continued)*

INVESTMENTS

The Organization holds one automatically renewable certificate of deposit in the amount of \$40,000 for a term of 12 months. The fixed interest rate on this certificate is 1.000% and matures in May of 2023. Interest earned is added to principal giving it an annual percentage yield of 1.000%.

PROPERTY AND EQUIPMENT

Property and equipment are carried on the books at cost and are depreciated using either straight-line or modified accelerated methods. The useful lives of the Organization's assets are listed as follows:

	Useful Life (in years)
Office equipment	5
Office furniture	7

The cost of maintenance and repairs is evaluated and charged to expense as incurred and appropriate, while renewals and betterments with an initial cost of \$2,500 or more are capitalized.

CONTRIBUTIONS

Child Advocacy Center reports contribution revenue according to Accounting Standards Codification guidance for accounting for contributions received and contributions made. In accordance with this guidance, contributions received are recorded as either restricted or unrestricted depending on the existence and nature of any donor restrictions.

Contributions, including unconditional promises to give, are recognized as revenue in the period received. Conditional promises, which depend on the occurrence of a specified future and uncertain event, are recognized as revenue when the conditions have been substantially met.

GRANT REVENUE RECOGNITION

Grant revenue is recognized in the period that the funds are expended for the purpose of the grant. The timing of revenue recognition may differ from when funds are received, giving rise to grants receivable or deferred revenue.

CHILD ADVOCACY CENTER OF COÖS COUNTY, INC.
Lancaster, New Hampshire

NOTES TO FINANCIAL STATEMENTS

NOTE 1 – *Nature of Activities and Summary of Significant Accounting Policies (continued)*

INCOME TAXES

Child Advocacy Center of Coös County, Inc. is exempt from federal income taxes under section 501(c)(3) of the Internal Revenue Code. The corporation has no unrelated business income and, accordingly, no provision for income taxes is reflected in these financial statements. The tax years ended June 30, 2019, 2020, 2021, and 2022 are still open to audit for federal purposes.

FUNCTIONAL EXPENSES

The Organization allocates its expenses based on time spent in program, management, and fundraising activities, directly allocating expenditures when identifiable. The costs of program and supporting service activities have been summarized on a functional basis in Exhibit C and are further explained in Note 7. Exhibit C is presented as a separate statement in the financial statements and represents the natural classification detail of expenses by function.

NOTE 2 – *Net Assets*

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor- or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net assets without donor restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net assets with donor restrictions – Net assets subject to donor- (or certain grantor-) imposed restrictions. The Organization reports contributions restricted by donors as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

CHILD ADVOCACY CENTER OF COÖS COUNTY, INC.
Lancaster, New Hampshire

NOTES TO FINANCIAL STATEMENTS

NOTE 3 – *Rented Facilities*

Child Advocacy Center rents office space at 278 Main Street, Lancaster, New Hampshire, on a month-to month basis at \$2,475 per month. Total rent expense for the year ended June 30, 2022 was \$29,700.

NOTE 4 – *Going Concern*

The Organization is entirely dependent on grant income from federal, state and local sources to fund its operations. Consequently, any future support currently remains uncertain. While the Organization believes its funding sources will remain stable in future periods, and is seeking accreditation in order to be eligible for additional funding, there is no assurance of permanent continued funding.

NOTE 5 – *Subsequent Events*

The Organization has evaluated all subsequent events through May 12, 2023, the date the financial statements were available to be issued, noting that no events requiring adjustment to the financial statements or disclosure to the notes thereto are necessary for the year ended June 30, 2022.

CHILD ADVOCACY CENTER OF COÖS COUNTY, INC.
Lancaster, New Hampshire

NOTES TO FINANCIAL STATEMENTS

NOTE 6 – *Liquidity and Availability*

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, comprise the following:

	<u>2022</u>
Total assets, at yearend	\$ 134,383
Less: Non-financial assets, including fixed assets, net of accumulated depreciation	<u>(2,173)</u>
Total financial assets, at yearend	132,210
Less:	
Donor-imposed restrictions on cash making financial assets unavailable for general expenditure	<u> </u>
Financial assets available within one year to meet cash needs for general expenditure	<u><u>\$ 132,210</u></u>

The Organization has a goal to maintain financial assets on hand, which consist of cash and cash equivalents and grants receivable, to meet a month of normal operating expenses, which averaged \$15,348 in fiscal year 2022.

NOTE 7 – *Functionalized Expenses*

The financial statements report certain categories of expenses that are attributed to a program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include salaries and wages, staff development, insurance, and occupancy, which are reasonably allocated based on time spent on the program for which the expense was incurred. Other expenses that are allocated are office expenses and professional fees, as well as many others, and are allocated on the basis of estimates of time and effort.

CHILD ADVOCACY CENTER OF COÖS COUNTY, INC.
Lancaster, New Hampshire

NOTES TO FINANCIAL STATEMENTS

NOTE 8 – *Fair Value Measurements and Disclosures*

The Organization reports certain assets at fair value in the financial statements. Fair value is the price that would be received to sell an asset in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset based on market data obtained from sources independent of the organization. Unobservable inputs that reflect the Organization's own assumptions about the assumptions market participants would use in pricing the asset based on the best information available. A three-tier hierarchy categorizes the inputs as follows:

Level 1 – Quoted prices (unadjusted) in active markets for identical assets that can be accessed at the measurement date.

Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset, either directly or indirectly. These include quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, inputs other than quoted prices that are observable for the asset, and market-corroborated inputs.

Level 3 – Unobservable inputs for the asset. In these situations, the Organization develops inputs using the best information available in the circumstances.

CHILD ADVOCACY CENTER OF COÖS COUNTY, INC.
Lancaster, New Hampshire

NOTES TO FINANCIAL STATEMENTS

NOTE 8 – *Fair Value Measurements and Disclosures (continued)*

In some cases, the inputs used to measure the fair value of an asset might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety in the same level of the fair value hierarchy as the lowest level input that is significant to the entire measurement. Assessing the significance of a particular input to entire measurement requires judgement, taking into account factors specific to the asset. The categorization of an asset within the hierarchy is based upon the pricing transparency of the asset and does not necessarily correspond to the assessment of the Organization of the quality, risk, or liquidity profile of the asset.

All of the Organization's investment assets are classified within Level 1, as they comprise of one certificate of deposit that is invested in a local banking institution. The CD is valued by the custodians of the certificate using pricing models based on credit quality, time to maturity, and stated interest rates. Promises to give are also measured at fair value and are also included within Level 1.

Staff Person	Job Description	Annual Salary
Kimberly Preston	Executive Director	\$69,992.00
Jessica Robinson	FI/Team Coordinator	\$57,491.20
TBD	FSS	TBD

KIMBERLY A. PRESTON

MAIL:

PHONE:

EMAIL:

STEWARDSHIP ♦ ATTENTIVE ♦ CONSCIENTIOUS ♦ DILIGENT ♦ CREATIVE

Key skills and qualifications:

- ♦ Approximately 400+ hours in specialized training on topics related to child victimization (of various types and configurations), trauma and secondary trauma, working with multidisciplinary teams for the coordination of child abuse investigations, leadership in the CAC model, financial management, organizational resilience and sustainability, diversity equity and inclusion, etc., including specialized training and certification in forensic interviewing.
- ♦ Forensic interviewer, certified in the National Children's Advocacy Center's Forensic Interviewing of Children modality, with additional certificates in Advanced Forensic Interviewing, Extended Forensic Interviewing, and working with children/clients with disabilities.
- ♦ Proficient in Microsoft Office and various online platforms; able to learn new programs and adapt skills, with ease.

Professional Experience:

- ♦ ***Child Advocacy Center of Coos County, Lancaster, NH*** ***November 2016 – Present***
 - **Executive Director/Forensic Interviewer:** Responsible for all program administration, financial and grant management, quality assessment and improvement, community outreach and education, fundraising and event coordination, supervisory, and facility management responsibilities associated with the Child Advocacy Center of Coos County, which is an independent 501(c)3 nonprofit organization, that provides services to child victims of crime (and their non-offending caregivers) utilizing the CAC model, and in compliance with the stringent standards of accreditation for best practices, as determined by the National Children's Alliance. I am also a forensic interviewer, certified in the National Children's Advocacy Center's Forensic Interviewing of Children modality, with additional certificates in Advanced Forensic Interviewing, Extended Forensic Interviewing, and working with children/clients with disabilities.
- ♦ ***Mt. Washington Auto Road, Gorham, NH*** ***December 2012 – November 2016***
 - **Event Director:** Responsible for organizing and executing all aspects of Mt. Washington Auto Road's historic, signature event series. Securing and coordinating all logistical support for events, including: calendar and task management; staff coordination, delegation and recognition (including direct supervision of department assistant); vendor procurement and cost containment; volunteer recruitment, coordination and compensation; guest/participant relations and communications; post-event quality improvement assessment with key staff and supporters; assisting partner agencies and organizations with event related needs. Additional responsibilities include: organization and stewardship of event department equipment, files and associated inventory; basic administrative duties (filing, billing, preparing/disseminating department news and updates, attending bi-weekly staff meetings). Designated Manager on Duty (MOD), responsible for the executive management of business's daily operation during assigned

periods, maintaining our optimal standard of safety and satisfaction, for all employees and guests.

- ♦ **Portland Community Health Center, Portland, ME** **July 2012 – December 2012**
 - Executive Assistant, Per Diem: Provide daily support for the chief executive officer of a federally qualified health center, operated by the City of Portland, Maine. Preparation and editing of correspondence, communications, presentations and other documentation. Responsible for the daily organization of the office and files (both paper and electronic), keeping the CEO's calendar and the scheduling of appointments, conference calls, meets and events, as needed. Organizing meetings, securing meeting space, preparing materials and transcribing minutes for weekly operation meetings, bi-weekly staff meetings and monthly board of directors' meetings. Support health center staff in daily operations of the facility, including assisting senior management staff on projects and grants, as needed. Receiving and redirecting telephone communications, greet and assist patients with basic administrative needs.
- ♦ **TCCAP Restorative Justice Center, Coös County, NH** **May 2007 – July 2012**
 - Program Coordinator: Provide effective alternative interventions to first-time misdemeanor level, adult and juvenile offenders of non-violent crimes. Individual and group interaction with youth, mentoring and monitoring clients and tracking their progress in our client database. Developing and facilitating educational workshops, securing viable community service sites, coordinating and supervising community service activities as needed. Corresponding, communicating and fostering effective and positive relationships with courts, local law enforcement officials, school administrators and community partners. Knowledge of Restorative and Juvenile Justice processes, including court proceedings and writing formal motions to the court. Recruiting volunteers, making referrals to additional services and various other administrative duties. Securing donations from community organizations and businesses to support organizational activities. Represented the organization at annual meetings to advocate for municipal funding.
- ♦ **North Country Health Consortium, Littleton, NH** **February 2011 – May 2014**
 - Community Action Team Coordinator: Coordinate outreach to community groups to increase engagement in substance abuse prevention in the Berlin/Gorham area. Participate in community meetings, events and trainings as needed. Work with coalition members to implement and integrate evidence-based environmental prevention strategies. Offer support, technical assistance and information to collaborating agencies, organizations, youth groups, parents and other stakeholders. Assist in information, research, preparation and implementation of a region specific strategic plan in collaboration with the New Hampshire Bureau of Drug and Alcohol Services and the NH Center for Excellence.

Education:

- ♦ College coursework (1.5 years; approximately 15 credits) from Sacred Heart University, Fairfield, CT. Biology major; emphasis on pre-med. 1998 - 2000.
- ♦ High school diploma with High Honors, Groveton High School, Groveton, NH. 1998.

Previous Volunteer Organizations:

- ♦ Family Resource Center, Board of Directors, Fundraising Committee Member
 - BussinessNH Magazine: NH's Non-Profit Business of the Year, 2011
 - Cumulus Media, WPKQ: NH North Country Year of Service Award Recipient, 2012
- ♦ New Hampshire Juvenile Court Diversion Network, Member
- ♦ Coös County Coalition, Member

JESSICA BALL



EDUCATION

Southern New Hampshire University
Bachelor's Degree, September 2022
General Studies with Psychology Concentration

White Mountains Community College
Associate's Degree, May 2014
Education Preparation

White Mountains Community College
Special Education Certificate

EXPERIENCE

The Child Advocacy Center of Coos County
Forensic Interviewer/MDT Coordinator
April 2019 - Present

- Forensically interview children and adolescents regarding abuse or neglect allegations
- Develop and maintain relationships with the multidisciplinary team, including law enforcement, child protection, prosecution, mental health, and medical services
- Facilitate monthly case reviews
- Provide outreach to the community regarding child abuse awareness and mandated reporting
- Maintain client files, conduct data entry/generate reports, and other clerical duties as assigned

Response to Domestic and Sexual Violence
Volunteer
April 2019 - Present

- Provide crisis intervention, support, and referrals to victims; participate in 24/hour crisis line

EXPERIENCE Continued

Response to Domestic and Sexual Violence
Direct Service Advocate
January 2017 – April 2019

- Provide crisis intervention, court advocacy, support, and referrals to victims
- Provide support for 24-hour crisis line regarding domestic and sexual violence
- Partner with the Child Advocacy Center to support child abuse victims and their non-offending caregivers

Family Resource Center
Family Support Specialist
February 2014 – March 2016

- Home visiting for child development, health, and nutrition education
- Assisting families with resources, coordination of services, and access to community resources
- Community outreach and education

Child and Family Services
Parent Aide
August 2014 – February 2015

- Coordinating supervised visitation for families affected by abuse and neglect
- Basic parenting and health/safety education for families

KEY SKILLS

- Excellent rapport-building with children, families, and colleagues
- Strong interpersonal / communication skills
- A deep passion for working to help improve the lives of others

Child Advocacy Center of Coos County Job Description

Executive Director

The Child Advocacy Center of Coos County (CACCC) is a child-friendly, family-focused non-profit organization in Coos County, New Hampshire. The Center works in collaboration with law enforcement, medical personnel, social service agencies, child advocacy agencies, and the County Attorney's Office to provide a coordinated system of response and care to children who are victims of sexual and/or physical abuse and their non-offending family members through a full utilization of a multi-disciplinary team.

Position Summary: The Executive Director is responsible for the overall administration and management of the Child Advocacy Center of Coos County as well as the day-to-day activities of the Center. The Executive Director is ultimately accountable to the Board of Directors and reports directly to the President of the Board.

Program Administration Responsibilities:

1. Keeps the Board of Directors fully informed on the condition of the organization and all important issues influencing it.
2. Works with the Board of Directors to maintain a shared vision for the future of the organization and develops appropriate goals and strategies to advance the organization's mission.
3. Provides leadership in developing program, organizational and financial plans with the Board of Directors and other staff, and carries out plans and policies as authorized by the Board.
4. Recommends operational objectives that support the strategic plan and leads the staff in the implementation of the strategic plan and any operational objectives.
5. Maintains official records and documents and assures compliance with federal, state and local regulations.
6. Maintains a working knowledge of emerging issues and significant developments in the field of child abuse investigations.
7. Conducts ongoing program evaluation including outcome measures.
8. Maintains a positive working relationship with the Board of Directors and partner agencies.
9. Attends New Hampshire Network of Child Advocacy Centers meetings.

Financial Management Responsibilities:

1. Works in partnership with the Board of Directors, the Finance Committee and appropriate staff and volunteers, to develop and implement appropriate fund raising strategies to fund the mission of the Center.
2. Develops annual budget and submits to board for approval in a timely manner.
3. Develops relationships and maintains regular communications with funding sources.
4. Identifies grant opportunities, develops proposals and produces required reports to funding sources.
5. Contracts for and oversees annual audit.
6. Monitors expenditures and income.
7. Plans for core budget self-sufficiency.
8. Maintains capital assets of corporation.

Community Outreach and Education Responsibilities:

1. Serves as a spokesperson for the Child Advocacy Center and liaison to community groups and the media.
2. Publicizes the activities of the Child Advocacy Center and its programs and goals.
3. Participates in efforts to raise awareness about the CACCC and its mission to protect children with the general public, community leaders and private sector.
4. Maintains a positive professional reputation in the community and is a good ambassador for the Center.
5. Develops and maintains positive working relationships with collaborative service agencies
6. Develops and provides professional training for community agencies on issues related to child abuse and the role of the Child Advocacy Center.
7. Creates and provides community educational opportunities.

Supervisory Responsibilities:

1. Ensures personnel have appropriate training and direction and acts as day-to-day administrative supervisor.
2. Supervises CAC staff members including, but not limited to, interns, AmeriCorps Members and volunteers.
3. Hires and disciplines all personnel in conjunction with the Governance Committee.
4. Facilitates the preparation and delivery of the performance management for the organization, in conjunction with specialty specific consultants or employees.
5. Conducts performance appraisals of staff.

Other Responsibilities:

1. Any and all other duties as may be assigned by the Board of Directors.

Job Qualifications

The Executive Director is a professional position and the following qualifications are preferred:

1. An advanced degree in business, certified fund raising, social work, psychology, criminal justice, mental health or a related field with associated work experience.
2. Significant experience in nonprofit management including program development and advocacy, grant writing, funds development, financial management/bookkeeping and supervisory responsibilities.
3. Significant professional experience in working with children and families where abuse and violence are identified issues.
4. Previous experience working within the criminal justice system or child welfare system.
5. A working knowledge of nonprofit management and board development.
6. Experience in grant writing, grant monitoring, fund development and fund raising.
7. A working knowledge of bookkeeping (preferably with QuickBooks), the budgeting process and financial management.
8. Knowledge and skills in human resources and staff development.
9. Ability to work in a collaborative manner with diverse professional groups.
10. A working knowledge and understanding of family violence, substance abuse and the dynamics of child abuse.
11. Excellent verbal, written and technical communication skills.
12. Computer skills including Microsoft Office, PowerPoint and other related applications.



Child Advocacy Center of Coos County
Forensic Interviewer / Multi-disciplinary Team Coordinator
JOB DESCRIPTION

The Child Advocacy Center of Coos County (CAC-CC) is a child-friendly, family-focused non-profit organization located in Coos County, New Hampshire. The CAC-CC works in collaboration with law enforcement, medical personnel, social service agencies, child advocacy agencies, and the County Attorney's Office to provide a coordinated system of response and care to children who are victims of sexual and/or physical abuse and their non-offending family members, through the full utilization of the multi-disciplinary team's resources and expertise.

Position Title: Forensic Interviewer/Multi-disciplinary Team (MDT) Coordinator

Supervised By: Executive Director

Position Summary:

Forensic interviewing of children and adolescents from toddlers to 18 years of age who are alleged to be victims of physical and/or sexual abuse using a research-based interview protocol and techniques in a developmentally appropriate manner to elicit truthful information.

Oversee the effective management and coordination of a countywide multi-disciplinary team to include law enforcement, mental health, medical, victim's advocates, social workers, and prosecutors.

Responsibilities include, but are not limited to:

- Familiarity with the CAC model, CAC-CC's mission and the roles and responsibilities of CAC staff and the MDT
- Schedule and coordinate joint forensic interviews of alleged child/adolescent sexual abuse victims, with multi-disciplinary team members.
- Conduct forensic interviews of alleged child/adolescent victims of abuse, as requested, on behalf of the multi-disciplinary team members.
- Maintain and update case files and the Child Advocacy Center of Coos County's statistical tracking database.
- Report relevant CAC-CC statistics accurately to various sources.
- Participate with the MDT Case Review, coordinate relevant case review information with multi-disciplinary team members.
- Testify in civil and criminal court proceedings, as appropriate or requested, on the forensic interview process and techniques, as well as, on specific interviews in individual cases.

- Participate in quarterly Peer Review meetings; provide training and consultation as requested regarding interview protocols and child development areas of interest.
- Consult with MDT members as requested or as deemed necessary.
- Serve as a liaison to all MDT agencies and collaborating partners.
- Assist with coordinating team appreciation and educational enhancement activities as necessary or assigned.
- Serve as a steward of the Child Advocacy Center of Coos County in the community.
- Represent CAC-CC at various events and fundraisers, as requested.
- Attend relevant trainings as requested and assigned.
 - This will include a (1) week training, in Huntsville, AL, upon hire.
- Work proficiently with Microsoft Word, Excel, PowerPoint and Publisher.
- Work proficiently with (and an understanding of) emerging technologies.
- Other duties as assigned.

Job Qualifications

The Forensic Interviewer/MDT Coordinator is a professional position and the following qualifications are preferred:

- An Associate's Degree, in a relevant field, is preferred; will considered relevant work experience
- Bachelor's Degree in social work or related field preferred, experience conducting forensic interviews and working with a multi-disciplinary team of professionals preferred, satisfactory completion of criminal background check required.
- Previous experience working within the criminal justice system or child welfare system, with sensitivity to issues surrounding child sexual abuse and exploitation
- Inherent understanding and strict adherence to confidentiality policies and procedures
- Ability to work in a collaborative manner with diverse professional groups
- Excellent verbal, written and technical communication skills
- Ability to manage time and prioritize tasks
- Basic knowledge of social media platforms
- Professional decorum
- Reliable transportation