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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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February 7, 2014

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

REQUESTED ACTION

1. Authorize the Department of Education, Division of Career Technology and Adult Learning to enter into a contract with America's Youth Teenage Unemployment Reduction Network, 156 Main Street, Brockton, MA 02301 (Vendor Code 166581) to provide youth services, employment, and training as defined in Public Law 105-220 in two (2) communities in the State of New Hampshire (Nashua and Laconia) for the period effective upon Governor and Council approval through June 30, 2015 in an amount not to exceed \$250,986.00 with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified. **100% Other.**

Funding is available in the account titled Youth Title I for FY 14/15 as follows:

FY 2014 06-56-56-565010-40950000-073-500581	\$ 75,116.00
FY 2015 06-56-56-565010-40950000-073-500581	<u>\$175,870.00</u>
Total	\$250,986.00

2. Authorize the Department of Education to make advanced monthly payments for services provided under the terms of the contract.

EXPLANATION

The New Hampshire Department of Education has been awarded \$2,021,866.41 for FY14 and anticipates similar funding for FY15 by the NH Department of Resources and Economic Development, Office of Workforce Opportunity. NH Department of Resources and Economic Development is the administrative entity designated by the Governor of the State of New Hampshire to receive and administer the Workforce Investment Act (WIA) funds allocated to the State of New Hampshire from the US Department of Labor. These funds will be used for the implementation and oversight of the WIA Title I Youth program.

The purposes for the WIA Title I Youth funds are: (1) to provide to eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers; (2) to ensure eligible youth have on-going mentoring opportunities with adults committed to providing such opportunities; (3) to provide opportunities for training to eligible youth; (4) to provide continued supportive services for eligible youth; (5) to provide incentives for recognition and achievement to eligible youth; and (6) to provide eligible youth with opportunities for activities related to leadership development, decision making, citizenship, and community service.

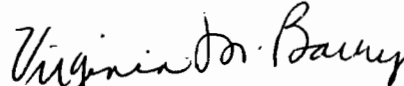
Her Excellency, Governor Margaret Wood Hassan
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The youth services, employment, and training contract will fulfill all the above-mentioned purposes.

A Request for Proposal (RFP) was released the week of September 26, 2013. The RFP was sent to all high schools, community based organizations and faith based organizations that were on the WIA Youth mailing list for potential and former vendors. The RFP was based on the Workforce Investment Act essential elements and compliance with the requirements. A copy of the RFP was included on the NH Department of Education and NH Works web pages as well as the Manchester Union Leader and Sunday News on September 30, 2013 through October 2, 2013. Two (2) proposals were reviewed utilizing an evaluation tool that was developed based on the Request for Proposal requirements and scoring system established by the Youth Council and included in the RFP (see Attachment A). Both proposals are being funded.

In the event that Federal funds become unavailable, General funds will not be requested to support this program.

Respectfully submitted,



Virginia M. Barry, Ph.D.
Commissioner of Education

Attachment A

Proposal Criteria in RFP:

	Out-of-School Points
Program Design	10
Program Components	10
Collaboration	10
Organizational Experience	20
Past Outcomes	40
Budget	15
Leveraged Resources and Sustainability	15
Employer Relationships & Credentials	15
Out-of-School Youth Bonus Points – Serving the Neediest Youth	<u>25</u>
TOTAL	160

Reviewers for the out-of-school youth proposals:

- Dwight Davis, Keller Williams Coastal Realty, Chair of the Youth Council which is the board that oversees these funds and programs. Mr. Davis has been a member of the Youth Council for many years. All Youth Council members are appointed by the Governor.
- Michele Desmond, member of the Youth Council and Manchester Housing Authority.
- Silvia McCarron, Executive Director of Wadleigh, Starr & Peters, P.L.L.C and HR State Council of NH.

Funding Recommendation:

Region	Applicant	Out-of-School Youth	Approved Amount FY14/FY15	Average Score	Regional Reviewers
Hillsborough	NH-JAG: Manchester Com. College	X	\$ 63,806.00	130.5 (81.6%)	D.Davis M. Desmond S. McCarron
	My-Turn: Nashua OSY	x	\$250,986.00	124 (78.1%)	D.Davis M. Desmond S. McCarron

Subject:

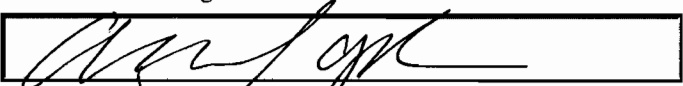
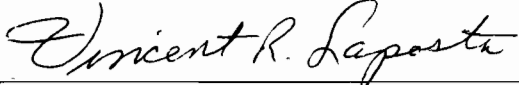
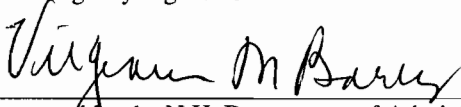
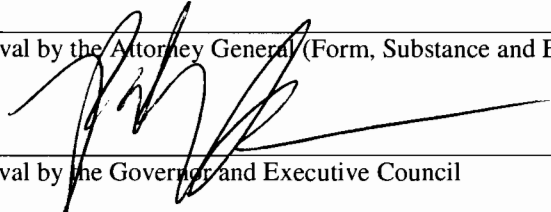
America's Youth Teenage Unemployment Reduction Network-WIA

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name New Hampshire Department of Education		1.2 State Agency Address 21 South Fruit St., Suite 20, Concord, NH 03301	
1.3 Contractor Name America's Youth Teenage Unemployment Reduction Network		1.4 Contractor Address 156 Main Street, Brockton, MA 02301	
1.5 Contractor Phone Number 508.580.2659	1.6 Account Number 06-56-40950000-073	1.7 Completion Date June 30, 2015	1.8 Price Limitation \$250,986.00
1.9 Contracting Officer for State Agency Paul K. Leather, Deputy Commissioner		1.10 State Agency Telephone Number 603.271.3802	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Allison Joseph, Executive Director	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Hillsborough</u> On <u>February 4, 2014</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] 			
1.13.2 Name and Title of Notary or Justice of the Peace VINCENT R. LAPOSTA, Notary Public My Commission Expires May 12, 2015			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Virginia M. Barry, Ph.D., Commissioner of Education	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By:  On: 2/10/14			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 (“State”), engages contractor identified in block 1.3 (“Contractor”) to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference (“Services”).

3. EFFECTIVE DATE/COMPLETION OF SERVICES.
3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement (“Effective Date”).
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.


4. CONDITIONAL NATURE OF AGREEMENT.
Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated 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 Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.
5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.
5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.
5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision 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 Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.
6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.
6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.
6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 (“Equal Employment Opportunity”), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor’s books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.
7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.
7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State’s representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer’s decision shall be final for the State.

Contractor Initials 
Date 2/14/14

8. EVENT OF DEFAULT/REMEDIES.

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

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

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

- 8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;
- 8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
- 8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or
- 8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

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

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

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

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

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

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

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

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

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

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

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

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

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Date 2/2/14

attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. 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 of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default 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 Event of Default on the part of the Contractor.

17. 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 given in blocks 1.2 and 1.4, herein.

18. 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 Executive Council of the State of New Hampshire.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual

intent, and no rule of construction shall be applied against or in favor of any party.

20. 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.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. 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.

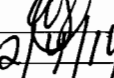
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Date 2/9/14

EXHIBIT A

The Services

1. The Contractor shall provide employment and training services, as defined in Public Law 105-220 to MY TURN consumers in the following communities.

Site	Students Enrolled in Training Activities
Nashua Out-of-School Youth Program	65 students
Laconia Out-of-School Youth Program	50 students

2. The Contractor will be responsible for delivering or coordinating with other resources for the delivery of the Workforces Investment Act (WIA) Ten (10) Essential Elements.

3. The Contractor is responsible for recruitment, including advertising and development of related materials.

4. The Contractor is responsible for recruitment and eligibility certification. All clients to be served through these program funds must be:

- In-school youth: Age 14 by April 1, 2013 (PY13) or April 1, 2014 (PY14); out-of-school youth: age 18 by September 1, 2013 (PY13) or age 18 by April 1, 2014 (PY14)
 - A low-income individual as defined by the Workforce Investment Act.
 - Certified eligible for WIA Title I funds.
 - In addition to the above, the successful participant must possess one of the following barriers:
 1. Deficient in basic literacy skills
 2. A school dropout
 3. Homeless, a runaway, or a foster child
 4. Pregnant or a parent
 5. An offender
 6. The sixth barrier shall be youth at risk of dropping out of school per Jobs for America's Graduates' definition for in-school youth:
 - One or more years behind modal grade for one's age group, with particular emphasis on those two or more years behind modal grade
 - Above average number of absences during the past school year in comparison to other students in the school
 - Below average academic test scores relative to students in his/her class with particular emphasis on those in the bottom 25% of the test score distribution.
 - Placed on probation, suspended from school or expelled from school one or more times during the past years.

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2/4/14

- Member of an economically disadvantaged family. Criteria for determining one's economic status is that used in local JTPA/WIA programs
 - Lives with only one or neither of his/her natural parents
 - Mother has not graduated from high school
 - Closest friends have limited educational expectations, i.e. they do not expect to graduate from high school or have already dropped out of school
 - Substance abuse
7. The sixth barrier for out-of-school youth shall be:
- Youth unemployed six months out of the last two years. An individual who requires additional assistance to complete an educational program, or to secure and hold employment
5. Each participant or applicant who meets the minimum income criteria and possesses one of the identified barriers will be considered an eligible youth and shall be provided:
- Information on the full array of applicable or appropriate services that are available through other providers or one-stop partners including those receiving funds under WIA Title I.
 - Referral to appropriate training and educational programs that have the capacity to serve the participant or applicant either on a sequential or concurrent basis.

Each eligible provider of a program of youth activities shall ensure that an eligible applicant who does not meet the enrollment requirements of the particular program or who cannot be served shall be referred for further assessment, as necessary, and referred to appropriate programs to meet the basic skills and training needs of the applicant.

6. Individuals may not be provided assessment or training services until certified eligible by the NH Department of Education.

7. For eligible youth under WIA Title I youth, the Contractor shall:
- Provide an objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, except that a new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program.
 - Develop service strategies for each participant that shall identify an employment goal (including, in appropriate circumstances, nontraditional employment),
 - Appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted. An exception exists in that a new service strategy for a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program; and

- Provide:
 - (i) preparation for post-secondary educational opportunities, in appropriate cases;
 - (ii) strong linkages between academic and occupational learning;
 - (iii) preparation for unsubsidized employment;
 - (iv) in appropriate cases; and effective connections to intermediaries with strong links to
 - (a) the job market; and
 - (b) local and regional employers.
- 8. **The WIA Ten (10) Essential Elements** that need to be available to each participant are:
 - Tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies through a school-site mentor;
 - Alternative secondary school services, with high academic standards, as appropriate;
 - Summer employment opportunities that are directly linked to academic and occupational learning;
 - As appropriate, paid and unpaid work and work-based learning experiences, that teach all aspects of the industry and general workplace competencies, including internships, job shadowing, and school sponsored workplace mentoring.
 - Occupational skill training aligned with career majors/paths, as appropriate, including instruction in general workplace competencies and all aspects of industry concurrent with other program elements delivery;
 - Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, including linking youth and adult mentoring, as appropriate;
 - Supportive services and transition links;
 - Adult mentoring, including academic and workplace mentoring which links youth and adult learning, for the period of participation and a subsequent period, for a total of not less than 12 months;
 - Follow up services for not less than 12 months after the completion of participation, as appropriate; including post-program placement;
 - Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, career awareness and exploration, as appropriate.
- 9. One Stop Services to Youth:
 - a) WIA youths, aged 18-21, may also be eligible for services supported through WIA Adult or Dislocated Worker funds. Contractor shall make the appropriate referrals to allow the youth 18-21 to access appropriate services through the NH Works Centers or other WIA supported options.
 - b) Contractor will make a presentation to the NH Works team in your program area during the program recruitment period (within 90 days after OSY provider contract start date) for referral purposes.
- 10. Confidentiality:
 - a) Contractor agrees to ensure that staff maintains the confidentiality of any information regarding project applications or participants and their immediate families that may be obtained through application forms, interviews, tests, reports from public agencies, or counselors, or any other source.
 - b) Without the permission of the WIA applicant/participant such information shall be divulged only as necessary for purposes related to the performance or evaluation of this agreement and to persons having responsibilities under this agreement.

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c) Contractor agrees to take reasonable steps to ensure the physical security of such data under its control and will inform each of its employees, vendors, and subcontractors having any involvement with personal data or other confidential information of the laws and regulations related to confidentiality.

11. Youth Voices: Youth Voices is the youth subcommittee to the State Workforce Youth Council and serves as the voice of the youth and contractor. Three student representatives of the contractor will be appointed annually to represent the contractor at these meetings and events.

12. Shared Youth Vision: A representative of the contractor shall attend regularly scheduled Shared Youth Vision meetings. Shared Youth Vision is a collaborative approach to serving our nation's neediest youth in order to develop innovative approaches, enhance the quality of services delivered, improve efficiencies, and improve the outcomes for the youth we serve.

13. NH Works Partner Quarterly Meetings: A representative of the contractor will represent the contractor and program at the quarterly NH Works partner meetings for information sharing and referral purposes.

14. State Administrator Meeting: A representative of the contractor shall attend regularly scheduled Administrator meetings in order to address training and program issues.

15. The contractor must achieve the minimum performance threshold as negotiated by the NH Workforce Opportunity Council and the Secretary of Labor for the following standards:

Performance Measure: Subject to Change Based on Federal Compliance	PY13 Standard
Youth age 19-21 when complete or leave training	
➤ Entry into unsubsidized employment	76%
➤ Retention in unsubsidized employment after 6 months	78%
➤ Earnings gain in unsubsidized employment after 6 months (quarterly increase from application quarter)	\$3,300
➤ Attainment of a recognized credential relating to academic achievement	59%
Youth age 14-18 when complete or leave training	
➤ Attainment of basic skills	83%
➤ Attainment of secondary school diplomas and recognized equivalents	71%
➤ Placement and retention in postsecondary education, advanced training, military service, employment or qualified apprenticeships	70%
Core Measures	
➤ Placement in Employment or Education	52.5%
➤ Attainment of a degree or certificate of those enrolled in education	61%
➤ Literacy and numeracy gains of those who are basic skills deficient	64%

Contractor Initials 
 Date 2/9/14

Co-Enrollment Performance Measures:

a) 18-21 year olds being served with adult funding may choose to be enrolled in a youth-funded activity; or an 18-21 year old being served with youth funding may choose to be co-enrolled in an adult funded activity, providing adequate funding is available to support the co-enrollment activities chosen. Co-enrolled 18-21 year olds will be reported out in both the adult and appropriate youth performance measures.

b) In the case of co-enrolled youth, each partner (contractor, WIA Title I and/or dislocated worker sub-recipient) will equally be responsible for ensuring that both the adult and youth performance measures are met. Contractor will work with adult personnel to achieve identified goals.

16. The reporting requirements will coincide with the reporting requirements established by the Workforce Opportunity Council and the NH Department of Education as outlined in the Request for Proposal, E-teams, and include:

- Attainment of 90% of program year enrollment plan goal by September 30 of respective program year; failure to achieve planned enrollment will result in a decrease in contract based on the per participant cost for each under enrollment.
- Semi-annual success stories and monthly attendance reports will be submitted to NH Department of Education via the E-Teams FTP site.
- A final annual cumulative report shall be submitted to NH Department of Education and shall include:
 - The number of people served, the services provided, the outcomes achieved, the weaknesses and strengths of the services and the placement status of those completing the contract.


3/4/14

EXHIBIT B

Estimated Budget: Limitation on Price: Payment

Account Title	FY 14	FY 15
Tuition	\$16,500	\$49,500
Staff Salaries and Wages	36,167	86,000
Fringe	7,956	18,920
Travel/Transportation	2,000	4,200
Communications	300	600
Expendable Supplies	1,000	700
Textbooks	1,000	400
Equipment	2,000	1,000
Insurance	1,000	1,000
Support Services	1,000	2,000
Administrative Costs	6,193	11,550
Total:	\$75,116	\$175,870

Line items in this budget may be adjusted, one to the other, within (+/-10%) of the indicated amount but in no case can the total budget exceed the price limitation. The Contractor must receive NH Department of Education approval prior to transferring from one line item to another.

Limitation of Price:

This contract will not exceed \$250,986. FY14 funds will not exceed \$75,116; FY15 funds will not exceed \$175,870. Funds are contingent on 1) federal funding from the US Dept. of Labor; 2) attainment of contractual and performance goals and measures as well as; 3) modifications (if necessary) to comply with new Department of Labor priorities and/or reauthorization. 100% of funds must be spent on Out of School Youth.

Method of Payment:

Monthly advance payment may be made for each month of the contract years. Each advance payment will be based on a line item estimate of expenditures for salaries for the coming payment period. Each advanced payment request, except the first request, will include a line item listing of expenses incurred during the previous period within the in-school and out-of-school youth funding categories. Ten percent of the contract price will be withheld until the submission of all reports and the satisfactory completion of all contract requirements. Invoices will be submitted to WIA Youth Administrator, 21 South Fruit Street, Suite 20, Concord, NH 03301. The NH Federal Fiscal Handbook and Procedures will be followed for advance payment practices.

Contractor Initials
Date


2/4/14

EXHIBIT C

Special Provisions

14. Insurance

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 each occurrence and general aggregate \$3,000,000.

Contractor Initials aj
Date 02/24/14

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that America's Youth Teenage Unemployment Reduction Network, Inc., a(n) Massachusetts nonprofit corporation, registered to do business in New Hampshire on April 7, 2004. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 30th day of January, A.D. 2014

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

William M. Gardner
Secretary of State

Certificate of Authority

I, Jill Conlon, Clerk/Secretary of MY TURN, Inc. do hereby certify that :

- (1) I maintain and have custody of and am familiar with the seal and minute books of the corporation;
- (2) I am authorized to issue certificates with respect to the contents of such books and to affix such seal to such certificate;
- (3) The following is a true and complete copy of the resolutions adopted by the board of directors of the corporation at a meeting of that board on Friday, January 31, 2014, which meeting was held in accordance with the law of the state of incorporation and the by-laws of the corporation:

That: MY TURN, Inc. will enter into a contract with the NH Department of Education to provide employment and training services to out of school youth. This resolution shall remain in effect until specifically revoked.

That: MY TURN, Inc. Board of Directors has named Allison Joseph as having authority to sign the contract with the New Hampshire Department of Education.

- (4) The following is a true and complete copy of a by-law adopted at a organizational meeting on Friday, January 31, 2014.
- (5) The foregoing resolution and by-law are in full force and effect, unamended, as of the date hereof; and
- (6) The following person(s) lawfully occupy the office(s) indicated below:

Mauro Torres, President
Allison Joseph, Executive Director
Jill Conlon, Clerk
Barbary Duffy, Board Member
Eric Mitchell, Board Member
Penny Cameron, Board Member

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the Corporation this Tuesday, February 04, 2014

(Corporate Seal if any)



Clerk/Secretary

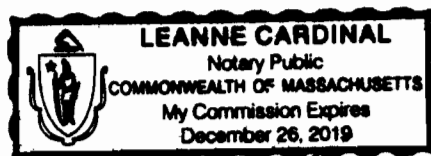
(If the corporation has no seal, the Clerk/Secretary shall acknowledge the certificate before an authorized officer below)

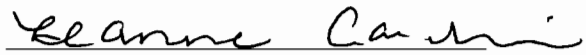
STATE OF NEW HAMPSHIRE

COUNTY OF HILLSBOROUGH

On Tuesday, February 04, 2014 before the undersigned officer personally appeared the person identified in the foregoing certificate, know to me (or satisfactorily proven) to be the Clerk/Secretary of the corporation identified in the foregoing certificate, and acknowledged that she executed the foregoing certificate.

In witness whereof I hereunto set my hand and official seal.





Notary Public/Justice of the Peace



AMERYOU-01

CACE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/31/2014

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

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

PRODUCER Protector Group Ins. Agency a Marsh & McLennan Agency Company 100 Front Street, Suite 800 Worcester, MA 01608-1435	www.protectorgroup.com	CONTACT NAME: Celeste M Carlson	
		PHONE (A/C, No, Ext): (508) 595-7932	FAX (A/C, No):
		E-MAIL ADDRESS: cmc@protectorgroup.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Philadelphia Insurance Co.	
INSURED America's Youth Teenage Unemployment Reduction Network, Inc dba MY TURN INC 156 Main Brockton, MA 02301		INSURER B : Twin City Fire Insurance Company	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			PHPK1055102	8/24/2013	8/24/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 50,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS			PHPK1055102	8/24/2013	8/24/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS						
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
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	08WECNM0314	8/23/2013	8/23/2014	<input type="checkbox"/> WC STATUTORY LIMITS <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

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

CERTIFICATE HOLDER**CANCELLATION**

New Hampshire Department of Education
 & Workforce Opportunity Council
 20 South Fruit Street
 Concord, NH 03301-

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

James P. Wentzell

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AMERICA'S YOUTH TEENAGE UNEMPLOYMENT REDUCTION NETWORK, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2012 AND 2011

ASSETS	<u>2012</u>	<u>2011</u>
CURRENT ASSETS		
Cash & Cash Equivalents	\$ 114,266	\$ 99,518
Accounts Receivable	161,628	245,657
Prepaid Expenses	6,420	-
	<u>282,314</u>	<u>345,175</u>
TOTAL CURRENT ASSETS		
FIXED ASSETS		
Software	99,992	103,258
Computer Equipment	54,270	57,330
Office Equipment	18,307	21,498
Furniture and Fixtures	9,978	11,187
Leashold Improvements	8,933	10,747
Less: Accumulated Amortization and Depreciation	<u>(191,480)</u>	<u>(196,038)</u>
	<u>-</u>	<u>7,982</u>
TOTAL NET FIXED ASSETS		
OTHER ASSETS		
Deposits	5,300	5,300
Other Long Term Assets	<u>2,240</u>	<u>2,240</u>
	<u>7,540</u>	<u>7,540</u>
TOTAL OTHER ASSETS		
	<u>7,540</u>	<u>7,540</u>
TOTAL ASSETS		
	<u>\$ 289,854</u>	<u>\$ 360,697</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts Payable	\$ -	\$ 1,422
Accrued Expenses	23,916	27,814
Accrued Payroll and Related Expenses	<u>49,498</u>	<u>92,173</u>
	<u>73,416</u>	<u>121,409</u>
TOTAL CURRENT LIABILITIES		
	<u>73,416</u>	<u>121,409</u>
TOTAL LIABILITIES		
	<u>73,416</u>	<u>121,409</u>
NET ASSETS		
Temporarily Restricted	94,544	78,399
Unrestricted	<u>121,894</u>	<u>160,889</u>
	<u>216,438</u>	<u>239,288</u>
TOTAL NET ASSETS		
	<u>216,438</u>	<u>239,288</u>
TOTAL LIABILITIES AND NET ASSETS		
	<u>\$ 289,854</u>	<u>\$ 360,697</u>

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

**AMERICA'S YOUTH TEENAGE UNEMPLOYMENT REDUCTION NETWORK, INC.
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEARS ENDED JUNE 30, 2012 AND 2011**

	2012		2011		
	UNRESTRICTED	TEMPORARILY RESTRICTED	TOTAL	UNRESTRICTED TEMPORARILY RESTRICTED	TOTAL
PUBLIC SUPPORT AND REVENUES					
Grants and Contributions	\$ 357,968	\$ 22,956	\$ 380,924	\$ 189,385	\$ 486,015
Program Service Fees	661,025	-	661,025	-	1,376,370
Interest Income	286	-	286	-	983
Net Assets Released from Restrictions	6,811	(6,811)	-	(293,075)	-
TOTAL SUPPORT AND REVENUES	1,026,090	16,145	1,042,235	(103,690)	1,863,378
EXPENSES					
Program expenses:					
Administration	117,949	-	117,949	-	391,473
Fundraising	29,341	-	29,341	-	68,937
Program Services	917,795	-	917,795	-	2,007,163
TOTAL EXPENSES	1,065,085	-	1,065,085	-	2,468,573
CHANGES IN NET ASSETS	(38,995)	16,145	(22,850)	(103,690)	(605,195)
NET ASSETS, Beginning of Year	160,888	78,399	239,288	182,089	844,483
NET ASSETS, End of Year	\$ 121,894	\$ 94,544	\$ 216,438	\$ 160,889	\$ 239,288

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

AMERICA'S YOUTH TEENAGE UNEMPLOYMENT REDUCTION NETWORK, INC.
STATEMENT OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2012 AND 2011

	2012	2011
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase (Decrease) in Net Assets	\$ (22,850)	\$ (605,195)
Adjustments to Reconcile Changes in Net Assets to Net Cash Provided By (Used In) Operating Activities:		
Amortization and Depreciation	7,982	14,780
Changes in Operating Assets:		
(Increase) Decrease in Accounts Receivable	84,029	352,156
(Increase) Decrease in Prepaid Expenses	(6,420)	22,797
Increase (Decrease) in Other Assets	-	1,850
Changes in Operating Liabilities:		
Increase (Decrease) in Accounts Payable	(1,422)	(30,246)
Increase (Decrease) in Accrued Expenses	(46,571)	(86,727)
Increase (Decrease) in Deferred Revenue	-	-
Net Cash From Operating Activities	14,748	(330,585)
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Property and Equipment	-	-
Net Cash from Investing Activities	-	-
CASH FLOWS FROM FINANCING ACTIVITIES		
Advances on Line of Credit	100,000	55,000
Repayments on Line of Credit	(100,000)	(55,000)
Net Cash From Financing Activities	-	-
NET INCREASE (DECREASE) IN CASH	14,748	(330,585)
CASH, Beginning of year	99,518	430,103
CASH, End of year	\$ 114,266	\$ 99,518
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:		
Interest Paid	\$ 2,644	\$ 498

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

AMERICA'S YOUTH TEENAGE UNEMPLOYMENT REDUCTION NETWORK, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEARS ENDED JUNE 30, 2012 AND 2011

	2012			2011				
	Administration	Fundraising	Program Services	Total	Administration	Fundraising	Program Services	Total
Salaries and benefits	\$ 48,343	\$ 13,087	\$ 714,253	\$ 776,583	\$ 253,385	\$ 63,082	\$ 1,613,330	\$ 1,930,706
Occupancy	25,607	489	122,572	148,668	41,960	1,750	208,128	252,839
Supplies and support	7,801	14,518	79,605	101,924	34,613	2,326	166,734	203,672
Consultants and professional fees	28,216	347	1,365	29,928	46,735	1,080	17,981	66,578
Depreciation and amortization	7,982	-	-	7,982	14,760	-	-	14,760
Totals	\$ 117,949	\$ 29,341	\$ 917,795	\$ 1,065,085	\$ 391,473	\$ 69,937	\$ 2,097,163	\$ 2,469,673

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

**GOVERNING BOARD OF DIRECTORS – FY13
BOARD OFFICERS
(All positions are voluntary and unpaid)**

Mauro Torres, Chairman
Architect, East Region
Microsoft Consulting Services, Financial Services East

Elliott E. Barry
Vice President
Commercial Lending
Citizens Bank New Hampshire

Willets A. Silkworth - Retired May 2012
Senior Vice President - HR & Purchasing
Crescent Credit Union

Barbara Duffy
Community Relations Director
BAMSI

Penny Cameron
RN, Good Samaritan Hospital
MY TURN Program Alumna

Allison Joseph

Highly motivated, extremely hardworking non-profit Executive Director with the ability to clearly communicate needs and expectations to staff. Possessing strengths in grant writing, program implementation and development, as well as staff training and meeting performance goals.

Education:

Bachelor of Arts, Sociology

Received May 2007

Saint Anselm College, Manchester, NH

Employment:

Executive Director

December 2014 – Present

MY TURN, Incorporated

- Provides strategic leadership, including business planning, budget forecasting, and board relations
- Supervisor for direct service managers, and responsible for all aspects of program outcomes.
- Responsible for all aspects of programming and operations including Human Resources, Finance, Information Technology, Program Evaluation, and Program Management.
- Manages and conducts organizational fundraising.

Deputy Director

July 2013 – December 2014

MY TURN, Incorporated

Retain all responsibilities of the Director of Programs, NH Region. Also perform the following tasks:

- Coordinate with CEO and implement all administrative strategies to ensure quality programming
- Evaluate all financial statements on monthly basis and analyze all trends
- Assist with development of all program grants and financial contracts
- Participate in contract negotiations
- Assist CEO in the oversight of employee benefits administration including: Health, Dental, and 401(k)

Director of Programs, NH Region
MY TURN, Incorporated

May 2011 – July 2013

Maintain supervisory authority over all programming and staffing within 4 Programs in the New Hampshire region. Coordinate community relations within the region, including job development, public relations, and cultivation of partners. Also perform the following tasks:

- Responsible for writing the grants to secure funding for all 4 Federal Workforce Investment Act programs.
- Ensure that all programmatic components, achievement of benchmarks, data collection/reporting and contractual obligations within the WIA contract are met with a standard of high quality
- Ensure that all programs' budgets are adhered to and changes to those budgets including requests for movement of funds between specific line items is properly negotiated with relevant funders
- Responsible for the effective supervision of staff within the region including: conducting regular staff meetings, completion of performance reviews, create and review professional development plans with staff, orient and train staff in their positions, provide oversight, guidance, and mentoring to staff, coordinate staff schedules and PTO requests, and ensure that MY TURN's staff discipline policy is executed
- Analyze data to identify trends, best practices, and programmatic challenges; use data to strategically develop and implement program improvements
- Actively participate as member of the NHWorks Partners' teams (Nashua and Manchester) as well as Co-Chair of the Manchester Youth Visions Committee
- Develop and implement mentorship program including recruiting and training new mentors in cooperation with the Greater Nashua Human Resource Association

Career Specialist, Manchester Central High School
MY TURN, Incorporated

July 2007 – May 2011

Responsible for the recruitment and case management of 35+ low income, at risk youth, and for the implementation of a Federal Workforce Investment Act funded academic and employment training program including the following elements:

- Providing employment services and work-base Learning experiences
- Facilitating summer youth employment opportunities by developing jobs in the community and overseeing youth employees
- Creating engaging curriculum to deliver educational/tutoring skills training
- Developing citizenship and leadership development opportunities in the community
- Direct student led Service Learning Projects
- Providing additional support services and twelve months of follow-up services to each participant
- Maintain required documentation and reporting information as set forth by State and Federal requirements

- **Meet or exceed set Performance Measures as mandated by State and Federal regulations**
- **Maintain all contract requirements between MYTURN and the Bureau of Work Force Development/State of NH Department of Education**



for Opportunity and Success

Primary Staff and Salaries:

Brigitte Bowmar, Deputy Director	\$53,000
Jeff Smith, Industry Coordinator	\$40,000 (currently – will be increasing to \$45,000)
TBD, Manufacturing Training Coordinator	Negotiable (\$40,000 max)

Brigitte Bowmar

Employment:

4/09 – Present, **MY TURN, Inc., - America's Youth Teenage Unemployment Reduction Network**
MY TURN is a community based non-profit youth development agency working with 14-21 year-old in-school and out-of-school youth. MY TURN's mission is to help youth develop goals, skills and the confidence needed to transition successfully into post secondary education or training and the world of work. MY TURN has a long history of working with employers, educational institutions, community agencies and families to provide education, work-based learning opportunities and jobs to young people.

Director of Programs, New Hampshire Region - Responsibilities:

Maintain supervisory authority over all programming and staffing within 4 Programs in the New Hampshire region. Also, coordinate community relations within the region, including job development, public relations, and cultivation of partners.

- Ensure that all programmatic components, achievement of benchmarks, data collection/reporting and contractual obligations within the WIA contract are met with a standard of high quality
- Ensure that all programs budgets are adhered to and changes to those budgets including requests for movement of funds between specific line items is properly negotiated with relevant funders
- Responsible for the effective supervision of staff within the region including: conducting regular staff meetings, completion of performance reviews, create and review professional development plans with staff, orient and train staff in their positions, provide oversight, guidance, and mentoring to staff, coordinate staff schedules and PTO requests, and in collaboration with the Regional Executive Director, ensure that MY TURN's staff discipline policy is executed
- Assist with community relations within the Region in accordance with the marketing and communications plan including: assisting with the marketing of MY TURN, Inc. to key stakeholders, ensure that all staff have a working knowledge of the communications plan, ensure that all appropriate community stakeholders are engaged to support Regional Programming including workforce development, good will development and opportunities to provide additional services to program participants
- Analyze data to identify trends, best practices, and programmatic challenges; use data to strategically develop and implement program improvements
- Actively participate as a member of the Manchester Youth Visions Committee as well as the Manchester Pilot Youth Visions Committee
- Implement and oversee the E-Mentor Program including recruiting and training new mentors

7/08 – 4/09 **MY TURN, Inc., New Hampshire Region**

WIA Project Director – Responsibilities:

- Oversee and support staff in 4 of the New Hampshire Region Programs in the timely and accurate recording of all program participants' information, activities and outcomes into the required databases
- In conjunction with the Regional Director, create and oversee implementation of a strategic work plan to ensure MY TURN programs and staff successfully deliver all program components and accomplish outcomes
- Oversee and support staff with service delivery and program implementation including meeting all programmatic contractual obligations
- In conjunction with the Regional Director, oversee and ensure that all Programs meet or exceed all performance benchmarks
- In conjunction with the Regional Director, analyze data to identify trends, best practices, and programmatic challenges; use data to strategically develop and implement program improvements
- Evaluate, implement and deliver staff development and training to support staff in all areas on an ongoing basis as well as coordinate outside professional development opportunities for all staff as needed
- Develop, implement and oversee the E-Mentor Program including recruiting and training new mentors
- Build and cultivate successful partnerships with identified businesses in the community who will partner with the Programs in the areas of Employment, Financial Support, Donations, Guest Speakers, Job Shadows, Job Tours, Internships, Mentors, etc.

- Actively participate as a member of the Manchester Youth Visions Committee as well as the Manchester Pilot Youth Visions Committee

11/06 –7/08 **MY TURN, Inc.**, New Hampshire Region

Employment Brokering Specialist - Responsibilities:

Seek and maintain relationships with community businesses in order to cultivate partnerships with MYTURN, which could include a variety of work-based learning opportunities for the MYTURN participants including: Employment, Job Shadows, Industry Tours, Guest Speakers, Mentors, Internships

- Make appropriate “matched” employment referrals to participants
- Provide employment support and assistance to employers and participants
- Recruit for and assist in the planning and implementation of the Regional Advisory Board
- Attend and participate in employer related business events in the community
- Be a liaison between the MY TURN programs and the community facilitating guest speakers, job tours, job shadows and other events
- Oversee and plan all aspects of the regional Employer and Partner Appreciation Fundraiser

5/04 –5/05 **MY TURN, Inc.**, In School Youth Program at Central High School, Manchester, NH

Career Specialist – Responsibilities:

Maintain a caseload of 40 low income, at risk youth and deliver an in-school employment training and academic program including the following elements:

- Employment Services/Work Experience, Summer Youth Employment Related Services, Educational/Tutoring Skills Training, Citizen and Leadership Services, Additional Support Services, Twelve Months of Follow-Up Services
- Facilitate Service Learning, Community Service and Leadership opportunities for all participants
- Maintain required documentation and reporting information as required by State and Federal requirements
- Meet or exceed set Performance Measures as mandated by State and/or Federal regulations
- Maintain all contract requirements between MYTURN and the Bureau of Work Force Development/State of NH Department of Education

9/05 – 11/06 **NFI, Inc., Staff Development Partnership**, Concord, New Hampshire

The NFI, Inc., Staff Development Partnership (SDP) is a contracted service of The Division for Children Youth and Families (DCYF), Bureau of Training and Staff Development. SDP is committed to providing competency based training and educational opportunities to all DCYF employees in the State of New Hampshire. Since it's inception in 1992, NFI staff have been considered integral members of the DCYF Bureau of Training and Staff Development, being involved in every aspect of the Bureau's operation.

Training Coordinator – Responsibilities:

- Liaison to 4 DCYF District Offices including communication of information and assistance with training related issues including yearly training hour requirements, annual training plans, etc.
- Member of the Training Steering Committee, Bureau Curriculum Committee and Speakers Bureau as well as participating as a member of a sub committee of each
- Trainer of the “Staying Safe During Home and Office Visits” Curriculum
- Co-chair of the 15th Annual DCYF Conference Committee
- Editor of the Visions Newsletter, a bi-monthly DCYF Publication
- Coordinating and Overseeing all aspects of trainings offered to all DCYF workers including Core, Related and Specialized Training for newly hired CPSW's, seasoned Workers, and Supervisors
- Review and approve curricula being trained and work with trainers on the development of curricula for identified trainings
- Identify, recruit and work with trainers to become “certified” to train for SDP

**American Society for Training and Development (ASTD) Certified, 10/05

4/01 – 4/04 **Work Opportunities Unlimited, Youth Division**, Manchester, NH

Company serving at risk and adjudicated youth by providing a strength based, goal oriented daily program with a strong emphasis on Workforce Development and successful employment.

Youth Resource Specialist - Responsibilities:

- Complete intake processes, administration of assessment tools, and development and implementation of Youth Development Plans
- Meet with youth on a *daily* basis as well as with families on a weekly basis
- Meet with youth in a group setting daily to work toward completion of the Youth Development Plan. Attempt to locate youth (and meet individually) if they do not present for scheduled group
- Provide ongoing support in all areas including crisis management and intervention
- Maintain client records including daily and monthly reports. Provide reports to the juvenile court outlining youth progress and attend all juvenile court hearings
- Maintain frequent contact as well as attend meetings with referral sources and all collaboratives.
- Provide services focused extensively on Work Force Development.
- Deliver Work Based Learning Plans to employers as well as maintain ongoing contact with employers.
- Promote client empowerment to enhance independence and self-esteem

6/99 – 4/01 **The Closet Factory**, Hudson, New Hampshire

Provider of Custom designed organizational units.

Service Coordinator -Responsibilities involved a variety of office duties.

01/96 – 6/99 **Team Coordinating Agency, Crossroads**, Haverhill, Massachusetts

Department of Mental Health/Department of Social Services - Long term Adolescent Residential Treatment Center

Assistant Program Director - Responsibilities:

- Supervise and provide weekly supervision to a staff of approximately 15 including the House Manager, Shift Supervisors and all Adolescent Counselors to ensure proper and appropriate milieu management.
- Meet and maintain standards for all city, state and federal requirements for the general operation of an adolescent Residential Treatment Center.
- Meet and maintain governing agency standards for the therapeutic treatment of residents, as well as oversee all residents' therapeutic treatment plans and provide documentation to relative organizations and parties.
- Liaison between Crossroads and schools, government agencies, therapeutic collaboratives, families and all other treatment related parties.
- 50% on-call responsibility shared with the Program Director.
- Coordinate, prepare and facilitate a variety of ongoing treatment and administrative meetings and trainings, including treatment related review updates.
- Overseeing Petty Cash, client's personal funds, clients' weekly allowances, and clients' monthly government SSI funds.

Education: New Hampshire Technical Institute, Concord, New Hampshire
A.S., Human Services, Major: Mental Health

References: Available upon request

Jeff Smith

Objective

Seeking a career with a progressive organization where I can utilize my skills, knowledge and experience in management and operations in a challenging role that allows for advancement and growth.

Education

1989-1993 *University of New Hampshire* Durham, NH
B.A., Anthropology
Minors, History and Political Science

Experience

2009-Present Career Specialist **MY TURN Inc.** Nashua South High School

- Provide employment training and life skills to 14-21 year old youth
- Mentoring
- Life Skills
- Teach leadership
- Input state documentation

1996-1997, 1998-2001, 2004-2008 **The Closet Factory** Hudson, NH
Provider of custom designed and installed organizational units.
Operations Manager

- Administered continual flow of all levels of operation from time of client inquiry to completion of installation
- Responsible for purchasing and receiving of all items used within the company, as well as price negotiation and sourcing new materials
- Maintained inventory in all levels of operation including raw material, hardware, tools, special order items, company forms and office supplies
- Calculated payroll on a weekly basis including hourly employees; installer commission, and designer bonuses
- Responsible for hiring of new employees; direct supervision and ongoing training and performance evaluations to personnel
- Generated corporate reports to meet specific deadlines
- Managed all monies incoming and due to the company; inputted new sales and purchase orders into *Quickbooks*
- Reviewed and developed all aspects of production sketches to ensure proper functioning within fixed parameters in addition to troubleshooting potential problems prior to reaching manufacturing
- Manufactured and installed finished product

2003-2004 **Pepsi Bottling Group** Wilmington, MA
Merchandiser

- Responsible for keeping store inventories fully stocked on the shelf for consumer consumption
- Constructed product displays according to specific corporate plans
- "Sold" floor space to store managers to better promote product
- Ordered and maintained sufficient levels of product for store stock rooms

2001-2003 **DEKA Research and Development** Manchester, NH

Quality Assurance Test Technician

- Author of Qualification Test Cases based on International Standards of medical devices
- Areas of expertise include Labeling of Devices, Environmental Testing and Servicing of market-released devices
- Originator of Qualification Test Reports for FDA approval
- Performance of Engineering Verification Testing
- Empirical data collection on specific device functions
- Maintaining and troubleshooting devices- before, during and after testing
- Team leader in workload strategy meetings
- Design and implementation of test fixtures
- Responsible for training fellow employees and new hires in operating test devices
- Supervision and training of newly hired interns
- Negotiating vendors to accommodate testing requirements
- Traveling out of state as needed to other testing facilities

Feb. 1998- July 1998 **Naragansett Elementary School** Gorham, ME
One-on-One Child Counselor

- Provided one-to-one care for a behaviorally challenged child in a public school setting
- Worked closely with parents and school personnel to develop and implement specific goals for success
- Taught child life skills and appropriate social skills
- Implemented behavior modification, crisis intervention, physical management

1995-1996 **TCA Pathways** Haverhill, MA
Adolescent residential treatment center servicing 14 severely emotionally
disturbed girls placed through the Department of Social Services
Adolescent Counselor Supervisor

- Supervised five Adolescent Supervisors per shift
- Primary mentor for three residents which included one-on-one counseling, advocacy to various agencies, establishing goals and treatment plans
- Co-ran counseling groups based on personal and societal issues
- Milieu management
- Provided residents with life skills and community socialization
- Behavior modification, crisis intervention, physical management
- Distributed medication to residents
- Activities coordinator
- On-call responsibilities for emergency shift coverage, general milieu, crisis management issues
- Maintained treatment related documentation according to governing agency standards

1994-1995 **New England Salem Children's Trust** Rumney, NH
Residential treatment program for twelve emotionally disturbed boys. Shift
cycle was eight days on site (live-in) and six days off.
Child Counselor (House Parent)

- Directly responsible for six boys per shift
- Duties included milieu management, treatment plan development, goal setting, teaching life skills, community socialization
- Maintained regulatory documentation
- Volunteered as Assistant Coach for Rumney School baseball team

Position Description
MY TURN, Inc.
Case Manager



for Opportunity and Success

Organization:

MY TURN is a community-based non-profit youth development agency working with 14 to 24 year-old in-school and out-of-school youth who are at a crossroad in their lives. MY TURN's mission is to help youth develop goals, skills and confidence needed to transition successfully into post-secondary education or training and the world of work. MY TURN has a long history of working with employers, educational institutions, community agencies and families to provide education, work-based learning opportunities and jobs to youth. Since its inception in 1984, MY TURN has helped more than 22,000 youth further their education and obtain career-ladder jobs. MY TURN serves approximately 800 youth annually in 7 gateway cities in Massachusetts and New Hampshire.

For more information, please visit www.my-turn.org

Position:

The Case Manager will work with a diverse population of out-of-school youth ages 16-21. The Case Manager will provide 25 program participants with intensive career and academic assessment, planning, service delivery, placement and follow up. The Case Manager will also network with key stakeholders and support services throughout the community to ensure that program participants have access to needed support services. The Case Manager will work closely with the Director of Programs to ensure that all activities are integrated with the overall mission and curriculum of MY TURN.

Reports To:

Director of Programs

Responsibilities:

- * Provide initial assessment of program participants' ability and knowledge levels surrounding career and life skills and orient new participants to the program. Provide post-program evaluation upon program exit.
- * Distribute and administer interest inventories to all program participants and share information with the OSY Regional Team.
- * Conduct classes covering employability and life skills.
- * Conduct one-on-one training covering employability and life skills.
- * Participate in long term planning of employability training and curriculum development.

- * Conduct program participant outreach via telephone, correspondence, and in person. Outreach should occur during recruitment, service delivery and follow up phases.
- * With the OSY Regional Team, implement MY TURN's phase approach to stress academics and employments in a stage-appropriate manner.
- * As appropriate, provide job or education placement for program participants.
- * Provide field trips to businesses and institutions of higher education for appropriate clients.
- * Set up and monitor job shadows and internships as appropriate.
- * Coordinate with local social service agencies to ensure that program participants are able to access community resources. Provide extensive follow-up with program participants and agencies to ensure follow-through.
- * Maintain contact and involve parents/guardians/support network of program participants to the maximum extent possible.
- * Complete and maintain extensive program documentation as required by funding sources and MY TURN.
- * Update all program participant information in ETO on a weekly basis.
- * Analyze data in ETO to identify trends, best practices, and areas in need of improvement. Work with the OSY Team to construct and deliver a strategic work plan to implement services which will lead to the accomplishment of the MY TURN goals and objectives.
- * Track all program participants for 12 months from program exit. Follow up should be two hours/month minimum. Ensure exited participants are retained in their employment, post-secondary education, and/or training program placement.
- * Deliver 10 essential elements and all other WIA program requirements.
- * Performs other duties as assigned in support of MY TURN, Inc.

Job Requirements:

- * Bachelor's Degree from an accredited institution preferred (Candidates with Associate's Degrees and extensive experience may be considered)
- * Experience with computers, databases, e-mail, word processing and spreadsheets.

Desired Characteristics:

- * Experience working with a multi-cultural population of young people and adults.

- * Excellent leadership and teaching skills.**
- * Ability to work as a team member.**
- * Motivated self-starter.**
- * Excellent organization skills and ability to work cooperatively with program participants, staff and the community at large with a strong commitment to service orientation and promotion of goals and values consistent with the mission of MY TURN.**
- * Proven track record of success in an entrepreneurial environment.**
- * Excellent oral and written communication skills.**
- * Ability to manage to outcomes.**