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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953  
Citizens Services Line 1-800-339-9900

JUN 24 2015

May 20, 2015

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 (My-Turn), 1019 Crescent Street, Brockton, MA 02302 (Vendor Code 166581) to provide youth services, employment and training, as defined in Public Law 105-220 in one (1) community in the State of New Hampshire (Manchester) effective July 1, 2015 or upon Governor and Council approval, whichever is later, through June 30, 2016 in an amount not to exceed \$25,000.00 pending legislative approval of the next biennial budget. **100% Other Funds**

Funding is available in the account titled Youth Title I-WIA for FY 16 as follows:

06-56-56-565010-40950000-073-500581	\$25,000.00
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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 \$2,100,000 for FY16 by the NH Department of Resources and Economic Development, Office of Workforce Opportunity. The 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) and its amendments in Workforce Innovation Opportunity Act (WIOA) 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/WIOA Title I Youth program.

As a result of federal budget cuts for In-School Youth WIA Title I programs, four NH programs were closed. The purpose of the project is to provide follow-up services to currently active youth in the Manchester Central program.

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council

May 20, 2015

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The purposes for these WIA Title I Youth funds are to provide follow-up services to eligible youth who have participated in a Title I WIA program during FY2015 and are seeking assistance in achieving academic and employment success through activities, which shall include: guidance and counseling, career awareness, job development, and/or college connections where appropriate. Additional services may include a variety of options for improving educational and skill competencies and provide effective connections to schools, colleges, and employers; to ensure eligible youth have on-going mentoring opportunities with adults committed to providing such opportunities; to provide opportunities for training to eligible youth; to provide continued supportive services for eligible youth; to provide incentives for recognition and achievement to eligible youth; to provide eligible youth with opportunities for activities related to leadership development, decision making, citizenship, and community service; to provide dropout recovery services and strategies, financial literacy education, entrepreneurial skills training, postsecondary preparation and transition activities and integrated education; training for a specific occupation or cluster, and services that provide labor market information about in-demand industry sectors and occupations; and work-based learning experiences.

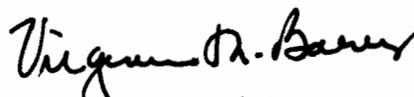
The youth services, employment and training contract will fulfill all the above-mentioned purposes.

A Request for Proposal (RFP) was released the week of November 14, 2014. The RFP was sent to all high schools, charter 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 and its amendments' 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 November 17, 2014 through November 19, 2014. Four (4) proposals were received and 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).

Utilizing a set scoring sheet, the applications were reviewed by two Youth Council member and two volunteers. The reviewers met to discuss the review results and made funding recommendations to the Youth Council. The recommended goal is to maintain a regional service presence. Each region, with the exception of the seacoast, was able to maintain an In-School program for the provision of a year of follow-up services as required by WIA/WIOA legislation for the students currently active in the program. The three grantees for WIA Youth Title I follow-up services funding, NH-Jag, My-Turn and Franklin School District will be awarded monies, pending Governor and Council approval.

In the event that Other 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:

	In-School Points
Program Management and Organizational Capacity	50
Past Outcomes	40
Program Design	20
Program Components	30
Collaboration with Youth Serving Agencies	10
Budget	15
Leveraged Resources and Sustainability	15
Bonus	10
TOTAL	190

Reviewers for the in-school youth proposals:

- Bonnie St. Jean, Retired Administrator at the Office of Workforce Opportunity, N.H. Department of Resources and Economic Development.
- Kathy Jablonski, Retired and Youth Council Member
- Brenda Quinn, Owner Educational STEM Solutions, LLC and Youth Council Chair
- Pam Sullivan, Juvenile Justice Specialist, N.H. Division for Children, Youth and Families, Bureau of Juvenile Justice Services

**Funding Recommendation:** WIOA 2014 legislation shifted funding from requiring 30% of the budget to be expended on Out-of-School Youth to 75% of the budget expended on Out-of-School Youth. There was an effort to maintain In-School Programs across as many regions of the state as possible. The funding shift resulted in closing four (4) In-School Youth Programs. The requested funding is to address the provision of a year of follow-up services as required by WIA/WIOA legislation for the students currently active in the program.

Region	Applicant	ISY	Approved Amount FY16	Average Score	Regional Reviewers
<b><u>North Country</u></b>	NH-JAG: Berlin	X	\$25,000.00	168.33 (88.6%)	K. Jablonski, B. Quinn, B. St. Jean, P. Sullivan
<b><u>West Central</u></b>	Franklin School District	X	\$25,000.00	162 (85.3%)	K. Jablonski, B. Quinn, B. St. Jean, P. Sullivan
<b><u>Hillsborough</u></b>	My-Turn: Manchester Central	X	\$25,000.00	165 (86.8%)	K. Jablonski, B. Quinn, B. St. Jean, P. Sullivan
	NH-JAG: Manchester West	X	\$25,000.00	184.25 (83.8%)	K. Jablonski, B. Quinn, B. St. Jean, P. Sullivan

Subject: MY-TURN WIA Program

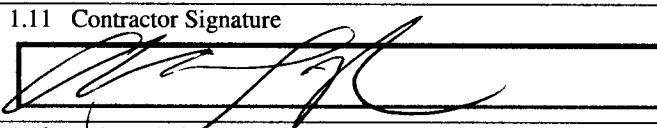
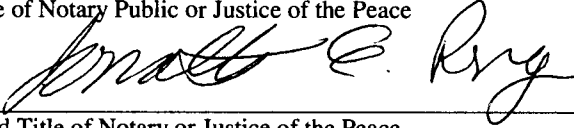
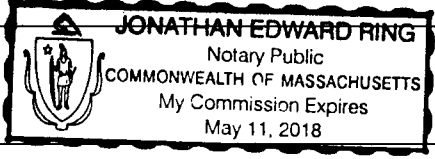
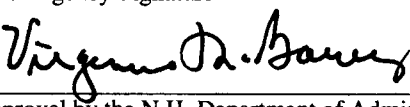
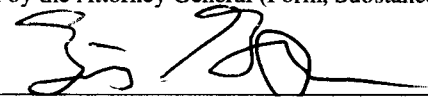
FORM NUMBER P-37 ( version 1/09)

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 S. Fruit St., Suite 20, Concord, NH 03301	
1.3 Contractor Name America's Youth Teenage Unemployment Reduction Network		1.4 Contractor Address 1019 Crescent Street, Brockton, MA 02302	
1.5 Contractor Phone Number 508-580-3483	1.6 Account Number 06-56-565010-4095-073	1.7 Completion Date June 30, 2016	1.8 Price Limitation \$25,000.00
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 MA, County of Essex County On 5/6/15, 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 Jonathan Edward Ring, Notary Public			
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: 6/11/15			

**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 

**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

Contractor Initials   
Date 05/10/13

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.

Contractor Initials   
Date 5/16/13

**EXHIBIT A  
The Services**

1. The Contractor shall provide employment and training follow-up services, as defined in Public Law 105-220 to America's Youth Teenage Unemployment Reduction Network consumers in the following communities.

Site	Students Enrolled in Training Activities
Manchester Central High School In- School	35 students

2. The Contractor will be responsible for delivering or coordinating with other resources for the delivery of the Workforce Investment Act (WIA) and its amendments through the Workforce Innovation and Opportunity Act (WIOA) of 2014 Essential Services and Elements.
3. The Contractor is responsible for recruiting exited students into the follow-up program
4. All clients to be served through these program funds must be students who were certified eligible and/or received active services between April 1, 2014 and June 30, 2015, or students who are in follow-up at the time this contract is approved.
5. Each participant 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/WIOA Title I, which includes two visits to their local one-stop center for a tour and service option review.
  - Referral to appropriate training and educational programs that have the capacity to serve the participant or applicant either on a sequential or concurrent basis.
6. For eligible youth under WIA/WIOA Title 1 Youth, the Contractor shall:
- Develop follow-up service strategies for each participant that shall identify an employment and/or education plan appropriate to that individual.
  - Provide monthly contact to provide guidance and counseling for youth who are successfully employed and/or in college to assure continue success in their chosen field.
  - For youth who are not employed or in college, provide bi-monthly meetings with youth in order to:
    - (i) Prepare for post-secondary educational opportunities, in appropriate cases;
    - (ii) Prepare for unsubsidized employment in appropriate cases;
    - (iii) Provide effective connections to intermediaries with strong links to
      - (a) The job market;
      - (b) Local and regional employers
      - (c) Referral and connection to Vocational Rehabilitation where appropriate
      - (d) WIA youths, aged 18-24, may also be eligible for services supported through WIA Adult or Dislocated Worker funds. Contractor shall make the appropriate referrals to allow the youth 18-24 to access appropriate services through the NH Works Centers or other WIA supported options.
    - (iv) Provide a minimum of two visits per follow-up youth to the local one-stop center to learn the resources and tools available to all NH residents.
7. **The WIA/WIOA Essential Elements** that may be provided 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;

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Date 5/10/15



- 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.
- To provide dropout recovery services and strategies, financial literacy education, entrepreneurial skills training, postsecondary preparation and transition activities, and integrated education.
- Training for a specific occupation or cluster, and services that provide labor market information about in-demand industry sectors and occupations.
- Work-based learning experiences.

8. 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.
- 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.

9. State Administrator Meeting: Upon request, a representative of the contractor shall attend regularly scheduled Administrator meetings in order to address training and program issues.

10. 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:

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<b>Performance Measure: Subject to Change Based on Federal Compliance</b>	<b>PY14 Standard/Note will be updated for PY15</b>
<b>Youth age 19-24 when complete or leave training</b>	
➤ Entry into unsubsidized employment	76%
➤ Retention in unsubsidized employment after 6 months	72.8%
➤ Earnings gain in unsubsidized employment after 6 months (quarterly increase from application quarter)	\$3,000
➤ Attainment of a recognized credential relating to academic achievement	54%
<b>Youth age 14-18 when complete or leave training</b>	
➤ Attainment of basic skills	78%
➤ Attainment of secondary school diplomas and recognized equivalents	71.5%
➤ Placement and retention in postsecondary education, advanced training, military service, employment or qualified apprenticeships	71%
<b>Core Measures</b>	
➤ Placement in Employment or Education	58%
➤ Attainment of a degree or certificate of those enrolled in education	63%
➤ Literacy and numeracy gains of those who are basic skills deficient	65.6%

**Co-Enrollment Performance Measures:**

- a) 18-24 year olds being served with adult funding may choose to be enrolled in a youth-funded activity; or an 18-24 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 18-24 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.

11. 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:

- Semi-annual success stories and monthly attendance reports will be submitted to NH Dept. of Education via the E-Teams FTP site.
- A final annual cumulative report shall be submitted to NH Department of Education and shall include:
  - (i) 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.
  - (ii) Program income report identifying income and expenditures.

Contractor Initials                       
 Date

**EXHIBIT B**

**Estimated Budget: Limitation on Price: Payment**

	<b>FY16</b>
Staff salaries/Wages	\$10,000
Participant Wages	8,600
Fringe benefits	2,000
Travel/Transportation	500
Expendable Supplies	200
Support Services	950
Participant Payroll tax, insurance	1,400
<b>Sub Total</b>	<b>\$23,650</b>
Indirect @9%	1,350
<b>TOTAL</b>	<b>\$25,000</b>

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 Department of Education approval prior to transferring from one line item to another.

**Limitation of Price:**

This contract will not exceed \$25,000.00 for FY16. 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 DOL priorities and/or reauthorization. A minimum of twenty percent (20%) of the expended budget must be spent on Work-Based Learning Activities (which may include summer youth program).

**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 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. Reconciliation and accrual reports are due no later than the 10<sup>th</sup> of the month following the expenditure. 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   5/10/13

## EXHIBIT C

### Special Provisions

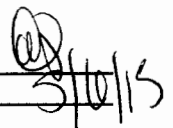
On or after the date set forth in Item 1.7 of the General provisions, the Contractor shall deliver to the State, at the address set forth in Item 1.1 and 1.2, an independent audit of the funds received under this Agreement, during the Contractor's fiscal year.

#### 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.

The contractor shall comply with the provisions of the U.S. Code of Federal Regulations 34 CFR 364 and the following U.S. Circular:

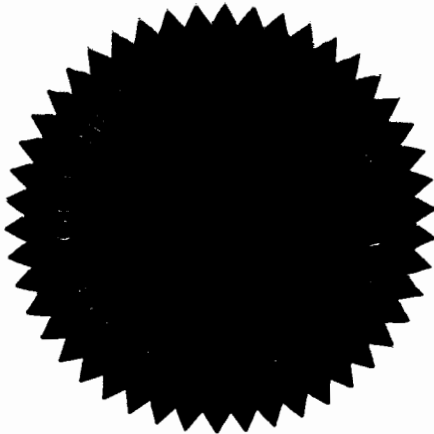
- a. OMB Circular A-110 – "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations." Contractor/Vendor shall not make any award or permit any award (sub grant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension".

Handwritten initials "CD" and date "3/10/15" written over the signature lines.

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 6<sup>th</sup> day of April, A.D. 2015

William M. Gardner  
Secretary of State

**Certificate of Authority**

I, Eric Mitchell, 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) (are) true and complete cop(y)(ies) of the resolution(s) adopted by the board of directors of the corporation at a meeting of that board on April 30, 2015, which meeting was held in accordance with the law of the state of incorporation and the by-laws of the corporation:

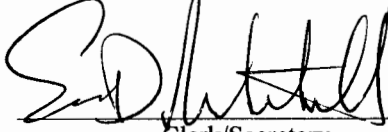
That: MY TURN, Inc. will enter into a contract with the NH Department of Education to provide employment and training services to out of school youth. This resolution shall remain in effect until specifically revoked.

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 (shareholder)(organizational) meeting on April 30, 2015.
- (5) The foregoing resolution(s) 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
- Eric Mitchell, Clerk
- Barbara Duffy, Director
- Donna Hunt, Director
- Train Wu, Director
- Penny Cameron, Director

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the Corporation this 5/6/15 day of May 20 15.

  
\_\_\_\_\_  
Clerk/Secretary

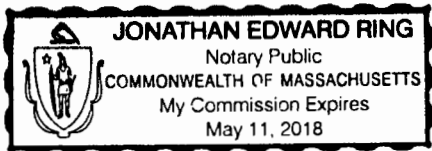
(Corporate Seal if any)

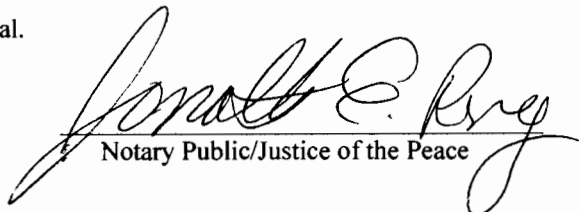
**(If the corporation has no seal, the Clerk/Secretary shall acknowledge the certificate before an authorized officer below)**

MA. Jonathan  
STATE OF ~~NEW HAMPSHIRE~~  
COUNTY OF ESSEX

On May 6, 2015, 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 acknowledge that he 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)

1/14/2015

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

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

<b>PRODUCER</b> Protector Group Ins. Agency a Marsh & McLennan Agency Company 100 Front Street, Suite 800 Worcester, MA 01608-1435	<b>www.protectorgroup.com</b>	<b>CONTACT NAME:</b> Celeste M Carlson
	<b>INSURED</b> America's Youth Teenage Unemployment Reduction Network, Inc dba MY TURN INC 1019 Crescent Street Brockton, MA 02301	<b>PHONE (A/C, No, Ext):</b> (508) 595-7932
<b>E-MAIL ADDRESS:</b> cmc@protectorgroup.com		<b>INSURER(S) AFFORDING COVERAGE</b>
		<b>INSURER A:</b> Philadelphia Insurance Co.
		<b>INSURER B:</b> Twin City Fire Insurance Company
		<b>INSURER C:</b>
		<b>INSURER D:</b>
		<b>INSURER E:</b>
		<b>INSURER F:</b>

**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"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	[REDACTED]	8/24/2014	8/24/2015	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
								\$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	N	N	[REDACTED]	8/24/2014	8/24/2015	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> DED    RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	[REDACTED]	8/23/2014	8/23/2015	PER STATUTE    OTH-ER	
							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 (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  New Hampshire Department of Education & Workforce Opportunity Council 20 South Fruit Street Concord, NH 03301-	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**MY TURN, Inc.**  
**BALANCE SHEET**  
As of March 31, 2015

	<b>TOTAL</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1000 - Cash	
1010 RkldTrst #6640 clsd	0.00
1020 Operate #7023	75,827.18
1030 Crescent Pssbk clsd	0.00
1040 MnyMkt #5111 clsd	0.00
1050 PayPal	0.00
<b>Total 1000 - Cash</b>	<b>75,827.18</b>
<b>Total Bank Accounts</b>	<b>\$75,827.18</b>
<b>Accounts Receivable</b>	
1200 - A/C Receivable	80,779.18
<b>Total Accounts Receivable</b>	<b>\$80,779.18</b>
<b>Other current assets</b>	
1300 - Other Current Assets	
1310 Due from emp	0.00
1320 Security deposit	2,900.00
1330 Prepd rent	0.00
1340 Prepd ins	0.00
1350 Prepd exp	1,977.08
1360 Bad debt allowance	0.00
<b>Total 1300 - Other Current Assets</b>	<b>4,877.08</b>
Undeposited Funds	0.00
<b>Total Other current assets</b>	<b>\$4,877.08</b>
<b>Total Current Assets</b>	<b>\$161,483.44</b>
<b>Fixed Assets</b>	
1600 Fixed Assets	
1610 Office equipment	4,782.00
Depreciation	-23,039.93
<b>Total 1610 Office equipment</b>	<b>-18,257.93</b>
1615 Furniture & fixtures	2,091.00
Depreciation	-2,090.80
<b>Total 1615 Furniture &amp; fixtures</b>	<b>0.20</b>
1620 Computer equipment	29,507.06
Depreciation	-7,881.79
<b>Total 1620 Computer equipment</b>	<b>21,625.27</b>
1630 Software	1,658.00
Depreciation	-1,656.50
<b>Total 1630 Software</b>	<b>1.50</b>
1640 Marketing material	0.00



	<b>TOTAL</b>
Depreciation	-3,368.66
<b>Total 1640 Marketing material</b>	<b>-3,368.66</b>
1650 Leasehold improvement	0.00
Depreciation	-0.50
<b>Total 1650 Leasehold improvement</b>	<b>-0.50</b>
1660 Trademark	6,720.00
Depreciation	-6,720.00
<b>Total 1660 Trademark</b>	<b>0.00</b>
<b>Total 1600 Fixed Assets</b>	<b>-0.12</b>
<b>Total Fixed Assets</b>	<b>\$ -0.12</b>
<b>TOTAL ASSETS</b>	<b>\$161,483.32</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
<b>Other Current Liabilities</b>	
2100 Current Liabilities	0.00
2110 Loan payable	0.00
2111 Dept 25 NHDOE advance	54,490.12
2112 Dept 25C NHDOE advance	26,084.78
<b>Total 2110 Loan payable</b>	<b>80,574.90</b>
2120 Accrued exp	0.00
2130 Accrued payroll tax	0.00
2140 Accrued payroll	0.00
2155 EE 401k deferral	-56.40
2165 Accrued FSA	0.00
<b>Total 2100 Current Liabilities</b>	<b>80,518.50</b>
<b>Total Other Current Liabilities</b>	<b>\$80,518.50</b>
<b>Total Current Liabilities</b>	<b>\$80,518.50</b>
<b>Long-Term Liabilities</b>	
2500 Other Long Term Liabilities	
2510 Deferred revenue	0.00
<b>Total 2500 Other Long Term Liabilities</b>	<b>0.00</b>
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$80,518.50</b>
<b>Equity</b>	
3000 OB (deleted)	0.00
3000 Opening Balance Equity	797,177.33
3050 OB (deleted)	0.00
3050 Unrestricted Net Assets	-761,994.41
3100 Restrict fund	
3100-75 Restricted - Bean (deleted)	0.00

	TOTAL
3105 - Brockton School Dept	2,051.39
3110 Restrict-Merck (deleted)	0.00
3125 Restrict-State Street (deleted)	0.00
3129 Greater Worcester Community Foundation'14	0.00
3130 Restrict-Bos Foundation (deleted)	0.00
3135 Restrict-Peabody (deleted)	0.00
3140 Restrict-Ludcke (deleted)	0.00
3150 Restrict-Clowes	0.00
3155 Restrict-Scholarship	0.00
3159 - NH Charitable Foundt'n	3,900.00
3160 Restrict-NHCF (deleted)	0.00
3161 - Bean Foundation	10,463.70
3165 Restrict-Rhode Island Foundation (deleted)	0.00
3170 Restrict-Melvin (deleted)	0.00
3175 Restrict-Bean (deleted)	0.00
3176 Restrict-Clipper Ship Foundation Inc	0.00
3177 - Community Foundation Central Mass	6,621.06
3178 National Grid Foundation'14	7,801.58
3179 Dollar General Lit Foundtion'14	0.00
3180 Restrict-Ronald McDonald (deleted)	0.00
3181 Restrict-Alfred Chase Foundation	0.00
3185 Restrict-Mt. Wachusett (deleted)	0.00
3190 Restrict-Greater Worcester Community (deleted)	0.00
3196 Restrict-BOA (deleted)	0.00
3197 Restrict-NYEC	0.00
3198 Restrict-Roger Williams U. (deleted)	0.00
3199 Restrict-Queen City Rotary (deleted)	0.00
<b>Total 3100 Restrict fund</b>	<b>30,837.73</b>
<b>Net Income</b>	<b>14,944.17</b>
<b>Total Equity</b>	<b>\$80,964.82</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$161,483.32</b>

Wednesday, May 06, 2015 09:43:41 AM PDT GMT-4 - Accrual Basis

**MY TURN, Inc.**  
**PROFIT AND LOSS**  
 July 2014 - March 2015

	<b>TOTAL</b>
<b>Income</b>	
4000 Grant Revenue	
4030 Government grant	597,937.27
4050 Other grant	1,000.00
<b>Total 4000 Grant Revenue</b>	<b>598,937.27</b>
4200 Contributions	
4210 Individual donation	3,704.09
4220 Corporate donation	17,011.85
<b>Total 4200 Contributions</b>	<b>20,715.94</b>
4300 In-kind Contributions	
4330 Other in-kind donation	50,680.00
4331 In-kind salaries	918.91
<b>Total 4300 In-kind Contributions</b>	<b>51,598.91</b>
4900 Investment & other income	
4910 Interest rec'd	13.03
<b>Total 4900 Investment &amp; other income</b>	<b>13.03</b>
<b>Total Income</b>	<b>\$671,265.15</b>
<b>Gross Profit</b>	<b>\$671,265.15</b>
<b>Expenses</b>	
6000 Personnel	
6010 Salary	0.00
6011 Salary FT	343,011.53
6012 Salary PT	51,528.80
<b>Total 6010 Salary</b>	<b>394,540.33</b>
6015 Fringe benefit	7,538.66
6050 Medical	9,758.83
6051 Dental	1,122.56
6055 Workers comp	7,261.00
6060 Liability ins	8,221.14
<b>Total 6015 Fringe benefit</b>	<b>33,902.19</b>
6020 Payroll tax	42,125.47
6040 Recruitment	75.00
6045 Payroll exp	2,078.18
6080 Student stipend	37,224.82
<b>Total 6000 Personnel</b>	<b>509,945.99</b>
6100 Supplies	
6110 Prgm supply	4,095.16
6120 Dues & subscription	1,589.85
6130 Prgm activity	579.57
6140 Misc exp	18.30
6160 Office supply	3,423.46
	<b>12,706.34</b>

	<b>TOTAL</b>
<b>Total 6100 Supplies</b>	<b>9,706.34</b>
<b>6200 Travel/Trans</b>	
6210 Staff trvl - local	3,565.38
6240 Client trans	2,637.61
<b>Total 6200 Travel/Trans</b>	<b>6,202.99</b>
<b>6300 Training/Confer/Mtngs</b>	225.04
6310 Staff mtngs/confer	73.58
6320 Staff training & development	40.00
6350 Meal	109.00
<b>Total 6300 Training/Confer/Mtngs</b>	<b>447.62</b>
<b>6400 Printing &amp; Reproduction</b>	
6420 Printing	629.63
<b>Total 6400 Printing &amp; Reproduction</b>	<b>629.63</b>
<b>6500 Promotion/Advertising</b>	
6510 Advertising	500.00
<b>Total 6500 Promotion/Advertising</b>	<b>500.00</b>
<b>6600 Youth Direct</b>	
6610 Special student activity	1,550.38
6620 Meals/food	609.27
6630 Tuition/Scholarships	32,172.05
6640 Exam fee	1,640.00
6650 Incentive	10,665.34
6660 Tutoring	-15.00
<b>Total 6600 Youth Direct</b>	<b>46,622.04</b>
<b>6700 Communication</b>	5.00
6710 Telephone	5,020.67
6720 Postage & shipping	415.27
6750 Internet service	809.64
6760 Online software fee	305.64
<b>Total 6700 Communication</b>	<b>6,556.22</b>
<b>6750 Fundraising</b>	
6752 SE printing	22.99
<b>Total 6750 Fundraising</b>	<b>22.99</b>
<b>6800 Facilities</b>	
6810 Rent	18,705.19
6850 Storage	900.00
6860 Utility	2,545.94
6890 Rent in-kind	50,680.00
<b>Total 6800 Facilities</b>	<b>72,831.13</b>
<b>6850 Insurance</b>	
6851 General liability ins	368.69
<b>Total 6850 Insurance</b>	<b>368.69</b>
<b>7200 Other/Misc</b>	0.00
7210 Audit & accounting	500.00
7230 Bank fee	20.71
7260 Credit card fee	-38.67

	<b>TOTAL</b>
<b>7290 Interest pymt</b>	1,086.39
<b>Total 7200 Other/Misc</b>	<b>1,568.43</b>
<b>7330 In-kind salary &amp; material</b>	918.91
<b>9000 Uncategorized Expense</b>	0.00
<b>Total Expenses</b>	<b>\$656,320.98</b>
<b>Net Operating Income</b>	<b>\$14,944.17</b>
<b>Net Income</b>	<b>\$14,944.17</b>

*Wednesday, May 06, 2015 09:41:30 AM PDT GMT-4 - Accrual Basis*



*for Opportunity and Success*

**MY TURN Governing Board Membership  
(all members are unpaid volunteers)**

**Mauro Torres**

*President*

Professional Affiliation: Microsoft Corporation  
[REDACTED]

**Eric Mitchell**

*Clerk*

Professional Affiliation: ABCD Dorchester  
[REDACTED]

**Barbara Duffy**

*Board Member*

Professional Affiliation: Brockton Area Multi Services Inc. (BAMSI)  
[REDACTED]

**Train Wu**

*Board Member*

Professional Affiliation: Merrimack College Fellow  
[REDACTED]

**Donna Hunt**

*Board Member*

Professional Affiliation: Telephone Company (Retired)  
[REDACTED]



*for Opportunity and Success*

List of Principal Staff & Salaries:

Jocelyn Mahoney

\$10,000



List of Staff on Contract:

Jocelyn Mahoney, Career Specialist (Paid on contract)

Allison Joseph, Executive Director (Voluntary)



Jocelyn L. Mahoney

---

**Objective:** To obtain a position that will enable me to use my strong organizational skills, high level of energy, and ability to work well with people.

---

- Work Experience:**
- Boys & Girls Club of Manchester, Manchester, NH (2005- Present)**  
**School Based Site Director**
- Plan, organize and implement daily activities for two school based programs.
  - Establish activities and programs that prepare members for academic and social success.
  - Recruit, supervise and manage staffing for two school based programs.
  - Assume all on-site director responsibilities at either program as needed.
  - Ensure both programs were in compliance with NH child care licensing rules and regulations.
  - Develop and nurture positive relationships with staff, members, parents and school administration.
  - Maintain a standard of rules for members to follow and provide appropriate discipline when necessary.
  - Manage yearly staffing and supply budgets, so they are not exceeded.
  - Recruit and maintain donors for our annual Thanksgiving and Christmas holiday giving program.
  - Collect, track and distribute all information regarding holiday donations to donors.
- Pine Haven Boys Center, Allenstown, NH (2002-2005)**  
**Residential Counselor**
- Implement behavior modification plans.
  - Develop and nurture relationships with each of the residents.
  - Organize and supervise recreational activities.
  - Assistant physical education instructor.
- Boys & Girls Club of Manchester, Manchester, NH (1993-2005)**  
**Area Supervisor, Camp Counselor**
- Supervise and participate in member activities.
  - Plan, organize and implement member activities.
  - Develop and nurture relationships with members.
  - Main desk receptionist.
  - Supervise Campers.
  - Manage daily group attendance and head counts.
  - Plan and implement large group activities.

---

**Education:** Southern NH University, Manchester, NH (1998-2002)  
Bachelor of Arts Degree in Communications

---

References available upon request

## Allison Joseph

---

*Highly motivated, extremely hardworking non-profit Executive Director with the ability to clearly communicate needs and expectations to staff & develop and maintain partnerships with funders. Possessing strengths in program implementation and development as well as cost reduction, budget forecasting & fundraising.*

### **Education:**

---

*Bachelor of Arts, Sociology*

Received May 2007

Saint Anselm College, Manchester, NH

### **Employment:**

---

*Executive Director*

December 2013 - 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 including grant writing, event planning, gift requests.

*Deputy Director*

July 2013 – December 2013

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

**Leadership:**

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Manchester Shared Youth Vision Team	Member 2007 – 2013; Co Chair 2010 – 2013
Concord Laconia Shard Youth Vision Team	Member 2012 – 2013; Co Chair 2012 – 2013
Manchester NH Mayor’s Jobs Group	Member 2012 – 2013
NH WIA Directors Group	
Created & Trained WIA Youth Quarterly Training Manual	2012 - 2013
Heads Together Conference	
Presenter: Interagency Collaboration	2009