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Frank Edelblut
Commissioner

Paul Leather
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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Concord, N.H. 03301
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August 9, 2017

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

REQUESTED ACTION

Authorize the Department of Education, Bureau of Adult Education to enter into contracts with the vendors listed below, in an amount not to exceed \$2,792,964.69 to provide adult education and literacy programs as defined under the Workforce Innovation and Opportunities Act of 2014, effective upon Governor and Council approval through June 30, 2018, with an option to renew for two (2) additional one year terms. **30% Federal Funds, 70% State Funds.**

	<u>Vendor Code</u>	<u>FY2018</u>
Ascentria Community Services, Inc.	222201	\$ 194,786.15
Fuller Public Library	177407	\$ 83,309.24
International Institute of New England	177551	\$ 848,128.47
Nashua Adult Learning Center	167121	\$ 827,870.45
Second Start	177224	\$ 409,557.97
Southern New Hampshire Services – Portsmouth	177198	\$ 185,975.94
Southern New Hampshire Services – English for New Americans	117198	\$ 243,336.47
	TOTAL:	\$2,792,964.69

Funds to support this request are available in the account entitled Adult Education:

06-56-56-565010-2535-072-500575	Grants – Federal	\$ 837,889.41
06-56-56-565010-2535-601-500931	State Fund Match	<u>\$1,955,075.28</u>
		\$2,792,964.69

EXPLANATION

Approval of this request will allow the six (6) contractors to provide one or more of the following adult education and literacy programs: Adult Basic Education, English as a Second Language, Adult Learner Services, Integrated Education and Training and Integrated English Literacy and Civics Education. See Attachment B for specific programs to be provided by each Contractor.

The Adult Basic Education Program (ABE), authorized under Ed 703, provides educational opportunities below the secondary level for adults who lack a high school diploma or who lack the basic skills to function effectively in the workplace and in their daily lives. The goal of the program is to move students into secondary programs to attain a high school credential, either a diploma or an equivalency certificate, so they can eventually transition into postsecondary education, training, and/or employment.

The English as a Second Language Program (ESL), authorized under Ed 703, provides foundational skills below the postsecondary level and English literacy instruction including individuals who may have earned a high school diploma or postsecondary credential in another country, but do not have the English language skills to be successful in postsecondary education, training, and/or employment. The purpose of the program is to assist students in acquiring the skills and knowledge necessary to become productive workers, parents, and citizens and transition to postsecondary education, training, and/or employment.

The Adult Learner Services Program (ALS) is a regionally-based program that uses a paid staff member to coordinate volunteer tutors to provide one-on-one and small group instruction in areas across the state where adult education centers are inaccessible for students. The tutors are provided with training and on-going support as they work with their students to reach individual educational goals.

The Integrated Education and Training program (IET) provides adult education and literacy services concurrently and contextually with workforce preparation activities and workforce training for a specific occupational cluster for the purpose of educational and career advancement. Additionally, the adult education component of the program must be aligned to the State's standards for adult education as described in the State's Workforce Plan and the program must be a part of a career pathway.

The Integrated English Literacy and Civics Education (IELCE) is a program provided to English language learners who are adults, including professionals with degrees and credentials in their native countries. Services shall include instruction in literacy and English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation, and may include workforce training.

Under the Workforce Innovation and Opportunity Act of 2014 a Request for Proposals (RFP) was released February 24, 2017 on the NH Department of Education's website and the Manchester Union Leader on February 24, 2017. All federal and state adult education grants are awarded through a competitive application process that is open to school districts, private-not-for-profits, and governmental agencies. Twenty-two proposals were received and reviewed using the proposal criteria in the RFP for evaluating the applications contained in the Adult Education and Family Literacy Act – Workforce Innovation and Opportunity Act of 2014 (See Attachment A). Grants were awarded to eight private-not-for-profit organizations, twelve school districts, and one governmental agency based on applications received from eligible organizations that met the criteria for funding (See Attachment B). The school districts will receive the awarded funds through the Grants Management

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System used by the Department.

The Bureau of Adult Education provides educational services to approximately eight thousand adults each year. The New Hampshire Department of Education's Grants Management System will be utilized to grant funds to all contractors.

Should federal funds become no longer available, additional general funds will not be requested to support this program.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Frank Edelblut".

Frank Edelblut
Commissioner of Education

DOE Share Data/Common/Adult Ed/2017 Adult Ed Proposals/One Year Contracts/

Attachment A

A request for adult education and literacy activities proposals operating under the Workforce Innovation and Opportunities Act of 2014 (WIOA), Title II, for the term of three (3) years was released on February 24, 2017. The notice was published in the Union Leader on February 24, 2017, posted on the NH Department of Education's website, and sent electronically to any party expressing an interest in submitting an application.

In accordance with WIOA, only applications submitted by eligible providers were granted funding. WIOA defines an eligible provider as:

The term "eligible provider" means an organization that has **demonstrated effectiveness** in providing adult education and literacy activities that may include—

- (A) a local educational agency;
- (B) a community-based organization or faith-based organization;
- (C) a volunteer literacy organization;
- (D) an institution of higher education;
- (E) a public or private nonprofit agency;
- (F) a library;
- (G) a public housing authority;
- (H) a nonprofit institution that is not described in any of subparagraphs (A) through (G) and has the ability to provide adult education and literacy activities to eligible individuals;
- (I) a consortium or coalition of the agencies, organizations, institutions, libraries, or authorities described in any of subparagraphs (A) through (H); and
- (J) a partnership between an employer and an entity described in any of subparagraphs (A) through (I).

Additionally, the Bureau of Adult Education considered the degree to which the proposal addressed the following WIOA-required criteria:

- **Responsiveness to Regional Needs:** How well does the proposed program meet the educational, economic, and social/cultural needs of the local region?
- **Serving the Most in Need:** How well does the proposed program serve individuals in the community who were identified as most in need of adult education and literacy activities, including English language acquisition and civics education programs?
- **Service Delivery Format and Schedules:** How well does the proposed program enable individuals to attend and complete classes through flexible scheduling, sufficient instructional time per week, and appropriate delivery methods?
- **Proposed Curricula and Contextualized Instruction:** How well does the proposed program provide curricula designed to meet the needs of the participants, especially through contextualized instruction?
- **Alignment with the State Workforce Plan:** How well does the proposed program align with the strategies and goals of the State Workforce Plan particularly in the area of curriculum, adult education and literacy activities, state leadership activities, and performance measures?
- **Intensity, Quality and Best Practices:** How well does the proposed program meet the requirement of being of sufficient intensity and quality? This includes the degree to which instructional practices are based on the most rigorous research available.
- **Integration of Technology Services and Digital Systems:** How well does the proposed program incorporate the use of technology, especially with regard to distance learning?
- **Meeting Program Outcomes:** How well has the proposed program met program outcome goals in the past and how will the program meet performance goals in the future?
- **Reporting:** How well does the proposed program collect, store, enter, and analyze students and program data?
- **Implementation Timeline:** Will the proposed program be positioned to start by September 15, 2017?
- **Budget and Budget Narrative:** How well does the proposed program present a cost-conscious budget with a primary focus on providing quality services to eligible individuals?

Proposal Criteria in RFP:

In accordance with WIOA, all applicants need to be an eligible provider with demonstrated effectiveness. The Composite Technical Score was used to determine if the applicant was an eligible provider. All scores above 150 were considered acceptable.

For each program specific application, the Program Design was evaluated. That score was added to the Composite Technical Score for a total score. All total scores above 500 were considered acceptable.

		Maximum Score
Composite Technical Score	Eligible Provider with Demonstrated Effectiveness	200
	Operational Capacity	100
	Total Composite Technical Score (Minimum 150)	300
Program Design	Responsiveness to Regional Needs	50
	Serving the Most in Need	100
	Service Delivery Format and Schedules	75
	Proposed Curricula and Contextualized Instruction	50
	State Workforce Board Alignment	75
	Intensity, Quality and Best Practices of Program	100
	Integration of Technology Services and Digital Systems	50
	Meeting Program Outcomes	50
	Reporting	50
	Implementation Timeline	25
	Budget & Budget Narrative	75
		TOTAL SCORE (Minimum of 500)

Reviewers:

- Margaret Selig, retired program director from the Laconia Adult Education Program with more than 30 years of experience running adult education programs.
- Bryan Larson, retired program director from the Salem Continuing Education Program with more than 20 years of experience running adult education programs.
- Christine Powers, retired program director from Manchester Adult and Community Learning with more than 25 years of experience running adult education programs.
- Sarah Bennett, Educational Consultant for the NH Bureau of Adult Education with more than 20 years of experience in alternative education including adult education and charter schools.
- Arthur Ellison, Administrator for the NH Bureau of Adult Education with more than 35 years administering adult education programs.

State Workforce Board Review

In accordance with WIOA, all applications were reviewed and accepted by the State Workforce Investment Board as indicated in the minutes of the July 7, 2017 meeting.

Geographic Distribution

The RFP specified that there be at least one program in each NH county that provides each of the following services: Adult Basic Education, English as a Second Language (and Adult High School Diploma, under a separate application process). ALS provides ABE and ESL services.

	ABE	ESL	ALS		ABE	ESL	ALS
Belknap	1	1		Hillsborough	2	3	3
Carroll			1	Merrimack	2	2	1
Cheshire	1	1	1	Rockingham	4	4	2
Coos			1	Strafford	1	1	1
Grafton			3	Sullivan	1	*	

* Due to low numbers, ESL services are provided under the ABE grant.

Attachment B

Evaluation Scoring and Funding Recommendations

Key

- The 3 digit number is the Average Evaluation Score for the application
- NRF means Not Recommended for Funding
- A shaded box indicates that the center did not apply for this type of program

Private-Not-for-Profits Applicant Name	County	Adult Basic Education	English as a Second Language	Adult Learner Services	Integrated Education & Training	Integrated English Literacy & Civics Education	Contract Limit
Ascenria Community Services, Inc.	Merrimack		908		900		\$194,786.15
Fuller Library (Project LIFT)	Hillsborough			682			\$ 83,309.24
Holy Cross Family Literacy Center	Hillsborough					700	\$ 123,503.60
International Institute of New England	Hillsborough		948		950	935	\$ 848,128.47
Nashua Adult Learning Center	Hillsborough	964	968	750		956	\$ 827,870.45
North Country Education Services	Coos			640			\$ 160,331.89
Second Start	Merrimack	857	940	788			\$ 409,557.97
Southern New Hampshire Services – Portsmouth Adult Education	Rockingham	890	880				\$ 185,975.94
Southern New Hampshire Services – English for New Americans	Hillsborough		793	738			\$ 243,336.47
						TOTAL	\$3,108,766.25

Government Agency Applicant Name	County	Adult Basic Education	English as a Second Language	Adult Learner Services	Integrated Education & Training	Integrated English Literacy & Civics Education	Contract Limit
Hillsborough County House of Corrections	Hillsborough	692					\$ 31,966.07
						TOTAL	\$ 31,966.07

School Districts Applicant Name	County	Adult Basic Education	English as a Second Language	Adult Learner Services	Integrated Education & Training	Integrated English Literacy & Civics Education	Contract Limit
Claremont (SAU 6)	Sullivan	817					\$ 101,211.00
Derry (SAU 10)	Rockingham	766	802	829			\$ 134,718.77
Dover (SAU 11)	Rockingham	951	947	897	940	942	\$ 638,470.77
Exeter (SAU 16)	Strafford	924	910	890			\$ 294,377.59
Franklin (SAU 18)	Merrimack	665					\$ 32,037.53
Governor Wentworth (SAU 49)	Carroll			606			\$ 125,756.23
Keene (SAU 29)	Cheshire	795	750	797	772	753	\$ 161,265.67
Laconia (SAU 30)	Belknap	623	545	NRF			\$ 45,749.00

Lebanon (SAU 88)	Grafton				641					\$ 84,025.07
Littleton (SAU 35)	Grafton				567					\$ 160,331.89
Plymouth (SAU 48)	Grafton				677					\$ 20,952.00
Salem (SAU 57)	Rockingham	757	773					NRF		\$ 103,439.18
TOTAL										\$ 1,902,334.70

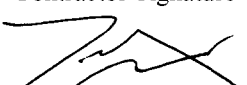
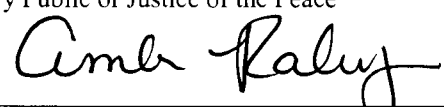


Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Education		1.2 State Agency Address 21 South Fruit Street, Suite #20 Concord, NH 03301	
1.3 Contractor Name Ascentria Community Services, Inc.		1.4 Contractor Address 261 Sheep David Road, Ste. A-1 Concord, NH 03301	
1.5 Contractor Phone Number 603-224-8111	1.6 Account Number See Exhibit B	1.7 Completion Date June 30, 2018	1.8 Price Limitation \$194,786.15
1.9 Contracting Officer for State Agency Art Ellison		1.10 State Agency Telephone Number 603-271-6698	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Tim Johnstone, Executive Vice President	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Hillsborough</u> On <u>Aug 7 2017</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] 		<div style="border: 2px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p style="margin: 0;">AMBER L. RABY</p> <p style="margin: 0;">★ NOTARY PUBLIC - NEW HAMPSHIRE ★</p> <p style="margin: 0;">My Commission Expires March 23, 2021</p> </div>	
1.13.2 Name and Title of Notary or Justice of the Peace Amber Raby, Admin			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Date: <u>8-9-17</u>	
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) (if applicable) By:  On: <u>8/9/17</u>			
1.18 Approval by the Governor and Executive Council (if applicable) 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, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("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. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. 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

Contractor Initials

Date


8/7/07

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.

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 notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and 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 \$1,000,000 per occurrence and \$2,000,000 aggregate ; and

14.1.2 special cause of loss coverage form 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 thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) 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 unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

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 8/1/2017

EXHIBIT A

The Services

Services at Ascentria Community Services, Inc. will be provided at the Immaculate Heart of Mary on Loudon Road in Concord. Students receiving services will be from the City of Concord and its surrounding communities.

Ascentria Community Services, Inc. in Concord will provide the following services:

Project Descriptions

Project 1: English as Second Language (ESL)

English as a Second Language programs, authorized under Ed 703, will provide foundational skills below the postsecondary level and English literacy instruction including individuals who may have earned a high school diploma or postsecondary credential in another country, but do not have the English language skills to be successful in postsecondary education, training, or employment. The purpose of the program is to assist students in acquiring the skills and knowledge necessary to become productive workers, parents, and citizens and transition to postsecondary education, training, and/or employment.

ESL programs shall provide the following services:

Responsiveness to Regional Need

- The Contractor is responsible for identifying the educational needs of the region by using data for individuals categorized as “speaking English less than ‘very well’” or “without US citizenship” from US Census’s American Community Survey to target, recruitment, and serve individuals.
- The contractor is responsible for using NH Employment Security data and State Workforce Board Sector-Based Initiatives to identify regional economic needs and to incorporate preparation of individuals for sector initiatives, assisting individuals with transition into economic stability through employment, and participation on the development of career pathways.
- The contractor is responsible for using local resources to identify the social and cultural needs of the region and include programming to address the diverse needs of the population, provide soft skills training and foster the development of cultural competence.

Serving the Most in Need

- The contractor is responsible for identifying, recruiting, and serving students who are most in need of English as a second language.
- The contractor is responsible for serving the needs of English language learners, especially those who may be above the Advanced ESL level, but still eligible for Adult Basic Education or Adult Secondary Education activities.
- The contractor is responsible for serving the needs of English language learners with disabilities including physical, emotional, social, and learning disabilities.
- The contractor is responsible for serving the needs of English language learners with barriers to employment including displaced homemakers, low-income individuals, ex-offenders, and others.
- The Contractor must identify whether the region has a demonstrated need for additional English language acquisition and civics education programs.

Service Delivery Format and Schedules

- The Contractor must have a delivery method, location(s), and schedule that enable individuals to attend and complete the program.
- Open enrollment and flexible scheduling are highly encouraged.
- Classes must have a minimum of eight active enrollments and a plan for handling waiting lists.

Proposed Curricula and Contextualized Instruction

- The Contractor is required to provide a curriculum that is aligned with the College & Career Readiness Standards for Adult Education and the English Language Proficiency Standards published by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE).
- The Contractor is required to provide contextualized instruction that includes occupationally relevant materials.

Alignment with the State Workforce Plan

- The Contractor is required to align its program with the goals and mission of the State Workforce Plan including curriculum alignment with the College & Career Readiness Standards for Adult Education and the Sector-Based Initiatives.
- The Contractor is required to participate in state leadership activities including participation in adult education committees or advisory boards, membership in regional/national education consortia and through attending professional development activities.

Intensity, Quality and Best Practices

- The Contractor must use instructional practices that include the essential components of reading.
- The Contractor must integrate workforce preparation activities for all students.
- The Contractor must define sufficient intensity and quality and have a plan for how the program will meet that standard.
- The Contractor must base its instruction on best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.

Integration of Technology Services and Digital Systems

- The Contractor must incorporate digital literacy instruction for all students at all levels.
- The Contractor must include distance learning options as a part of its delivery system including a policy for selecting appropriate students, facilitating distance learning, and a plan for how distance learning will be used.
- The Contractor must incorporate the use of a variety of technology services in the classroom.

Meeting Program Outcomes

- The Contractor must pretest 100% of all enrolled students using a National Reporting System-approved assessment within 12 hours of enrollment.
- The Contractor must posttest a minimum of 68% of all enrolled students after an appropriate number of instructional hours as defined in the NH Assessment and Data Policy.
- The Contractor must conduct follow up surveys with all enrolled participants as required by the National Reporting System to collect performance indicator data and measurable skills gains in accordance with National Reporting System requirements. A minimum of a 75% response rate is required.
- The Contractor must contribute to the performance outcomes set by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE) as indicated below:

Performance Measures	2017 – 2018
Employment (second quarter after exit)	Baseline
Employment (fourth quarter after exit)	Baseline
Median Earnings	Baseline
Credential Attainment Rate	Baseline
Measurable Skills Gains	Baseline

Reporting

- The Contractor is required to use the data system provided by the NH Bureau of Adult Education to collect data for federal reporting.

- A representative from the Contractor must be trained to use the data system. All data must be verified and certified on a quarterly basis.
- The Contractor must analyze program data on an annual basis and set goals for improvement through the Self-Assessment process.

Implementation Timeline

- The Contractor must be fully operational by September 15, 2017 or have a plan approved by the NH Bureau of Adult Education.

Anticipated number of students served in ESL program:

FY18
80

Project 2: Integrated Education & Training (IET)

Integrated Education and Training is a program that will provide adult education and literacy services concurrently and contextually with workforce preparation activities and workforce training for a specific occupational cluster for the purpose of educational and career advancement. The program must be a part of a career pathway.

IET programs shall provide the following services:

Responsiveness to Regional Need

- The Contractor is responsible for identifying the educational needs of the region by using data for individuals categorized as “speaking English less than ‘very well’” or “without US citizenship”, without a high school diploma or those who are unemployed from US Census’s American Community Survey to target, recruitment, and serve individuals.
- The Contractor is responsible for using NH Employment Security data and State Workforce Board Sector-Based Initiatives to identify regional economic needs and to incorporate preparation of individuals for sector initiatives, assisting individuals with transition into economic stability through employment and participation in the development of career pathways.
- The Contractor is responsible for using local resources to identify the social and cultural needs of the region and include programming to address the diverse needs of the population, provide soft skills training and foster the development of cultural competence.

Serving the Most in Need

- The Contractor is responsible for identifying, recruiting, and serving students who are most in need of adult education and literacy activities including integrated education and training.
- The Contractor is responsible for serving the needs of English language learners, especially those who may be above the Advanced ESL level, but still eligible for Adult Basic Education or Adult Secondary Education activities.
- The Contractor is responsible for serving the needs of English language learners with disabilities including physical, emotional, social, and learning disabilities.
- The Contractor is responsible for serving the needs of English language learners with barriers to employment including displaced homemakers, low-income individuals, ex-offenders, and others.
- The Contractor must identify whether the region has a demonstrated need for additional English language acquisition and civics education programs.

Service Delivery Format and Schedules

- The Contractor must have a delivery method, location(s), and schedule that enable individuals to attend and complete the program.
- The Contractor must integrate all three of the following required components of the IET program in accordance with WIOA regulations as defined in WIOA 203(11):
 - Adult Education and Literacy Activities
 - Workforce preparation activities
 - Occupationally-specific workforce training activities

- Classes must have a minimum of eight active enrollments and plan for handling waiting lists.

Proposed Curricula and Contextualized Instruction

- The Contractor is required to provide a curriculum that is aligned with the College & Career Readiness Standards for Adult Education and the English Language Proficiency Standards published by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE).
- The Contractor is required to provide contextualized instruction that includes occupationally relevant materials.
- The Contractor is responsible for the development and implementation of a curriculum that has a single set of learning objectives that identifies specific adult education content, workforce preparation activities and workforce training competencies.
- The occupationally-specific training component of the program should include an industry or employer-recognized credential.

Alignment with the State Workforce Plan

- The Contractor is required to align its program with the goals and mission of the State Workforce Plan including curriculum alignment with the College & Career Readiness Standards for Adult Education and the Sector-Based Initiatives.
- The Contractor is required to participate in state leadership activities including participation in adult education committees or advisory boards, membership in regional/national education consortia, and through attending professional development activities.

Intensity, Quality and Best Practices

- The Contractor must use instructional practices that include the essential components of reading.
- The Contractor must integrate workforce preparation activities for all students.
- The Contractor must define sufficient intensity and quality and have a plan for how the program will meet that standard.
- The Contractor must base its instruction on best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.
- The Contractor is responsible for ensuring that the IET program is a part of a career pathway.

Integration of Technology Services and Digital Systems

- The Contractor must incorporate digital literacy instruction for all students at all levels.
- The Contractor must include distance learning options as a part of its delivery system including a policy for selecting appropriate students, facilitating distance learning, and a plan for how distance learning will be used.
- The Contractor must incorporate the use of a variety of technology services in the classroom.

Meeting Program Outcomes

- The Contractor must pretest 100% of all enrolled students using a National Reporting System-approved assessment within 12 hours of enrollment.
- The Contractor must posttest a minimum of 68% of all enrolled students after an appropriate number of instructional hours as defined in the NH Assessment and Data Policy.
- The Contractor must conduct follow up surveys with all enrolled participants as required by the National Reporting System to collect performance indicator data and measurable skills gains in accordance with National Reporting System requirements. A minimum of a 75% response rate is required.
- The Contractor must contribute to the performance outcomes set by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE) as indicated below:

Performance Measures	2017 – 2018
Employment (second quarter after exit)	Baseline
Employment (fourth quarter after exit)	Baseline

Median Earnings	Baseline
Credential Attainment Rate	Baseline
Measurable Skills Gains	Baseline

Reporting

- The Contractor is required to use the data system provided by the NH Bureau of Adult Education to collect data for federal reporting.
- A representative from the Contractor must be trained to use the data system. All data must be verified and certified on a quarterly basis.
- The Contractor must analyze program data on an annual basis and set goals for improvement through the Self-Assessment process.

Implementation Timeline

- The Contractor must be fully operational by September 15, 2017 or have a plan approved by the NH Bureau of Adult Education.

Anticipated number of students served:

FY18
25

EXHIBIT B

Estimated Budget: Limitation on Price: Payment

ESTIMATED PROJECT 1 (ESL)	FY18
Administrative	\$4,349.80
Teaching Staff	68,016.00
Administrative Benefits	1,218.00
Teacher Benefits	19,044.00
Professional Audit Services	400.00
Repairs & Maintenance	3,431.04
Rent	11,177.04
Insurance	965.04
Telephone	3,051.96
Postage	290.04
Travel	1,800.00
Books & Information	3,000.00
Workbooks & Printed Materials	3,300.00
Services for New American Fees	720.00
Indirect Cost	12,076.29
Totals	\$132,839.21

ESTIMATED PROJECT 2 (IET)	FY18
Administrative	\$1,749.80
Teaching Staff	34,088.60
Administrative Benefits	489.00
Professional Audit Services	200.00
Repairs & Maintenance	600.00
Rent	3,600.00
Insurance	396.00
Telephone	1,260.00
Postage	420.00
Travel	8,400.00
Books & Information	1,875.00
Workbooks & Printed Media	1,875.00
New Computer	1,200.00
Services for New American Fees	162.00
Indirect Cost	5,631.54
Totals	\$61,946.94

1. Subject to the Contractor's compliance with the terms and conditions of this agreement, and for services provided consistent with Exhibit A - Services, the Department of Education shall reimburse the contractor for allowable expenses up to a maximum total payment of \$194,786.15.
2. The total of the approved budget shall not exceed \$194,786.15 without written modification signed by the parties to this agreement and approved by the Governor and Council.
3. Annual funding amounts disbursed through this contract agreement shall be determined based on actual WIOA federal awards for the delivery of adult education and literacy services received for the program year covered under this agreement, which may be less or more than estimated but may not exceed in the aggregate the total maximum amount authorized via this contract agreement.
4. This contract is funded with federal funds from the US Department of Education made available under the Workforce Innovation and Opportunities Act of 2014, Title II for the purpose of the delivery of adult education and literacy services and State General Funds under Adult Education.
5. The Contractor must have written authorization from the DOE prior to using contract funds to purchase any property or equipment with a cost in excess of \$250.00 and with a useful life beyond one-year, and shall maintain an inventory of property and equipment either purchased or leased with funds made available through this contract.
6. Payments for services under this contract are limited to reimbursement for actual expenses incurred in the fulfillment of this agreement during the contract period. Reimbursement for expenses incurred after June 30, 2018 shall not be accepted for payment.
7. Expenditures shall be in accordance with an annual line item budget, which shall be submitted to the DOE for final approval no later than June 30 for the program year covered under this agreement. In the event that the line-item budget is adjusted within the program year, such adjustments shall not exceed the approved administration cost for the program year.
8. A final payment request shall be submitted no later than forty-five (45) days after the contract ends. Failure to submit the invoice by this date could result in non-payment.
9. The Contractor shall maintain sufficient documentation on file in their offices to support invoices, and make such documentation available for review by authorized NH DOE, Bureau of Adult Education and/or its auditors.
10. The Bureau of Adult Education reserves the right to request ad hoc financial and/or participant status reports in the event further information is needed to evaluate program effectiveness as deemed reasonable and necessary by the DOE and/or the State of New Hampshire.
11. The Contractor shall adhere to all cash management policies and procedures stipulated in the body of this agreement, and all other applicable WIOA federal, State, and the DOE cash management regulations and policies, including monthly accrual reporting.
12. The Contractor is solely responsible for paying to the DOE any disallowed costs associated with the misappropriation of federal funds and/or costs expended on individuals who were erroneously determined to be eligible for WIOA services. Disallowed costs may not be paid with federal funds, regardless of the funding source.
13. The DOE reserves the right to increase and/or decrease contract funds subject to continued availability of federal funds, satisfactory performance of services, and approval by the Governor and Executive Council.

Line items in this budget may be adjusted, one to the other, of the indicated amount but in no instance can the total budget exceed the price limitation. The Contractor must receive Department of Education approval prior to transferring from one line to another.

Limitation on Price:

This agreement will not exceed: \$194,786.15

Method of Payment:

Monthly payment may be made for each month of the agreement year. Each payment request will be submitted through the Department of Education's Grants Management System.

Funding Source

Funds to support this request are available in the account entitled Adult Education.

	<u>FY 2018</u>
06-56-56-565010-2535-072-500575 Grants – Federal	\$ 58,435.85
06-56-56-565010-2535-601-500931 State Fund Match	<u>\$136,350.30</u>
	\$194,786.15

EXHIBIT C

Special Provisions

The Contractor shall comply with the provisions of the US Code of Federal Regulations 34 CFR 364 and the following US Circular:

- a. OBM Circular A-110; "Uniform Administrative Requirement for Grants and Agreements with institutions of High 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."

This contract contains a provision that allows the Department of Education, at its sole discretion, to add an option to renew for two (2) additional one-year terms, contingent upon the following:

1. Satisfactory delivery of services, as determined by the Bureau of Adult Education.
2. Annual review and update of Services, Budget and any corrective action plan.
3. Available funding.
4. Agreement of the parties.
5. Approval of the Governor and Council

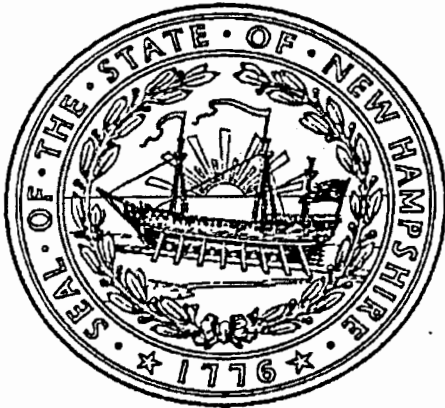
State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that ASCENTRIA COMMUNITY SERVICES, INC. is a Massachusetts Nonprofit Corporation registered to transact business in New Hampshire on June 13, 2011. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 652197



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 6th day of April A.D. 2017.

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

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, Elena Garcias-Ketnouvong, do hereby certify that:
(Name of the elected Officer of the Agency: cannot be contract signatory)

1. I am a duly elected Officer of Ascentria Community Services, Inc., (formerly known as Lutheran Community Services, Inc.).
(Agency Name)

2. The following is a true copy of the resolution duly adopted at a meeting of the Board of Directors of the Agency duly held on September 29, 2016:

Resolved that the president and executive vice presidents are hereby authorized on behalf of this Corporation to execute any and all amendments, agreements, leases, contracts and other instruments, and any amendments, revisions, or modifications thereto, as may be deemed necessary, desirable or appropriate by the CEO, board of directors or executive committee in accordance with the agency signing authority policy.

3. The following person(s) (has) (have) been duly elected and now occupy the office(s) indicated below.

- | | |
|-----------------------|--------------------------|
| <u>Angela Bovill</u> | President |
| <u>Tim Johnstone</u> | Executive Vice President |
| <u>Dana Ramish</u> | Executive Vice President |
| <u>James Coyle</u> | Executive Vice President |
| <u>Nicholas Russo</u> | Treasurer |

4. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 7 day of August, 2017.
(Date Contract Signed)

5. Tim Johnstone is the duly elected Executive Vice President
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

Elena Garcias Ketnouvong
(Signature of the Elected Officer)

STATE OF NEW HAMPSHIRE

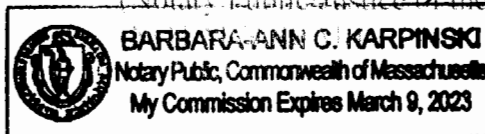
County of Worcester

The forgoing instrument was acknowledged before me this 7th day of August, 2017.

By Elena Garcias Ketnouvong.
(Name of Elected Officer of the Agency)

Barbara Ann Karpinski
(Notary Public/Justice of the Peace)

Commission Expires: 3/9/2023
NH DHHS, Office of Business Operations
Bureau of Provider Relationship Management
Certificate of Vote Without Seal



July 1, 2005



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/29/2016

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 Hays Companies 133 Federal Street, 2nd Floor Boston MA 02110		CONTACT NAME: Tina Rothemich PHONE (A/C, No. Ext): (617) 723-7775 E-MAIL ADDRESS:		FAX (A/C, No):
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Philadelphia Insurance Companies		92535
		INSURER B: Employers Ins. Co. of Wausau		21458
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES **CERTIFICATE NUMBER** Master Cert 4 **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:			PHPK1552687	10/1/2016	10/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			PHPK1552687	10/1/2016	10/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED \$ RETENTION \$			PHUB556695	10/1/2016	10/1/2017	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	WCC-611-262252-016	10/1/2016	10/1/2017	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
A	Property			PHPK1552687	10/1/2016	10/1/2017	Limit: \$19,000

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

Re: Ascentria Community Services

EVIDENCE OF INSURANCE

CERTIFICATE HOLDER

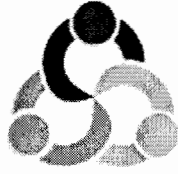
NH Dept. Bureau of Adult Education
21 South Fruit Street
Suite #20
Concord, NH 03301-0000

CANCELLATION

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

AUTHORIZED REPRESENTATIVE
James Hays/CQUIRK

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Ascentria
CARE ALLIANCE
Ascentria Community Services, Inc.
Board of Directors
2016 - 2017

William Mayo, Chair

Michael Balinskas, Vice Chair

Jeff Kinney

Garth Greimann

Karen Gaylin

Angela Bovill

Corporate Officers:

President	Angela Bovill
Treasurer	Nick Russo
Executive VP	Lisa Cohen
Executive VP	Dana Ramish
Executive VP	Tim Johnstone
Clerk	Elena Garcias-Ketnouvong

Directors Serve Without Compensation.

Salary Information for Personnel

Ascentria Community Services, Inc.
Project 1: ESL

Administrative						
	[Enter Administrative Title]		[Enter Number of Hours per Week]	[Enter the Number of Weeks per Year]	[Enter the Wage per Hour]	TOTAL
1	Program Manager	Shirley Woodward	2	52	\$ 25.00	\$ 2,600.00
2	Program Director	Amy Marchildon	1	52	\$ 33.65	\$ 1,749.80
Administrative TOTAL						\$4,349.80

Teaching Staff						
	[Enter Teacher Title]		[Enter Number of Hours per Week]	[Enter the Number of Weeks per Year]	[Enter the Wage per Hour]	TOTAL
1	Lead ESL Teacher	Johanna Young	40	52	\$16.83	\$35,006.40
2	ESL Teacher	Rebecca Kidder	40	52	\$15.87	\$33,009.60
Teacher TOTAL						\$ 68,016.00

Salary Information for Personnel

Ascentria Community Services, Inc.
Project 2: IET

Administrative						
	[Enter Administrative Title]		[Enter Number of Hours per Week]	[Enter the Number of Weeks per Year]	[Enter the Wage per Hour]	TOTAL
1	Program Director	Amy Marchildon	1	52	\$33.65	\$1,749.80
Administrative TOTAL						\$1,749.80

Teaching Staff						
	[Enter Teacher Title]		[Enter Number of Hours per Week]	[Enter the Number of Weeks per Year]	[Enter the Wage per Hour]	TOTAL
1	Education-Employment Specialist	To be hired	25	52	\$18.73	\$24,349.00
2	Cultural Orientation Instructor	Lynn Clowes	10	52	\$18.73	\$9,739.60
Teacher TOTAL						\$34,088.60

Shirley Woodward, JD, MPH

EXPERIENCE

Ascentria Care Alliance. Concord, NH.

Program Manager, Services for New Americans

November 2013-present

- Oversee refugee resettlement services including casework, employment, cultural orientation, English Language classes, education, volunteer support and community outreach.
- Supervise 15-person team; responsible for workflow, training and personnel issues.
- Represent the organization and advocate for refugees in external meetings.

U.S. Department of State. Washington, DC.

Program Officer, Population, Refugees, and Migration

September 2010-November 2013

Presidential Management Fellow

September 2008-September 2010

- Responsible for \$260 million in humanitarian assistance for displaced Iraqis with team.
- Reviewed proposals, provide technical input, and negotiate objectives, indicators and budget with international organizations and NGOs.
- Wrote strategy documents, talking points and other reports on Iraqi displacement, returns and reintegration.
- Conducted field visits to monitor and evaluate programs and set programmatic and policy priorities.
- Liaised with advocacy groups, NGOs, United Nations agencies and U.S. government agencies.
- Reported on displacement and human rights during 4 month detail at Embassy Colombo, Sri Lanka.
- Researched United Nations (UN) legal issues including women, peace and security, due process in sanctions regimes, peacekeeping missions, commissions of inquiry and the role of regional organizations within the UN system during 3 month detail to the Office of the Legal Advisor.

United Nations High Commissioner for Refugees. Nairobi, Kenya.

Resettlement Intern

May-July 2007

- Performed legal research, analysis, and writing for refugee resettlement claims.

International Rescue Committee. North and South Kivu, Democratic Republic of Congo.

Gender-based Violence (GBV) Umbrella Grant Program Coordinator

February-July 2005

- Oversaw selection of Congolese community organizations for financial and technical support through a competitive call-for-proposals process.
- Provided formal and on-site training for community organizations on provision of quality GBV services, and organizational and financial management.

Save the Children/UK. Darfur, Sudan.

Gender-based Violence (GBV) Advisor

November-December 2004

- Led integration of GBV prevention and response into Protection and Health programs in camps.

American Refugee Committee. Sierra Leone and Guinea, West Africa.

Gender-based Violence (GBV) Study Coordinator, Sierra Leone

September-October 2004

- Coordinated follow-up study on GBV survivors who repatriated from Guinea to Sierra Leone.
- Developed questionnaire, recruited and trained surveyors, oversaw data collection, analyzed data and wrote report on results and program recommendations for improved protection during repatriation.

Gender-based Violence (GBV) Program Coordinator, Guinea

July 2002-June 2004

- Managed support, follow-up and referrals for GBV survivors and sex workers in 3 refugee camps.
- Oversaw provision of psychosocial counseling, healthcare, and vocational training for survivors.
- Organized trainings and awareness campaigns on GBV and sexual exploitation for security forces, health care personnel, NGO workers, local leaders and camp community members.
- Conducted baseline survey on legal aspects of GBV in camps in preparation for a Legal Clinic for refugee women. Designed questionnaire, supervised data collection, analyzed data, wrote report.
- Coordinated with camp committee, local authorities, NGOs and the United Nations.
- Recruited, hired, trained and supervised team of 50 national and refugee staff.

U.S. Peace Corps. Guinea, West Africa.

Health/Community Development Volunteer

June 1997-August 1999

- Partnered with community on health education, construction of springs and girls' leadership initiatives.

EDUCATION AND PROFESSIONAL AFFILIATION

Washington College of Law. American University. Washington, DC.

JD *magna cum laude*, Order of the Coif, May 2008.

- *Public Interest/Public Service Scholar.* A three-year, full-tuition scholarship granted on the basis of academic excellence and dedication to public service.
- *American University Law Review*, Senior Staff Member.

Bloomberg School of Public Health. Johns Hopkins University. Baltimore, MD.

MPH, May 2002.

Brown University. Providence, RI.

AB with honors in Public Policy. May 1997.

- \$2,500 Krieger Prize for outstanding senior thesis on a Latino community health worker program.

Admitted to the Bar of the Commonwealth of Massachusetts

LANGUAGE

Proficient in French.

PUBLICATIONS

Woodward, Shirley. *Safe Passage. Repatriation and Reintegration: A follow-up study on Guinea ARC/CSI beneficiaries who repatriated to Sierra Leone.* Sierra Leone. American Refugee Committee (ARC), Stat View International (SVI) and Bureau for Population, Refugees, and Migration (PRM). November, 2004.

Woodward, Shirley. *ARC Community Safety Initiative Gender-based Violence Program in Guinea, West Africa: A Manual.* American Refugee Committee. August, 2004.

Woodward, Shirley, Dia, Seynabou, Barry, Aliou. *Legal Aspects of Violence against Refugee Women in Kissidougou Town and Albadaria camps: A KAP survey.* Guinea. American Refugee Committee (ARC), Stat View International (SVI) and Bureau for Population, Refugees, and Migration (PRM). March, 2004.

Amy E. Marchildon

EXPERIENCE

Ascentria Care Alliance. Concord, NH

Director, Services for New Americans. October 2007 – Present

- Oversee Refugee Resettlement Program and Health Profession Opportunity Project—a workforce development program.

Senior Program Manager. August 2005 – September 2007

- Supervised day-to-day operations of Refugee Program.

Case Manager/Match Grant Coordinator. September 2002-August 2005

- Coordinated core services and employment activities for refugees in compliance with Federal and State contracts.

Refugee Services of North Texas. Ft. Worth, TX

Director. January 2001 – July 2002

- Coordinated resettlement activities and supervised staff.
- Advocated for refugees at local and national levels.

Match Grant Coordinator. September 1999-December 2000

- Supervised employment program.
- Generated cash and in-kind donations.
- Developed system of documentation for program.

Immigration and Refugee Services of America. Ft. Dix, NJ

Caseworker. May – July 1999

- Registered newly arrived Kosovar refugees in Ft. Dix army base, NJ.
- Interviewed refugees and prepared cases for USCIS screening.
- Prepared travel packets for International Organization of Migration.

Austin Metropolitan Ministries. Austin, TX

Refugee Resettlement Case Manager. September 1996-May 1999

- Coordinated resettlement activities for newly arrived refugees.
- Prepared case status and financial reports.
- Recruited and coordinated volunteers.

Match Grant Coordinator. January 1998-May 1999

- Presented program objectives to church and community groups.
- Raised cash and in-kind donations.
- Prepared enrollment and case status reports.

Community Service Corps Volunteer Program. Syracuse, NY

Refugee Resettlement Caseworker. August 1994-August 1995

- Coordinated resettlement activities.
- Prepared case status and financial reports.

House Manager-Dorothy Day House. August 1994-August 1995

- Directed child day care program.

EDUCATION

Colby College. Waterville, ME

B.A. in Art History and Classics. Minor in Religion. 1994

ASSOCIATIONS

Association for Refugee Service Professionals. Member since 2010

VOLUNTEER

Zonta Club of Concord, NH Member since 2009

President, June 2014 – May 2016 / Board of Directors, 2010 to date

Johanna Harriman Young

RECENT EXPERIENCE:

3/2005-present Lead ESOL teacher	Services for New Americans Program Concord, NH
6/1996 – 2/2005 Production Manager, <i>The VOICE</i> And Network Administrator	Episcopal Diocese of Newark, NJ
9/1992 - 5/1994 Administrative Assistant	Educators for Social Responsibility New York
9/1985 - 8/1988 Office Manager	City College of New York Department of Social and Psychological Foundations

OTHER TEACHING:

Workshop Facilitator, Episcopal Peace Fellowship 2003 to 2005
Bergen Language Institute, Teaneck, N.J., part-time instructor, 1995
City College, N.Y. – ESL, adjunct 1986
Central Connecticut State University, Teaching Assistant, English Comp. 1983-85
Manchester Community College, CT, adjunct – ESOL 1984-85
Inlingua, Villingen, German, 1981-82

EDUCATION:

1992 Master of Divinity	Union Theological Seminary NY-New York
1985 Master's Degree Teaching English as a Second Language	Central Connecticut State Univ., New Britain, CT
1980 Bachelor's Degree German (major) and English (minor)	Georgetown University Washington, D.C.

REBECCA H. KIDDER

Professional Summary

Committed to teaching and creating multi-cultural awareness. A resourceful professional with a creative approach to develop a curriculum where individuals will reach success. Dedicated and approachable with a strong ability to welcome communication.

Education

Plymouth State College, Plymouth, NH

BS Elementary Education, Dean's List

Certified K-8, Experienced

Highly Qualified Teacher, NH; Letters of Eligibility: ESOL, General Special Ed.

Graduate courses UNH Manchester working toward ESOL certification:

Employment Experience

Ascentria Care Alliance, Concord, NH	2010 – present
<ul style="list-style-type: none">• ELL teacher – adult program• Spear headed an ASL class for clients• Spearheaded a computer class focusing on:<ul style="list-style-type: none">• Computer Literacy / mouse and keyboarding• Disabilities Coordinator for Agency/Adult Ed.• Coordinated with community agencies to meet with Deaf Clients.• Provided casework for clients and apartment setups• Met and welcomed new arrivals at the airport.• Ability to communicate with Clients in Native languages•	
MST GED examiner Manchester School of Technology	2010- 2010
21st Century After School Program Manchester, NH Support staff/Adult ELL	2009- 2010
ELL Tutor Concord, NH Rundlett Middle School	2001 – 2009
Long-Term Substitute Rundlett Middle School, Concord, NH, 7 th Grade Science	2000 – 2001
Paraprofessional – Hooksett, NH	1998 – 2000
Substitute, Concord, Hooksett, Bow, School Districts	1996 - 1998
Title One Reading Tutor Concord High School	1995 – 1996
Long-Term Substitute, Bow, NH	1993 – 1994
Paraprofessional, Concord	1992 – 1993
Teacher, Pittsfield, NH; grade six	1978- 1984

Related Experience

Summer School ELL Tutor/ EYP Program Concord, NH	2000 - 2008
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Volunteer Experience

- Provided transportation for New Americans and family member.
- Coached High school community basketball, Concord, NH ; providing transport, team leadership, and guidance
- Concord Multicultural Coalition, Concord, NH volunteer group
- ESOL Outreach, and Tutor
- BRING IT Program, INTI Soccer Academy, Manchester, NH
- Adult ELL Education – Manchester, NH

ADDITIONAL SKILLS

- **Microsoft, PPT, Excel**

Professional Memberships

TESOL of New Hampshire; List Serve

**Ascentria Care Alliance
Job Description**

Title: Education and Employment Specialist

Reports To: Employment Coordinator

Department: Services for New Americans

Category: Employment

Summary

Provides employment counseling and guidance to refugees. Assists in developing and implementing individualized employment plans. Maintains relationships with current employers and conducts research and outreach to identify new job opportunities. Designs and implements client vocational/pre-employment trainings based on specific employer needs. Participates in relevant community groups and organizations for networking and up-to-date employment information and trends. Completes and maintains documentation.

Essential Responsibilities

Client Services

- Assesses clients' aptitudes, interests, work skills, work experience, education, and/or degree of limitations to identify opportunities and challenges to employment.
- Coaches and prepares clients for finding suitable employment by developing job-search skills, resumes, effective interview skills, and an understanding of services available in the community and state including cross-cultural support sources.
- Assists clients in developing an employment plan, follows up with employed refugees to support retention or job upgrades.
- Conducts pre-employment orientation and budgeting sessions for newly arrived clients.
- Creates vocational curriculum and/or apprenticeship program tailored to client's skill levels and employers' needs, including job-related English as a second language.
- Implements trainings in a manner that keeps clients engaged and enhances their vocational readiness.

Job Development

- Maintains relationships with employer contacts through frequent communication and coordination.
- Researches employment opportunities; networks and develops relationships with potential employers; educates employers about the benefits of hiring refugees.
- Creates and supports connections with government agencies, business associations, churches and community members who may provide opportunities for clients to develop competencies, integrate learning and work, and to explore career possibilities.

Record keeping

- Completes, submits and maintains documentation in accordance with contractual standards and in a timely manner. Maintains client database and case files, including case notes,

contracts made on behalf of clients, and documents held for safekeeping on behalf of clients.

- Files progress and other administrative reports according to program procedures and according to deadline.

Other

- Supports case management team as needed.
- Performs other related duties incidental to the work described herein to help meet the goals of the program or the agency.

Qualifications

- Bachelor's Degree required. Training experience required. Experience in business, employment services, job development or human resources required.
- Restricted funding sources and rapidly changing political and regulatory requirements demand a creative approach to the delivery of services; innovation and creativity required.
- Ability to work sensitively and effectively in a multi-cultural/multi-lingual environment.
- Ability to work as a team member and independently.
- Ability to work in a fast-paced environment and respond to rapidly changing priorities throughout the day.
- Excellent oral and written communication skills.
- Diplomacy, tact and a sense of humor.
- Computer skills required.
- Must be willing to travel and scheduling flexibility required.
- Acceptable driving record check, valid driver's license, and an acceptable criminal background check.

I have read the above job description and I understand the requirements.

Employee Name Printed _____

Employee Signature _____ Date _____

HR/Supervisor Signature _____ Date _____

LYNN L. CLOWES

PROFESSIONAL EXPERIENCE

Ascentria Care Alliance 2012-present
Cultural Orientation Instructor. Deliver CO curriculum to newcomers in order to prepare them for life in new communities.
ESOL instructor and Training Projects Coordinator. Teach literacy and low beginner level English classes to newcomer refugee adults.

New Hampshire Minority Health Coalition 2000-2011
Director of the Cultural Competency Group. Design and run workshops for health, mental health, and human service providers to gain awareness, skills, and effectiveness in working with people from cultural backgrounds and socioeconomic classes distinct from their own. Train on working with interpreters, widening provider knowledge of cultural approaches to health care (including mental health care), and reducing barriers to health care that minorities face. Design and manage long-term contractual projects with agencies to improve their service to NH's minority populations, for example on domestic violence prevention in cultural communities, reducing disproportionate minority contact in juvenile justice services, and more. Write grants. Supervise staff and consultants.

International Institute of New Hampshire 2011-2012
ESOL instructor. Teach literacy level English class to newcomer refugee adults.

University of New Hampshire, Manchester 2011-13
Adjunct faculty. Taught course in Communication Arts department, entitled "AutoEthnography." Spring 2011. Teach course in Communication Arts department, entitled, "Cross Cultural Communication." Spring 2012.

Springfield College, Manchester NH 2002
Adjunct faculty. Teach foundation course for Human Services Masters Program, entitled "Building Multicultural Organizations and Communities."

EDUCATION

SCHOOL FOR INTERNATIONAL TRAINING, Brattleboro, VT. M.A. in International and Intercultural Management, February, 1997. Concentrations in Sustainable Development and Training. Coursework in *Organizational Behavior I and II*, *Cross Cultural Communication*, *Training of Trainers I and II*, *Human Resources Management*, *Financial Management*, *Global Economics*, *Sustainable Development*, *Environmental Management*. Master's thesis: *Black-White Dialogue About Race: Undoing or Abetting Racism?*.

UNIVERSITY OF PENNSYLVANIA, Philadelphia, PA. B.A. in History, May 1988. Concentration in NonWestern History. Graduate courses in Appropriate Technology.

LANGUAGES: Working knowledge of Spanish, French, and Finnish. Native in English.

STATEMENT OF FINANCIAL POSITION AS OF 06/30/2016 WITH COMPARATIVE TOTALS AS OF 6/30/2015
(BALANCE SHEET)

	CURRENT OPERATIONS	PLANT	ENDOWMENT	CUSTODIAN	TOTAL THIS YEAR	TOTAL LAST YEAR
ASSETS						
1 Cash and Cash Equivalents	69,841				69,841	872,153
2 Accounts Receivable, Program Services	3,575,416				3,575,416	3,872,897
3 Allowance for Doubtful Accounts	(25,080)				(25,080)	(32,950)
4 Net Accounts Receivable, Program Services	3,550,336				3,550,336	3,839,947
5 Contributions Receivable						
6 Notes Receivable						
7 Prepaid Expenses	73,588				73,588	127,002
8 Other Accounts Receivable	766,424				766,424	599,095
9 Other Current Assets						349,500
10 Short-Term Investments						
11 TOTAL CURRENT ASSETS	4,460,189				4,460,189	5,787,697
12 Land, Buildings, and Equipment		2,313,473			2,313,473	2,205,444
13 Accumulated Depreciation		(1,496,599)			(1,496,599)	(1,624,750)
14 Net Land, Buildings and Equipment		816,874			816,874	580,694
15 Long-Term Investments						
16 Other Assets	665,920				665,920	389,613
17 Due From Other Funds						
18 TOTAL ASSETS	5,126,109	816,874			5,942,983	6,758,004
LIABILITIES AND NET ASSETS						
19 Accounts Payable	520,858				520,858	562,317
20 Subcontract Payable						
21 Accrued Expenses	999,243				999,243	1,473,429
22 Current Notes Payable						
23 Current Portion Long-Term Debt		31,404			31,404	37,707
24 Deferred Revenue	170,711				170,711	127,617
25 Other Current Liabilities	14,369				14,369	361,290
26 TOTAL CURRENT LIABILITIES	1,705,181	31,404			1,736,585	2,562,360
27 Long-Term Notes & Mortgage Payable		538,943			538,943	913,319
28 Other Liabilities						
29 Due to Other Funds						
30 TOTAL LIABILITIES	1,705,181	570,347			2,275,528	3,475,679
NET ASSETS						
31 Unrestricted	2,587,117	246,527			2,833,644	2,626,083
32 Temporarily Restricted	833,811				833,811	656,242
33 Permanently Restricted						
34 TOTAL NET ASSETS	3,420,928	246,527			3,667,455	3,282,325
35 TOTAL LIABILITIES AND NET ASSETS	5,126,109	816,874			5,942,983	6,758,004

See Accompanying Notes to the Financial Statements

STATEMENT OF ACTIVITIES FOR THE YEAR ENDED 06/30/2016 WITH COMPARATIVE TOTALS FOR THE YEAR ENDED 06/30/2015

	UNRESTRICTED	TEMPORARILY RESTRICTED	PERMANENTLY RESTRICTED	TOTAL THIS YEAR	TOTAL LAST YEAR
REVENUES, GAINS, AND OTHER SUPPORT					
1 Contributions, Gifts, Legacies, Bequests & Special Events					
2 In-Kind Contributions					
3 Grants	21,840,195			21,840,195	23,239,065
4 Program Service Fees	13,598,641			13,598,641	12,971,720
5 Federated Fundraising Organization Allocation					
6 Investment Revenue					
7 Revenue from Commercial Products & Services	72,023			72,023	83,454
8 Other	282,562			282,562	495,213
9 Net Assets Released From Restrictions:					
10 Satisfaction of Program Restrictions	263,494	(263,494)		0	
11 Satisfaction of Equipment Acquisition Restrictions					
12 Expiration of Time Restrictions					
13 TOTAL REVENUE, GAINS, AND OTHER SUPPORT	<u>36,056,915</u>	<u>(263,494)</u>		<u>35,793,421</u>	<u>36,789,452</u>
EXPENSES AND LOSSES					
14 Administration (Management & General)	5,647,060			5,647,060	5,160,540
15 Fundraising	10,239			10,239	3,740
16 Total Program Services	30,514,164			30,514,164	31,295,345
17 TOTAL EXPENSES	<u>36,171,463</u>			<u>36,171,463</u>	<u>36,459,625</u>
18 Losses					275,683
19 TOTAL EXPENSES AND LOSSES	<u>36,171,463</u>			<u>36,171,463</u>	<u>36,735,308</u>
CHANGES IN NET ASSETS:					
20 Property & Equipment Acquisitions from Unrestricted Funds					
21 Transfer of Realized Endowment Fund Appreciation					
22 Return to Donor					
23 Other Increases (Decreases)	322,109	441,063		763,172	59,536
24 TOTAL CHANGES IN NET ASSETS	<u>207,561</u>	<u>177,569</u>		<u>385,130</u>	<u>113,660</u>
25 NET ASSETS AT BEGINNING OF YEAR	<u>2,626,083</u>	<u>656,242</u>		<u>3,282,325</u>	<u>3,168,645</u>
26 NET ASSETS AT END OF YEAR	<u>2,833,644</u>	<u>833,811</u>		<u>3,667,455</u>	<u>3,282,325</u>

See Accompanying Notes to Financial Statements

ORGANIZATION : Ascentria Community Services, Inc.

FEIN: 043566243

STATEMENT OF CASH FLOWS for the YEAR ENDED

06/30/2016

INDIRECT METHOD

	TOTAL
Cash Flows from Operating Activities:	
1 Changes in Net Assets	<u>207,561</u>
Adjustments to Reconcile Change In Net Assets to Net	
Cash provided by/(used in) Operating Activities:	
2 Depreciation	<u>117,249</u>
3 Losses	
4 Increase/Decrease in Net Accounts Receivable	<u>246,886</u>
5 Increase/Decrease in Prepaid Expenses	<u>53,414</u>
6 Increase/Decrease in Contributions Receivable	
7 Increase/Decrease in Accounts Payable	<u>(41,459)</u>
8 Increase/Decrease in Accrued Expenses	<u>(474,187)</u>
9 Increase/Decrease in Deferred Revenue	<u>43,094</u>
10 Increase/Decrease in Subcontract Payable	<u>(346,921)</u>
11 Contributions Restricted for Long-Term Investment	
12 Net Unrealized and Realized Gains on Long-Term Investments	
13 Other Cash Used in/Provided by Operating Activities	<u>(484,884)</u>
14 Net Cash Provided by/(used in) Operating Activities	<u>(679,247)</u>
Cash Flows from Investing Activities:	
15 Insurance Proceeds	
16 Purchase(s) of Capital Assets (Land, Bldgs. & Equip.)	<u>(75,429)</u>
17 Proceeds from Sale(s) of Investments	<u>612,800</u>
18 Purchase(s) of Investments	
19 Purchase(s) of Assets Restricted To Long-Term Investment	
20 Other Investing Activities	<u>(84,708)</u>
21 Net Cash Provided by/(used in) Investing Activities	<u>452,663</u>
Cash from Financing Activities:	
Proceeds from Contributions Restricted For:	
22 Investment in Endowment	
23 Investment in Term Endowment	
24 Investment in Plant (Land Bldgs. & Equip.)	
Other Financing Activities:	
25 Contributions Restricted for Long-Term Investment	
26 Interest and Dividends Restricted for Reinvestment	
27 Payments on Notes Payable	
28 Payments on Long-Term Debt	<u>(380,679)</u>
29 Other Finance Payments/Receipts	<u>(195,049)</u>
30 Net Cash Provided by/(used in) Financing Activities	<u>(575,728)</u>

See Accompanying Notes to the Financial Statements

ORGANIZATION : Ascentria Community Services, Inc.

FEIN: 043566243

STATEMENT OF CASH FLOWS for the YEAR ENDED

06/30/2016

INDIRECT METHOD

31	Net Increase/(Decrease) in Cash and Cash Equivalents	(802,312)
32	Cash and Cash Equivalents at Beginning of Year	<u>872,153</u>
33	Cash and Cash Equivalents at End of Year	<u><u>69,841</u></u>

Supplemental Disclosure of Cash Flow Information:

34	Cash Paid During the Year for Interest	<u>38,640</u>
35	Cash Paid During the Year for Taxes/Other	<u> </u>

Supplemental Data for Noncash Investing and Financing Activities:

36	Gifts of Equipment	<u> </u>
37	Other Noncash Investing and Financing Activities	<u> </u>
38		<u> </u>
39		<u> </u>
40		<u> </u>

See Accompanying Notes to the Financial Statements


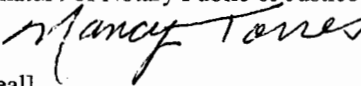
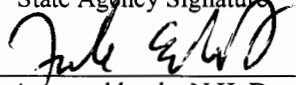
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Education		1.2 State Agency Address 21 South Fruit Street, Suite #20 Concord, NH 03301	
1.3 Contractor Name Fuller Public Library		1.4 Contractor Address 29 School Street PO Box 43 Hillsboro, NH 03244	
1.5 Contractor Phone Number 603-464-5285	1.6 Account Number See Exhibit B	1.7 Completion Date June 30, 2018	1.8 Price Limitation \$83,309.24
1.9 Contracting Officer for State Agency Art Ellison		1.10 State Agency Telephone Number 603-271-6698	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Robin Sweetser, Library Director	
1.13 Acknowledgement: State of <i>New Hampshire</i> , County of <i>Hillsborough</i> On <i>8-7-2017</i> , 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			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Date: <i>8-9-17</i>	
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) (if applicable) By: <i>Eva B. McIntyre</i> On: <i>8/9/17</i>			
1.18 Approval by the Governor and Executive Council (if applicable) 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, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("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. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. 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.

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 notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and 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 \$1,000,000 per occurrence and \$2,000,000 aggregate ; and

14.1.2 special cause of loss coverage form 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 thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) 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 unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

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.

EXHIBIT A

The Services

Services for Hillsborough Project LIFT will be provided at the Fuller Public Library at 29 School Street in Hillsborough as well as at The Grapevine Family & Community Resources Center in Antrim, the River Center in Peterborough and public libraries throughout the service area. Students receiving services are from Deering, Henniker, Hillsboro, Stoddard, Windsor, Washington, Antrim, Bennington, Frankestown and Peterborough.

Fuller Public Library, through Project LIFT, will provide the following services:

Project Descriptions

Adult Learner Services (ALS)

The Adult Learner Services is a regionally-based program that will use a paid staff member to coordinate volunteer tutors to provide one-on-one and small group instruction in areas across the state where adult education centers are inaccessible for students. The ALS program will provide flexibility for the student access services including adult basic education, English language acquisition, and preparation for the high school equivalency exam. The tutors will be provided with training and on-going support as they work with their students to reach individual educational goals.

ALS programs shall provide the following services:

Responsiveness to Regional Need

- The Contractor is responsible for identifying the educational needs of the region by using data from US Census's American Community Survey to target, recruit, and serve individuals without a high school diploma, without US citizenship, and those with low levels of literacy.
- The Contractor is responsible for using NH Employment Security data and State Workforce Board Sector-Based Initiatives to identify regional economic needs and to incorporate preparation of individuals for sector initiatives, assisting individuals with transition into economic stability through employment and participation on the development of career pathways.
- The Contractor is responsible for using local resources to identify the social and cultural needs of the region and include programming to address the diverse needs of the population, provide soft skills training, and foster the development of cultural competence.

Serving the Most in Need

- The Contractor is responsible for identifying, recruiting, and serving students who are most in need of adult basic education including individuals with low levels of literacy skills.
- The Contractor is responsible for serving the needs of English language learners, especially those who have low literacy levels and those who need to transition from Advanced ESL into Adult Basic Education or Adult Secondary Education educational functioning levels.
- The Contractor is responsible for serving the needs of individuals with disabilities including physical, emotional, social, and learning disabilities.
- The Contractor is responsible for serving the needs of individuals with barriers to employment including displaced homemakers, low-income individuals, ex-offenders, and others.
- The Contractor must identify whether the region has a demonstrated need for additional English language acquisition and civics education programs.

Service Delivery Format and Schedules

- The Contractor must have a delivery method, location(s), and schedule that enable individuals to attend and complete the program. The ALS program is intended to supplement existing classes in adult education center, use learning labs, small groups, and volunteer tutors to maximize the convenience and intensity of service for each learner.
- Open enrollment and flexible scheduling are highly encouraged.

- The Contractor is required to identify gaps in existing services and address those gaps.

Proposed Curricula and Contextualized Instruction

- The Contractor is required to provide a curriculum that is aligned with the College & Career Readiness Standards for Adult Education.
- The Contractor is required to provide contextualized instruction that includes occupationally relevant materials.

Alignment with the State Workforce Plan

- The Contractor is required to align its program with the goals and mission of the State Workforce Plan including curriculum alignment with the College & Career Readiness Standards for Adult Education and the Sector-Based Initiatives.
- The Contractor is required to participate in state leadership activities including participation in adult education committees or advisory boards, membership in regional/national education consortia, and attend professional development activities.

Intensity, Quality and Best Practices

- The Contractor must use instructional practices that include the essential components of reading.
- The Contractor must integrate workforce preparation activities for all students.
- The Contractor must define sufficient intensity and quality and have a plan for how the program will meet that standard.
- The Contractor must base its instruction on best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.

Integration of Technology Services and Digital Systems

- The Contractor must incorporate digital literacy instruction for all students at all levels.
- The Contractor must include distance learning options as a part of its delivery system including a policy for selecting appropriate students, facilitating distance learning, and a plan for how distance learning will be used.
- The Contractor must incorporate the use of a variety of technology services for instruction.

Meeting Program Outcomes

- The Contractor must pretest 100% of all enrolled students using a National Reporting System-approved assessment within 12 hours of enrollment.
- The Contractor must posttest a minimum of 68% of all enrolled students after an appropriate number of instructional hours as defined in the NH Assessment and Data Policy.
- The Contractor must conduct follow up surveys with all enrolled participants as required by the National Reporting System to collect performance indicator data and measurable skills gains in accordance with National Reporting System requirements. A minimum of a 75% response rate is required.
- The Contractor must contribute to the performance outcomes set by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE) as indicated below:

Performance Measures	2017 – 2018
Employment (second quarter after exit)	Baseline
Employment (fourth quarter after exit)	Baseline
Median Earnings	Baseline
Credential Attainment Rate	Baseline
Measurable Skills Gains	Baseline

Reporting

- The Contractor is required to use the data system provided by the NH Bureau of Adult Education to collect data for federal reporting.

- A representative from the Contractor must be trained to use the data system. All data must be verified and certified on a quarterly basis.
- The Contractor must analyze its own data on an annual basis and set goals for improvement through the Self-Assessment process.

Implementation Timeline

- The Contractor must be fully operational by September 15, 2017 or have a plan approved by the NH Bureau of Adult Education.

Anticipated number of students served in ALS program:

FY18
45

EXHIBIT B

Estimated Budget: Limitation on Price: Payment

ESTIMATED PROJECT (ALS)	FY18
Administrative	\$38,217.04
Teaching Staff	17,472.00
Administrative Benefits	23,525.16
Teacher Benefits	1,336.60
Telephone	480.00
Internet	828.00
Postage	96.00
Workbooks & Printed Mediar	854.40
Digital Subscription	500.04
Totals	\$83,309.24

1. Subject to the Contractor's compliance with the terms and conditions of this agreement, and for services provided consistent with Exhibit A - Services, the Department of Education shall reimburse the Contractor for allowable expenses up to a maximum total payment of \$83,309.24
2. The total of all approved budgets within this contract period shall not exceed \$83,309.24 without written modification signed by the parties to this agreement and approved by the Governor and Council.
3. Annual funding amounts disbursed through this contract agreement shall be determined based on actual WIOA federal awards for the delivery of adult education and literacy services received for the program year covered under this agreement, which may be less or more than estimated but may not exceed in the aggregate the total maximum amount authorized via this contract agreement.
4. This contract is funded with federal funds from the US Department of Education made available under the Workforce Innovation and Opportunities Act of 2014, Title II for the purpose of the delivery of adult education and literacy services and State General Funds under Adult Education.
5. The Contractor must have written authorization from the DOE prior to using contract funds to purchase any property or equipment with a cost in excess of \$250.00 and with a useful life beyond one-year, and shall maintain an inventory of property and equipment either purchased or leased with funds made available through this contract.
6. Payments for services under this contract are limited to reimbursement for actual expenses incurred in the fulfillment of this agreement during the contract period. Reimbursement for expenses incurred after June 30, 2018 shall not be accepted for payment.
7. Expenditures shall be in accordance with an annual line item budget, which shall be submitted to the DOE for final approval no later than June 30 for the program year covered under this agreement. In the event that the line-item budget is adjusted within the program year, such adjustments shall not exceed the approved administration cost for the program year.
8. A final payment request shall be submitted no later than forty-five (45) days after the contract ends. Failure to submit the invoice by this date could result in non-payment.

9. The Contractor shall maintain sufficient documentation on file in their offices to support invoices, and make such documentation available for review by authorized NH DOE, Bureau of Adult Education and/or its auditors.
10. The Bureau of Adult Education reserves the right to request ad hoc financial and/or participant status reports in the event further information is needed to evaluate program effectiveness as deemed reasonable and necessary by the DOE and/or the State of New Hampshire.
11. The Contractor shall adhere to all cash management policies and procedures stipulated in the body of this agreement, and all other applicable WIOA federal, State, and the DOE cash management regulations and policies, including monthly accrual reporting.
12. The Contractor is solely responsible for paying to the DOE any disallowed costs associated with the misappropriation of federal funds and/or costs expended on individuals who were erroneously determined to be eligible for WIOA services. Disallowed costs may not be paid with federal funds, regardless of the funding source.
13. The DOE reserves the right to increase and/or decrease contract funds subject to continued availability of federal funds, satisfactory performance of services, and approval by the Governor and Executive Council.

Line items in this budget may be adjusted, one to the other, of the indicated amount but in no instance can the total budget exceed the price limitation. The Contractor must receive Department of Education approval prior to transferring from one line to another.

Limitation on Price:

This agreement will not exceed: \$83,309.24

Method of Payment:

Monthly payment may be made for each month of the agreement year. Each payment request will be submitted through the Department of Education's Grants Management System which will be supported by a summary of activities that have taken place aligned to the scope of services.

Funding Source

Funds to support this request are available in the account entitled Adult Education.

	<u>FY 2018</u>
06-56-56-565010-2535-072-500575 Grants – Federal	\$24,992.78
06-56-56-565010-2535-601-500931 State Fund Match	<u>\$58,316.46</u>
	\$83,309.24

EXHIBIT C

Special Provisions

The Contractor shall comply with the provisions of the US Code of Federal Regulations 34 CFR 364 and the following US Circular:

- a. OBM Circular A-110; "Uniform Administrative Requirement for Grants and Agreements with institutions of High 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."

This contract contains a provision that allows the Department of Education, at its sole discretion, to add an option to renew for two (2) additional one-year terms, contingent upon the following:

1. Satisfactory delivery of services, as determined by the Bureau of Adult Education.
2. Annual review and update of Services, Budget and any corrective action plan.
3. Available funding.
4. Agreement of the parties.
5. Approval of the Governor and Council



Please respond to the Hillsborough office

June 9, 2017

Attorneys at Law
Russell F. Hilliard
James F. Raymond
Barton L. Mayer
Charles W. Grau
Heather M. Burns
Lauren Simon Irwin
Justin C. Richardson
Michael S. McGrath*
Peter W. Leberman
Jeanne S. Saffan**
Sabrina C. Beavens***
Susan Aileen Lowry
Michael P. Courtney
Brooke Lovett Shilo

To Whom It May Concern:

Re: Project LIFT

Project LIFT is an entity operating under the auspices of the Town of Hillsborough and the Fuller Public Library. Its purpose is to provide free literacy services to the most undereducated and underserved people in the greater Hillsborough area and surrounding towns. The Town of Hillsborough is the financial agent for Project LIFT; therefore, it is not a registered non-profit corporation with the Secretary of State of the State of New Hampshire.

Of Counsel
Douglas S. Hatfield
Gary B. Richardson
John F. Teague

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Fax 603-224-0320

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Peterborough, NH

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* Also admitted in MA

** Also admitted in MA & NY

*** Also admitted in FL

Very truly yours,

Peter W. Leberman
pleberman@uptonhatfield.com

PWL/dew

Certificate of Authority

1) I, Philip Daley, Chairperson of the Fuller Public Library Board of Trustees maintain that I have custody of and have examined and approved the documents in accordance to the grant agreement between Fuller Library Project LIFT Literacy Program and NH Department of Education, Bureau of Adult Education. All operations are examined by the Library Board of Trustees, including all financial statements. Trustee and signature of Robin Sweetser, Library Director, accompany any legal and/or financial documents in regard to the operations of Project LIFT. Chairperson of the Board of Trustees and Library Director have the authority to execute and sign any and all agreements between Project LIFT and NH Bureau of Adult Education.

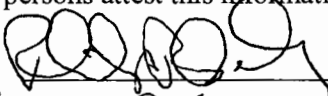
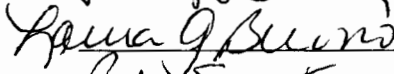
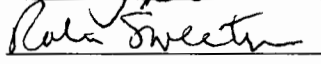
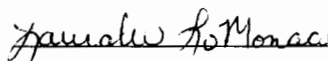
2) As Trustee Chairperson, I testify that Fuller Library adheres to all assurances rules and regulations required by the State of New Hampshire, Bureau of Adult Education, 21S. Fruit Street, Concord, NH 03301.

3) All documents regarding the Department of Education grant to the Fuller Library were examined and approved by the Library Trustees at a meeting on April 24, 2017. It is the Board of Trustees understanding that:

Fuller Library Project LIFT Adult Learner Services will enter into an agreement with the NH Department of Education to provide ABE, HiSET preparation, ESL, and college and career transition educational services to individuals most in need in the greater Hillsborough area.

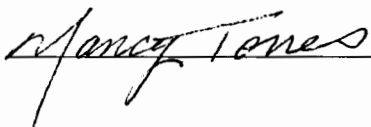
4) The Town of Hillsborough, NH serves as fiscal agent for Fuller Public Library and Project LIFT Adult Learner Services. All financial records are audited each fiscal year.

5) The following persons attest this information is complete and true:


Philip Daley, Trustee Chair

Laura G. Buono, Town Administrator

Robin Sweetser, Library Director

Lauralee Lamonoco, Financial Admin.

On 8-7, 2017, before the undersigned officer, appeared to have the authority to execute and authorize this certificate.

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


Nancy Jones
Notary Public



CERTIFICATE OF COVERAGE

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

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

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

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

Participating Member: Town of Hillsborough PO Box 7 Hillsborough, NH 03244	Member Number: 200	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
--	------------------------------	--

Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply If Not:	
<input checked="" type="checkbox"/> General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	1/1/2017	1/1/2018	Each Occurrence	\$ 5,000,000
			General Aggregate	\$ 5,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
<input type="checkbox"/> Automobile Liability Deductible Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)	
			Aggregate	
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2017	1/1/2018	<input checked="" type="checkbox"/> Statutory	\$2,000,000
			Each Accident	\$2,000,000
			Disease - Each Employee	
			Disease - Policy Limit	
<input type="checkbox"/> Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

Description: Proof of Primex Member coverage only.

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ - NH Public Risk Management Exchange
State of New Hampshire Department of Education 21 South Fruit St, Ste 20 Concord, NH 03301			By: <i>Tammy Denver</i>
			Date: 6/13/2017 tdenver@nhprimex.org Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax

Fuller Public Library
29 School Street – P.O. Box 43
Hillsborough, NH 03244
(603) 464-3595
director@fullerlibrary.info

Fuller Public Library Board of Trustees

Philip Daley, Chairperson

Benjamin Ainslie

Attorney Melinda Gehris

Norma Hubbard, Treasurer

Robert Woolner, Recording Secretary

Trustees Serve Without Compensation.

Salary Information for Key Personnel

Project LIFT (Fuller Public Library)

Project: ALS

	Administrative					
	[Enter Administrative Title]		[Enter Number of Hours per Week]	[Enter the Number of Weeks per Year]	[Enter the Wage per Hour]	TOTAL
1	Program Coordinator	Patricia Bush	35.24	42	\$25.00	\$36,999.04
					Administrative TOTAL	\$36,999.04

Paid Staff

Patricia Welch Bush:

Project LIFT - Adult Learner Services Coordinator

The Coordinator is a three-quarter time position, and requires the ability to work flexible hours including evenings. The position requires a minimum of a bachelor's degree in an appropriate field of study with experience in teaching or tutoring. Management experience is preferred. The Coordinator reports to the library director and trustees, and also collaborates with and provides information to the Town of Hillsboro business office as well as the Town Administrator in order to maintain records necessary for operation of the program. The Coordinator must speak English, be a US Citizen or legal alien, and have a valid driver's license.

Primary Responsibilities

- Reporting to library director and trustees as necessary;
- Drafting and administering the budget, including all aspects of the finance of the programs;
- Act as program Disabilities Coordinator;
- Establish programs offered and schedules;
- Intake of new students;
- Meeting with potential students and tutors;
- Determining and procuring the materials necessary for program operations;
- Assure program personnel receive required trainings and professional development;
- Assure that educational materials/curricula are aligned with Career and College Readiness Standards (CCRS);
- Preparing an emergency plan to secure safety of students, staff, and building;
- Collaborate with area agencies, schools, and WIOA partners to provide educational services that lead to career pathways;
- Remaining informed of the state laws concerning adult education;
- Appealing to surrounding communities for annual donations and invoice towns;
- Maintain program demographics/statistics;
- Public relations such as: advertising, media campaigns, student and tutor recruitment;
- Soliciting customer feedback;
- Office management including hiring staff;
- Grant writing and administration;
- Providing feedback and guidance to all tutors and paid staff;
- Teaching and tutoring as needed;
- College and Career Readiness Standards (CCRS) advising.



Roberts & Greene, PLLC

INDEPENDENT AUDITOR'S REPORT

To the Members of the Board of Selectmen
Town of Hillsborough
Hillsborough, New Hampshire

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Hillsborough, as of and for the year ended December 31, 2015, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Basis for Adverse Opinion on Governmental Activities

As discussed in Note I.B.3 to the financial statements, management has not recorded the capital assets in the governmental activities and, accordingly, has not recorded depreciation expense on those assets. Accounting principles generally accepted in the United States of America require that those assets be capitalized and depreciated, which would increase the assets, net position, and expenses of the governmental activities. The amount by which this departure would affect the assets, net position, and expenses of the governmental activities has not been determined.

As also discussed in Note I.B.3. to the financial statements, management has not determined its liability or annual cost for postemployment benefits other than pensions (OPEB) in governmental activities. Accounting

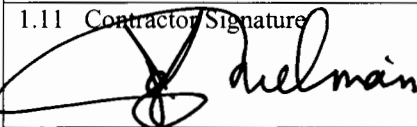
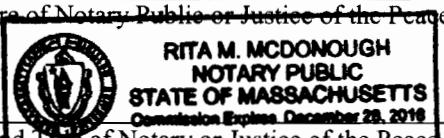
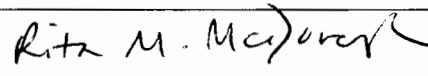
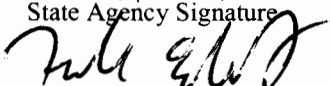

Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Education		1.2 State Agency Address 21 South Fruit Street, Suite #20 Concord, NH 03301	
1.3 Contractor Name International Institute of New England, Inc.		1.4 Contractor Address 1850 Elm Street Manchester, NH 03104	
1.5 Contractor Phone Number 603-647-1500	1.6 Account Number See Exhibit B	1.7 Completion Date June 30, 2018	1.8 Price Limitation \$848,128.47
1.9 Contracting Officer for State Agency Art Ellison		1.10 State Agency Telephone Number 603-271-6698	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Jeffrey Thielman, President and CEO	
1.13 Acknowledgement: State of <u>MA</u> , County of <u>Suffolk</u> On <u>August 8, 2017</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 			
1.13.2 Name and Title of Notary or Justice of the Peace <u>Rita M. McDonough, Notary</u>			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Date: <u>8-9-17</u>	
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) (if applicable) By:  On: <u>8/9/17</u>			
1.18 Approval by the Governor and Executive Council (if applicable) 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, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("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. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. 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.

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 notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and 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 \$1,000,000 per occurrence and \$2,000,000 aggregate ; and

14.1.2 special cause of loss coverage form 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 thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) 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 unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

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.

EXHIBIT A

The Services

Services at International Institute of New England will be provided in multiple locations in Manchester including their facility at 1850 Elm Street and a new site to be determined. Students receiving services will be from the 25 neighborhoods of Manchester as well as Concord, Hooksett, Bedford and Goffstown.

International Institute of New England in Manchester will provide the following services:

Project Descriptions

Project 1: English as Second Language (ESL)

English as a Second Language programs, authorized under Ed 703, will provide foundational skills below the postsecondary level and English literacy instruction including individuals who may have earned a high school diploma or postsecondary credential in another country, but do not have the English language skills to be successful in postsecondary education, training, or employment. The purpose of the program is to assist students in acquiring the skills and knowledge necessary to become productive workers, parents, and citizens and transition to postsecondary education, training, and/or employment.

ESL programs shall provide the following services:

Responsiveness to Regional Need

- The Contractor is responsible for identifying the educational needs of the region by using data for individuals categorized as “speaking English less than ‘very well’” or “without US citizenship” from US Census’s American Community Survey to target, recruitment, and serve individuals.
- The contractor is responsible for using NH Employment Security data and State Workforce Board Sector-Based Initiatives to identify regional economic needs and to incorporate preparation of individuals for sector initiatives, assisting individuals with transition into economic stability through employment, and participation on the development of career pathways.
- The contractor is responsible for using local resources to identify the social and cultural needs of the region and include programming to address the diverse needs of the population, provide soft skills training and foster the development of cultural competence.

Serving the Most in Need

- The contractor is responsible for identifying, recruiting, and serving students who are most in need of English as a second language.
- The contractor is responsible for serving the needs of English language learners, especially those who may be above the Advanced ESL level, but still eligible for Adult Basic Education or Adult Secondary Education activities.
- The contractor is responsible for serving the needs of English language learners with disabilities including physical, emotional, social, and learning disabilities.
- The contractor is responsible for serving the needs of English language learners with barriers to employment including displaced homemakers, low-income individuals, ex-offenders, and others.
- The Contractor must identify whether the region has a demonstrated need for additional English language acquisition and civics education programs.

Service Delivery Format and Schedules

- The Contractor must have a delivery method, location(s), and schedule that enable individuals to attend and complete the program.
- Open enrollment and flexible scheduling are highly encouraged.
- Classes must have a minimum of eight active enrollments and a plan for handling waiting lists.

Proposed Curricula and Contextualized Instruction

- The Contractor is required to provide a curriculum that is aligned with the College & Career Readiness Standards for Adult Education and the English Language Proficiency Standards published by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE).
- The Contractor is required to provide contextualized instruction that includes occupationally relevant materials.

Alignment with the State Workforce Plan

- The Contractor is required to align its program with the goals and mission of the State Workforce Plan including curriculum alignment with the College & Career Readiness Standards for Adult Education and the Sector-Based Initiatives.
- The Contractor is required to participate in state leadership activities including participation in adult education committees or advisory boards, membership in regional/national education consortia and through attending professional development activities.

Intensity, Quality and Best Practices

- The Contractor must use instructional practices that include the essential components of reading.
- The Contractor must integrate workforce preparation activities for all students.
- The Contractor must define sufficient intensity and quality and have a plan for how the program will meet that standard.
- The Contractor must base its instruction on best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.

Integration of Technology Services and Digital Systems

- The Contractor must incorporate digital literacy instruction for all students at all levels.
- The Contractor must include distance learning options as a part of its delivery system including a policy for selecting appropriate students, facilitating distance learning, and a plan for how distance learning will be used.
- The Contractor must incorporate the use of a variety of technology services in the classroom.

Meeting Program Outcomes

- The Contractor must pretest 100% of all enrolled students using a National Reporting System-approved assessment within 12 hours of enrollment.
- The Contractor must posttest a minimum of 68% of all enrolled students after an appropriate number of instructional hours as defined in the NH Assessment and Data Policy.
- The Contractor must conduct follow up surveys with all enrolled participants as required by the National Reporting System to collect performance indicator data and measurable skills gains in accordance with National Reporting System requirements. A minimum of a 75% response rate is required.
- The Contractor must contribute to the performance outcomes set by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE) as indicated below:

Performance Measures	2017 – 2018
Employment (second quarter after exit)	Baseline
Employment (fourth quarter after exit)	Baseline
Median Earnings	Baseline
Credential Attainment Rate	Baseline
Measurable Skills Gains	Baseline

Reporting

- The Contractor is required to use the data system provided by the NH Bureau of Adult Education to collect data for federal reporting.

- A representative from the Contractor must be trained to use the data system. All data must be verified and certified on a quarterly basis.
- The Contractor must analyze program data on an annual basis and set goals for improvement through the Self-Assessment process.

Implementation Timeline

- The Contractor must be fully operational by September 15, 2017 or have a plan approved by the NH Bureau of Adult Education.

Anticipated number of students served in the ESL program:

FY18
125

Project 2: Integrated Education & Training (IET)

Integrated Education and Training is a program that will provide adult education and literacy services concurrently and contextually with workforce preparation activities and workforce training for a specific occupational cluster for the purpose of educational and career advancement. The program must be a part of a career pathway.

IET programs shall provide the following services:

Responsiveness to Regional Need

- The Contractor is responsible for identifying the educational needs of the region by using data for individuals categorized as “speaking English less than ‘very well’” or “without US citizenship”, without a high school diploma or those who are unemployed from US Census’s American Community Survey to target, recruitment, and serve individuals.
- The Contractor is responsible for using NH Employment Security data and State Workforce Board Sector-Based Initiatives to identify regional economic needs and to incorporate preparation of individuals for sector initiatives, assisting individuals with transition into economic stability through employment and participation in the development of career pathways.
- The Contractor is responsible for using local resources to identify the social and cultural needs of the region and include programming to address the diverse needs of the population, provide soft skills training and foster the development of cultural competence.

Serving the Most in Need

- The Contractor is responsible for identifying, recruiting, and serving students who are most in need of adult education and literacy activities including integrated education and training.
- The Contractor is responsible for serving the needs of English language learners, especially those who may be above the Advanced ESL level, but still eligible for Adult Basic Education or Adult Secondary Education activities.
- The Contractor is responsible for serving the needs of English language learners with disabilities including physical, emotional, social, and learning disabilities.
- The Contractor is responsible for serving the needs of English language learners with barriers to employment including displaced homemakers, low-income individuals, ex-offenders, and others.
- The Contractor must identify whether the region has a demonstrated need for additional English language acquisition and civics education programs.

Service Delivery Format and Schedules

- The Contractor must have a delivery method, location(s), and schedule that enable individuals to attend and complete the program.
- The Contractor must integrate all three of the following required components of the IET program in accordance with WIOA regulations as defined in WIOA 203(11):
 - Adult Education and Literacy Activities
 - Workforce preparation activities

- Occupationally-specific workforce training activities
- Classes must have a minimum of eight active enrollments and plan for handling waiting lists.

Proposed Curricula and Contextualized Instruction

- The Contractor is required to provide a curriculum that is aligned with the College & Career Readiness Standards for Adult Education and the English Language Proficiency Standards published by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE).
- The Contractor is required to provide contextualized instruction that includes occupationally relevant materials.
- The Contractor is responsible for the development and implementation of a curriculum that has a single set of learning objectives that identifies specific adult education content, workforce preparation activities and workforce training competencies.
- The occupationally-specific training component of the program should include an industry or employer-recognized credential.

Alignment with the State Workforce Plan

- The Contractor is required to align its program with the goals and mission of the State Workforce Plan including curriculum alignment with the College & Career Readiness Standards for Adult Education and the Sector-Based Initiatives.
- The Contractor is required to participate in state leadership activities including participation in adult education committees or advisory boards, membership in regional/national education consortia, and through attending professional development activities.

Intensity, Quality and Best Practices

- The Contractor must use instructional practices that include the essential components of reading.
- The Contractor must integrate workforce preparation activities for all students.
- The Contractor must define sufficient intensity and quality and have a plan for how the program will meet that standard.
- The Contractor must base its instruction on best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.
- The Contractor is responsible for ensuring that the IET program is a part of a career pathway.

Integration of Technology Services and Digital Systems

- The Contractor must incorporate digital literacy instruction for all students at all levels.
- The Contractor must include distance learning options as a part of its delivery system including a policy for selecting appropriate students, facilitating distance learning, and a plan for how distance learning will be used.
- The Contractor must incorporate the use of a variety of technology services in the classroom.

Meeting Program Outcomes

- The Contractor must pretest 100% of all enrolled students using a National Reporting System-approved assessment within 12 hours of enrollment.
- The Contractor must posttest a minimum of 68% of all enrolled students after an appropriate number of instructional hours as defined in the NH Assessment and Data Policy.
- The Contractor must conduct follow up surveys with all enrolled participants as required by the National Reporting System to collect performance indicator data and measurable skills gains in accordance with National Reporting System requirements. A minimum of a 75% response rate is required.
- The Contractor must contribute to the performance outcomes set by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE) as indicated below:

Performance Measures	2017 – 2018
Employment (second quarter after exit)	Baseline

Employment (fourth quarter after exit)	Baseline
Median Earnings	Baseline
Credential Attainment Rate	Baseline
Measurable Skills Gains	Baseline

Reporting

- The Contractor is required to use the data system provided by the NH Bureau of Adult Education to collect data for federal reporting.
- A representative from the Contractor must be trained to use the data system. All data must be verified and certified on a quarterly basis.
- The Contractor must analyze program data on an annual basis and set goals for improvement through the Self-Assessment process.

Implementation Timeline

- The Contractor must be fully operational by September 15, 2017 or have a plan approved by the NH Bureau of Adult Education.

Anticipated number of students served in the IET program:

FY18
50

Project 3: Integrated English Literacy and Civics Education

Integrated English Literacy and Civics Education will be a program provided to English language learners who are adults, including professionals with degrees and credentials in their native countries, that enables such adults to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United State. Such service shall include instruction in literacy and English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation, and may include workforce training.

IELCE programs shall provide the following services:

Responsiveness to Regional Need

- The Contractor is responsible for identifying the educational needs of the region by using data from US Census’s American Community Survey to target, recruitment, and serve individuals without US citizenship, in need of English language acquisition skills including skilled immigrants or other English language learners who may have degrees, credentials or work experience in their native countries and those with low levels of literacy.
- The Contractor is responsible for using NH Employment Security data and State Workforce Board Sector-Based Initiatives to identify regional economic needs and to incorporate preparation of individuals for sector initiatives, assisting individuals with transition into economic stability through employment and participation on the development of career pathways.
- The Contractor is responsible for using local resources to identify the social and cultural needs of the region and include programming to address the diverse needs of the population, provide soft skills training and foster the development of cultural competence.

Serving the Most in Need

- The Contractor is responsible for identifying, recruiting, and serving students who are most in need of Integrated English Literacy and Civics Education including individuals with degrees, credentials or work experience in their native country.
- The Contractor is responsible for serving the needs of English language learners, especially those who have low literacy levels and those who need to transition from Advanced ESL into Adult Basic Education or Adult Secondary Education educational functioning levels.
- The Contractor is responsible for serving the needs of individuals with disabilities including physical, emotional, social, and learning disabilities.

- The Contractor is responsible for serving the needs of individuals with barriers to employment including displaced homemakers, low-income individuals, ex-offenders, and others.
- The Contractor may not exclude individuals seeking language proficiency and civics education, but not seeking workforce training.
- The Contractor must identify whether the region has a demonstrated need for additional English language acquisition and civics education programs.

Service Delivery Format and Schedules

- The Contractor must have a delivery method, location(s), and schedule that enable individuals to attend and complete the program.
- The Contractor must integrate all three of the following required components of the IELCE program in accordance with WIOA regulations. The components must be offered concurrently.
 - Adult Education and Literacy Activities, including English language acquisition and workforce preparation
 - Rights and responsibilities of citizenship
 - Integrated Education and Training activity as defined in WIOA Section 203(11)

Proposed Curricula and Contextualized Instruction

- The Contractor is required to provide a curriculum that is aligned with the College & Career Readiness Standards for Adult Education.
- The Contractor is required to provide contextualized instruction that includes occupationally relevant materials.
- The Contractor is required to integrate the rights and responsibilities of citizenship into the curriculum.
- The IET component of the program should include an industry or employer-recognized credential.

Alignment with the State Workforce Plan

- The Contractor is required to align its program with the goals and mission of the State Workforce Plan including curriculum alignment with the College & Career Readiness Standards for Adult Education and the Sector-Based Initiatives.
- The Contractor is required to participate in state leadership activities including participation in adult education committees or advisory boards, membership in regional/national education consortia, and attend professional development activities.

Intensity, Quality and Best Practices

- The Contractor must use instructional practices that include the essential components of reading.
- The Contractor must integrate workforce preparation activities for all students.
- The Contractor must define sufficient intensity and quality and have a plan for how the program will meet that standard.
- The Contractor must base its instruction on best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.

Integration of Technology Services and Digital Systems

- The Contractor must incorporate digital literacy instruction for all students at all levels.
- The Contractor must include distance learning options as a part of its delivery system including a policy for selecting appropriate students, facilitating distance learning and a plan for how distance learning will be used.
- The Contractor must incorporate the use of a variety of technology services for instruction.

Meeting Program Outcomes

- The Contractor must pretest 100% of all enrolled students using a National Reporting System-approved assessment within 12 hours of enrollment.
- The Contractor must posttest a minimum of 68% of all enrolled students after an appropriate number of instructional hours as defined in the NH Assessment and Data Policy.

- The Contractor must conduct follow up surveys with all enrolled participants as required by the National Reporting System to collect performance indicator data and measurable skills gains in accordance with National Reporting System requirements. A minimum of a 75% response rate is required.
- The Contractor must contribute to the performance outcomes set by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE) as indicated below:

Performance Measures	2017 – 2018
Employment (second quarter after exit)	Baseline
Employment (fourth quarter after exit)	Baseline
Median Earnings	Baseline
Credential Attainment Rate	Baseline
Measurable Skills Gains	Baseline

Reporting

- The Contractor is required to use the data system provided by the NH Bureau of Adult Education to collect data for federal reporting.
- A representative from the Contractor must be trained to use the data system. All data must be verified and certified on a quarterly basis.
- The Contractor must analyze its own data on an annual basis and set goals for improvement through the Self-Assessment process.

Implementation Timeline

- The Contractor must be fully operational by September 15, 2017 or have a plan approved by the NH Bureau of Adult Education.

Anticipated number of students served in the IELCE program:

FY18
50

EXHIBIT B

Estimated Budget: Limitation on Price: Payment

ESTIMATED PROJECT 1 (ESL)	FY18
Administrative	\$ 62,425.25
Counseling Staff	35,360.00
Teaching Staff	157,248.00
Administrative Benefits	14,357.81
Counseling Benefits	8,132.80
Teacher Benefits	36,167.04
Cleaning Services	773.28
Repairs & Maintenance	354.48
Rent	26,160.00
Rental of Equipment	160.80
Telephone	1,964.64
Advertising	1,800.00
Printing	1,800.00
Energy Utilities	3,813.00
Books & Information	9,375.00
Office Supplies	625.00
Furniture	17,070.00
New Computers	2,980.00
Smart Board	5,000.00
Replacement Computers	5,625.00
Indirect Cost	39,119.21
Totals	\$ 430,311.31

ESTIMATED PROJECT 2 (IET)	FY18
Administrative	\$ 39,594.98
Counseling Staff	31,200.00
Teaching Staff	31,200.00
Administrative Benefits	9,106.85
Counseling Benefits	7,176.00
Teacher Benefits	7,176.00
Cleaning Services	432.00
Repairs & Maintenance	216.00
Rent	10,258.92
Telephone	864.00
Advertising	1,200.00
Printing	1,200.00
Travel	200.00
Energy Utilities	1,553.52
Books & Information	3,750.00
Office Supplies	1,250.00

New Furniture	6,769.72
SmartBoard	5,000.00
New Computers	4,160.00
Replacement Computers	1,562.50
Indirect Costs	16,387.05
Totals	\$ 180,257.54

ESTIMATED PROJECT 3 (IELCE)	FY18
Administrative	\$ 31,371.58
Counseling Staff	35,360.00
Teaching Staff	74,880.00
Administrative Benefits	7,215.45
Counseling Benefits	8,132.80
Teacher Benefits	17,222.40
Cleaning Services	378.72
Repairs & Maintenance	173.52
Rent	13,080.00
Rental of Equipment	79.20
Telephone	963.36
Advertising	900.00
Printing	900.00
Travel	200.00
Energy Utilities	1,898.76
Books & Information	3,750.00
Office Supplies	250.00
New Furniture	8,535.00
SmartBoard	5,000.00
New Computers	2,860.00
Replacement Computers	2,812.50
Indirect Cost	21,596.33
Totals	\$ 237,559.62

1. Subject to the Contractor's compliance with the terms and conditions of this agreement, and for services provided consistent with Exhibit A - Services, the Department of Education shall reimburse the contractor for allowable expenses up to a maximum total payment of \$848,128.47.
2. The total of the approved budget shall not exceed \$848,128.47 without written modification signed by the parties to this agreement and approved by the Governor and Council.
3. Annual funding amounts disbursed through this contract agreement shall be determined based on actual WIOA federal awards for the delivery of adult education and literacy services received for the program year covered under this agreement, which may be less or more than estimated but may not exceed in the aggregate the total maximum amount authorized via this contract agreement.
4. This contract is funded with federal funds from the US Department of Education made available under the Workforce Innovation and Opportunities Act of 2014, Title II for the purpose of the delivery of adult education and literacy services and State General Funds under Adult Education.

5. The Contractor must have written authorization from the DOE prior to using contract funds to purchase any property or equipment with a cost in excess of \$250.00 and with a useful life beyond one-year, and shall maintain an inventory of property and equipment either purchased or leased with funds made available through this contract.
6. Payments for services under this contract are limited to reimbursement for actual expenses incurred in the fulfillment of this agreement during the contract period. Reimbursement for expenses incurred after June 30, 2018 shall not be accepted for payment.
7. Expenditures shall be in accordance with an annual line item budget, which shall be submitted to the DOE for final approval no later than June 30 for the program year covered under this agreement. In the event that the line-item budget is adjusted within the program year, such adjustments shall not exceed the approved administration cost for the program year.
8. A final payment request shall be submitted no later than forty-five (45) days after the contract ends. Failure to submit the invoice by this date could result in non-payment.
9. The Contractor shall maintain sufficient documentation on file in their offices to support invoices, and make such documentation available for review by authorized NH DOE, Bureau of Adult Education and/or its auditors.
10. The Bureau of Adult Education reserves the right to request ad hoc financial and/or participant status reports in the event further information is needed to evaluate program effectiveness as deemed reasonable and necessary by the DOE and/or the State of New Hampshire.
11. The Contractor shall adhere to all cash management policies and procedures stipulated in the body of this agreement, and all other applicable WIOA federal, State, and the DOE cash management regulations and policies, including monthly accrual reporting.
12. The Contractor is solely responsible for paying to the DOE any disallowed costs associated with the misappropriation of federal funds and/or costs expended on individuals who were erroneously determined to be eligible for WIOA services. Disallowed costs may not be paid with federal funds, regardless of the funding source.
13. The DOE reserves the right to increase and/or decrease contract funds subject to continued availability of federal funds, satisfactory performance of services, and approval by the Governor and Executive Council.

Line items in this budget may be adjusted, one to the other, of the indicated amount but in no instance can the total budget exceed the price limitation. The Contractor must receive Department of Education approval prior to transferring from one line to another.

Limitation on Price:

This agreement will not exceed: \$848,128.47

Method of Payment:

Monthly payment may be made for each month of the agreement year. Each payment request will be submitted through the Department of Education's Grants Management System.

Funding Source

Funds to support this request are available in the account entitled Adult Education.

	<u>FY 2018</u>
06-56-56-565010-2535-072-500575 Grants – Federal	\$254,438.55
06-56-56-565010-2535-601-500931 State Fund Match	<u>\$593,689.92</u>
	\$848,128.47

EXHIBIT C

Special Provisions

The Contractor shall comply with the provisions of the US Code of Federal Regulations 34 CFR 364 and the following US Circular:

- a. OBM Circular A-110; "Uniform Administrative Requirement for Grants and Agreements with institutions of High 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."

This contract contains a provision that allows the Department of Education, at its sole discretion, to add an option to renew for two (2) additional one-year terms, contingent upon the following:

1. Satisfactory delivery of services, as determined by the Bureau of Adult Education.
2. Annual review and update of Services, Budget and any corrective action plan.
3. Available funding.
4. Agreement of the parties.
5. Approval of the Governor and Council

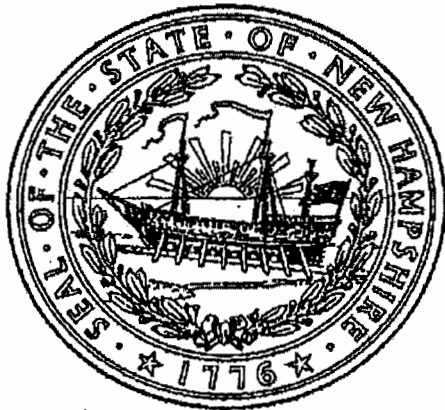
State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that INTERNATIONAL INSTITUTE OF NEW ENGLAND, INC. is a Massachusetts Nonprofit Corporation registered to transact business in New Hampshire on February 12, 2016. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 739194



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 10th day of April A.D. 2017.

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

William M. Gardner
Secretary of State

Certificate of Authority

I, Deborah Shufrin, Assistant Clerk/Secretary of International Institute of New England, 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 June 22, 2017, which meeting was held in accordance with the law of the state of incorporation and the by-laws of the corporation:

That: International Institute of New England, Inc. will enter into a contract with the NH Department of Education to provide English as Second Language, Integrated Education & Training, and Integrated English Literacy and Civics Education. This resolution shall remain in effect until specifically revoked.

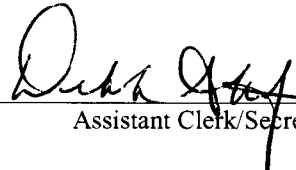
That: The International Institute of New England, Inc.'s Board of Directors has named Jeffrey Thielman as having authority to sign the contract with the New Hampshire Department of Education.

- (4) The following is a true and complete copy of a by-law adopted at a (shareholder)(organizational) meeting on December 6, 2016.
- (5) The foregoing resolution(s) and by-laws 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:

- Jeffrey Thielman, President and CEO
- Rita McDonough, CFO
- Alexandra Weber, Chief Program Officer
- William Krause, Secretary/Clerk
- Deborah Shufrin, Assistant Secretary/Clerk
- Zoltan Csimma, Board Chair

IN WITNESS WHEREOF, I have hereunto set my hand as the Assistant Clerk/Secretary of the Corporation this 8 day of August, 2017.

(Corporate Seal if any)



Assistant Clerk/Secretary

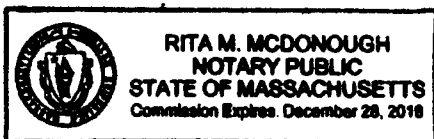
(If the corporation has no seal, the Clerk/Secretary shall acknowledge the certificate before an authorized officer below)

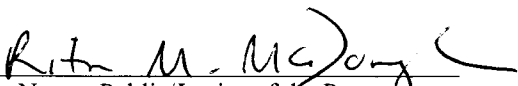
STATE OF MASSACHUSETTS

COUNTY OF Suffolk

On August 8, 2017, before the undersigned officer personally appeared the person identified in the foregoing certificate, know to me (or satisfactorily proven) to be the Assistant Clerk/Secretary of the corporation identified in the foregoing certificate, and acknowledge that she executed the foregoing certificate.

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





Notary Public/Justice of the Peace



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/09/2017

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

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


PRODUCER Willis of Massachusetts, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: PHONE (A/C No. Ext): 1-877-945-7378		FAX (A/C No.): 1-888-467-2378
	E-MAIL ADDRESS: certificates@willis.com		
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Philadelphia Indemnity Insurance Company	18058
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** W2614323 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	PHPK1649669	05/05/2017	05/05/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY	N	N	PHPK1649669	05/05/2017	05/05/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Business Personal Property Business Income/Extra Expense	N	N	PHPK1649669	05/05/2017	05/05/2018	\$399,616 \$3,225,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Named Insured includes International Institute of New Hampshire, Inc. and International Institute of Lowell, Inc.

CERTIFICATE HOLDER NH Department of Education 21 South Fruit Street, Suite #20 Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/10/2017

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

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


PRODUCER License # 1780862 HUB International New England 600 Longwater Drive Norwell, MA 02061-9146	CONTACT NAME: Patricia Condon	
	PHONE (A/C, No, Ext): (781) 792-3243	FAX (A/C, No):
E-MAIL ADDRESS: patricia.condon@hubinternational.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Travelers Property Casualty Company of America		25674
INSURED International Institute Of New England, Inc. 2 Boylston Street, 3rd floor Boston, MA 02116	INSURER B:	
	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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	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	N/A	6JUB9975L65416	10/01/2016	10/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER NH Department of Education 21 South Fruit Street, Suite #20 Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--



BOARD OF DIRECTORS

Douglas Bailey, Director
2 Boylston Street, 3rd Floor
Boston, MA 02116
(617)-695-9990

Julie Hogan, Director
2 Boylston Street, 3rd Floor
Boston, MA 02116
(617) 695-9990

Christine Brennan, Director
2 Boylston Street, 3rd Floor
Boston, MA 02116
(617) 695-9990

Amy Hsuan
2 Boylston Street, 3rd Floor
Boston, MA 02116
(617)-695-9990

Zoltan Csimma, Board Vice-Chair
2 Boylston Street, 3rd Floor
Boston, MA 02116
(617) 695-9990

Stephen Kasmouski
2 Boylston Street, 3rd Floor
Boston, MA 02116
(617)-695-9990

Jean Franchi, Director
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Boston, MA 02116
(617) 695-9990

Shari Loessberg
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(617)-695-9990

Ginger Gregory, Director
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(617) 695-9990

William Krause, Director
2 Boylston Street, 3rd Floor
Boston, MA 02116
(617) 695-9990

Taeiss Haghghat, Director
2 Boylston Street, 3rd Floor
Boston, MA 02116
(617) 695-9990

Rita McDonough, Treasurer (non-voting)
2 Boylston Street, 3rd Floor
Boston, MA 02116
(617) 695-9990

Rushna Tejani Heneghan, Director
2 Boylston Street, 3rd Floor
Boston, MA 02116
(617) 695-9990

Frederick Millham, Director
2 Boylston Street, 3rd Floor
Boston, MA 02116
(617) 695-9990

Directors Serve Without Compensation.



**International
Institute of
New England**

Deborah Shufrin, Director
2 Boylston Street, 3rd Floor
Boston, MA 02116
(617) 695-9990

David Sullivan, Director
2 Boylston Street, 3rd Floor
Boston, MA 02116
(617) 695-9990

Jeffrey Thielman, President and CEO
2 Boylston Street, 3rd Floor
Boston, MA 02116
(617) 695-9990

Michael Wyzga, Director
2 Boylston Street, 3rd Floor
Boston, MA 02116
(617) 695-9990

Salary Information for Key Personnel

International Institute of New England
Project 1: ESL

Administrative						
	[Enter Administrative Title]		[Enter Number of Hours per Week]	[Enter the Number of Weeks per Year]	[Enter the Wage per Hour]	TOTAL
1	Education Manager	Vanessa Rashid	22.60	52	\$24.04	\$28,251.81
2	Project Manager	Molly Short Carr	5.60	52	\$31.25	\$9,100.00
3	Support Administrator	To be Hired	22.50	52	\$17.50	\$20,475.00
					Administrative TOTAL	\$57,826.81

Counseling Staff						
	[Enter Counselor Title]		[Enter Number of Hours per Week]	[Enter the Number of Weeks per Year]	[Enter the Wage per Hour]	TOTAL
1	Education and Career Navigator	To be hired	40	52	\$17.00	\$35,360.00
					Counseling TOTAL	\$35,360.00

Teaching Staff						
	[Enter Teacher Title]		[Enter Number of Hours per Week]	[Enter the Number of Weeks per Year]	[Enter the Wage per Hour]	TOTAL
1	Instructor 1	Kayla Stewart	40	52	\$24.00	\$49,920.00
2	Instructor 2	Irina von Becker	30	52	\$24.00	\$37,440.00
3	Instructor 3	Vanessa Rashid	26	52	\$24.00	\$32,448.00
4	Instructor 4	To be hired	30	52	\$24.00	\$37,440.00
					Teacher TOTAL	\$ 157,248.00

International Institute of New England
Project 2: IET

Administrative						
	[Enter Administrative Title]		[Enter Number of Hours per Week]	[Enter the Number of Weeks per Year]	[Enter the Wage per Hour]	TOTAL
1	Employment and Training Manager	To be hired	24.00	52	\$24.04	\$30,001.92
2	Program Manager	Molly Short Carr	1.60	52	\$31.25	\$2,600.00
3	Support Administrator	To be hired	6.25	52	\$17.50	\$5,687.50
Administrative TOTAL						\$38,289.42

Counseling Staff						
	[Enter Counselor Title]		[Enter Number of Hours per Week]	[Enter the Number of Weeks per Year]	[Enter the Wage per Hour]	TOTAL
1	Job Training Specialist #1	Asraa Abdulwahab	10	52	\$20.00	\$10,400.00
2	Job Training Specialist #2	Sarah Bates	10	52	\$20.00	\$10,400.00
3	Job Training Specialist #3	Irina Von Becker	10	52	\$20.00	\$10,400.00
Counseling TOTAL						\$31,200.00

Teaching Staff						
	[Enter Teacher Title]		[Enter Number of Hours per Week]	[Enter the Number of Weeks per Year]	[Enter the Wage per Hour]	TOTAL
1	Job Training Specialist #1	Asraa Abdulwahab	10	52	\$20.00	\$10,400.00
	Job Training Specialist #2	Sarah Bates	10	52	\$20.00	\$10,400.00
3	Job Training Specialist #3	Irina Von Becker	10	52	\$20.00	\$10,400.00
Teacher TOTAL						\$31,200.00

International Institute of New England
Project 3: IELCE

Administrative						
	[Enter Administrative Title]		[Enter Number of Hours per Week]	[Enter the Number of Weeks per Year]	[Enter the Wage per Hour]	TOTAL
1	Education Manager	Vanessa Rashid	11.43	52	\$24.04	\$14,288.41
2	Program Manager	Molly Short Carr	2.80	52	\$31.25	\$4,550.00
3	Support Administrator	To be hired	11.25	52	\$17.50	\$10,237.50
					Administrative TOTAL	\$29,075.91

Counseling Staff						
	[Enter Counselor Title]		[Enter Number of Hours per Week]	[Enter the Number of Weeks per Year]	[Enter the Wage per Hour]	TOTAL
1	Education and Career Navigator	To be hired	40	52	\$17.00	\$35,360.00
					Counseling TOTAL	\$31,200.00

Teaching Staff						
	[Enter Teacher Title]		[Enter Number of Hours per Week]	[Enter the Number of Weeks per Year]	[Enter the Wage per Hour]	TOTAL
1	Instructor 2	Irina von Becker	10	52	\$24.00	\$12,480.00
2	Instructor 4	To be hired	10	52	\$24.00	\$12,480.00
3	Instructor 5	To be hired	40	52	\$24.00	\$49,920.00
					Teacher TOTAL	\$74,880.00

Vanessa Rashid

Summary

Accomplished ESL teacher with extensive experience in developing curriculum for English language and cultural classes. Exceptional background in designing highly interactive learning opportunities for students, specifically in the areas of reading and writing.

Accomplishments

Collaborated with department and faculty members to design a year-round standards-based curriculum.

Implemented a creative art/literacy ESL writing curriculum to reach across all language levels for student success.

Coordinated with school leadership team to develop and implement school-wide goals for improvement.

Partnered with community and government agencies to create a contextualized health care English/occupational training program.

Experience

- | | |
|-------------------|---|
| 12/2013 – Present | <p>International Institute of New England – Manchester, NH, Education Manager</p> <p>Interviewed, hired, trained, and evaluated ESL instructors for adult education. Planned and revised ESL curriculum across beginning literacy through advanced levels. Participated in Adult Education director meetings and professional development workshops. Coordinated with area partners to improve and organize resources available to increase student learning and work force readiness preparation.</p> |
| 11/2011 – 11/2013 | <p>Plymouth State University - Plymouth, NH, IELTS Examiner</p> <p>Performed and rated speaking portion of international English language tests for language learners. Rated written portion of international English language tests for language learners. Maintained professional approach while creating comfortable environment for testing.</p> |

09/2000 - 12/2003 Manchester School District - Manchester, NH, **ESL Teacher**
Employed kinesthetic, visual and auditory approaches to make lessons interesting and interactive. Taught English language skills to students from kindergarten age through adulthood. Organized supplementary materials in English for all students. Integrated technology as an instructional tool, including the Smartboard.

09/2000 - 12/2003 Manchester Community College – Manchester, NH , **ESL Adjunct Instructor**
Taught adult college-level ESL students from beginner through advanced.

01/1997 – 08/1999 International Institute of NH – Manchester, NH, **Resettlement Coordinator**
Performed essential resettlement services for newly arrived refugees. Supervised multicultural and multilingual staff.

Education

1997 Notre Dame College - Manchester, NH, USA
Master of Education: TESOL

Coursework in English Grammar, Linguistics and Language Development-
Certified ELL Instructor

1991 University of NH - Durham, NH, USA
Bachelor of Arts: Art History

Minor in Italian language
Graduated Magna Cum Laude
Completed a year of intensive art and language study in Italy

EXECUTIVE SUMMARY

Innovative non-profit leader with experience in large and small organizations focused on organizational development and shaping dedicated teams with a shared vision:

- Opened and established two field offices for national organizations in New York and Montana.
 - Coordinated delivery of services across multiple social service agencies, government offices, and community partners.
 - Strategically managed staff growth of 200 over a two-year period for a \$22 million international organization serving sub-Saharan Africa.
 - Increased service capacity and grew annual budget from \$600,000 to \$4 million for a mid-size non-profit.
-

EMPLOYMENT HISTORY

Program Director, Manchester, International Institute of New England March 2017 – Present
Manchester, New Hampshire

Lead program staff in the delivery of services to refugees and immigrants throughout Southern New Hampshire with a focus on strengthening program management.

Executive Director, International Rescue Committee in Missoula July 2016 – February 2017
Missoula, Montana

Established and lead a new office with a comprehensive approach to community relations, program compliance, client service delivery, and strategic planning.

- Established the foundations of a refugee resettlement program in the State of Montana.
- Engaged with community leaders, local service providers, and local government to prepare for and welcome refugees.
- Developed operational policies to inform program compliance and accountability.
- Engaged public through events, educational settings, information forums, and media outlets to raise awareness and dispel misinformation about the refugee resettlement program.
- Created a structured mentoring program to connect volunteer with newly arriving refugee families to support community integration.

Deputy Director for Administration, CWS Africa October 2014 – July 2016
Nairobi, Kenya

Led and managed administrative team of 35 staff in human resources, finance, information technology, logistics, and property management to support operations across sub-Saharan Africa.

- Locally integrated a new Job Classification System to support performance management programs across platforms.
- Oversaw the implementation of a new Human Resource Information System.
- Coordinated the opening of a satellite office in Kasulu, Tanzania.
- Oversaw the development and submission of the annual budget, \$22 million for FY2016.
- Designed and implemented a strategic approach to hire and on-board 122 new employees over a three-month period to meet funder requirements.
- Coordinated with international partners to support teams operating in over 36 countries.
- Enhanced performance management processes including recruitment, performance evaluations, disciplinary procedures, and benefits management.
- Supported and enhanced staff professional development through coaching, mentoring and training programs.

Cultural Orientation Coordinator, CWS Africa May 2014 – October 2014
Nairobi, Kenya

Molly Short Carr

Managed the Cultural Orientation training team delivering services to refugees processed for US resettlement throughout sub-Saharan Africa.

- Implemented new English Language training programs in Rwanda and Tanzania.
- Assured the effectiveness of the cultural orientation programming in compliance with US State Department guidelines by delivering culturally appropriate curriculum to a diverse audience in 36 countries.

Executive Director, Journey's End Refugee Services

July 2008 – May 2014

Buffalo, NY

Developed and led a dynamic, full service organization, implementing innovative approaches to overcome barriers to success for resettled refugees and the larger community.

- Expanded operational budget from \$600,000 to \$4 million through innovative program development and strong fiscal accountability.
- Built wrap-around services that supported refugees from arrival through citizenship with vocational training, English language instruction, employment services, and extended case management support.
- Negotiated new opportunities and partnerships with Buffalo Public Schools to increase capacity to support refugee youth from kindergarten to college.
- Designed and implemented a legal service program with multiple partners to support the needs of the refugee community.
- Guided the staff, partners, and Board of Directors in annual strategic planning and goals development.
- Established refugee forums to incorporate the voice of the refugee community in program development.

Field Office Director, US Committee for Refugees and Immigrants

April 2005 – June 2008

Albany, NY

Established a new field office on behalf of USCRI to support resettlement in the Capital Region of New York State.

- Implemented programs that enhanced the delivery of services to vulnerable refugee populations.
 - Developed and maintained budget and guided fundraising efforts including grant management.
 - Provided services and case management to support local integration.
-

EDUCATION

Niagara University, Lewiston, NY

Expected spring 2018

Doctorate of Philosophy in Policy and Leadership

Medaille College, Buffalo, NY

May 2011

Masters of Arts in Organizational Leadership

Canisius College, Buffalo, NY

May 2002

Bachelor of Arts in Political Science and International Relations

PROFESSIONAL AFFILIATIONS

At Risk Housing Coalition, Missoula, MT, Executive Committee

University of Arizona, Tucson, AZ, Research Consultant

University at Buffalo, Buffalo, NY, Adjunct Professor

Leadership Buffalo, Buffalo, NY, Class Experience

Canisius College Social Justice Advisory Committee, Buffalo, NY, Advisory Member

Niagara Frontier Transportation Authority Advisory Committee, Buffalo, NY, Advisory Member

Buffalo English Language Learners Network Committee, Buffalo, NY, Fiscal Advisor and Member

Buffalo Business First 40 Under Forty, Buffalo, NY

Episcopal Migration Ministries National Advisory Council, New York City, NY, National Committee Member

Support Administrator

Reports to: Program Director

Supervision: College and Career Navigators

Status: Exempt

Overview:

The Support Administrator works closely with program staff and the Education and Employment and Training Managers to maintain the administration of the programming.

Qualifications:

- Bachelor's degree required.
- 1-3 years experience in program administration.
- 1-3 years experience in adult education/ESL programming preferred.
- Excellent leadership, management and supervision skills.
- Outstanding communication, team-building, and conflict resolution skills.
- Strong writing and presentation skills.
- Commitment to advancing human rights and humanitarian work.
- Experience working across languages and cultures, able to demonstrate cultural competency.
- Experience with cost/benefit analysis.
- Computer skills including proficiency in Microsoft Word, Excel, and Outlook.
- Experience with data-entry and related systems; familiarity with Apricot preferred.
- Flexible availability— willingness to work evening and weekends as required.

Duties and Responsibilities:

- Responsible for overseeing data management for ESL, IELCE, and IET programs including tracking of student progress and outcomes in Apricot.
- Work closely with the Education and Employment and Training Manager to build a robust recruitment strategy for ESL, IELCE, and IET instruction.
- Enroll participants in education and skills training programming.
- Develop an Individual Learning Plan for each new enrollee to guide instructors and coaches in support of the individual student needs and goals.
- Ensure participants are placed in appropriate levels of instruction by administering CASES pre-test.
- Capture student progress and learning growth through CASES testing throughout services and at program exit.
- Provide support and leadership to program Education and Career Navigators working to support student progress by removing barriers to success.

Education and Career Navigator

Reports to: Support Administrator

Status: Non-exempt

Overview:

Education and Career Navigators will provide academic and career coaching, case management, and referral services to students enrolled in the IET, ESL, and IELCHE Programs in order to support them in attaining goals set. These positions provide administrative support to the Support Administrator and serves as liaison between students and staff.

These positions will work at one of the three IINE Manchester Adult Learning Centers. All Navigators engage in ongoing, job-embedded, and collaborative professional learning and other required trainings. Navigators are expected to support College and Career Readiness (CCR) content such as time management, technology, civics, and soft skills to support all students in achieving their short and long-term goals.

Qualifications:

- Bachelor's Degree in Human Services, Counseling, Education, or related field.
- Minimum of 2 years of related experience in client coaching particularly in college and career readiness.
- Strong counseling skills required.
- Minimum of 1 year of adult teaching experience, preferably with immigrant populations.
- Strong computer skills required.
- Excellent organizational, verbal, written, and interpersonal skills.
- Ability to prioritize duties in a fast-paced environment.
- Proficiency in additional languages a plus.
- Candidate must have dedication to the human rights of refugees, immigrants, and asylees.
- Self-motivated, able to work in a team and independently.
- Bilingual/bicultural candidates are encouraged to apply

The ideal candidate will have the following knowledge, skills, and abilities:

- Adult learning theory, principles, and methods
- Non-traditional, student-centered approaches to coaching
- College structure, systems, and processes
- Strategies and tools for career navigation and exploration
- New Hampshire Adult Basic Education and College and Career Readiness standards; state and national guidelines
- Use technology to support classroom instruction and other job-related duties
- Public speaking
- Work in a collaborative environment
- Communication and interpersonal skills as applied to interaction with students, co-workers, supervisors, and the general public

Duties and Responsibilities:

- Assist students to set and meet goals, in particular (but not limited to) those interested in college and career planning.
- Provide information to students about career planning, educational opportunities, and personal goal setting strategies.
- Build relationships with training providers, career centers, community colleges, and other community agencies to facilitate referrals to skills training and educational opportunities.
- Develop written education, career, and family (ECF) plans for all students.
- Establish positive and trusting relationships with students by fostering student accountability and effective use of resources.
- Assist students with career research and planning, including job search and placement.
- Monitor student participation in meeting goals and meet with students to assess progress.
- Coordinate workshops and activities that supplement and support instructional curriculum, including those activities related to community planning.
- Provide weekly support to the Distance Learning component of the program.
- Maintain hard-copy and electronic records (in SMARTT) with complete confidentiality and accuracy, including intakes, student enrollment, goals, student assessments
- Attend academic advising trainings, required funding meetings/conferences, site and program meetings.
- Coordinate activities for interns/volunteers, including creating materials for small group sessions and field trips.
- Attend regular calibration sessions for CASAS and TABE Clas-E Writing.
- Perform other related duties as needed including assisting with administering and scoring evaluations, maintaining the wait list, and providing weekly attendance updates.
-

Kayla Stewart

SKILLS SUMMARY

- ◆ Teaching English as a Foreign Language (TEFL)
- ◆ Time & Classroom Management
- ◆ Lesson Planning
- ◆ Lead Extra-Curricular Activities
- ◆ Multi-Tasking & Organizing
- ◆ Team Building & Working
- ◆ Grant Writing
- ◆ Conversational Swahili & Spanish

RELATED WORK EXPERIENCE

Adult ESL & Citizenship Instructor: *International Institute of New England, Manchester, NH* October 2015 to Present

- ◆ Teach Literacy, Intermediate, College & Career Readiness, and Citizenship Preparation to refugees/immigrants
- ◆ Create student-centered lessons using Microsoft PowerPoint/Word; calculate/record grades in Microsoft Excel
- ◆ Develop curriculum, efficient methods to track students' progress, and visual teaching materials
- ◆ Mentor undergraduate and graduate students studying TEFL or TESOL and organize ESL volunteers
- ◆ Propose ideas to grant writers on writing an addendum of current citizenship grant to meet realistic goals in the future, how to avoid problems in future grants, and how to monitor progress throughout the fiscal year
- ◆ Speak to various groups in Manchester to recruit students for taking the Naturalization/Citizenship Test.
- ◆ Create flyers, registration forms, curriculum forms, timeline and data tracking sheet to fulfill citizenship grant.

Teaching English as a Foreign Language (TEFL) College Instructor: *Peace Corps China* July 2013 to June 2015

- ◆ Teach Courses: English Speaking & Listening, Pronunciation, and Western Culture to 30-63 students each class.
- ◆ Create authentic, engaging, active, student-centered English-related lesson plans, worksheets, quizzes, and exams.
- ◆ Create a safe, creative, and structured classroom environment by encouraging students to work in small groups.
- ◆ One-on-one tutor sessions/counseling with lower-level confidence students in English/peer interaction skills.

TEFL Teacher Training Program Instructor: *Peace Corps China* July 2014

- ◆ Teach Courses: Pronunciation, American Education, and Western Culture to 300 English teachers.
- ◆ Introduce new English teaching techniques/language skills by creating student-centered English-related lessons.
- ◆ Build English teachers' confidence in English speaking by being flexible and considerate of teachers' needs.

VOLUNTEER EXPERIENCE

Volunteer Advisory Committee (VAC) Chair: *Peace Corps China* September 2014 to June 2015

- ◆ Communicate with Country Director (CD) and Peace Corps (PC) China Staff to identify issues in volunteer training programs which includes, but is not limited to training procedures, editing policies and emails.
- ◆ Communicate often with members to maintain transparency of news/developments from office
- ◆ Facilitate tri-annual VAC meetings/training sessions with CD and PC staff, both face-to-face and on Skype.
- ◆ Set agenda for meetings by preparing/distributing meeting agenda in advance; collect concerns/suggestions
- ◆ Follow-up with VAC Representatives and PC staff regarding actionable items after VAC meetings.

Gender Equality Women Empowerment(GEWE)Newsletter Educational Writer Chair: *Peace Corps China* May 2014 to May 2015

- ◆ Create culturally sensitive lesson plans relating to GEWE within the Chinese cultural context.
- ◆ Publish peer-edited lesson plans in the Peace Corps China GEWE monthly newsletter, named *Voices*.
- ◆ Attend monthly Skype meetings to pitch ideas and receive/give constructive feedback for other writers' pieces
- ◆ Advise fellow volunteers by brainstorming ways to solve difficulties within their women's group/starting a group

5th Annual Nu Women's Summit Grant Writer: *Peace Corps China* April 2014 to October 2014

- ◆ First of the PC China volunteers to successfully write and complete a grant on the PCGO intranet website.
- ◆ Advise PC China volunteers and new/current Peace Corps China staff members on using PCGO and the process of writing PCPP grants during Pre-Service/In-Service face-to-face training sessions, Skype, and/or phone calls.

English Corner Leader: *Peace Corps China* September 2013 to May 2015

- ◆ Lead meetings encouraging varied-level group of English students/teachers to continue their studies out of class.
- ◆ Host American-themed holiday parties, Halloween, Thanksgiving, and Christmas, in order to fulfill the 2nd Goal of the Peace Corps Mission—to share and educate host country nationals about USA culture.

Beginning Swahili: *Teacher's Assistant at University of Florida* May 2012 to August 2012

- ◆ Assist professor in making interactive lesson plans and attend classes for speaking and/or listening exercises.
- ◆ Tutor students out of class, make worksheets, quizzes, and additional practice exercises for individuals.
- ◆ Translate the introduction of "Life Without Limits" from English to Swahili once a week with the professor

Kayla Stewart

EDUCATION

- Southern New Hampshire University**—Manchester, NH March 2017-Present
Masters of Science in Teaching English as a Foreign Language (TEFL)
- University of Oregon**— Coursera.org May 2013 to June 2013
Statement of Accomplishment with Distinction
“Shaping the Way We Teach English, 2: Paths to Success in English Language Teaching”
- University of Oregon**— Coursera.org April 2013 to May 2013
Statement of Accomplishment with Distinction
“Shaping the Way We Teach English, 1: The Landscape of English Language Teaching”
- University of Florida**— Gainesville, FL June 2008 to August 2012
Bachelor of Science in Animal Biology
Minor in African Studies
Sponsored by Florida Medallion Scholars Award
- Study Abroad**—Michigan State Training Centre for Development Co-Operation in Arusha, Tanzania June 2011 to August 2011
Coordinated by Michigan State University
Completed Intensive/Advanced Kiswahili Course
Sponsored by Fulbright Hayes Scholarship

PROFESSIONAL DEVELOPMENT

- College & Career Readiness Train the Trainer**—Manchester, NH December 2016-Present
Sponsored by New Hampshire Mentor Teaching Team
Hours Earned: On-Going
- New Staff Training Part I**—Concord, NH January 2016
Sponsored by New Hampshire Mentor Teaching Team
Hours Earned: 7
- Curriculum Workshop**—Nashua, NH January 2016
Sponsored by New Hampshire Mentor Teaching Team
Hours Earned: 3

EMPLOYMENT & SALARY HISTORY

- International Institute of New England**—Manchester, NH October 2015 to Present
Full-Time English as a Second Language (ESL) Instructor
Part-Time Citizenship Instructor
- Peace Corps Volunteer**—Jiangyou Preschool Educators College, China July 2013 to July 2014
Full-Time College TEFL Instructor
- Oaks Veterinary Hospital**—Gainesville, FL March 2012 to May 2013
Full-Time Animal Care Nurse/Head Technician/Trainer

Irina Lopukhina von Becker

Summary of Qualifications:

- Decisive, energetic instructor with expertise in developing and implementing curricula, lessons, and language learning programs and achieving desired results
- 20 years of professional experience in teaching, interpreting, tutoring, academic and career/job counseling with a diverse students and clients (10-65 years old)
- Content expertise in world languages, culture, history and political studies, and experience teaching students about cultures and concepts that broaden their worldview
- Excellent research and analytical skills supported by knowledge of MS Word, MS Excel, Internet Explorer, Outlook Express, PowerPoint; familiarity with Smart Board technology, Blackboard and PLATO online learning platforms
- Student-centered teacher with awareness of and compassion for diverse students with a range of learning styles; promotes a culture of proactive improvement, innovation, creativity and learning
- Articulate presenter with strong written, verbal and interpersonal skills
- Multilingual: English (full professional proficiency), Russian/Ukrainian (native speaker), German (limited working proficiency)

Professional Experience:

Teaching

- 2016 - Present **ESOL Consultant/Instructor**, Residential Pilot Program, Easter Seals, Manchester, NH
- 2013 - Present **ESOL Instructor/MS - TEFL Student Mentor**, International Institute of NE, Manchester, NH
Manchester Community College, Manchester, NH
- 1994 - 2010 **Private Tutor (ESOL/Russian/English/History/Social Sciences)**, Ukraine/USA
- 2003 - 2007 **Substitute Teacher**, Manchester School District, Manchester, NH
- 1996 - 2002 **Instructor**, Zaporizhzhya State University & Lyceum # 15, Zaporizhzhya, Ukraine

- Developed and implemented structured language instructions (basic/survival level through advanced/professional level of proficiency) to students, emphasizing the development of speaking, listening, reading and writing communicative skills
- Taught, performed research projects and developed curricula including proficiency-oriented learning activities in ESOL, US Citizenship, Russian, Cultural Studies, Theory and Practice of Translation, British and American Studies, Russian/World History, Political Studies, Social Sciences, Literature, job/career counseling
- Evaluated students' abilities, interests using tests, records, interviews and enrolled into the English language courses making sure that students are aware of academic expectations before enrollment
- Adapted teaching methods and authentic instructional materials to meet students' varying needs, abilities, and interests; mentored student teachers
- Prepared instructional materials using various teaching methods including web-based learning and outcome tracking platforms
- Conducted and participated in workshops, briefings and conferences resulting in event reports

Academic/Employment Counseling/Training

- 2014 - 2015 **Consultant/Dept. of NH Employment Security Trainer**
Public Consulting Group/Health multiple NHES locations, NH

- Provided outreach/education of local organizations/companies/schools and training to NHES staff with assistance to agency clientele in applying/enrolling in a Marketplace health insurance plan
- Reported overall participation/performance rates to program oversight personnel
- Navigated state agency clientele through the NH Health Insurance Marketplace/Medicaid/Medicare and help them with enrollment

Professional Experience (continued):

2008 - 2014 **Employment Counselor Specialist**
State of NH DHHS NHEP /Southern NH Services Manchester, NH

2007 - 2008 **Employment Counselor**
Workforce Investment Act/ Southern NH Services Manchester, NH

- Assessed and evaluated individuals' skills, aptitudes, work experience, education, personality traits, cultural factors, language barriers, and degree of physical, social and emotional limitations
- Collected, analyzed and reported data on the performance of clients assigned to different program activities; created reports as required and made recommendations
- Implemented records management program for filing, protection and retrieval of records; assured compliance with WIA/NHEP/ACA program requirements
- Evaluated, integrated and applied changing policies and procedures of NHEP and WIA to maximize services to participants; monitored programs and policies to meet the healthcare and human service needs of disadvantaged and refugee population
- Administered, interpreted and scored standardized tests of NHEP and WIA participants to determine their abilities and skills
- Entered and maintained accurate and up-to-date data on all participants and program services using New Heights, Bridges, E-teams (the computerized data management system), tracking individual progress and compliance with the state and federal regulations and requirements

Interpreting/Translating

1992 - 2013 **Interpreter/Translator**, Zaporizhzhya, Kiev, Ukraine / Manchester, NH

- Provided Russian/Ukrainian/English interpreting and translation services in business, healthcare and social service settings
- Collaborated with international development organizations
- Networked and built relationships with key contacts of organizations and companies

Education:

Zaporizhzhya State University Ukraine
Master of Arts, English Language and Literature (Summa Cum Laude) GPA: 3.96/4.0

Zaporizhzhya State University Ukraine
Master of Arts, History and Social Sciences (Summa Cum Laude) GPA: 3.95/4.0

Certificates:

- Work Ready NH Certification **2016**
- Matching Grant Certification/Reception and Placement Certification by USCRI **2015**
- Microsoft Office Applications and Project Management Fundamentals **2014**
- Certified Health Insurance Marketplace Application Counselor **2014/2015**
- Teaching Civics and Citizenship to Immigrants **2012**
- Families and Addiction **2011**
- Assertiveness - Skills for Managers and Supervisors **2007**
- How to Handle Conflict and Confrontation **2007**
- Business Grammar for Busy Professionals **2007**
- State of New Hampshire Experienced Educator Certificate in History and Social Studies **2006**

Instructor, ESL Program

Reports to: Education Manager

Status: Non-exempt

Overview:

Instructors are responsible for the development and implementation of curriculum in adult English as a Second Language with integration of college and career readiness skills. Instructors are responsible for preparing students for the successful completion of their classes and transition to college and career.

This position will work primarily during daytime hours at one of the three IINE Manchester Adult Learning Centers. All ESL Instructors engage in ongoing, job-embedded, and collaborative professional learning, which includes coaching in addition to other required trainings. ESL students come to the program seeking English skills and preparation for college and career. ESL Instructors are expected to integrate College and Career Readiness (CCR) content such as time management, technology, civics, and soft skills to support all students in achieving their short and long-term goals. All instruction is expected to be standards-based, student-centered, and contextualized to ensure the classes are rigorous, pertinent, and meaningful for students.

Qualifications:

- Bachelor's Degree in related field required; related MA preferred
- Certification in a Teachers of English to Speakers of Other Languages (TESOL) field required
- Ability to model accurate American English pronunciation and grammar required
- At least one year of adult ESL teaching experience preferably with immigrant populations; experience with non-literate learners
- Outstanding communication skills including written, verbal, and presentation skills
- Demonstrated organizational and logistical experience
- Excellent computer skills including Microsoft Word, Excel, and PowerPoint required
- Interest in international, refugee, and asylee issues
- Extremely well organized, detail oriented, flexible, and able to manage multiple tasks simultaneously
- Bilingual/bicultural candidates are encouraged to apply

The ideal candidate will have the following knowledge, skills, and abilities:

- Adult Basic Education and/or ESL instruction
- Adult learning theory, principles, and methods
- Non-traditional, student-centered approaches to instruction; maintain cohesive, multi-level diverse groups
- Strong content knowledge in math, writing, reading, and/or ESL
- Curriculum development
- Contextualized instruction
- College structure, systems, and processes
- Strategies and tools for career navigation and exploration

- New Hampshire Adult Basic Education and College and Career Readiness standards; state and national guidelines
- Instructional material evaluation and selection techniques
- Use technology to support classroom instruction and other job-related duties
- Public speaking
- Work in a collaborative environment
- Communication and interpersonal skills as applied to interaction with students, co-workers, supervisors, and the general public

Duties and Responsibilities:

- Design and implement high quality curriculum and instruction for adult learners that is flexible, student-centered, standards-based, rigorous, and contextualized
- Integrate CCR skills and computer literacy
- Deliver instruction to students using a variety of methods; adjust teaching styles to meet the needs of a diverse student population using adult learning theory/principles and content knowledge in ESL
- Prepare instructional materials, lesson plans, and classroom presentations in support of students achieving educational goals
- Administer standardized and formative assessments; assess student needs and goals; determine student placement in program; evaluate student skills; and, assess student progress for program continuation or completion
- Facilitate the process of critical thinking and reflection
- Complete accurate and timely data collection and reporting
- Facilitate goal-setting activities with students to set and monitor goal achievement
- Facilitate student persistence with individualized support
- Develop, research, review, and/or revise curriculum; select textbooks, equipment, and materials including evaluation of alternative delivery methods of instruction
- May serve as a resource for instructional staff throughout the program in specialized areas of instruction
- Represent Adult Basic Education Program and at conferences, state committees, and/or various types of work groups
- Establish and maintain a classroom environment conducive to student learning
- Engage in collaborative professional learning and continuing education to facilitate student achievement
- Adjust learning options for individuals with special needs, physical, and/or psychological differences
- Set up/break down classrooms or other physical activity related specifically to the subject being taught
- Perform other duties of a similar nature or level as required
- Coordinate instruction with other components/programs within workforce development to ensure that clients have maximum opportunities to improve their communication and job readiness skills, gain employment, and advance towards their career goals.

Employment and Training Manager

Reports to: Program Director

Supervision: Employment Specialists and Industry Training Specialists

Status: Exempt

Overview:

The Employment and Training Manager utilizes data-driven and outcome-focused management to guide employment and training programs at the Manchester site. Working closely with the Program Director, Program Administrator, and Education Manager, the Employment and Training Manager oversees the operations of the site's employment and industry training services, including program planning and development, contextualized skills training services, employer recruitment and partnership, staff recruitment and supervision, and program performance, monitoring and evaluation.

Qualifications:

- Bachelor's degree required in Non-Profit Management, Business, Social Services or closely related field; Master's degree preferred.
- 2-5 years program management, preferably managing manufacturing, healthcare and/or hospitality sector employment and skills training programs, departments or organizations; specific experience in developing and managing successful employment programming preferred.
- Excellent leadership, management and supervision skills.
- Outstanding communication, team-building, and conflict resolution skills.
- Strong writing and presentation skills.
- Commitment to advancing human rights and humanitarian work.
- Experience working across languages and cultures, able to demonstrate cultural competency.
- Experience with cost/benefit analysis.
- Computer skills including proficiency in Microsoft Word, Excel, and Outlook.
- Experience with data-entry and related systems; familiarity with Apricot preferred.
- Flexible availability— willingness to work evening and weekends as required.

Duties and Responsibilities:

- Responsible for the planning, development, and implementation of employment and training services programming, including grant and contract development, reporting, and policy setting for program activities.
- Recruit employers and build placement pipelines and partnerships

- Develop industry-specific contextualized training programs in the areas of manufacturing, healthcare, and hospitality
- Provide direct oversight and management of program grants and contracts.
- Supervise the day-to-day operations of programs across the two programming areas by developing systems and procedures that respond to diverse client needs.
- Monitor required documentation, data collection, and reporting for contracts/programs and ensure that programs are in compliance with IINE goals and contractual guidelines.
- Assess and evaluate program effectiveness and outcomes to ensure responsiveness to client needs. Work with program staff to implement program modifications to reflect contractual regulations, client needs, and the IINE mission and goals.
- Develop recruitment strategies to engaged new students, both refugees and immigrants, in employment and training services.
- Supervise and evaluate direct reports, indirectly supervise all program staff.
- Provide guidance, support and leadership to program staff including regular performance feedback and supporting individual team member's goals.
- Oversee screening and management of program interns and volunteers.

Experience

International Institute of New England – Case Specialist, Employment Services Manchester, NH – October 2016 – Present

Responsible for teaching participants the skills necessary to retain employment based on qualifications and experiences. Assist IINE clients in career development while helping to increase their level of self-sufficiency including an intake of their strengths and barriers, and identification of strategies and supports to address the barriers.

Primary accomplishments encompassed:

- Job preparation, training, search, placement, and retention services that help clients prepare for and access quality jobs and careers.
- Organizes and analyzes information about local employers through records of interviews and professional sources to appraise their interest and abilities for employment planning.
- Responsible for submitting client case notes within 24 hours of service provided, with the understand that case notes may be viewed by program director and state refugee agencies.
- Attended weekly staff meetings, to provide input to the rest of the team, to support staff, interns and volunteers to share responsibilities that contribute to the success of the department.
- Enroll participants into Refugee for Cash Assistance (RCA) within 10 days of arrival to United States and/OR Refugee Targeted Assistance (TAG) to assist in reaching self-sufficiency at the earliest date possible after arriving to the United States.
- Offer employment to clients who are enrolled in the Matching Grant program as needed.
- Complete employment Intake with each client and discuss employment history, educational background, and availability to work.

Fourth Judicial District– Law Enforcement Interpreter

Boise, ID – July 2011 – October 2017

Working alongside judges, attorneys and lawyers, not only an expert knowledge of both English and Arabic, but so is the ability of communicate and understand legal terminology at meetings, preliminary hearings, depositions and verdicts. Serve as a member of the Fourth Judicial District and act as a professional in performing language assistance for prisoners, defendants and plaintiffs in civil proceedings, criminal proceedings, traffic violation proceedings, arraignments, pretrial conferences and trials; using simultaneous and consecutive modes. Occasionally, construct sight translations for the benefit of the court documents including, but not limited to court petitions, waivers, rights and other documents.

Aspen Mental Health LLC – Community Based Rehabilitation and Case Management

Boise, ID – January 2016 – April 2016

Responsible for delivery of Cultural Orientation, Interpreter Services for AMH with a coverage area of Idaho. Worked as a specialist to assist clients in developing skills necessary to live independently, or in preventing movement to a more restrictive living situation. Facilitate communication and coordination services and advocate for those who aren't able to advocate for themselves. Effectiveness provided self-support and self-advocacy; while assured the safety and well being through regular communication with colleagues working in the field.

Primary accomplishments encompassed:

- Coordinated interpreter services by ensuring the smooth flow of procedures and regulations.
- Identify client's need; while coordinate and link services behalf of those needs.
- Reviewed intakes, assessment and completed assessment per program requirements.
- Supported and enhanced staff on behalf of the refugees' community through education, mentoring and preparation.

National Interpreting Service: Luke Hospital, BTB Language Solutions Inc., Pioneer Health Resources, Housing Authority and ID School Districts

Boise, ID – July 2011- November 2016

Responsible for all aspects of interpreting modes in setting such public health, community-based events and assignments within the education and social services sectors. In addition, worked as a member to demonstrated cultural competency; provided leadership and support to staff in regards of exercise independent judgments when dealing with Middle Eastern individuals; including language, traditions, values, family systems and care outcomes.

- Provided guidance in the refugee resettlement process to advocates, healthcare professionals and CBRS workers, to improve services that are provided to refugees and immigrants in Idaho.

Primary accomplishments encompassed:

- Collaborated with medical providers and patients by interpreting what each part is trying to convey to the other.
- Translated patient materials and informational brochures issued by hospitals and medical facilities into another language.
- Effectively transition between conduit, clarify, cultural broker and advocacy roles as needs.
- Maintained assertive communication through the act of serving as the primary contact among all professionals to develop and delivers organizational issues related to refugees program
- Attended conferences and meetings and act as official interpreter to mediate discussion.
- Identified, defined and developed appreciative to those who are acculturated and assimilated with culture

Education

Bachelor of Arts (BA) in Communication

Boise State University

Boise, ID – December 2015

Certificate in Macro Practices for Refugee Services: Intro to Refugee Program Supervision & Management

Boise State University

Boise, ID – May 2015

USCRI Reception & Placement Certification and USCRI Matching Grant Certification

U.S. Committee for Refugees and Immigrations

Nationally Accredited Bridging the Gap Medical Interpreter: A 40- hour workshop where qualified interpreters can prepare for the national certification exam for medical interpreters

Certificate in All Medicaid Matrix Training Program Courses

Zion's Health Care

Boise, ID – May 2015

Additional Experience

Boise State University- Cultural Journalist: The Arbiter

Spring 2015

Researched and developed weekly articles about immigrants, refugees, international affairs and international cultural activities. While Proofread correspondence newsletter articles; including multi-cultural festivals and art shows. Liaised with publishing supervisor and other journalist.

United States National Guards, Yakima, Washington – Role Player (Contactor, Summer 2012)

Sarah D. Bates

EDUCATION

University of New Hampshire, Durham, NH

Masters of Arts in Community Development Policy and Practice, expected September 2017

William Smith College, Geneva, NY

Bachelor of the Arts in Economics and Environmental Studies *cum laude*, May 2011

University of New Hampshire, Durham, NH – Summer Courses in Summer 2010

Study Abroad: University of East Anglia, Norwich, United Kingdom, Fall 2009

HONORS

Inducted into Omicron Delta Epsilon, an International Honor Society in Economics.

President's Civic Leadership Award

SKILLS

Proficient in Microsoft Word, Excel, PowerPoint, and Outlook. Some Quickbooks and Photoshop experience.

WORK EXPERIENCE

International Institute of New England, Manchester, NH

Case Specialist, Employment Services, May 2015 – current; *Volunteer*, March 2015-May 2015

- Refugee resettlement agency which offers a wide-range of services to newly-arrived Americans.
- Provide case management and employment services by offering one-on-one job coaching, pre and post-employment support services, job readiness class, and job referrals.
- Support case management team by helping with airport pickups, apartment setups, home visits, transportation to appointments and other services as needed.
- Teach a weekly job readiness class that enables our clients to understand the various nuances of work in the U.S. from work ethic to job applications to tax forms to basic banking to job safety etc.
- Coordinate with local employers to find suitable employment opportunities for clients.
- Develop lasting relationships with employers to enable them to see the value of employing our clients.
- Help clients to assess their goals and make an employability plan that aligns with their aspirations.

Thomas Bates Accessories, Greenland, NH

Website Manager and Office Assistant, Spring 2011-June 2014

- Provided administrative and marketing assistance for a small apparel-accessory company.
- Worked directly with a professional website development team to create an entirely new website.
- Managed the backroom of the website, updated the home page, and took new photos.
- Monitored and updated all social media outlets (Facebook, Twitter, and Pinterest) and conducted email blasts.
- Entered invoices, orders, and performed basic bookkeeping in QuickBooks.

The Main Idea at Camp Walden, Denmark, ME

Camp Counselor and Lifeguard, August 2012

- Tuition free camp experience for low-income, primarily inter-city girls, ages 9 to 14.
- Worked as a mentor and role model for a cabin of 9 year olds for 10 days; most of whom had never been to summer camp or an outdoor environment.
- Encouraged all the girls at the camp to try new things by teaching swimming, canoeing, and kayaking as one of the certified lifeguards.

U.S. Small Business Administration, Concord, NH

Office Intern, Summer 2009

- Provided administrative assistance to the NH District office of the SBA.
- Developed spreadsheets and reports regarding the SBA loan activity within the state of NH.
- Led a counseling session at the NH Secretary of State's office to educate the public on the various services provided by the SBA.

Instructor, Integrated English Literacy and Civics Education Program

Reports to: Education Manager

Status: Non-exempt

Overview:

Integrated English Literacy and Civics Education Program Instructors are responsible for the development and implementation of curriculum in adult English as a Second Language with the integration of college and career readiness skills that target functioning effectively as parents, workers, and citizens in the United States. Instructors are responsible for preparing students for citizenship and civic participation through ESL instruction.

This position will work primarily during evening hours at one of the three IINE Manchester Adult Learning Centers. All IELCE Instructors engage in ongoing, job-embedded, and collaborative professional learning, which includes coaching in addition to other required trainings. IELCE students come to the program seeking English skills and preparation for college and career. IELCE Instructors are expected to integrate College and Career Readiness (CCR) content such as time management, technology, civics, and soft skills to support all students in achieving their short and long-term goals. All instruction is expected to be standards-based, student-centered, and contextualized to ensure the classes are rigorous, pertinent, and meaningful for students.

Qualifications:

- Bachelor's Degree in related field required; related MA preferred
- Certification in a Teachers of English to Speakers of Other Languages (TESOL) field required
- Ability to model accurate American English pronunciation and grammar required
- At least one year of adult ESL teaching experience preferably with immigrant populations; experience with non-literate learners
- Outstanding communication skills including written, verbal, and presentation skills
- Demonstrated organizational and logistical experience
- Excellent computer skills including Microsoft Word, Excel, and PowerPoint required
- Interest in international, refugee, and asylee issues
- Extremely well organized, detail oriented, flexible, and able to manage multiple tasks simultaneously
- Bilingual/bicultural candidates are encouraged to apply

The ideal candidate will have the following knowledge, skills, and abilities:

- Adult learning theory, principles, and methods
- Non-traditional, student-centered approaches to instruction; maintain cohesive, multi-level diverse groups
- Strong content knowledge in math, writing, reading, and/or ESL
- Curriculum development
- Contextualized instruction
- College structure, systems, and processes
- Strategies and tools for career navigation and exploration

- New Hampshire Adult Basic Education and College and Career Readiness standards; state and national guidelines
- Instructional material evaluation and selection techniques
- Use technology to support classroom instruction and other job-related duties
- Public speaking
- Work in a collaborative environment
- Communication and interpersonal skills as applied to interaction with students, co-workers, supervisors, and the general public

Duties and Responsibilities:

- Design and implement high quality curriculum and instruction for adult learners that is flexible, student-centered, standards-based, rigorous, and contextualized
- Integrate CCR skills, computer literacy, and civics
- Deliver instruction to students using a variety of methods; adjust teaching styles to meet the needs of a diverse student population using adult learning theory/principles and content knowledge ESL and civics
- Prepare instructional materials, lesson plans, and classroom presentations in support of students achieving educational goals
- Administer standardized and formative assessments; assess student needs and goals; determine student placement in program; evaluate student skills; and, assess student progress for program continuation or completion
- Facilitate the process of critical thinking and reflection
- Complete accurate and timely data collection and reporting
- Facilitate goal-setting activities with students to set and monitor goal achievement
- Facilitate student persistence with individualized support
- Develop, research, review, and/or revise curriculum; select textbooks, equipment, and materials including evaluation of alternative delivery methods of instruction
- May serve as a resource for instructional staff throughout the program in specialized areas of instruction
- Represent Adult Basic Education Program and at conferences, state committees, and/or various types of work groups
- Establish and maintain a classroom environment conducive to student learning
- Engage in collaborative professional learning and continuing education to facilitate student achievement
- Adjust learning options for individuals with special needs, physical, and/or psychological differences
- Set up/break down classrooms or other physical activity related specifically to the subject being taught
- Perform other duties of a similar nature or level as required
- Coordinate instruction with other components/programs within workforce development to ensure that clients have maximum opportunities to improve their communication and job readiness skills, gain employment, and advance towards their career goals.

**INTERNATIONAL INSTITUTE OF NEW ENGLAND, INC.
(FORMERLY, INTERNATIONAL INSTITUTE OF BOSTON, INC.) AND AFFILIATE**

Combined Statements of Financial Position
September 30, 2016 and 2015

<u>Assets</u>	<u>2016</u>	<u>2015</u>
Current Assets:		
Cash - operating	\$ 897,308	\$ 321,480
Grants, contracts and other receivables	763,475	456,169
Prepaid expenses and other	27,203	27,286
Cash - escrow	-	500,000
Short-term investments	-	1,260,000
Total current assets	1,687,986	2,564,935
Investments	8,129,057	8,782,486
Property and Equipment, net	2,080,248	55,008
Security Deposits	92,764	6,000
Total assets	<u>\$ 11,990,055</u>	<u>\$ 11,408,429</u>
Liabilities and Net Assets		
Current Liabilities:		
Accounts payable	\$ 388,266	\$ 46,850
Accrued expenses	311,762	1,481,596
Current portion of deferred rent and lease incentive	110,782	-
Deferred revenue	37,409	9,439
Total current liabilities	848,219	1,537,885
Deferred Rent and Lease Incentive, net of current portion	1,063,224	-
Total liabilities	<u>1,911,443</u>	<u>1,537,885</u>
Net Assets:		
Unrestricted:		
Operating	9,374,814	9,689,240
Property and equipment	678,351	55,008
Total unrestricted	10,053,165	9,744,248
Temporarily restricted	25,447	126,296
Total net assets	<u>10,078,612</u>	<u>9,870,544</u>
Total liabilities and net assets	<u>\$ 11,990,055</u>	<u>\$ 11,408,429</u>

INTERNATIONAL INSTITUTE OF NEW ENGLAND, INC.
(FORMERLY, INTERNATIONAL INSTITUTE OF BOSTON, INC.) AND AFFILIATE

Combined Statements of Activities and Changes in Net Assets
For the Years Ended September 30, 2016 and 2015

	2016		2015		
	Unrestricted	Temporarily Restricted	Unrestricted	Temporarily Restricted	Total
Revenues:					
Contract services	\$ 4,075,093	\$ -	\$ 4,075,093	\$ -	\$ 4,071,098
Donated goods and services	786,536	-	786,536	-	577,429
Grants and contributions	83,517	139,895	223,412	365,776	410,569
United Way allocation	115,679	-	115,679	-	116,820
Special events	93,659	-	93,659	-	193,891
Miscellaneous	33,483	-	33,483	-	1,698
Rental income	-	-	-	-	433,536
Net assets released from program restrictions	240,744	(240,744)	-	(468,779)	-
Total revenues	5,428,711	(100,849)	5,327,862	(103,003)	5,805,041
Expenses:					
Program services	4,422,262	-	4,422,262	-	4,411,729
General and administrative	1,259,198	-	1,259,198	-	891,753
Fundraising	317,974	-	317,974	-	216,240
Facilities	-	-	-	-	707,067
Total expenses	5,999,434	-	5,999,434	-	6,226,789
Changes in net assets from operations	(570,723)	(100,849)	(671,572)	(103,003)	(421,748)
Non-Operating Revenue (Expenses):					
Net investment gain (loss)	785,728	-	785,728	-	(534,458)
Capital grants	-	93,912	93,912	-	-
Net assets released from capital restrictions	93,912	(93,912)	-	-	-
Gain on sale of building, net of related income taxes of \$1,231,525	-	-	-	-	10,650,189
Amortization of financing fees	-	-	-	-	(184,549)
Total non-operating revenue (expenses)	879,640	-	879,640	-	9,931,182
Changes in net assets	308,917	(100,849)	208,068	(103,003)	9,509,434
Net Assets:					
Beginning of year	9,744,248	126,296	9,870,544	229,299	361,110
End of year	\$ 10,053,165	\$ 25,447	\$ 10,078,612	\$ 126,296	\$ 9,870,544

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

**INTERNATIONAL INSTITUTE OF NEW ENGLAND, INC.
(FORMERLY, INTERNATIONAL INSTITUTE OF BOSTON, INC.) AND AFFILIATE**

Combined Statements of Cash Flows
For the Years Ended September 30, 2016 and 2015

	<u>2016</u>	<u>2015</u>
Cash Flows from Operating Activities:		
Changes in net assets	\$ 208,068	\$ 9,509,434
Adjustments to reconcile changes in net assets to net cash used in operating activities:		
Net realized and unrealized (gains) losses on investments	(785,728)	534,458
Gain on sale of building	-	(11,881,714)
Depreciation and amortization	54,180	341,859
Amortization of lease incentive	(18,464)	-
Capital grants	(93,912)	-
Changes in operating assets and liabilities:		
Grants, contracts and other receivables	(212,806)	(56,353)
Prepaid expenses and other	83	(7,734)
Security deposits	(86,764)	-
Accounts payable	19,025	(211,987)
Accrued expenses	61,691	1,242,863
Deferred rent	84,648	-
Deferred revenue	27,970	(10,882)
	<u>(742,009)</u>	<u>(540,056)</u>
Net cash used in operating activities		
Cash Flows from Investing Activities:		
Investment purchases	(4,430,297)	(10,576,944)
Proceeds from sale/transfer of investments	7,129,454	-
(Increase) decrease in cash - escrow	500,000	(500,000)
Acquisition of property and equipment	(1,757,029)	(44,211)
Proceeds from sale of building	-	17,766,479
Unrelated business income taxes paid	(1,231,525)	-
	<u>210,603</u>	<u>6,645,324</u>
Net cash provided by investing activities		
Cash Flows from Financing Activities:		
Proceeds from lease incentive	1,013,322	-
Capital grants	93,912	-
Principal payments on long-term debt	-	(6,531,318)
	<u>1,107,234</u>	<u>(6,531,318)</u>
Net cash provided by (used in) financing activities		
Net Change in Cash	575,828	(426,050)
Cash:		
Beginning of year	<u>321,480</u>	<u>747,530</u>
End of year	<u>\$ 897,308</u>	<u>\$ 321,480</u>
Supplemental Disclosure of Cash Flow Information:		
Property and equipment financed through accounts payable	<u>\$ 322,391</u>	<u>\$ -</u>
Cash paid for interest	<u>\$ -</u>	<u>\$ 174,524</u>
Cash paid for unrelated business income taxes	<u>\$ 1,231,525</u>	<u>\$ 96,225</u>

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

**INTERNATIONAL INSTITUTE OF NEW ENGLAND, INC.
(FORMERLY, INTERNATIONAL INSTITUTE OF BOSTON, INC.) AND AFFILIATE**

Combined Statement of Functional Expenses

For the Year Ended September 30, 2016

(With Summarized Comparative Totals for the Year Ended September 30, 2015)

	2016			2015	
	Program Services	General and Administrative	Fundraising	Total	Total
Personnel and Related:					
Salaries	\$ 1,852,580	\$ 655,462	\$ 106,815	\$ 2,614,857	\$ 2,547,584
Donated services	557,583	109,868	26,399	693,850	533,695
Payroll taxes and fringe benefits	320,791	41,150	18,116	380,057	402,959
Purchased and contracted services	89,425	187,265	62,887	339,577	239,827
Recruitment	5,188	17,796	50	23,034	72,777
Total personnel and related	2,825,567	1,011,541	214,267	4,051,375	3,796,842
Occupancy:					
Rent and utilities	276,332	95,936	16,904	389,172	265,247
Depreciation	18,109	4,105	1,932	24,146	146,132
Equipment rental	12,414	-	-	12,414	13,403
Repairs and maintenance	763	10,132	-	10,895	54,675
Mortgage interest	-	-	-	-	174,524
Real estate taxes	-	-	-	-	85,711
Total occupancy	307,618	110,173	18,836	436,627	739,692
Other:					
Client assistance	1,029,865	-	-	1,029,865	1,209,710
Donated goods	92,686	-	-	92,686	43,734
Professional fees	1,128	68,195	227	69,550	63,463
Special events	-	-	61,937	61,937	59,066
Supplies and materials	47,553	11,675	2,367	61,595	77,964
Travel, meetings and conferences	35,085	15,774	3,341	54,200	57,180
Insurance	15,360	29,455	214	45,029	61,184
Telephone	39,886	1,658	-	41,544	33,974
Depreciation and amortization	18,361	7,408	4,265	30,034	11,178
Dues and subscriptions	5,781	1,250	5,410	12,441	13,073
Printing	-	-	5,755	5,755	-
Miscellaneous	2,368	843	500	3,711	17,938
Postage	1,004	1,226	855	3,085	3,607
Income taxes	-	-	-	-	38,184
Total other	1,289,077	137,484	84,871	1,511,432	1,690,255
Total expenses	\$ 4,422,262	\$ 1,259,198	\$ 317,974	\$ 5,999,434	\$ 6,226,789

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

**INTERNATIONAL INSTITUTE OF NEW ENGLAND, INC.
(FORMERLY, INTERNATIONAL INSTITUTE OF BOSTON, INC.) AND AFFILIATE**

Combined Statement of Functional Expenses
For the Year Ended September 30, 2015

	<u>Program Services</u>	<u>General and Adminis- trative</u>	<u>Fundraising</u>	<u>Facilities</u>	<u>Total</u>
Personnel and Related:					
Salaries	\$ 1,825,111	\$ 559,779	\$ 68,169	\$ 94,525	\$ 2,547,584
Donated services	533,695	-	-	-	533,695
Payroll taxes and fringe benefits	288,664	88,557	10,784	14,954	402,959
Purchased and contracted services	111,070	60,541	61,716	6,500	239,827
Recruitment	740	71,927	110	-	72,777
	<u>2,759,280</u>	<u>780,804</u>	<u>140,779</u>	<u>115,979</u>	<u>3,796,842</u>
Total personnel and related					
Occupancy:					
Rent and utilities	210,640	-	-	54,607	265,247
Depreciation	-	-	-	146,132	146,132
Equipment rental	12,663	-	-	740	13,403
Repairs and maintenance	325	-	-	54,350	54,675
Mortgage interest	-	-	-	174,524	174,524
Real estate taxes	-	-	-	85,711	85,711
	<u>223,628</u>	<u>-</u>	<u>-</u>	<u>516,064</u>	<u>739,692</u>
Total occupancy					
Other:					
Client assistance	1,209,710	-	-	-	1,209,710
Donated goods	43,734	-	-	-	43,734
Professional fees	548	51,780	1,115	10,020	63,463
Special events	-	-	59,066	-	59,066
Supplies and materials	69,086	8,237	358	283	77,964
Travel, meetings and conferences	49,463	7,394	323	-	57,180
Insurance	8,171	30,312	500	22,201	61,184
Telephone	33,805	169	-	-	33,974
Depreciation and amortization	988	5,854	-	4,336	11,178
Dues and subscriptions	9,403	645	3,025	-	13,073
Miscellaneous	2,846	5,027	10,065	-	17,938
Postage	1,067	1,531	1,009	-	3,607
Income taxes	-	-	-	38,184	38,184
	<u>1,428,821</u>	<u>110,949</u>	<u>75,461</u>	<u>75,024</u>	<u>1,690,255</u>
Total other					
Total expenses	<u><u>\$ 4,411,729</u></u>	<u><u>\$ 891,753</u></u>	<u><u>\$ 216,240</u></u>	<u><u>\$ 707,067</u></u>	<u><u>\$ 6,226,789</u></u>

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

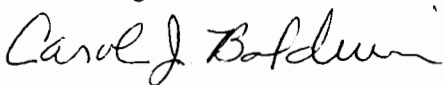
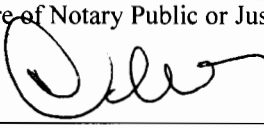
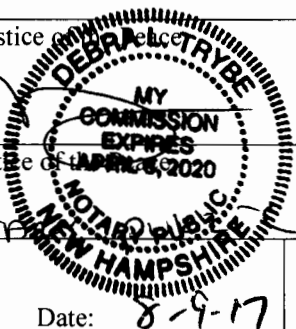
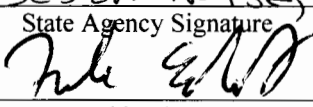
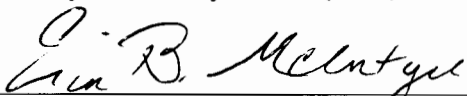
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

I. IDENTIFICATION.

1.1 State Agency Name Department of Education		1.2 State Agency Address 21 South Fruit Street, Suite #20 Concord, NH 03301	
1.3 Contractor Name Nashua Adult Learning Center, Inc.		1.4 Contractor Address 4 Lake Street Nashua, NH 03060	
1.5 Contractor Phone Number 603-882-9080	1.6 Account Number See Exhibit B	1.7 Completion Date June 30, 2018	1.8 Price Limitation \$827,870.45
1.9 Contracting Officer for State Agency Art Ellison		1.10 State Agency Telephone Number 603-271-6698	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Carol J. Baldwin, Executive Director	
1.13 Acknowledgement: State of <u>New Hampshire</u> , County of <u>Hillsborough</u> On <u>August 7, 2017</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 			
1.13.2 Name and Title of Notary or Justice of the Peace <u>DEBORA TRYBE, NOTARY PUBLIC</u> 			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Date: <u>8-9-17</u>	
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) (if applicable) By:  On: <u>8/10/17</u>			
1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____			

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.

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 notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and 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 \$1,000,000 per occurrence and \$2,000,000 aggregate; and

14.1.2 special cause of loss coverage form 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.

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, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("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. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. 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

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 thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) 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 unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

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.

EXHIBIT A

The Services

Services at Nashua Adult Learning Center will be provided at their location in Nashua at 4 Lake Street as well as Milford High School, Clearway High School, on the campus of Nashua Community College and will be offering services at the new community center being built by the city of Nashua. Students receiving services will be from the city of Nashua and its surrounding areas including Hudson, Litchfield, Merrimack, Hollis, Milford, Wilton and Brookline.

Nashua Adult Learning Center in Nashua will provide the following services:

Project Descriptions

Project 1: Adult Basic Education (ABE)

Adult Basic Education programs, authorized under Ed 703, will provide educational opportunities below the secondary level for adults who lack a high school diploma or who lack the basic skills to function effectively in the workplace and in their daily lives.

ABE programs shall provide the following services:

Responsiveness to Regional Need

- The Contractor is responsible for identifying the educational needs of the region by using data from US Census's American Community Survey to target, recruit, and serve individuals without a high school diploma.
- The Contractor is responsible for using NH Employment Security data and State Workforce Board Sector-Based Initiatives to identify regional economic needs and to incorporate preparation of individuals for sector initiatives, assisting individuals with transition into economic stability through employment and participation in the development of career pathways.
- The Contractor is responsible for using local resources to identify the social and cultural needs of the region and include programming to address the diverse needs of the population, provide soft skills training and foster the development of cultural competence.

Serving the Most in Need

- The Contractor is responsible for identifying, recruiting, and serving students who are most in need of adult basic education including individuals with low levels of literacy skills.
- The Contractor is responsible for serving the needs of English language learners, especially those who may be above the Advanced ESL level, but still eligible for Adult Basic Education activities.
- The Contractor is responsible for serving the needs of individuals with disabilities including physical, emotional, social, and learning disabilities.
- The Contractor is responsible for serving the needs of individuals with barriers to employment including displaced homemakers, low-income individuals, ex-offenders, and others.

Service Delivery Format and Schedules

- The Contractor must have a delivery method, location(s), and schedule that enable individuals to attend and complete the program.
- Open enrollment and flexible scheduling are highly encouraged.
- Classes must have a minimum of eight active enrollments and a plan for handling waiting lists.

Proposed Curricula and Contextualized Instruction

- The Contractor is required to provide a curriculum that is aligned with the College & Career Readiness Standards for Adult Education.
- The Contractor is required to provide contextualized instruction that includes occupationally relevant materials.

Alignment with the State Workforce Plan

- The Contractor is required to align its program with the goals and mission of the State Workforce Plan including curriculum alignment with the College & Career Readiness Standards for Adult Education and the Sector-Based Initiatives.
- The Contractor is required to participate in state leadership activities including participation in adult education committees or advisory boards, membership in regional/national education consortia, and through attending professional development activities.

Intensity, Quality and Best Practices

- The Contractor must use instructional practices that include the essential components of reading.
- The Contractor must integrate workforce preparation activities for all students.
- The Contractor must define sufficient intensity and quality and have a plan for how the program will meet that standard.
- The Contractor must base its instruction on best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.

Integration of Technology Services and Digital Systems

- The Contractor must incorporate digital literacy instruction for all students at all levels.
- The Contractor must include distance learning options as a part of its delivery system including a policy for selecting appropriate students, facilitating distance learning, and a plan for how distance learning will be used.
- The Contractor must incorporate the use of a variety of technology services in the classroom.

Meeting Program Outcomes

- The Contractor must pretest 100% of all enrolled students using a National Reporting System-approved assessment within 12 hours of enrollment.
- The Contractor must posttest a minimum of 68% of all enrolled students after an appropriate number of instructional hours as defined in the NH Assessment and Data Policy.
- The Contractor must conduct follow up surveys with all enrolled participants as required by the National Reporting System to collect performance indicator data and measurable skills gains in accordance with National Reporting System requirements. A minimum of a 75% response rate is required.
- The Contractor must contribute to the performance outcomes set by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE) as indicated below:

Performance Measures	2017 – 2018
Employment (second quarter after exit)	Baseline
Employment (fourth quarter after exit)	Baseline
Median Earnings	Baseline
Credential Attainment Rate	Baseline
Measurable Skills Gains	Baseline

Reporting

- The Contractor is required to use the data system provided by the NH Bureau of Adult Education to collect data for federal reporting.
- A representative from the Contractor must be trained to use the data system. All data must be verified and certified on a quarterly basis on October 15, January 15, April 15 and ~~July~~ 15.
- The Contractor must analyze its program data on an annual basis and set goals for improvement through the Self-Assessment process.

Implementation Timeline

- The Contractor must be fully operational by September 15, 2017 or have a plan approved by the NH Bureau of Adult Education.

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Anticipated number of students served in the ABE program:

FY18
246

Project 2: English as Second Language (ESL)

English as a Second Language programs, authorized under Ed 703, will provide foundational skills below the postsecondary level and English literacy instruction including individuals who may have earned a high school diploma or postsecondary credential in another country, but do not have the English language skills to be successful in postsecondary education, training, or employment. The purpose of the program is to assist students in acquiring the skills and knowledge necessary to become productive workers, parents, and citizens and transition to postsecondary education, training, and/or employment.

ESL programs shall provide the following services:

Responsiveness to Regional Need

- The Contractor is responsible for identifying the educational needs of the region by using data for individuals categorized as "speaking English less than 'very well'" or "without US citizenship" from US Census's American Community Survey to target, recruitment, and serve individuals.
- The contractor is responsible for using NH Employment Security data and State Workforce Board Sector-Based Initiatives to identify regional economic needs and to incorporate preparation of individuals for sector initiatives, assisting individuals with transition into economic stability through employment, and participation on the development of career pathways.
- The contractor is responsible for using local resources to identify the social and cultural needs of the region and include programming to address the diverse needs of the population, provide soft skills training and foster the development of cultural competence.

Serving the Most in Need

- The contractor is responsible for identifying, recruiting, and serving students who are most in need of English as a second language.
- The contractor is responsible for serving the needs of English language learners, especially those who may be above the Advanced ESL level, but still eligible for Adult Basic Education or Adult Secondary Education activities.
- The contractor is responsible for serving the needs of English language learners with disabilities including physical, emotional, social, and learning disabilities.
- The contractor is responsible for serving the needs of English language learners with barriers to employment including displaced homemakers, low-income individuals, ex-offenders, and others.
- The Contractor must identify whether the region has a demonstrated need for additional English language acquisition and civics education programs.

Service Delivery Format and Schedules

- The Contractor must have a delivery method, location(s), and schedule that enable individuals to attend and complete the program.
- Open enrollment and flexible scheduling are highly encouraged.
- Classes must have a minimum of eight active enrollments and a plan for handling waiting lists.

Proposed Curricula and Contextualized Instruction

- The Contractor is required to provide a curriculum that is aligned with the College & Career Readiness Standards for Adult Education and the English Language Proficiency Standards published by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE).
- The Contractor is required to provide contextualized instruction that includes occupationally relevant materials.

Alignment with the State Workforce Plan

- The Contractor is required to align its program with the goals and mission of the State Workforce Plan including curriculum alignment with the College & Career Readiness Standards for Adult Education and the Sector-Based Initiatives.
- The Contractor is required to participate in state leadership activities including participation in adult education committees or advisory boards, membership in regional/national education consortia and through attending professional development activities.

Intensity, Quality and Best Practices

- The Contractor must use instructional practices that include the essential components of reading.
- The Contractor must integrate workforce preparation activities for all students.
- The Contractor must define sufficient intensity and quality and have a plan for how the program will meet that standard.
- The Contractor must base its instruction on best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.

Integration of Technology Services and Digital Systems

- The Contractor must incorporate digital literacy instruction for all students at all levels.
- The Contractor must include distance learning options as a part of its delivery system including a policy for selecting appropriate students, facilitating distance learning, and a plan for how distance learning will be used.
- The Contractor must incorporate the use of a variety of technology services in the classroom.

Meeting Program Outcomes

- The Contractor must pretest 100% of all enrolled students using a National Reporting System-approved assessment within 12 hours of enrollment.
- The Contractor must posttest a minimum of 68% of all enrolled students after an appropriate number of instructional hours as defined in the NH Assessment and Data Policy.
- The Contractor must conduct follow up surveys with all enrolled participants as required by the National Reporting System to collect performance indicator data and measurable skills gains in accordance with National Reporting System requirements. A minimum of a 75% response rate is required.
- The Contractor must contribute to the performance outcomes set by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE) as indicated below:

Performance Measures	2017 – 2018
Employment (second quarter after exit)	Baseline
Employment (fourth quarter after exit)	Baseline
Median Earnings	Baseline
Credential Attainment Rate	Baseline
Measurable Skills Gains	Baseline

Reporting

- The Contractor is required to use the data system provided by the NH Bureau of Adult Education to collect data for federal reporting.
- A representative from the Contractor must be trained to use the data system. All data must be verified and certified on a quarterly basis.
- The Contractor must analyze program data on an annual basis and set goals for improvement through the Self-Assessment process.

Implementation Timeline

- The Contractor must be fully operational by September 15, 2017 or have a plan approved by the NH Bureau of Adult Education.

Anticipated number of students served in the ESL program:

FY18
349

Project 3: Adult Learner Services (ALS)

The Adult Learner Services is a regionally-based program that will use a paid staff member to coordinate volunteer tutors to provide one-on-one and small group instruction in areas across the state where adult education centers are inaccessible for students. The ALS program will provide flexibility for the student access services including adult basic education, English language acquisition, and preparation for the high school equivalency exam. The tutors will be provided with training and on-going support as they work with their students to reach individual educational goals.

ALS programs shall provide the following services:

Responsiveness to Regional Need

- The Contractor is responsible for identifying the educational needs of the region by using data from US Census's American Community Survey to target, recruitment, and serve individuals without a high school diploma, without US citizenship, and those with low levels of literacy.
- The Contractor is responsible for using NH Employment Security data and State Workforce Board Sector-Based Initiatives to identify regional economic needs and to incorporate preparation of individuals for sector initiatives, assisting individuals with transition into economic stability through employment and participation on the development of career pathways.
- The Contractor is responsible for using local resources to identify the social and cultural needs of the region and include programming to address the diverse needs of the population, provide soft skills training, and foster the development of cultural competence.

Serving the Most in Need

- The Contractor is responsible for identifying, recruiting, and serving students who are most in need of adult basic education including individuals with low levels of literacy skills.
- The Contractor is responsible for serving the needs of English language learners, especially those who have low literacy levels and those who need to transition from Advanced ESL into Adult Basic Education or Adult Secondary Education educational functioning levels.
- The Contractor is responsible for serving the needs of individuals with disabilities including physical, emotional, social, and learning disabilities.
- The Contractor is responsible for serving the needs of individuals with barriers to employment including displaced homemakers, low-income individuals, ex-offenders, and others.
- The Contractor must identify whether the region has a demonstrated need for additional English language acquisition and civics education programs.

Service Delivery Format and Schedules

- The Contractor must have a delivery method, location(s), and schedule that enable individuals to attend and complete the program. The ALS program is intended to supplement existing classes in adult education center, use learning labs, small groups, and volunteer tutors to maximize the convenience and intensity of service for each learner.
- Open enrollment and flexible scheduling are highly encouraged.
- The Contractor is required to identify gaps in existing services and address those gaps.

Proposed Curricula and Contextualized Instruction

- The Contractor is required to provide a curriculum that is aligned with the College & Career Readiness Standards for Adult Education.
- The Contractor is required to provide contextualized instruction that includes occupationally relevant materials.

Alignment with the State Workforce Plan

- The Contractor is required to align its program with the goals and mission of the State Workforce Plan including curriculum alignment with the College & Career Readiness Standards for Adult Education and the Sector-Based Initiatives.
- The Contractor is required to participate in state leadership activities including participation in adult education committees or advisory boards, membership in regional/national education consortia, and attend professional development activities.

Intensity, Quality and Best Practices

- The Contractor must use instructional practices that include the essential components of reading.
- The Contractor must integrate workforce preparation activities for all students.
- The Contractor must define sufficient intensity and quality and have a plan for how the program will meet that standard.
- The Contractor must base its instruction on best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.

Integration of Technology Services and Digital Systems

- The Contractor must incorporate digital literacy instruction for all students at all levels.
- The Contractor must include distance learning options as a part of its delivery system including a policy for selecting appropriate students, facilitating distance learning, and a plan for how distance learning will be used.
- The Contractor must incorporate the use of a variety of technology services for instruction.

Meeting Program Outcomes

- The Contractor must pretest 100% of all enrolled students using a National Reporting System-approved assessment within 12 hours of enrollment.
- The Contractor must posttest a minimum of 68% of all enrolled students after an appropriate number of instructional hours as defined in the NH Assessment and Data Policy.
- The Contractor must conduct follow up surveys with all enrolled participants as required by the National Reporting System to collect performance indicator data and measurable skills gains in accordance with National Reporting System requirements. A minimum of a 75% response rate is required.
- The Contractor must contribute to the performance outcomes set by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE) as indicated below:

Performance Measures	2017 – 2018
Employment (second quarter after exit)	Baseline
Employment (fourth quarter after exit)	Baseline
Median Earnings	Baseline
Credential Attainment Rate	Baseline
Measurable Skills Gains	Baseline

Reporting

- The Contractor is required to use the data system provided by the NH Bureau of Adult Education to collect data for federal reporting.
- A representative from the Contractor must be trained to use the data system. All data must be verified and certified on a quarterly basis.
- The Contractor must analyze its own data on an annual basis and set goals for improvement through the Self-Assessment process.

Implementation Timeline

- The Contractor must be fully operational by September 15, 2017 or have a plan approved by the NH Bureau of Adult Education.

Anticipated number of students served in the ALS program:

FY18
138

Project 4: Integrated English Literacy and Civics Education

Integrated English Literacy and Civics Education will be a program provided to English language learners who are adults, including professionals with degrees and credentials in their native countries, that enables such adults to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United State. Such service shall include instruction in literacy and English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation, and may include workforce training.

IELCE programs shall provide the following services:

Responsiveness to Regional Need

- The Contractor is responsible for identifying the educational needs of the region by using data from US Census's American Community Survey to target, recruitment, and serve individuals without US citizenship, in need of English language acquisition skills including skilled immigrants or other English language learners who may have degrees, credentials or work experience in their native countries and those with low levels of literacy.
- The Contractor is responsible for using NH Employment Security data and State Workforce Board Sector-Based Initiatives to identify regional economic needs and to incorporate preparation of individuals for sector initiatives, assisting individuals with transition into economic stability through employment and participation on the development of career pathways.
- The Contractor is responsible for using local resources to identify the social and cultural needs of the region and include programming to address the diverse needs of the population, provide soft skills training and foster the development of cultural competence.

Serving the Most in Need

- The Contractor is responsible for identifying, recruiting, and serving students who are most in need of Integrated English Literacy and Civics Education including individuals with degrees, credentials or work experience in their native country.
- The Contractor is responsible for serving the needs of English language learners, especially those who have low literacy levels and those who need to transition from Advanced ESL into Adult Basic Education or Adult Secondary Education educational functioning levels.
- The Contractor is responsible for serving the needs of individuals with disabilities including physical, emotional, social, and learning disabilities.
- The Contractor is responsible for serving the needs of individuals with barriers to employment including displaced homemakers, low-income individuals, ex-offenders, and others.
- The Contractor may not exclude individuals seeking language proficiency and civics education, but not seeking workforce training.
- The Contractor must identify whether the region has a demonstrated need for additional English language acquisition and civics education programs.

Service Delivery Format and Schedules

- The Contractor must have a delivery method, location(s), and schedule that enable individuals to attend and complete the program.
- The Contractor must integrate all three of the following required components of the IELCE program in accordance with WIOA regulations. The components must be offered concurrently.
 - Adult Education and Literacy Activities, including English language acquisition and workforce preparation
 - Rights and responsibilities of citizenship
 - Integrated Education and Training activity as defined in WIOA Section 203(11)

Proposed Curricula and Contextualized Instruction

- The Contractor is required to provide a curriculum that is aligned with the College & Career Readiness Standards for Adult Education.
- The Contractor is required to provide contextualized instruction that includes occupationally relevant materials.
- The Contractor is required to integrate the rights and responsibilities of citizenship into the curriculum.
- The IET component of the program should include an industry or employer-recognized credential.

Alignment with the State Workforce Plan

- The Contractor is required to align its program with the goals and mission of the State Workforce Plan including curriculum alignment with the College & Career Readiness Standards for Adult Education and the Sector-Based Initiatives.
- The Contractor is required to participate in state leadership activities including participation in adult education committees or advisory boards, membership in regional/national education consortia, and attend professional development activities.

Intensity, Quality and Best Practices

- The Contractor must use instructional practices that include the essential components of reading.
- The Contractor must integrate workforce preparation activities for all students.
- The Contractor must define sufficient intensity and quality and have a plan for how the program will meet that standard.
- The Contractor must base its instruction on best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.

Integration of Technology Services and Digital Systems

- The Contractor must incorporate digital literacy instruction for all students at all levels.
- The Contractor must include distance learning options as a part of its delivery system including a policy for selecting appropriate students, facilitating distance learning and a plan for how distance learning will be used.
- The Contractor must incorporate the use of a variety of technology services for instruction.

Meeting Program Outcomes

- The Contractor must pretest 100% of all enrolled students using a National Reporting System-approved assessment within 12 hours of enrollment.
- The Contractor must posttest a minimum of 68% of all enrolled students after an appropriate number of instructional hours as defined in the NH Assessment and Data Policy.
- The Contractor must conduct follow up surveys with all enrolled participants as required by the National Reporting System to collect performance indicator data and measurable skills gains in accordance with National Reporting System requirements. A minimum of a 75% response rate is required.
- The Contractor must contribute to the performance outcomes set by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE) as indicated below:

Performance Measures	2017 – 2018
Employment (second quarter after exit)	Baseline
Employment (fourth quarter after exit)	Baseline
Median Earnings	Baseline
Credential Attainment Rate	Baseline
Measurable Skills Gains	Baseline

Reporting

- The Contractor is required to use the data system provided by the NH Bureau of Adult Education to collect data for federal reporting.

- A representative from the Contractor must be trained to use the data system. All data must be verified and certified on a quarterly basis.
- The Contractor must analyze its own data on an annual basis and set goals for improvement through the Self-Assessment process.

Implementation Timeline

- The Contractor must be fully operational by September 15, 2017 or have a plan approved by the NH Bureau of Adult Education.

Anticipated number of students served:

FY18
349

EXHIBIT B

Estimated Budget: Limitation on Price: Payment

ESTIMATED PROJECT 1 (ABE)	FY18
Administrative	\$56,721.60
Counseling Staff	22,495.20
Teaching Staff	208,386.48
Administrative Benefits	12,223.00
Counseling Benefits	6,286.95
Teacher Benefits	23,964.60
Repairs & Maintenance	1,020.00
Insurance	1,020.00
Telephone	600.00
Postage	840.00
Advertising	600.00
Printing	1,500.00
Travel	1,980.00
Energy Utilities	22,200.00
Books & Information	15,600.00
Indirect Cost	37,543.78
Totals	\$412,981.61

ESTIMATED PROJECT 2 (ESL)	FY18
Administrative	\$35,999.04
Teaching Staff	87,801.09
Administrative Benefits	7,839.90
Teacher Benefits	10,097.15
Repair & Maintenance	1,020.00
Insurance	1,020.00
Telephone	600.00
Postage	840.00
Advertising	600.00
Printing	1,500.00
Energy Utilities	22,200.00
Books & Information	15,600.00
Replacement Computers	21,600.00
Indirect Cost	20,671.72
Totals	\$227,388.90

ESTIMATED PROJECT 3 (ALS)	FY18
Administrative	\$36,000.00
Administrative Benefits	11,540.00
Telephone	500.00
Postage	500.00
Travel	500.00
Energy Utilities	9,000.00
Books & Information	2,500.00
Workbooks & Printed Media	400.00
Digital Subscription	500.00
Indirect Costs	6,144.00
Totals	\$67,584.00

ESTIMATED PROJECT 4 (IELCE)	FY18
Counseling Staff	\$22,495.20
Teaching Staff	64,774.29
Counseling Benefits	7,287.00
Teacher Benefits	7,458.00
Energy Utilities	4,500.00
Books & Information	2,500.00
Indirect Cost	10,901.45
Totals	\$119,915.94

1. Subject to the Contractor's compliance with the terms and conditions of this agreement, and for services provided consistent with Exhibit A - Services, the Department of Education shall reimburse the contractor for allowable expenses up to a maximum total payment of \$827,870.45.
2. The total of the approved budget shall not exceed \$827,870.45 without written modification signed by the parties to this agreement and approved by the Governor and Council.
3. Annual funding amounts disbursed through this contract agreement shall be determined based on actual WIOA federal awards for the delivery of adult education and literacy services received for the program year covered under this agreement, which may be less or more than estimated but may not exceed in the aggregate the total maximum amount authorized via this contract agreement.
4. This contract is funded with federal funds from the US Department of Education made available under the Workforce Innovation and Opportunities Act of 2014, Title II for the purpose of the delivery of adult education and literacy services and State General Funds under Adult Education.
5. The Contractor must have written authorization from the DOE prior to using contract funds to purchase any property or equipment with a cost in excess of \$250.00 and with a useful life beyond one-year, and shall maintain an inventory of property and equipment either purchased or leased with funds made available through this contract.

6. Payments for services under this contract are limited to reimbursement for actual expenses incurred in the fulfillment of this agreement during the contract period. Reimbursement for expenses incurred after June 30, 2018 shall not be accepted for payment.
7. Expenditures shall be in accordance with an annual line item budget, which shall be submitted to the DOE for final approval no later than June 30 for the program year covered under this agreement. In the event that the line-item budget is adjusted within the program year, such adjustments shall not exceed the approved administration cost for the program year.
8. A final payment request shall be submitted no later than forty-five (45) days after the contract ends. Failure to submit the invoice by this date could result in non-payment.
9. The Contractor shall maintain sufficient documentation on file in their offices to support invoices, and make such documentation available for review by authorized NH DOE, Bureau of Adult Education and/or its auditors.
10. The Bureau of Adult Education reserves the right to request ad hoc financial and/or participant status reports in the event further information is needed to evaluate program effectiveness as deemed reasonable and necessary by the DOE and/or the State of New Hampshire.
11. The Contractor shall adhere to all cash management policies and procedures stipulated in the body of this agreement, and all other applicable WIOA federal, State, and the DOE cash management regulations and policies, including monthly accrual reporting.
12. The Contractor is solely responsible for paying to the DOE any disallowed costs associated with the misappropriation of federal funds and/or costs expended on individuals who were erroneously determined to be eligible for WIOA services. Disallowed costs may not be paid with federal funds, regardless of the funding source.
13. The DOE reserves the right to increase and/or decrease contract funds subject to continued availability of federal funds, satisfactory performance of services, and approval by the Governor and Executive Council.

Line items in this budget may be adjusted, one to the other, of the indicated amount but in no instance can the total budget exceed the price limitation. The Contractor must receive Department of Education approval prior to transferring from one line to another.

Limitation on Price:

This agreement will not exceed: \$827,870.45

Method of Payment:

Monthly payment may be made for each month of the agreement year. Each payment request will be submitted through the Department of Education's Grants Management System. Programs are monitored monthly by the Bureau of Adult Education.

Funding Source:

Funds to support this request are available in the account entitled Adult Education.

06-56-56-565010-2535-072-500575	Grants – Federal	FY 2018
06-56-56-565010-2535-601-500931	State Fund Match	\$248,361.14
		\$579,509.31
		\$827,870.45

EXHIBIT C

Special Provisions

The Contractor shall comply with the provisions of the US Code of Federal Regulations 34 CFR 364 and the following US Circular:

- a. OBM Circular A-110; "Uniform Administrative Requirement for Grants and Agreements with institutions of High 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."

This contract contains a provision that allows the Department of Education, at its sole discretion, to add an option to renew for two (2) additional one-year terms, contingent upon the following:

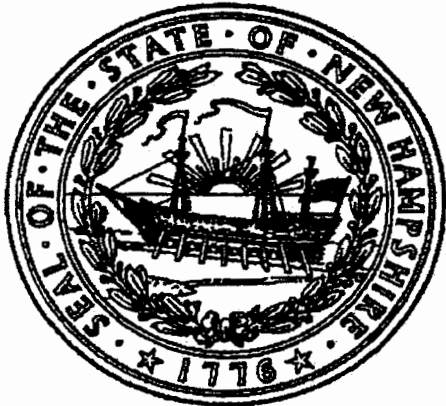
1. Satisfactory delivery of services, as determined by the Bureau of Adult Education.
2. Annual review and update of Services, Budget and any corrective action plan.
3. Available funding.
4. Agreement of the parties.
5. Approval of the Governor and Council

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 NASHUA ADULT LEARNING CENTER, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on October 16, 1972. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned; and the attached is a true copy of the list of documents on file in this office.

Business ID: 61851



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 7th day of June A.D. 2017.

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State



CERTIFICATE OF AUTHORITY

I, Mary DeRoche, Secretary of The Nashua Adult Learning Center, 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 resolution adopted by a quorum of the board of directors of the corporation via written consent on February 21, 2017 which consent was obtained in accordance with the laws of the state of incorporation and the by-laws of the corporation;

As per the resolution of the Board of Directors, we approve that the Adult Learning Center may enter into a contract with the State of New Hampshire Department of Education for the provision of services and any modifications, extensions or renewals thereof. This shall remain in force until specifically revoked.

The following is a true and complete copy of the resolution adopted at a meeting of the Board of Directors authorizing the Executive Director to execute all applicable documents in association with contracts with the New Hampshire Department of Education. See attached.

4. The foregoing resolution and by-laws are in full force and effect, unamended, as of the date hereof; and
5. The following persons lawfully occupy the offices indicated below:

Rachel Guill	President
Alvin Oasan	Vice President
Mary DeRoche	Secretary
Chad Theroux	Treasurer

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary of the Corporation this

7th day of August 2017.

(Corporate Seal, if any)

Mary V. DeRoche
Secretary – Mary DeRoche

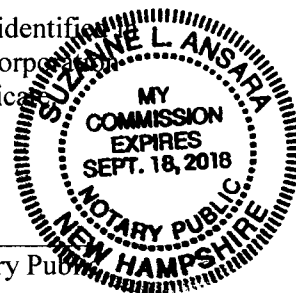
(If the Corporation has no seal, the Secretary shall acknowledge the certificate before an authorized officer below)

STATE OF NEW HAMPSHIRE
COUNTY OF HILLSBOROUGH

On August 7, 2017, before me the undersigned officer personally appeared the person identified in the foregoing certificate, known to me (or satisfactorily proven) to be the Clerk/Secretary of the corporation identified in the foregoing certificate, and acknowledge that s he executed the foregoing certificate.

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

Suzanne L. Ansara
Justice of the Peace/Notary Public





NASHUA ADULT LEARNING CENTER, INC.

BYLAWS

As Amended June 21, 2011

ARTICLE I: STATEMENT OF PURPOSE AND NON-DISCRIMINATION

The Nashua Adult Learning Center, Inc. is a private, non-profit corporation organized to provide relevant educational programs for disadvantaged and undereducated area residents, and day care for their children. The overall goal of the corporation is an educated, employable populace. Specific purposes are as follows:

To provide academic programs enabling adults and teens to increase their basic educational and life coping skills.

To provide vocational instruction, career planning and counseling to better train individuals for the local workplace.

To provide community education programs to address contemporary social, family and work issues to the community at large.

To provide and expand day care and after school day care to Adult Learning Center students and the local working community.

To maintain and expand programmatic linkages with the business community to better train individuals to work in needed professions within the Greater Nashua workplace.

To upgrade and enhance the Adult Learning Center facility to comply with federal regulations and to provide a conducive environment for instruction and social interactions for the Greater Nashua community.

There shall be no discrimination against clients because of race, religion, color, sex, age, marital status, national origin, disability, or political affiliation.

ARTICLE II: CORPORATION ORGANIZATION

A. Board of Directors

The affairs of this corporation shall be conducted by a Board of eleven to twenty-one non-compensated Directors which shall include all officers of the Board. Directors shall be elected on the recommendation of the Governance Committee or of any member by a majority vote of a quorum throughout the year as vacancies occur. Elections to fill vacancies shall be held throughout the year as vacancies occur. The Directors so elected shall serve a term of three years and shall be eligible for re-election to a consecutive three-year term. Thereafter, a Director may be re-elected

only after an absence of at least one year from the Board, unless by special exception authorized by a two-thirds vote of the full Board of Directors. Exceptions are the Superintendent of the Nashua Public Schools who may serve continuously, and the President of the Board who shall be asked to serve on the Board for one year following his/her term of office.

Adult Learning Center staff and members of their immediate family shall not be voting members of the Board. Board members cannot receive a distribution of funds from the organization except as reasonable payment for goods and services.

Any Director may withdraw from the Board at any time by submitting a written resignation to the Corporation. A Board member whose participation is not consistent with the responsibilities outlined in the Bylaws may be removed by a Board vote.

The Adult Learning Center has and shall maintain a directors' and officers' association liability insurance policy. All members of the Board of Directors are covered by said insurance policy. All directors shall be and are indemnified by the Adult Learning Center for any legal claims made or filed against them alleging responsibility for damages when they have or are acting in their capacity as a director. This indemnification shall include payment by the Adult Learning Center of any insurance deductibles and, if the retention of private counsel by any board member becomes necessary, for reasonable fees and costs associated with the defense of such claims. This indemnification provision shall not extend to criminal or intentionally harmful acts.

The board has responsibility for fiscal and legal matters pertaining to the organization, including acquisition, management and disposition of real and capital assets. Management shall be vested in the Board of Directors with the power to comply with the policies of all federal, state, local, and private funding agencies in order to receive funds for educational opportunities for adults and their children. The Board of Directors is specifically authorized to employ an executive director of the Adult Learning Center who shall coordinate, run and operate the day to day operations of the Adult Learning Center.

The Board of Directors shall determine policy and establish procedures regarding the prudent, effective and orderly operation of the Adult Learning Center. The Board shall further address itself to publicity, community relations, building facilities, and any other supportive services it deems beneficial to the Center.

B. Officers and their Duties

The officers of the Adult Learning Center Board of Directors shall consist of a President, Vice President, Secretary and Treasurer. All officers shall be elected at the spring meeting of the Board and shall be seated at the annual meeting in September. Officers shall serve for one year. No officer shall hold the same office for more than three (3) years. Any officer may resign by submitting written notification of his/her intention.

Specific duties are as follows:

1. The President of the Board shall preside at all meetings of the Board of Directors, appoint committees and enter into contract with all funding agencies.

2. The Vice President shall perform all the duties of the President in the absence of the President or in the event of a vacancy in the office.
3. The Secretary will handle Board-related correspondence, and will maintain minutes of Board meetings.
4. The Treasurer shall have charge of the funds of the Adult Learning Center under the direction of the Board of Directors and keep a correct account of all money received and disbursed by the Center. The treasurer shall present to the Board of Directors a monthly report, and at each annual meeting of the Center, a general report of receipts and expenditures of the Center for the previous year. The treasurer shall be directly involved in the preparation of the budget for each new fiscal year.

All officers shall be and are indemnified by the Adult Learning Center for any legal claims made or filed against them alleging responsibility for damages when they have or are acting in their capacity as an officer. This indemnification shall include payment by the Adult Learning Center of any insurance deductibles and, if the retention of private counsel by any officer becomes necessary, for reasonable fees and costs associated with the defense of such claims. This indemnification provision shall not extend to criminal or intentionally harmful acts.

C. **Meetings**

The annual meeting of the Board of Directors shall be held in September. There will be ten Board meetings per year; members are expected to attend at least 70% of the meetings. Special meetings may be called by the President or by any member of the Board of Directors requesting the Secretary to mail notice thereof to all members at least five (5) days before said meeting.

A majority of the current members of the Board of Directors shall constitute a quorum to transact business.

D. **Committees**

The Executive Committee shall be a standing committee consisting of the immediate past president, the present president, the vice president, the treasurer, and the secretary of the Board of Directors of the Adult Learning Center. The Executive Committee shall assume functions of Board of Directors between meetings and, in emergencies, shall take new action for the Board. Such actions must be within the spirit of previous Board actions and must be reported to the Board at its next meeting. Three members of the Executive Committee must approve any new action.

The Governance Committee shall be a standing committee of three (3) members of the Board of Directors appointed by the President of the Board. Its function shall be to review the Bylaws and ensure compliance with its provisions; to recruit and orient new Board members; provide existing Board members with opportunities to grow and develop as leaders of the organization; conduct the annual board assessment.

The Audit Committee will engage the auditing firm, oversee the annual audit process, report to the full board on audit results, make recommendations for changes based on the audit report, and, when appropriate, design and implement a bid process for accepting bids for an audit firm. The

Audit Committee will be separate from the Finance Committee and there will be no overlap of membership between the two committees.

The Finance Committee shall be a standing committee of three (3) members chaired by the Treasurer of the Board of Directors. The Finance Committee shall approve and monitor the corporate finances of the organization and authorize and approve the annual audit.

Other committees of three or more members may be appointed by the President of the Board on an ad hoc basis to meet particular needs of the Corporation.

ARTICLE III: AMENDMENTS TO BYLAWS

The Bylaws of the Nashua Adult Learning Center, Inc. may be amended at any regular meeting of the Board of Directors by a two-thirds vote of those present, providing written notice of the proposed amendments has been given to members at least ten (10) days prior to the meeting. Amendments to these Bylaws shall not be in conflict with the existing policies of funding agencies.

ARTICLE IV: DISSOLUTION PROVISIONS

In case of dissolution of the Nashua Adult Learning Center, Inc., the corporations' assets shall be returned to the original sources insofar as possible, or as otherwise determined by the Board of Directors.

We certify that the foregoing are the amended Bylaws of the Nashua Adult Learning Center, Inc., unanimously adopted by the Board of Directors of said corporation of September 21, 2010.

Carrie Poole
Secretary



**Board of Directors
2017**

Sharad Agarwal

Rivier University Student
Non Voting Member
Haley Goodspeed

Caryl Sullivan (2015/18)
Certified Partner Development Specialist
Dell

Kathleen Allen, CPA
S Gordon Corp.

Doreen A. Manetta (2015/18)
Past President
Market Manager, Vice President
People's United Bank

Chad Theroux
Treasurer
PGS Finance

Michael Cerato
Cerato Group LLC

Jay Nannicelli (2014/17)
Radar Retail

Beth Todgham (2014/17)
So. NH Services

Sharon Cowen, M.S., M.Ed.
Community & Economic Development
Field Specialist

Alvin Oasan
Vice President
Branch Relationship Manager
Enterprise Bank

Brenda M. Van Hirtum
Senior Corporate Paralegal
RiverStone Resources LLC

Kevin Cunningham
Director, Information Security &
Technology Risk
Fidelity Investments

Janeth Orozco Sanchez
Teen Individual Services Director
BE GREAT Cohort Coordinator
Boys & Girls Club of Greater Nashua

Ryan Warren, CPA (2015/18)
BerryDunn

Mary DeRoche
Secretary
Director, Human Resources
Pennichuck Corporation

Michael J. Sheahan, AVP
Lowell Five Cent Savings Bank

Rachel Guill (2016/19)
President
Director, Quality & Performance
Assurance
BAE Systems

Revised 12/28/16

Current: 17
Allowed: 11 to 21

Directors Serve Without Compensation.

Salary Information for Key Personnel

Nashua Adult Learning Center
Project 1: ABE

Administrative						
	Title		Hours	Weeks	Wage	TOTAL
1	Executive Director	Carol Baldwin	16	52	\$16.53	\$13,752.96
2	Director of Adult Education	Lauren Osowski	20	52	\$26.52	\$27,580.80
3	Data Entry Assistant	Carol Gookin	12	30	\$19.36	\$6,969.60
4	Enrollment Coordinator	Hanna Vandiver	8	36	\$29.23	\$8,418.24
					Administrative TOTAL	\$56,721.60

Counseling Staff						
	Title		Hours	Weeks	Wage	TOTAL
1	Counselor	Samba Halkose	20	52	\$21.63	\$22,495.20
					Counseling TOTAL	\$ 22,495.20

Nashua Adult Learning Center
Project 2: ESL

Administrative						
	Title		Hours	Weeks	Wage	TOTAL
1	Director of Adult Education	Lauren Osowski	20	52	\$26.52	\$27,580.80
2	Enrollment Coordinator	Hanna Vandiver	8	36	\$29.23	\$8,418.24
					Administrative TOTAL	\$35,999.04

Nashua Adult Learning Center
Project 3: ALS

Administrative						
	Title		Hours	Weeks	Wage	TOTAL
1	ALS Coordinator	Constance Cullen	30	40	\$ 30.00	\$ 36,000
					Administrative TOTAL	\$ 36,000

Salary Information for Key Personnel

Nashua Adult Learning Center
Project 4: IELCE

Counseling Staff						
	Title		Hours	Weeks	Wage	TOTAL
1	Counselor	Samba Halkose	20	52	\$ 21.63	\$ 22,495.20
					Counseling TOTAL	\$ 22,495.20

SKILLS

A resourceful, flexible and well-rounded team player, and leader, with strong oral and written communication skills. Able to build relationships, engage staff, manage projects and deliver results for organizational success. Adept at both the strategic and operational sides of an organization. In addition to solid background in the areas of law, human resources, corporate philanthropy and adult education, also possess the organizational and influencing skills necessary for fundraising.

WORK EXPERIENCE

- ▶ Adult Learning Center, 4 Lake Street June 2014 - present
Nashua, New Hampshire 03060

Executive Director

- Promote an environment where staff and students are able to carry out the objectives of the Center.
- Provide and support enriching experiences for adults and teenagers who recognize the need for additional education to function at their optimal level.
- Work with the Board of Directors and the community to carry out and promote the mission of the Center.
- Develop programs that reflect the needs of the community and the goals of the Center.
- Provide sound fiscal management of the Center.

- ▶ RiverStone Resources LLC, 250 Commercial Street August 1999 to May 2014
Manchester, New Hampshire 03101

Human Resources Manager

August 2011 to May 2014

- Responsible for all employee benefits, from health and welfare to 401(k) plan, including annual benefits negotiations, daily administration, vendor management, employee education, open enrollment and all compliance requirements.
- Coordinate, and often present at, employee education workshops on topics related to financial planning and health and welfare benefits.
- Serve as the Company's recruiter and manage all aspects of staffing, from temporary to permanent, including preparation of job descriptions, completion of job requisitions, outside recruiter negotiations, interviewing, hiring and onboarding.
- Project Manager for numerous software initiatives including implementation of a Learning Management System and conversion of an employee stock purchase plan from foreign to US vendor. Participated in a three year company infrastructure project.
- Implemented employee background screening procedure from adoption of formal company policy to set up with vendor to ordering and analyzing background reports.
- Compose employee communications on behalf of HR Team as well as review and approve communications from other departments.
- Oversee HR summer help and college interns including working with outside counsel to obtain appropriate visas.
- Liaison for HR issues requiring the assistance of outside counsel.
- Responsible for annual 401(k) audit and subsequent 5500 Filing.

EDUCATION AND CREDENTIALS

Professional Development (for a complete list of Professional Development, see attached)

Global TESOL College, Boston, MA (2006) – *Professional TESOL Certificate*

University of New Hampshire, Durham, NH (2003) – *BA, Sociology; Minors, Spanish and Criminal Justice*

Universitat de Barcelona, Barcelona, Spain (2002) – *Certificate of Spanish Language and Culture*

WORK EXPERIENCE

Adult Learning Center, Nashua, NH

September 2009-present

Director of Adult Education

- Train, supervise, and evaluate Adult Education teachers and classroom aides
- Facilitate curriculum development and implementation
- Maintain community contacts that promote the program and improve delivery of services to students
- Participate in appropriate local and state organizations

ESOL Coordinator

- Managed and supported a staff of 15 teachers
- Maintained responsibility for curriculum development, placement testing, and activity planning

ESOL Teacher

- Planned interesting and varied lessons for students of different ages from a range of educational and economic backgrounds
- Implemented a curriculum with applicable life, work, and technology skills

New Hampshire Department of Adult Education, Concord, NH

September 2011-present

Workshop Presenter

- Present at state conferences in New Hampshire as well as at local and state meetings (see attached)

Mini-grant Writer

- Research and create lesson plans, activities, and resources for teachers (see attached)

Disability Committee Member

- Collaborate with educators and administrators in New Hampshire on best practices and assistance for students with learning disabilities and other disabilities

JEPD Facilitator

- Lead a group of teachers in an exploration of the effectiveness and usefulness of incorporating learning centers into ESOL classrooms (Spring 2014)

SELTI Hungary, Budapest, Hungary

January 2009-July 2009

Start Language School, Košice, Slovakia

September 2007-January 2009

NTE Language School, Košice, Slovakia

October 2006-September 2007

English Teacher

- Designed small group lessons for elementary, high school, and adult students in private language school as well as at local factories and businesses
- Created unique, fast-paced business English classes for international software company
- Mentored and assisted in training new teachers

PRESENTED WORKSHOPS

- Using Technology in an ESL Classroom (2012)
- ESL and LD: What Can We Do? (Concord, NH – April 6, 2013)
- Smartphones for beginners (Manchester, NH – September 28, 2013)
- Using Smartphones in an ESOL Classroom (Manchester, NH – September 28, 2013)
- Microsoft Word Basics for Teachers (Manchester, NH – September 28, 2013)
- Simple Computer Projects for ESL Students (Manchester, NH – October 19, 2013)
- Working with ESL Students with Little to No Prior Literacy (Manchester, NH – October 19, 2013)
- Pronunciation Practice (Manchester, NH – October 19, 2013)
- A Teacher's Look at the iPad (Nashua, NH – November 20, 2013)
- Smartphone Apps for Students with Disabilities (Concord, NH – January 29, 2014)
- From the Beginning: Teaching Low Level ESL Students (Manchester, NH – March 22, 2014)
- Beyond the Plateau: Teaching Upper Level ESL Students (Manchester, NH – March 22, 2014)
- Adult Education Technology: A Website for Adult Educators (Manchester, NH – October 25, 2014)
- ESL Apps to Further Learning (Manchester, NH – October 25, 2014)

COMPLETED MINI-GRANT PROJECTS

- "Get Moving! Games and Activities to Get ESOL Students out of their Seats and Using English" (June 2012)
- "Using Technology in an ESOL Classroom" (June 2012)
- "Pronunciation Practice" (September 2012)
- "Education Descriptions by Country: 25 Most Common Countries Represented in New Hampshire" (May 2013)
- "From the Beginning: Working with ESL Students who Lack Literacy" (May 2013)
- "Building Computer Literacy for Low Level ESOL Students" (August 2013)
- "Adult Education Technology: A Website for Adult Educators" (June 2014)
- "Using Learning Centers in an ESOL Classroom" (August 2014)
- "Workplace Workshops" (August 2015)

PROFESSIONAL DEVELOPMENT

- NH Conference for Adult Educators (Concord, NH – October 24, 2009)
- TESOL Convention (Boston, MA – March 26, 2010)
- Renewing Our Dedication to Adult Education (Waterville Valley, NH – April 16-17, 2010)
- NH Conference for Adult Educators (Concord, NH – October 30, 2010)
- Do My ESOL Students Have LD? Effective Strategies to Help ESOL Students who Struggle with Learning (Concord, NH – March 31, 2012)
- Teaching Adult ESOL Learners without Prior Literacy (Concord, NH – August 23, 2012)
- Developing Writing Skills (Webinar – January 15, 2013)
- Facilitating Multi-level Classes (Webinar – February 7, 2013)
- A Day of Learning about Learning Centers (Augusta, ME – June 19, 2013)
- iPad Apps and Lessons: An All Day Workshop (Webinar – January 8, 2014)
- Job Embedded Professional Development Project – Transitioning ESOL Students into ABE programs (Nashua, NH – January-April 2014)
- Bridging the Gap: Community Colleges and Foreign-Educated Immigrants (Webinar – December 2, 2014)

Carol A. Gookin

Work History

1991 to Present: Paraprofessional, Nashua Adult Learning Center

Job Responsibilities: Assist the classroom teacher in
Specific Duties: Assist in educational activities, maintenance of records, maintenance of the classroom, assume where possible, the duties of the teacher in her absence, substitute in other classrooms, if necessary

1967 to 1968 Clerk, Stuart's Department Store

1966 to 1967 Clerk, Woolworth's Store

1962 to 1964 Assembler, Ratheon Co.

1961 to 1962 Assemble, Symphonic Corp.

Education

1991 GED, Nashua Adult Learning Center

References

Furnished upon request

Hanna Vandiver

Summary

Dedicated and creative English teacher with over 15 years of experience teaching English to a wide variety of students in various settings in the United States and Eastern Europe.

Core Qualifications

- M A of English Education Equivalent from Uzhgorod National University, Ukraine.
- 15 Years teaching experience
- Experience teaching students of all proficiency levels
- Experience with large groups and one-on-one format
- Excellent classroom management skills
- Additional experience as a professional translator

Achievements

Administration:

Started and managed two ESL Schools in Uzhgorod, Ukraine which are still functioning today.

Curriculum Development:

Created curriculum for young adult and adult learners targeting novice through advanced proficiency levels.

Organization:

Led and assisted in the development of total immersion summer programs for young adults and children.

Lesson Planning:

Introduced innovative learning methods to ensure total comprehension for all students.

Teaching:

Taught a variety of students from various backgrounds in both classroom and one-on-one settings resulting in marked improvement in the students' proficiency level.

Professional Experience

October 1999
to
May 2006

Nehemiah English School

Uzhgorod, Ukraine

Director

Organized the founding and was responsible for the management of the Nehemiah English School.

Developed curriculum targeting all proficiency levels.

Oversaw an average of four teachers at any given time.

Personally taught three groups of approximately 10 - 15 students per semester.

October 1999
to
May 2006

NGO Nehemiah

Uzhgorod, Ukraine

Professional Translator

Regularly translated for groups and speakers from the United States and Europe in settings ranging from large audiences to private conversations.

Was responsible for training young translators in the skills necessary to clearly and accurately pass on information both from the local language into English and from English into the local language.

Hope and Life Charity Organization

Uzhgorod, Ukraine

Director

May 2006
to
July 2011

Managed the affairs of the Hope and Life International Charity Organization relating to the distribution of finances to charity activities, the organization of projects to help ethnic minorities and orphanages in the Transcarpathian Region of Ukraine.

Oversaw the organization of a low cost English School to benefit the university students of Uzhgorod, Ukraine by providing them with a high quality education in the English language.

Adult Learning Center

Teacher

Nashua, NH, USA

September 2012
To
Present

Conduct weekly lessons with students in. Have taught the following levels: Basic Beginner, Level 1, Level 2, and Level 4.

ESOL coordinator

August 2015
To
Present

Plan and conduct student registrations and staff meetings, ensure the continued and uninterrupted process of ESOL education by ensuring that teachers have access to all necessary materials and resources, maintain regular communication with teachers regarding professional development and school events, assist the ESOL director as needed.

Education and Training

1999

Uzhgorod National University

Uzhgorod, Transcarpathia, Ukraine

Specialist in English Education English Language

Teacher of the English Language and Literature.

Studied full time for five years. Degree was evaluated in 2009 as a Masters of Arts according to the system used in the United States.

Community Involvement

Beginning in 1999, assisted in establishing a program to provide assistance and support to Holocaust survivors in the Transcarpathian Region of Ukraine. Regularly participated in the work of the program until June of 2011.

Beginning in 2002 regularly participated in and oversaw the organization of programs to assist the Romani ethnic minority in the Transcarpathian Region of Ukraine. Specific projects include organizing humanitarian aid and medical personnel for the Romani camps, providing clean water for villages that previously had no access, overseeing construction projects to improve Romani communities. Involvement in these projects continued until June of 2011.

Beginning in 2004, regularly participated in and oversaw the organization of programs to benefit orphanages in the Transcarpathian Region. Specific programs were targeted to improve the living conditions in the orphanages, provide education regarding basic hygiene, and assist in the transition from the orphanage to adult life.

Beginning in 2010 worked with a government run trade school in conducting lessons designed to encourage the betterment of ethics and morality of students soon to enter the workforce.

Samba C. Halkose

QUALIFICATIONS SUMMARY

10+ years' experience in Human Services working in a broad range of service agencies across multiple work environments and requirements. Bachelor of Science in Business Study as specialization in Human Resources. Highly organized self-starter with strong interpersonal office skills and proven experience working with people from diverse backgrounds. Fluent in English, French, Swahili and Lingala. Demonstrated facility for multitasking and prioritizing in fast-paced environments. Technically competent.

- Refugee Coordinator and school liaison
- Community Organizer
- Public Relations and Community Outreach
- Multi-Cultural/Multi-lingual Interpreter
- Health Educator
- Residential Counselor
- Employment Support Specialist
- Case Worker

EXPERIENCE

Education & Employment Specialist: - Ascentria Care Alliance Nov. 2015- update

- Provide assistance to New American in developing an employment plan, follows up with employed refugees to support retaining or job improvements
- Evaluate clients' aptitudes, interests, work skills, work experience, education, and / or degree of limitations to find opportunities and challenges to employment
- Researches employment opportunities, networks and develops relationships with potential employers, educates employers about the benefits of hiring refugees

Case Worker: - Ascentria Care Alliance Sept. 2014 – Nov. 2015

- Provides appropriate assistance to New Americans during the resettlement and case management contractual period
- Responsible for the continuance of the orientation process, employment plan, and monitoring; and overseeing client's participation in refugee program
- The goal is to assist New American to live as self-sufficiently as possible and to integrate into the community; this must be done within the compliance of the refugee programs contracts
- Helping with school registration & conduct school orientation, testing, and in-take for the New American Students

Medical Interpreter: - Lutheran Social Services April 2014 – Sept. 2014

- Facilitate communication between patients with limited English proficiency (LEP) and their physicians, nurses, lab technicians and other healthcare providers

Employment Support Specialist: - Southern NH Services 2012 - 2013

- Establish and maintain a cooperative working relationship with local agencies and business organizations with translation, e.g., immigration, hospital, government offices.
- Assist clients in completing job applications and other job search and readiness requirements.
- Work to provide and maintain job workshop for program participants.
- Develop new resources and identify existing resources to create new work sites and resources.

- Assist New Americans with filling applications for SSA, Food Stamps, Medicaid and other benefits.
- Connect New Americans children to community service agencies and ESL services as appropriate in Manchester.

Refugee Coordinator/Family Liaison – Nashua School District 2008 – 2012

- Register all newly arrived refugees students and ensure they are oriented to school before their first day
- Work with the schools and families to access interpretation and transportation for school meetings and events
- Inform new arrived families about American school culture, school related policies regarding absences, field trips, and classroom rules and teachers expectations
- Recognize and promote mentorship opportunities between refugee and immigrant students and their normal counterparts

Reach Program/Office assistant – Administrations: NH Minority Health Coalition 2001 - 2003

- Provide support to the Office Manager to support the Executive Director. Account payable clerk.
- Educating providers and empowering consumers to understand the African Culture.
- Bilingual Administrative Assistant, utilizing language and administrative skills to ensure effective and efficient communication in the work place.

Residential Counselor – Easter Seals NH 2002 - 2011

- Instruct, supervise and assist residents with disability in their activities of daily living through daily routines and to carry out scheduled activities of the programs
- Perform tasks under supervision of Program manager, and Assistant Program Manager in agreement with well-known center policies and procedures

VOLUNTEER / COMMUNITY SERVICE

Board of Directors, Manchester Community Health Center, Manchester, NH	2002 – 2003
Chief Leader of the Congolese Women Community in Manchester, NH.	2003 – 2005
Celebration of Excellence Award, Manchester Community College	2007
Organize and implement social community activities.	
After School program, Summer Vacation with Women for Women Coalition	2013
Migrant and Refugee Leadership Academy	2016

EDUCATION

Certificate in medical interpretation	2001
Certificate in Licensed Nurse Assistant at Careers, LLC.	2004
Bachelor of Science, Business Studies with concentration in Human Resources	2010
Medical Terminology Certificate	2014

Objective

To obtain the position of Adult Learner Services Coordinator

Employment History

Math and English Language Tutor

2011-present Adult Learning Center, Nashua, NH

- Used weekly conversation and writing to identify strengths, weaknesses, and cultural understanding of ESOL students.
- Conferenced with teachers and administered informal testing, to math students, to address their specific needs before moving forward with their instruction.
- Utilized multiple text books and internet sources to improve math competency and reading comprehension

Substitute Teacher 3rd-5th grade/ Long Term Substitute 3rd grade

2008-2011 Windham Center School, Windham, NH

- Assumed position during an emergency situation with no advance planning
- Designed and implemented lessons and units following the third grade curriculum
- Taught Language Arts, Math, Science, and Social Studies

Assistant Teacher

2004-2008 Merrimack Valley Montessori School, Salem, NH

- Taught reading, math, science, social studies, and practical life lessons
- Responsible for all lesson plans and classroom discipline for my students

Director of Education

1996-1998 Sylvan Learning Center, Glen Burnie, MD

- Responsible for administering and interpreting all testing done for students
- Created, updated and modified IEP plans for all 100 students
- Held parent conferences discussing progress made, areas of concern and future goals
- Hired, trained, and supervised all teachers in the center

Education

1992 Xavier University, Cincinnati, OH

- BA Social Sciences – Elementary Education
- Spanish minor

2008 Endicott University, Beverly, MA

- Masters of Education
- Early Childhood – Montessori minor

References

References are available on request.

NASHUA ADULT LEARNING CENTER, INC.

STATEMENTS OF FINANCIAL POSITION

June 30, 2016 and 2015

	<u>2016</u>	<u>2015</u>
ASSETS		
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 1,082,230	\$ 1,344,939
Accounts receivable, net of allowance for doubtful accounts of \$4,882 and \$9,924, respectively	178,632	93,953
Promises to give, current portion	52,091	42,489
Prepaid expenses	24,658	12,918
	<u>1,337,611</u>	<u>1,494,299</u>
<u>PROPERTY & EQUIPMENT</u>		
Land, building, and improvements	3,041,660	2,967,561
Furniture and equipment	589,223	499,966
	<u>3,630,883</u>	<u>3,467,527</u>
Less accumulated depreciation	<u>(1,908,711)</u>	<u>(1,800,308)</u>
	<u>1,722,172</u>	<u>1,667,219</u>
<u>OTHER ASSETS</u>		
Promises to give, net of current portion	31,540	41,131
Beneficial interest	200,314	208,321
	<u>231,854</u>	<u>249,452</u>
	<u>\$ 3,291,637</u>	<u>\$ 3,410,970</u>
LIABILITIES AND NET ASSETS		
<u>CURRENT LIABILITIES</u>		
Accounts payable	\$ 60,335	\$ 52,595
Accrued payroll and payroll taxes	88,367	158,118
Deferred revenue	87,336	64,322
	<u>236,038</u>	<u>275,035</u>
<u>NET ASSETS</u>		
Unrestricted	2,765,622	2,826,034
Temporarily restricted	159,277	179,201
Permanently restricted	130,700	130,700
	<u>3,055,599</u>	<u>3,135,935</u>
	<u>\$ 3,291,637</u>	<u>\$ 3,410,970</u>

The Accompanying Notes Are An Integral Part
of These Financial Statements.

NASHUA ADULT LEARNING CENTER, INC.
STATEMENTS OF ACTIVITIES
For The Years Ended June 30, 2016 and 2015

	2016 Total			2015 Total		
	Unrestricted	Temporarily Restricted	Permanently Restricted	Unrestricted	Temporarily Restricted	Permanently Restricted
REVENUE AND SUPPORT						
State of New Hampshire - Education	\$ 877,754	-	\$ -	\$ 872,028	-	\$ -
State of New Hampshire	390,136	-	-	409,167	-	409,167
City of Nashua - Public School	292,171	-	-	292,171	-	292,171
Other government grants	40,500	-	-	28,418	-	28,418
United Way	3,009	44,000	-	22,634	22,000	44,634
Program service fees	3,070,876	-	-	2,883,692	-	2,883,692
Contributions	64,646	2,900	-	63,753	85,731	149,484
Investment income	3,087	-	-	1,820	-	1,820
Other revenue	18,704	-	-	17,947	-	17,947
Increase (decrease) in beneficial interest	(8,007)	-	-	1,810	-	1,810
Net assets released from restrictions:						
Satisfaction of purpose restrictions	2,335	(2,335)	-	25,201	(25,201)	-
Satisfaction of time restrictions	64,489	(64,489)	-	42,172	(42,172)	-
	<u>4,819,700</u>	<u>(19,924)</u>	<u>-</u>	<u>4,660,813</u>	<u>40,358</u>	<u>-</u>
						<u>4,701,171</u>
EXPENSES						
Program Expenses:						
Adult Basic Education	782,764	-	-	773,775	-	773,775
Clearway	615,995	-	-	599,989	-	599,989
Community Education & Computer Technology	105,931	-	-	95,845	-	95,845
Childcare	774,610	-	-	779,369	-	779,369
School Age Childcare	2,067,358	-	-	1,841,933	-	1,841,933
	<u>4,346,658</u>	<u>-</u>	<u>-</u>	<u>4,090,911</u>	<u>-</u>	<u>4,090,911</u>
Program Expenses:						
Management and general	521,621	-	-	519,231	-	519,231
Fundraising	11,833	-	-	16,186	-	16,186
	<u>533,454</u>	<u>-</u>	<u>-</u>	<u>535,417</u>	<u>-</u>	<u>535,417</u>
TOTAL EXPENSES	<u>4,880,112</u>	<u>-</u>	<u>-</u>	<u>4,626,328</u>	<u>-</u>	<u>4,626,328</u>
Change in net assets	(60,412)	(19,924)	-	34,485	40,358	74,843
NET ASSETS, Beginning of Year	<u>2,826,034</u>	<u>179,201</u>	<u>130,700</u>	<u>2,791,549</u>	<u>138,843</u>	<u>3,061,092</u>
NET ASSETS, End of Year	<u>\$ 2,765,622</u>	<u>\$ 159,277</u>	<u>\$ 130,700</u>	<u>\$ 2,826,034</u>	<u>\$ 179,201</u>	<u>\$ 3,135,935</u>

NASHUA ADULT LEARNING CENTER, INC.
STATEMENT OF FUNCTIONAL EXPENSES
For The Year Ended June 30, 2016

PROGRAM SERVICES

	Adult Basic Education	Cleanway	Community Education & Computer Technology	Childcare	School Age Childcare	Program Total	Management and General	Fundraising	Grand Total
Personnel	\$ 542,320	\$ 402,618	\$ 58,881	\$ 458,177	\$ 1,376,918	\$ 2,838,914	\$ 242,960	\$ -	\$ 3,081,874
Payroll taxes	43,709	31,034	4,520	35,743	105,910	220,916	13,166	-	234,082
Employee benefits	20,506	43,954	784	55,265	89,115	209,624	51,366	-	260,990
Contract services	-	3,859	-	31,634	5,712	41,205	82,973	-	124,178
Bank service charge	-	-	22	-	17,806	17,828	27,056	-	44,884
Bad debt expense	-	-	470	2,451	3,508	6,429	-	-	6,429
Supplies	38,542	32,121	8,031	31,050	108,864	218,608	21,005	970	240,583
Food	1,666	10,686	95	44,638	121,765	178,850	4,526	-	183,376
Telephone	893	3,112	-	-	3,897	7,902	3,565	-	11,467
Printing	2,995	2,687	178	1,170	7,464	14,494	4,915	1,493	20,902
Postage	400	510	19	-	44	973	4,587	-	5,560
Advertising	967	1,838	1,187	4,964	4,309	13,265	2,163	-	15,428
Dues, membership & licenses	-	400	650	1,210	1,060	3,320	4,385	-	7,705
Miscellaneous expense	-	615	-	2,238	-	2,853	510	-	3,363
Occupancy	115,315	50,863	21,227	89,571	138,301	415,277	18,583	500	434,360
Rent	-	-	-	-	35,100	35,100	-	-	35,100
Scholarship awards	-	-	-	-	-	-	-	2,335	2,335
GED testing fees	-	-	7,775	-	-	7,775	-	-	7,775
Fundraising expense	-	-	-	-	-	-	-	6,535	6,535
Staff training	3,594	2,614	-	5,431	12,007	23,646	6,097	-	29,743
Transportation	1,682	5,466	-	560	7,504	15,212	490	-	15,702
Insurance	8,705	2,880	1,602	6,761	10,439	30,387	1,438	-	31,825
Repairs & maintenance	-	2,402	-	-	-	2,402	-	-	2,402
Equipment maintenance	1,470	12,836	490	1,247	11,635	27,678	17,027	-	44,705
Total Expenses Before Depreciation	782,764	610,495	105,931	772,110	2,061,358	4,332,658	506,812	11,833	4,851,303
Direct depreciation expense	-	5,500	-	2,500	6,000	14,000	14,809	-	28,809
Total Expenses	\$ 782,764	\$ 615,995	\$ 105,931	\$ 774,610	\$ 2,067,358	\$ 4,346,658	\$ 521,621	\$ 11,833	\$ 4,880,112

The Accompanying Notes Are An Integral Part
of These Financial Statements.

NASHUA ADULT LEARNING CENTER, INC.
STATEMENT OF FUNCTIONAL EXPENSES
For The Year Ended June 30, 2015

PROGRAM SERVICES

	Adult Basic Education	Cleanway	Community Education & Computer Technology	Childcare	School Age Childcare	Program Total	Management and General	Fundraising	Grand Total
Personnel	\$ 566,466	\$ 386,339	\$ 59,050	\$ 481,937	\$ 1,222,138	\$ 2,715,930	\$ 218,313	\$ -	\$ 2,934,243
Payroll taxes	42,049	32,816	4,646	36,689	94,552	210,752	11,183	-	221,935
Employee benefits	35,353	44,819	500	59,031	73,011	212,714	45,499	-	258,213
Contract services	25	3,076	720	30,230	3,575	37,626	89,625	-	127,251
Bank service charge	-	-	-	-	-	-	33,798	-	33,798
Supplies	32,847	31,765	10,882	32,424	71,122	179,040	15,719	4,158	198,917
Food	177	11,981	429	44,148	111,167	167,902	2,273	-	170,175
Telephone	4,454	2,927	150	431	3,208	11,170	240	-	11,410
Printing	4,941	2,860	1,810	6,530	8,915	25,056	4,177	3,055	32,288
Postage	2,627	724	36	306	1,543	5,236	861	200	6,297
Advertising	984	1,286	82	-	1,037	3,389	3,231	280	6,900
Miscellaneous expense	-	286	180	1,291	1,035	2,792	160	-	2,952
Occupancy	71,385	55,353	8,852	71,964	170,790	378,344	47,457	1,493	427,294
Rent	-	-	-	-	32,400	32,400	-	-	32,400
Scholarship awards	-	-	-	-	-	-	-	7,000	7,000
GED testing fees	-	-	7,140	-	-	7,140	-	-	7,140
Staff training	2,123	4,175	-	4,114	9,512	19,924	9,757	-	29,681
Transportation	1,643	4,406	-	1,760	18,074	25,883	180	-	26,063
Insurance	6,259	7,609	-	2,692	6,249	22,809	4,766	-	27,575
Repairs & maintenance	-	-	-	-	-	-	3,710	-	3,710
Equipment maintenance	2,442	4,567	1,368	3,322	7,605	19,304	15,327	-	34,631
Total Expenses Before Depreciation	773,775	594,989	95,845	776,869	1,835,933	4,077,411	506,276	16,186	4,599,873
Direct depreciation expense	-	5,000	-	2,500	6,000	13,500	12,955	-	26,455
Total Expenses	\$ 773,775	\$ 599,989	\$ 95,845	\$ 779,369	\$ 1,841,933	\$ 4,090,911	\$ 519,231	\$ 16,186	\$ 4,626,328

NASHUA ADULT LEARNING CENTER, INC.

STATEMENTS OF CASH FLOWS

For The Years Ended June 30, 2016 and 2015

	<u>2016</u>	<u>2015</u>
Cash flow provided by (used in) operating activities		
Cash received as public support and revenue	\$ 4,722,555	\$ 4,775,287
Cash paid to suppliers and employees	(4,824,841)	(4,484,725)
Interest received	<u>1,310</u>	<u>1,233</u>
Net cash provided by (used in) operating activities	<u>(100,976)</u>	<u>291,795</u>
Cash flow used in investing activities		
Capital expenditures	<u>(161,733)</u>	<u>(61,700)</u>
Net cash used in investing activities	<u>(161,733)</u>	<u>(61,700)</u>
Net increase (decrease) in cash and cash equivalents	(262,709)	230,095
Cash and cash equivalents, Beginning of Year	<u>1,344,939</u>	<u>1,114,844</u>
Cash and cash equivalents, End of Year	<u>\$ 1,082,230</u>	<u>\$ 1,344,939</u>
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH PROVIDED BY OPERATING ACTIVITIES		
Change in net assets:	\$ (80,336)	\$ 74,843
Depreciation	108,403	105,294
(Increase) decrease in beneficial interest	8,007	(1,810)
Noncash contributions and promises to give	(1,753)	(61,646)
In-kind rent	20,619	20,000
Change in assets and liabilities:		
(Increase) decrease in accounts receivable	(84,679)	141,260
(Increase) decrease in promises to give, exclusive of in-kind	(20,500)	198
(Increase) decrease in prepaid expenses	(11,740)	(4,231)
Increase (decrease) in accounts payable	7,740	15,878
Increase (decrease) in accrued payroll	(69,751)	4,662
Increase (decrease) in deferred revenue	<u>23,014</u>	<u>(2,653)</u>
Net cash provided by (used in) operating activities	<u>\$ (100,976)</u>	<u>\$ 291,795</u>

The Accompanying Notes Are An Integral Part
of These Financial Statements.

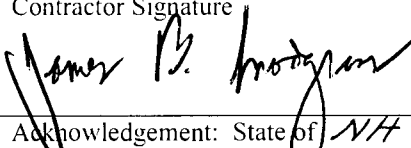
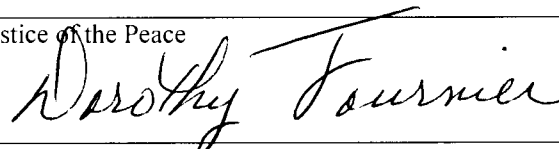
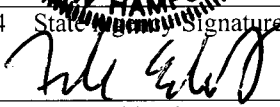
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Education		1.2 State Agency Address 21 South Fruit Street, Suite #20 Concord, NH 03301	
1.3 Contractor Name Second Start		1.4 Contractor Address 17 Knight Street Concord, NH 03301	
1.5 Contractor Phone Number 603-228-1341	1.6 Account Number See Exhibit B	1.7 Completion Date June 30, 2018	1.8 Price Limitation \$409,557.97
1.9 Contracting Officer for State Agency Art Ellison		1.10 State Agency Telephone Number 603-271-6698	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory James B. Snodgrass, Executive Director	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Merrimack</u> On <u>August 8, 2017</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.			
1.13.1 Signature of Notary Public or Justice of the Peace 			
1.13.2 Name and Title of Notary or Justice of the Peace Dorothy Fournier Office Manager			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Date: <u>8-9-17</u>	
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) (if applicable) By: <u>E. B. McIntyre</u> On: <u>8/10/17</u>			
1.18 Approval by the Governor and Executive Council (if applicable) 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, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("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. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. 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


8/8/17

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.

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 notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and 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 \$1,000,000 per occurrence and \$2,000,000 aggregate ; and

14.1.2 special cause of loss coverage form 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 thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) 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 unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

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.

EXHIBIT A

The Services

Services at Second Start will be provided from their building at 17 Knight Street in Concord, but will also be available at the Merrimack County House of Corrections and in students' home. Students receiving services will be from the City of Concord and twenty-eight surrounding communities.

Second Start in Concord will provide the following services:

Project Descriptions

Project 1: Adult Basic Education (ABE)

Adult Basic Education programs, authorized under Ed 703, will provide educational opportunities below the secondary level for adults who lack a high school diploma or who lack the basic skills to function effectively in the workplace and in their daily lives.

ABE programs shall provide the following services:

Responsiveness to Regional Need

- The Contractor is responsible for identifying the educational needs of the region by using data from US Census's American Community Survey to target, recruitment, and serve individuals without a high school diploma.
- The Contractor is responsible for using NH Employment Security data and State Workforce Board Sector-Based Initiatives to identify regional economic needs and to incorporate preparation of individuals for sector initiatives, assisting individuals with transition into economic stability through employment and participation in the development of career pathways.
- The Contractor is responsible for using local resources to identify the social and cultural needs of the region and include programming to address the diverse needs of the population, provide soft skills training and foster the development of cultural competence.

Serving the Most in Need

- The Contractor is responsible for identifying, recruiting, and serving students who are most in need of adult basic education including individuals with low levels of literacy skills.
- The Contractor is responsible for serving the needs of English language learners, especially those who may be above the Advanced ESL level, but still eligible for Adult Basic Education activities.
- The Contractor is responsible for serving the needs of individuals with disabilities including physical, emotional, social, and learning disabilities.
- The Contractor is responsible for serving the needs of individuals with barriers to employment including displaced homemakers, low-income individuals, ex-offenders, and others.

Service Delivery Format and Schedules

- The Contractor must have a delivery method, location(s), and schedule that enable individuals to attend and complete the program.
- Open enrollment and flexible scheduling are highly encouraged.
- Classes must have a minimum of eight active enrollments and a plan for handling waiting lists.

Proposed Curricula and Contextualized Instruction

- The Contractor is required to provide a curriculum that is aligned with the College & Career Readiness Standards for Adult Education.
- The Contractor is required to provide contextualized instruction that includes occupationally relevant materials.

Alignment with the State Workforce Plan

- The Contractor is required to align its program with the goals and mission of the State Workforce Plan including curriculum alignment with the College & Career Readiness Standards for Adult Education and the Sector-Based Initiatives.
- The Contractor is required to participate in state leadership activities including participation in adult education committees or advisory boards, membership in regional/national education consortia, and through attending professional development activities.

Intensity, Quality and Best Practices

- The Contractor must use instructional practices that include the essential components of reading.
- The Contractor must integrate workforce preparation activities for all students.
- The Contractor must define sufficient intensity and quality and have a plan for how the program will meet that standard.
- The Contractor must base its instruction on best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.

Integration of Technology Services and Digital Systems

- The Contractor must incorporate digital literacy instruction for all students at all levels.
- The Contractor must include distance learning options as a part of its delivery system including a policy for selecting appropriate students, facilitating distance learning, and a plan for how distance learning will be used.
- The Contractor must incorporate the use of a variety of technology services in the classroom.

Meeting Program Outcomes

- The Contractor must pretest 100% of all enrolled students using a National Reporting System-approved assessment within 12 hours of enrollment.
- The Contractor must posttest a minimum of 68% of all enrolled students after an appropriate number of instructional hours as defined in the NH Assessment and Data Policy.
- The Contractor must conduct follow up surveys with all enrolled participants as required by the National Reporting System to collect performance indicator data and measurable skills gains in accordance with National Reporting System requirements. A minimum of a 75% response rate is required.
- The Contractor must contribute to the performance outcomes set by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE) as indicated below:

Performance Measures	2017 – 2018
Employment (second quarter after exit)	Baseline
Employment (fourth quarter after exit)	Baseline
Median Earnings	Baseline
Credential Attainment Rate	Baseline
Measurable Skills Gains	Baseline

Reporting

- The Contractor is required to use the data system provided by the NH Bureau of Adult Education to collect data for federal reporting.
- A representative from the Contractor must be trained to use the data system. All data must be verified and certified on a quarterly basis on October 15, January 15, April 15 and July 15.
- The Contractor must analyze its program data on an annual basis and set goals for improvement through the Self-Assessment process.

Handwritten notes:
 June 30
 8/19/17
 5/10/17

Implementation Timeline

- The Contractor must be fully operational by September 15, 2017 or have a plan approved by the NH Bureau of Adult Education.

Contractor Initials: *[Signature]*
 Date: *8/9/17*

Anticipated number of students served in ABE program:

FY18
65

Project 2: English as Second Language (ESL)

English as a Second Language programs, authorized under Ed 703, will provide foundational skills below the postsecondary level and English literacy instruction including individuals who may have earned a high school diploma or postsecondary credential in another country, but do not have the English language skills to be successful in postsecondary education, training, or employment. The purpose of the program is to assist students in acquiring the skills and knowledge necessary to become productive workers, parents, and citizens and transition to postsecondary education, training, and/or employment.

ESL programs shall provide the following services:

Responsiveness to Regional Need

- The Contractor is responsible for identifying the educational needs of the region by using data for individuals categorized as “speaking English less than ‘very well’” or “without US citizenship” from US Census’s American Community Survey to target, recruit, and serve individuals.
- The Contractor is responsible for using NH Employment Security data and State Workforce Board Sector-Based Initiatives to identify regional economic needs and to incorporate preparation of individuals for sector initiatives, assisting individuals with transition into economic stability through employment, and participation on the development of career pathways.
- The Contractor is responsible for using local resources to identify the social and cultural needs of the region and include programming to address the diverse needs of the population, provide soft skills training and foster the development of cultural competence.

Serving the Most in Need

- The Contractor is responsible for identifying, recruiting, and serving students who are most in need of English as a second language.
- The Contractor is responsible for serving the needs of English language learners, especially those who may be above the Advanced ESL level, but still eligible for Adult Basic Education or Adult Secondary Education activities.
- The Contractor is responsible for serving the needs of English language learners with disabilities including physical, emotional, social, and learning disabilities.
- The Contractor is responsible for serving the needs of English language learners with barriers to employment including displaced homemakers, low-income individuals, ex-offenders, and others.
- The Contractor must identify whether the region has a demonstrated need for additional English language acquisition and civics education programs.

Service Delivery Format and Schedules

- The Contractor must have a delivery method, location(s), and schedule that enable individuals to attend and complete the program.
- Open enrollment and flexible scheduling are highly encouraged.
- Classes must have a minimum of eight active enrollments and a plan for handling waiting lists.

Proposed Curricula and Contextualized Instruction

- The Contractor is required to provide a curriculum that is aligned with the College & Career Readiness Standards for Adult Education and the English Language Proficiency Standards published by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE).
- The Contractor is required to provide contextualized instruction that includes occupationally relevant materials.

Alignment with the State Workforce Plan

- The Contractor is required to align its program with the goals and mission of the State Workforce Plan including curriculum alignment with the College & Career Readiness Standards for Adult Education and the Sector-Based Initiatives.
- The Contractor is required to participate in state leadership activities including participation in adult education committees or advisory boards, membership in regional/national education consortia and through attending professional development activities.

Intensity, Quality and Best Practices

- The Contractor must use instructional practices that include the essential components of reading.
- The Contractor must integrate workforce preparation activities for all students.
- The Contractor must define sufficient intensity and quality and have a plan for how the program will meet that standard.
- The Contractor must base its instruction on best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.

Integration of Technology Services and Digital Systems

- The Contractor must incorporate digital literacy instruction for all students at all levels.
- The Contractor must include distance learning options as a part of its delivery system including a policy for selecting appropriate students, facilitating distance learning, and a plan for how distance learning will be used.
- The Contractor must incorporate the use of a variety of technology services in the classroom.

Meeting Program Outcomes

- The Contractor must pretest 100% of all enrolled students using a National Reporting System-approved assessment within 12 hours of enrollment.
- The Contractor must posttest a minimum of 68% of all enrolled students after an appropriate number of instructional hours as defined in the NH Assessment and Data Policy.
- The Contractor must conduct follow up surveys with all enrolled participants as required by the National Reporting System to collect performance indicator data and measurable skills gains in accordance with National Reporting System requirements. A minimum of a 75% response rate is required.
- The Contractor must contribute to the performance outcomes set by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE) as indicated below:

Performance Measures	2017 – 2018
Employment (second quarter after exit)	Baseline
Employment (fourth quarter after exit)	Baseline
Median Earnings	Baseline
Credential Attainment Rate	Baseline
Measurable Skills Gains	Baseline

Reporting

- The Contractor is required to use the data system provided by the NH Bureau of Adult Education to collect data for federal reporting.
- A representative from the Contractor must be trained to use the data system. All data must be verified and certified on a quarterly basis.
- The Contractor must analyze program data on an annual basis and set goals for improvement through the Self-Assessment process.

Implementation Timeline

- The Contractor must be fully operational by September 15, 2017 or have a plan approved by the NH Bureau of Adult Education.

[Handwritten Signature]
 8/17

Anticipated number of students served in ESL program:

FY18
95

Project 3: Adult Learner Services (ALS)

The Adult Learner Services is a regionally-based program that will use a paid staff member to coordinate volunteer tutors to provide one-on-one and small group instruction in areas across the state where adult education centers are inaccessible for students. The ALS program will provide flexibility for the student access services including adult basic education, English language acquisition, and preparation for the high school equivalency exam. The tutors will be provided with training and on-going support as they work with their students to reach individual educational goals.

ALS programs shall provide the following services:

Responsiveness to Regional Need

- The Contractor is responsible for identifying the educational needs of the region by using data from US Census's American Community Survey to target, recruit, and serve individuals without a high school diploma, without US citizenship, and those with low levels of literacy.
- The Contractor is responsible for using NH Employment Security data and State Workforce Board Sector-Based Initiatives to identify regional economic needs and to incorporate preparation of individuals for sector initiatives, assisting individuals with transition into economic stability through employment and participation on the development of career pathways.
- The Contractor is responsible for using local resources to identify the social and cultural needs of the region and include programming to address the diverse needs of the population, provide soft skills training, and foster the development of cultural competence.

Serving the Most in Need

- The Contractor is responsible for identifying, recruiting, and serving students who are most in need of adult basic education including individuals with low levels of literacy skills.
- The Contractor is responsible for serving the needs of English language learners, especially those who have low literacy levels and those who need to transition from Advanced ESL into Adult Basic Education or Adult Secondary Education educational functioning levels.
- The Contractor is responsible for serving the needs of individuals with disabilities including physical, emotional, social, and learning disabilities.
- The Contractor is responsible for serving the needs of individuals with barriers to employment including displaced homemakers, low-income individuals, ex-offenders, and others.
- The Contractor must identify whether the region has a demonstrated need for additional English language acquisition and civics education programs.

Service Delivery Format and Schedules

- The Contractor must have a delivery method, location(s), and schedule that enable individuals to attend and complete the program. The ALS program is intended to supplement existing classes in adult education center, use learning labs, small groups, and volunteer tutors to maximize the convenience and intensity of service for each learner.
- Open enrollment and flexible scheduling are highly encouraged.
- The Contractor is required to identify gaps in existing services and address those gaps.

Proposed Curricula and Contextualized Instruction

- The Contractor is required to provide a curriculum that is aligned with the College & Career Readiness Standards for Adult Education.
- The Contractor is required to provide contextualized instruction that includes occupationally relevant materials.

Alignment with the State Workforce Plan

- The Contractor is required to align its program with the goals and mission of the State Workforce Plan including curriculum alignment with the College & Career Readiness Standards for Adult Education and the Sector-Based Initiatives.
- The Contractor is required to participate in state leadership activities including participation in adult education committees or advisory boards, membership in regional/national education consortia, and attend professional development activities.

Intensity, Quality and Best Practices

- The Contractor must use instructional practices that include the essential components of reading.
- The Contractor must integrate workforce preparation activities for all students.
- The Contractor must define sufficient intensity and quality and have a plan for how the program will meet that standard.
- The Contractor must base its instruction on best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.

Integration of Technology Services and Digital Systems

- The Contractor must incorporate digital literacy instruction for all students at all levels.
- The Contractor must include distance learning options as a part of its delivery system including a policy for selecting appropriate students, facilitating distance learning, and a plan for how distance learning will be used.
- The Contractor must incorporate the use of a variety of technology services for instruction.

Meeting Program Outcomes

- The Contractor must pretest 100% of all enrolled students using a National Reporting System-approved assessment within 12 hours of enrollment.
- The Contractor must posttest a minimum of 68% of all enrolled students after an appropriate number of instructional hours as defined in the NH Assessment and Data Policy.
- The Contractor must conduct follow up surveys with all enrolled participants as required by the National Reporting System to collect performance indicator data and measurable skills gains in accordance with National Reporting System requirements. A minimum of a 75% response rate is required.
- The Contractor must contribute to the performance outcomes set by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE) as indicated below:

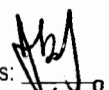
Performance Measures	2017 – 2018
Employment (second quarter after exit)	Baseline
Employment (fourth quarter after exit)	Baseline
Median Earnings	Baseline
Credential Attainment Rate	Baseline
Measurable Skills Gains	Baseline

Reporting

- The Contractor is required to use the data system provided by the NH Bureau of Adult Education to collect data for federal reporting.
- A representative from the Contractor must be trained to use the data system. All data must be verified and certified on a quarterly basis.
- The Contractor must analyze its own data on an annual basis and set goals for improvement through the Self-Assessment process.

Implementation Timeline

- The Contractor must be fully operational by September 15, 2017 or have a plan approved by the NH Bureau of Adult Education.


8/8/17

Anticipated number of students served in ALS program:

FY18
74

[Handwritten Signature]
8/18/17

EXHIBIT B

Estimated Budget: Limitation on Price: Payment

ESTIMATED PROJECT 1 (ABE)	FY18
Administrative	\$40,372.00
Counseling Staff	10,419.00
Teaching Staff	31,366.26
Administrative Benefits	4,437.61
Counseling Benefits	980.31
Teacher Benefits	2,951.20
Professional Services – IT Services	2,320.00
Water	238.00
Disposal Services	594.00
Snow Plowing Services	495.00
Repairs & Maintenance	2,177.00
Insurance	512.00
Telephone	202.00
Postage	263.00
Advertising	1,450.00
Energy Utilities	1,688.00
Books & Information	1,600.00
Supplies	2,414.00
Non-Expendable Supplies	500.00
Depreciation	5,480.00
Indirect Cost	\$11,045.94
Totals	\$121,505.32

ESTIMATED PROJECT 2 (ESL)	FY18
Administrative	62,306.00
Counseling Staff	18,090.00
Teaching Staff	34,613.60
Administrative Benefits	6,961.03
Counseling Benefits	1,838.77
Teacher Benefits	3,518.33
IT Services	2,900.00
Water, Sewer	396.00
Disposal Services	990.00
Snow Plowing Services	825.00
Repairs & Maintenance	3,628.00
Insurance	853.00
Telephone	336.00
Postage	438.00
Advertising	2,174.00
Energy Utilities	\$2,814.00

Supplies	5,570.00
Books & Information	1,600.00
Depreciation	9,134.00
Indirect Cost	15,898.57
Totals	\$ 174,884.30

ESTIMATED PROJECT 3 (ALS)	FY18
Administrative	\$ 11,388.00
Teaching Staff	55,055.00
Administrative Benefits	1,207.27
Teacher Benefits	16,351.85
IT Services	709.00
Water/Sewer	108.00
Disposal Services	270.00
Snow Plowing Services	225.00
Repairs & Maintenance	2,295.00
Insurance	1,211.04
Telephone	875.04
Postage	875.04
Advertising	906.00
Travel	1,000.08
Energy Utilities	767.04
Books & Information	3,500.04
Consumables	1,874.88
Non-Expendables	500.04
Depreciation	3,762.00
Indirect Cost	10,288.03
Totals	\$ 113,168.35

1. Subject to the Contractor's compliance with the terms and conditions of this agreement, and for services provided consistent with Exhibit A - Services, the Department of Education shall reimburse the Contractor for allowable expenses up to a maximum total payment of \$409,557.97.
2. The total of the approved budget shall not exceed \$409,557.97 without written modification signed by the parties to this agreement and approved by the Governor and Council.
3. Annual funding amounts disbursed through this contract agreement shall be determined based on actual WIOA federal awards for the delivery of adult education and literacy services received for the program year covered under this agreement, which may be less or more than estimated but may not exceed in the aggregate the total maximum amount authorized via this contract agreement.
4. This contract is funded with federal funds from the US Department of Education made available under the Workforce Innovation and Opportunities Act of 2014, Title II for the purpose of the delivery of adult education and literacy services and State General Funds under Adult Education.
5. The Contractor must have written authorization from the DOE prior to using contract funds to purchase any property or equipment with a cost in excess of \$250.00 and with a useful life beyond one-year, and shall maintain an inventory of property and equipment either purchased or leased with funds made available through this contract.

6. Payments for services under this contract are limited to reimbursement for actual expenses incurred in the fulfillment of this agreement during the contract period. Reimbursement for expenses incurred after June 30, 2018 shall not be accepted for payment.
7. Expenditures shall be in accordance with an annual line item budget, which shall be submitted to the DOE for final approval no later than June 30 for the program year covered under this agreement. In the event that the line-item budget is adjusted within the program year, such adjustments shall not exceed the approved administration cost for the program year.
8. A final payment request shall be submitted no later than forty-five (45) days after the contract ends. Failure to submit the invoice by this date could result in non-payment.
9. The Contractor shall maintain sufficient documentation on file in their offices to support invoices, and make such documentation available for review by authorized NH DOE, Bureau of Adult Education and/or its auditors.
10. The Bureau of Adult Education reserves the right to request ad hoc financial and/or participant status reports in the event further information is needed to evaluate program effectiveness as deemed reasonable and necessary by the DOE and/or the State of New Hampshire.
11. The Contractor shall adhere to all cash management policies and procedures stipulated in the body of this agreement, and all other applicable WIOA federal, State, and the DOE cash management regulations and policies, including monthly accrual reporting.
12. The Contractor is solely responsible for paying to the DOE any disallowed costs associated with the misappropriation of federal funds and/or costs expended on individuals who were erroneously determined to be eligible for WIOA services. Disallowed costs may not be paid with federal funds, regardless of the funding source.
13. The DOE reserves the right to increase and/or decrease contract funds subject to continued availability of federal funds, satisfactory performance of services, and approval by the Governor and Executive Council.

Line items in this budget may be adjusted, one to the other, of the indicated amount but in no instance can the total budget exceed the price limitation. The Contractor must receive Department of Education approval prior to transferring from one line to another.

Limitation on Price:

This agreement will not exceed: \$409,557.97

Method of Payment:

Monthly payment may be made for each month of the agreement year. Each payment request will be submitted through the Department of Education's Grants Management System which will be supported by a summary of activities that have taken place aligned to the scope of services.

Funding Source

Funds to support this request are available in the account entitled Adult Education.

	<u>FY 2018</u>
06-56-56-565010-2535-072-500575 Grants – Federal	\$122,867.40
06-56-56-565010-2535-601-500931 State Fund Match	<u>\$286,690.57</u>
	\$409,557.97

EXHIBIT C

Special Provisions

The Contractor shall comply with the provisions of the US Code of Federal Regulations 34 CFR 364 and the following US Circular:

- a. OBM Circular A-110; "Uniform Administrative Requirement for Grants and Agreements with institutions of High 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."

This contract contains a provision that allows the Department of Education, at its sole discretion, to add an option to renew for two (2) additional one-year terms, contingent upon the following:

1. Satisfactory delivery of services, as determined by the Bureau of Adult Education.
2. Annual review and update of Services, Budget and any corrective action plan.
3. Available funding.
4. Agreement of the parties.
5. Approval of the Governor and Council

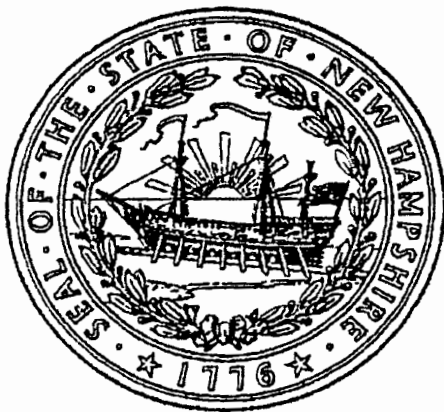
State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that SECOND START is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on September 03, 1971. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 65173



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire.

this 9th day of June A.D. 2017.

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

William M. Gardner

Secretary of State

Certificate of Authority

I, George Pangakis, Clerk/Secretary of Second Start 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 voted by the Executive Committee of the board of directors of Second Start on June 7, 2017. The vote is in accordance with the law of New Hampshire and the by-laws of the corporation:

Second Start will enter into a contract with the NH Department of Education to provide Adult Basic Education, English as a Second Language, and Adult Learner Services. This resolution shall remain in effect until specifically revoked.

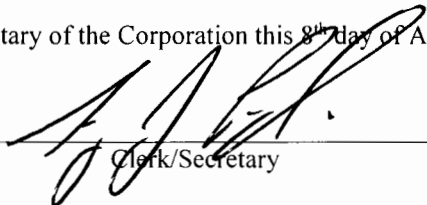
Second Start's Board of Directors has named James Snodgrass as having authority to sign the contract with the New Hampshire Department of Education.

- (4) The foregoing resolutions are in full force and effect, unamended, as of the date hereof; and
- (5) The following persons lawfully occupy the offices indicated below:

- Dodd Griffith, President
- James Snodgrass, Executive Director
- Matt Nadeau, Vice President
- George Pangakis, Secretary
- Tom Painchaud, Treasurer

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the Corporation this 8th day of August, 2017.

(Corporate Seal if any)



Clerk/Secretary

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

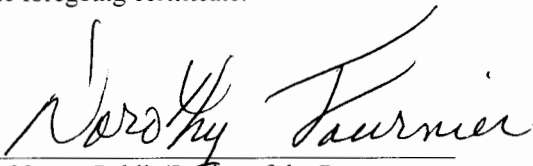
STATE OF NEW HAMPSHIRE

COUNTY OF Merrimack

On August 8, 2017, 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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/7/2017

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 E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425	CONTACT NAME: Pat Mack PHONE (A/C No. Ext): (603) 293-2791 E-MAIL ADDRESS: pat@esinsurance.com	FAX (A/C No): (603) 293-7188
	INSURER(S) AFFORDING COVERAGE	
INSURED Second Start 17 Knight Street Concord NH 03301	INSURER A: Great American Ins Group	
	INSURER B: Technology Insurance Co	
	INSURER C: United State Fire Insurance	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** 2016-2017 **REVISION NUMBER:**

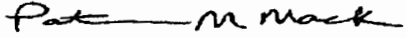
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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:			PAC4067426-01	12/31/2016	12/31/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPOP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			CAP4067427-01	12/31/2016	12/31/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist combined \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UMB4067428-01	12/31/2016	12/31/2017	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	TWC3595312	1/1/2017	1/1/2018	PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Accident Policy			US565970	12/31/2016	12/31/2017	Accident Medical Expense \$50,000

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

Co. A: Computer Fraud and Funds Transfer Fraud Policy PAC4067426 12/31/2016 to 12/31/2017 \$650,000 limit, \$3,000 Deductible

Co. A: Employee Dishonesty PAC4067426 12/31/2016 to 12/31/2017 Per occurrence \$325,000 limit, \$3,000 deductible

CERTIFICATE HOLDER State of NH, Dept of Education Bureau of Adult Education 20 South Fruit St, Suite 20 Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Pat Mack/PAT 
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Second Start Board of Directors

Updated Dec 2016

Dodd Griffith Concord, NH	Attorney Gallagher, Callahan & Gartrell 214 North Main Street PO Box 1415 Concord, NH 03302 545-3610 Fax: 228-8396 griffith@gcglaw.com	President Member since 2014
Matt Nadeau Concord, NH	Associate Accountant Nathan Wechsler & Company 70 Commercial Street, Suite 401 Concord, NH 03301-5031 224-5357 Ext. 327 Fax: 224-3792 mnadeau@nathanwechsler.com	Vice President Member since 2012
Tom Painchaud Concord, NH	Senior VP of Distribution Services New Hampshire Distributors 65 Regional Drive PO Box 267 Concord, NH 03302-0267 410-1823 tpainchaud@nhdist.com	Treasurer Member since 2012
George Pangakis Concord, NH	Director of Safety and Security St. Paul's School 325 Pleasant Street Concord, NH 03301 229-4639 Fax: 229-4655 gpangakis@sps.edu	Secretary Member since 2012
Frank Lemay Chichester, NH	President Milestone Engineering & Construction, Inc. 1 Horseshoe Pond Lane PO Box 2279 Concord, NH 03302-2279 226-3877 Fax: 226-3361 frank@milestoneengcon.com	Member since 2006
Helmut Koch Concord, NH	Retired Chairman/Director Exacom, Inc. 99 Airport Road Concord, NH 03301 491-3306 helmut.koch.2001@gmail.com	Member since 2008

Directors Serve Without Compensation.

Will Brunkhorst Hopkinton, NH	Software Consultant 542 Putney Hill Road Hopkinton, NH 03229 746-5175 will.brunkhorst@gmail.com	Member since 2008
Maria del Mar Acebron Bow, NH	Senior Teller Merrimack County Savings Bank Business Center 190 North Main Street Concord, NH 03301 545-6030 macebron@mcsbnh.com	Member since 2012
Becky Schaefer Weare, NH	Guidance Concord High School 170 Warren St, Concord, NH Concord, NH 03301 225-0800 rschaefer@sau8.org	Member since 2015
Valerie Koch Chichester, NH	Instructor Teacher Preparation CRTC Abbot Downing School 152 South Street Concord, NH 03301 225-0827 valflanders2@gmail.com	Member since 2016
Andrew Grosvenor Concord, NH	Attorney Merritt Merritt and Moulton 60 Lake Street Burlington, VT 05401 (603) 223-9179 drewgrosvenor@gmail.com	Member since 2016
Carolyn Mallon Concord, NH	Senior Nursing Subject Matter Expert Higher Learning Technologies 2500 Crosspark Road, BVC Ste W145 Coralville, IA 52241 (603) 513-8441 crmallon@gmail.com	Member since 2016
Caroline Brown Hopkinton, NH	Attorney Orr & Reno PA 45 S. Main Street Concord, NH 03302-3550 (603) 224-2381 CBrown@orr-reno.com	Member since 2017

Salary Information for Key Personnel

Second Start
Project 1: ABE

Administrative						
	[Enter Administrative Title]		[Enter Number of Hours per Week]	[Enter the Number of Weeks per Year]	[Enter the Wage per Hour]	TOTAL
1	Executive Director	James Snodgrass	3	52	\$ 61.00	\$ 9,516.00
2	ABE Director	Joanne DelDeo	14	52	\$ 36.50	\$ 26,572.00
3	Support Specialist	Vigdis Dunn	6	34	\$ 21.00	\$ 4,284.00
					Administrative TOTAL	\$ 40,372.00

Salary Information for Personnel

Second Start
Project 2: ESL

Administrative						
	[Enter Administrative Title]		[Enter Number of Hours per Week]	[Enter the Number of Weeks per Year]	[Enter the Wage per Hour]	TOTAL
1	Executive Director	James Snodgrass	7	52	\$ 61.00	\$ 22,204.00
2	ABE Director	Joanne DelDeo	20	52	\$ 36.50	\$ 37,960.00
3	Support Specialist	Vigdis Dunn	3	34	\$ 21.00	\$ 2,142.00
					Administrative TOTAL	\$ 62,306.00

Salary Information for Personnel

Second Start
Project 3: ALS

Administrative						
	[Enter Administrative Title]		[Enter Number of Hours per Week]	[Enter the Number of Weeks per Year]	[Enter the Wage per Hour]	TOTAL
1	Adult Services Director	Joanne DelDeo	6	52	\$ 36.50	\$ 11,388.00
					Administrative TOTAL	\$ 11,388.00

Teaching Staff						
	[Enter Teacher Title]		[Enter Number of Hours per Week]	[Enter the Number of Weeks per Year]	[Enter the Wage per Hour]	TOTAL
1	ALS Coordinator	Susan Bulp	35	52	\$ 30.25	\$ 55,055.00
					Teacher TOTAL	\$ 55,055.00

JAMES B. SNODGRASS

EMPLOYMENT

05/75 to Present Executive Director
Second Start, Concord, NH

09/74 to 05/75 Resident Counselor
Franklin Pierce College,
Rindge, NH

01/72 to 06/73 Teacher
Services for Education and
Rehabilitation in Addiction
1065 University Avenue
Bronx, NY

EDUCATION

1973 to 1974 Antioch Graduate School, 1 Elm Street, Keene,
NH, M. Ed. Administration

Assistant to Director of Admissions and Work
Study Coordinator

1967 to 1971 Miami University, Oxford, Ohio
B.S. in Education, Major in Political Science

CERTIFICATION

Social Studies Teacher, Grades 7-12, State of New Hampshire

Administration and Supervision, State of New Hampshire

REFERENCES

Available on Request

JOANNE S. DEL DEO

PROFESSIONAL EXPERIENCE

1999 - present Second Start Concord, NH

Program Director

- Provide leadership and management for the Adult Basic Education Program, including all components of staffing, program planning, grant proposals, inter-agency communication and collaboration.

Student Advisor, 1992 - 1999

- Provided career and academic support for 50 students per year. Revised counselor position to focus on employability and set up a career development information center.
- Coordinated a distance learning endeavor with a college in southern NH and a local network service provider. Proficient with computer applications and experienced with videoconferencing.

Adult Basic Education Teacher, 1991-1993

- Taught basic reading, writing and mathematics to adults in a multi-level class. Supervised an assistant and several student interns.

Transition Coordinator, Adolescent Program, 1991

- Developed new liaison position. Facilitated communication among teachers, support staff, community agencies and students dually enrolled in alternative and public high schools.

Program Coordinator/Trainer, 1989-1991

- Recruited, assessed and provided academic and pre-employment skills training to more than 40 out-of-school youths; most reached their GED goals. Established local networks for public relations and referral. This was the only one out of six statewide pilot programs awarded funding for another year.

EDUCATION

1997 College for Lifelong Learning Manchester, NH
Career Development Facilitator Certificate

1988 Plymouth State College Plymouth, NH
Bachelor of Science, Public Management, magna cum laude

AWARDS AND HONORS

Outstanding Public Management Senior

Pi Gamma Mu, International Honor Society

Phi Kappi Phi, National Honor Society

Vigdis Dunn

Professional Experience:

2001- present	Second Start Concord, NH Adult Education Student Advisor
1999- 2001	Bancroft Employment Services Concord, NH Staffing Coordinator, Out of Site Training Coordinator, Projects with Industry Program Coordinator/Instructor, Project Entry Program
1997-1998	New Hampshire Job Training Council, Jobs for NH Graduates Program Laconia, NH Youth Specialist
1997	Seminole Point Hospital Sunapee, NH Case Manager
1996-1997	Seaborne Hospital Dover, NH Primary Therapist Counselor 1

Education:

Northeastern University
Boston, MA
Bachelor of Science (1992), Psychology

Quinnipiac College
Hamden, CT
Bachelor of Arts, Psychology (3 years completed)

Susan Bubp

Professional Experience:

- 2000 –present NH Mentor Teacher Team and NH Math Leadership Team
- 1983- present Second Start
Concord, NH
Adult Learner Services Coordinator
Adult Basic Education Teacher
- 1999- 2001 NCSALL/ World Education, Practitioner Dissemination Network
Boston, MA
NH Practitioner Leader
- 1988-1995 Concord School District
Concord, NH
ESL tutor
- 1976-1982 New Hampshire State Prison
Concord, NH
English Instructor

Education:

- Pennsylvania State University
Bachelor of Science (1975), Law Enforcement and Corrections
- New Hampshire Teacher's Certification- English

SECOND START
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2016 AND 2015

ASSETS

	2016	2015
CURRENT ASSETS		
Cash	\$ 282,096	\$ 199,296
Accounts Receivable	34,428	20,789
Grants Receivable	173,159	95,345
Unconditional Promises to Give	43,000	51,967
Prepaid Expenses	53,644	85,258
<i>Total Current Assets</i>	<u>586,327</u>	<u>452,655</u>
PROPERTY AND EQUIPMENT		
Property and Equipment	3,261,933	2,988,405
Less Accumulated Depreciation	<u>(1,752,098)</u>	<u>(1,662,300)</u>
<i>Net Property and Equipment</i>	<u>1,509,835</u>	<u>1,326,105</u>
TOTAL ASSETS	<u>\$ 2,096,162</u>	<u>\$ 1,778,760</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Current Portion of Long-Term Debt	\$ 8,925	\$ -
Accounts Payable	32,013	24,840
Accrued Expenses	189,812	184,970
Deferred Revenue	12,686	10,474
<i>Total Current Liabilities</i>	<u>243,436</u>	<u>220,284</u>
Long-Term Debt, Net of Current Portion	<u>42,337</u>	<u>-</u>
TOTAL LIABILITIES	<u>285,773</u>	<u>220,284</u>
NET ASSETS		
Unrestricted		
Board-Designated	50,000	50,000
Undesignated	1,687,018	1,431,066
Temporarily Restricted	<u>73,371</u>	<u>77,410</u>
TOTAL NET ASSETS	<u>1,810,389</u>	<u>1,558,476</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 2,096,162</u>	<u>\$ 1,778,760</u>

The Accompanying Notes are an Integral Part of These Financial Statements

SECOND START
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

	Unrestricted	Temporarily Restricted	2016	2015
SUPPORT AND REVENUES				
Contributions	\$ 34,281	\$ 14,700	\$ 48,981	\$ 35,090
United Way	12,021	43,000	55,021	60,174
Fees from Governmental Agencies	774,968	-	774,968	814,387
Grants from Governmental Agencies	1,143,207	-	1,143,207	943,249
Grants - Private	-	42,000	42,000	30,000
Private Fees	948,201	-	948,201	855,343
Loss on Disposal	(13,648)	-	(13,648)	-
Miscellaneous	37,215	-	37,215	54,476
Total Support and Revenues	<u>2,936,245</u>	<u>99,700</u>	<u>3,035,945</u>	<u>2,792,719</u>
NET ASSETS RELEASED FROM RESTRICTIONS				
Expiration of Program Restrictions	103,739	(103,739)	-	-
EXPENSES				
Program Services				
Instruction and Student Activities	1,883,317	-	1,883,317	1,830,160
Staff Development and Professional Fees	188,259	-	188,259	187,984
Other Program Costs	195,335	-	195,335	187,974
Occupancy	81,582	-	81,582	80,948
Direct Depreciation	79,072	-	79,072	74,709
Total Program Services	<u>2,427,565</u>	<u>-</u>	<u>2,427,565</u>	<u>2,361,775</u>
Support Services				
General Administrative	356,467	-	356,467	347,326
Total Support Services	<u>356,467</u>	<u>-</u>	<u>356,467</u>	<u>347,326</u>
Total Expenses	<u>2,784,032</u>	<u>-</u>	<u>2,784,032</u>	<u>2,709,101</u>
CHANGES IN NET ASSETS	255,952	(4,039)	251,913	83,618
Net Assets, Beginning of Year.	<u>1,481,066</u>	<u>77,410</u>	<u>1,558,476</u>	<u>1,474,858</u>
Net Assets, End of Year	<u>\$ 1,737,018</u>	<u>\$ 73,371</u>	<u>\$ 1,810,389</u>	<u>\$ 1,558,476</u>

The Accompanying Notes are an Integral Part of These Financial Statements

SECOND START
STATEMENTS OF CASH FLOWS
FOR YEARS ENDED JUNE 30, 2016 AND 2015

	2016	2015
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase in Net Assets	\$ 251,913	\$ 83,618
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by (Used in) Operating Activities:		
Depreciation	108,369	99,930
Loss on Disposal of Property	13,648	-
(Increase) Decrease in Operating Assets:		
Accounts Receivable	(13,639)	12,613
Grants Receivable	(77,814)	86,907
Pledges Receivable	8,967	(51,966)
Prepaid Expenses	31,614	(70,619)
Security Deposits	-	2,530
Increase in Operating Liabilities:		
Accounts Payable	7,173	398
Accrued Expenses	4,842	8,134
Deferred Revenue	2,212	5,206
Total Adjustments	<u>85,372</u>	<u>93,133</u>
<i>Net Cash Provided by Operating Activities</i>	<u>337,285</u>	<u>176,751</u>
 CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Property and Equipment	<u>(254,485)</u>	<u>(39,061)</u>
 CASH FLOWS FROM FINANCING ACTIVITIES		
Repayment of Long-Term Debt	<u>-</u>	<u>(1,542)</u>
 NET INCREASE IN CASH		
	82,800	136,148
<i>Cash, Beginning of Year</i>	<u>199,296</u>	<u>63,148</u>
<i>Cash, End of Year</i>	<u>\$ 282,096</u>	<u>\$ 199,296</u>
 Supplemental Disclosure of Cash Flow Information		
Cash Paid During the Year For:		
Interest	<u>\$ 150</u>	<u>\$ 88</u>
Assets Acquired by Assumption of Debt	<u>\$ 51,262</u>	<u>\$ -</u>

The Accompanying Notes are an Integral Part of These Financial Statements

SECOND START
COMBINING SCHEDULE OF SUPPORT AND REVENUES, EXPENSES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED JUNE 30, 2016

	General & Building	Special Education	T.E.T Program	Alternative High School	Student Assistance	Adult Basic Education	Adult Learner	Welcoming Concord	Daycare	Total
SUPPORT AND REVENUES										
Contributions	\$ 6,522	\$ -	\$ -	\$ 21,412	\$ -	\$ 6,000	\$ 252	\$ 14,700	\$ 95	\$ 48,981
United Way	-	-	-	7,792	-	24,388	2,929	-	19,912	55,021
Fees from Governmental Agencies	-	283,111	114,836	167,185	155,510	54,326	-	-	-	774,968
Grants from Governmental Agencies	160,368	-	-	-	87,718	531,569	109,700	-	251,852	1,143,207
Grants-Private	-	-	-	-	-	-	-	42,000	-	42,000
Private Fees	-	-	-	-	-	-	-	-	948,201	948,201
Loss on Disposal of Equipment	(13,648)	-	-	-	-	-	-	-	-	(13,648)
Miscellaneous	3,888	-	-	1,232	-	11,895	-	-	20,200	37,215
Total Support and Revenues	157,130	283,111	114,836	197,621	243,228	630,178	112,881	56,700	1,240,260	3,035,945
EXPENSES										
Program Services										
Instruction and Student Activities	6,666	226,648	76,046	141,136	231,004	318,745	80,450	20,936	781,686	1,883,317
Staff Development and Professional Fees	560	2,950	975	2,450	1,695	166,765	692	7,379	4,793	188,259
Other Program Costs	4,284	15,439	12,431	11,185	5,129	29,428	8,797	16,506	92,136	195,335
Occupancy	-	6,747	2,650	6,747	875	20,001	6,705	-	37,857	81,582
Direct Depreciation	-	12,797	2,586	7,743	432	14,247	5,044	-	36,223	79,072
Total Program Services	11,510	264,581	94,688	169,261	239,135	549,186	101,688	44,821	952,695	2,427,565
Support Services										
General Administrative	-	41,063	15,933	25,130	31,973	80,376	14,400	6,951	140,641	356,467
Total Support Services	-	41,063	15,933	25,130	31,973	80,376	14,400	6,951	140,641	356,467
Total Expenses	11,510	305,644	110,621	194,391	271,108	629,562	116,088	51,772	1,093,336	2,784,032
Excess (Deficiency) of Support and Revenues Over Expenses	145,620	(22,533)	4,215	3,230	(27,880)	616	(3,207)	4,938	146,924	251,913
Net Assets, Beginning of Year	994,829	(554,287)	47,334	536,211	9,151	110,783	(58,212)	25,443	447,225	1,558,476
Net Assets, End of Year	\$1,140,449	\$ (576,820)	\$ 51,549	\$ 539,441	\$ (18,729)	\$ 111,399	\$ (61,412)	\$ 30,371	\$ 594,149	\$1,810,389

SECOND START
COMBINING SCHEDULE OF SUPPORT AND REVENUES, EXPENSES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED JUNE 30, 2015

	General & Building	Special Education	T.E.T. Program	Alternative High School	Student Assistance	Adult Basic Education	Adult Learner	Welcoming Concord	Daycare	Total
SUPPORT AND REVENUES										
Contributions	\$ 5,101	-	-	\$ 26,048	\$ -	\$ -	\$ 161	\$ -	\$ 3,780	\$ 35,090
United Way	-	-	-	9,135	-	28,666	2,900	-	19,473	60,174
Fees from Governmental Agencies	-	271,318	145,218	195,652	139,026	63,173	-	-	-	814,387
Grants from Governmental Agencies	-	-	-	-	79,883	534,195	106,402	-	222,769	943,249
Grants-Private	-	-	-	-	-	-	-	30,000	-	30,000
Private Fees	-	-	-	-	-	-	-	-	855,343	855,343
Miscellaneous	36,578	2,144	-	513	-	13,003	260	-	1,978	34,476
Total Support and Revenues	41,679	273,462	145,218	231,348	218,909	639,037	109,723	30,000	1,103,343	2,792,719
EXPENSES										
Program Services										
Instruction and Student Activities	6,649	230,841	78,420	147,970	179,085	323,148	74,552	2,329	787,166	1,830,160
Staff Development and Professional Fees	147	2,192	538	867	1,814	174,760	805	2,100	4,761	187,984
Other Program Costs	9,661	18,324	18,537	13,876	4,923	31,448	9,782	128	81,295	187,974
Occupancy	-	7,352	2,888	7,356	986	19,375	6,992	-	35,999	80,948
Direct Depreciation	-	12,094	2,306	7,058	404	13,553	4,782	-	34,512	74,709
Total Program Services	16,457	270,803	102,689	177,127	187,212	562,284	96,913	4,557	943,733	2,361,775
Support Services										
General Administrative	-	41,471	16,221	25,772	17,992	89,749	14,657	-	141,464	347,326
Total Support Services	-	41,471	16,221	25,772	17,992	89,749	14,657	-	141,464	347,326
Total Expenses	16,457	312,274	118,910	202,899	205,204	652,033	111,570	4,557	1,085,197	2,709,101
Excess (Deficiency) of Support and Revenues Over Expenses	25,222	(38,812)	26,308	28,449	13,705	(12,996)	(1,847)	25,443	18,146	83,618
Net Assets, Beginning of Year	969,607	(515,475)	21,026	507,762	(4,554)	123,779	(56,365)	-	429,079	1,474,858
Net Assets, End of Year	\$ 994,829	\$ (554,287)	\$ 47,334	\$ 536,211	\$ 9,151	\$ 110,783	\$ (58,212)	\$ 25,443	\$ 447,225	\$ 1,558,476

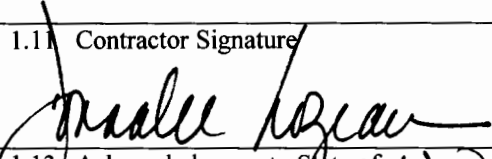
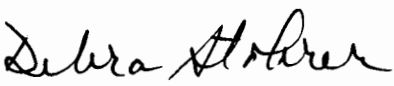
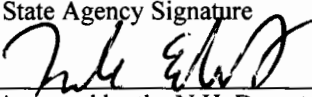
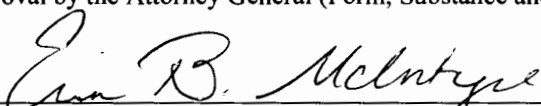
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Education		1.2 State Agency Address 21 South Fruit Street, Suite #20 Concord, NH 03301	
1.3 Contractor Name Southern New Hampshire Services, Inc. (Portsmouth)		1.4 Contractor Address PO Box 5040 Manchester, NH 03108	
1.5 Contractor Phone Number 603-668-8010	1.6 Account Number See Exhibit B	1.7 Completion Date June 30, 2018	1.8 Price Limitation \$185,975.94
1.9 Contracting Officer for State Agency Art Ellison		1.10 State Agency Telephone Number 603-271-6698	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Donalee Lozeau, Executive Director	
1.13 Acknowledgement: State of <u>New Hampshire</u> , County of <u>Hillsborough</u> On <u>Aug 7, 2017</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 <div style="display: flex; align-items: center;"> [Seal]  </div>			
1.13.2 Name and Title of the Peace DEBRA D. STINNER Notary Public - New Hampshire My Commission Expires November 18, 2020			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Date: <u>8-9-17</u>	
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) (if applicable) By:  On: <u>8/10/17</u>			
1.18 Approval by the Governor and Executive Council (if applicable) 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, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("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. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. 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.

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 notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and 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 \$1,000,000 per occurrence and \$2,000,000 aggregate; and

14.1.2 special cause of loss coverage form 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 thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) 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 unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

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.

EXHIBIT A

The Services

Services at Portsmouth Adult Education will be provided at their location on the Community Campus at the Foundation for Seacoast Health at 100 Campus Drive in Portsmouth. Students receiving services will be from the City of Portsmouth and its surrounding areas including Newington, New Castle, Rye and Greenland.

Portsmouth Adult Education in Portsmouth, operated by Southern New Hampshire Services, will provide the following services:

Project Descriptions

Project 1: Adult Basic Education (ABE)

Adult Basic Education programs, authorized under Ed 703, will provide educational opportunities below the secondary level for adults who lack a high school diploma or who lack the basic skills to function effectively in the workplace and in their daily lives.

ABE programs shall provide the following services:

Responsiveness to Regional Need

- The Contractor is responsible for identifying the educational needs of the region by using data from US Census's American Community Survey to target, recruitment, and serve individuals without a high school diploma.
- The Contractor is responsible for using NH Employment Security data and State Workforce Board Sector-Based Initiatives to identify regional economic needs and to incorporate preparation of individuals for sector initiatives, assisting individuals with transition into economic stability through employment and participation in the development of career pathways.
- The Contractor is responsible for using local resources to identify the social and cultural needs of the region and include programming to address the diverse needs of the population, provide soft skills training and foster the development of cultural competence.

Serving the Most in Need

- The Contractor is responsible for identifying, recruiting, and serving students who are most in need of adult basic education including individuals with low levels of literacy skills.
- The Contractor is responsible for serving the needs of English language learners, especially those who may be above the Advanced ESL level, but still eligible for Adult Basic Education activities.
- The Contractor is responsible for serving the needs of individuals with disabilities including physical, emotional, social, and learning disabilities.
- The Contractor is responsible for serving the needs of individuals with barriers to employment including displaced homemakers, low-income individuals, ex-offenders, and others.

Service Delivery Format and Schedules

- The Contractor must have a delivery method, location(s), and schedule that enable individuals to attend and complete the program.
- Open enrollment and flexible scheduling are highly encouraged.
- Classes must have a minimum of eight active enrollments and a plan for handling waiting lists.

Proposed Curricula and Contextualized Instruction

- The Contractor is required to provide a curriculum that is aligned with the College & Career Readiness Standards for Adult Education.
- The Contractor is required to provide contextualized instruction that includes occupationally relevant materials.

Alignment with the State Workforce Plan

- The Contractor is required to align its program with the goals and mission of the State Workforce Plan including curriculum alignment with the College & Career Readiness Standards for Adult Education and the Sector-Based Initiatives.
- The Contractor is required to participate in state leadership activities including participation in adult education committees or advisory boards, membership in regional/national education consortia, and through attending professional development activities.

Intensity, Quality and Best Practices

- The Contractor must use instructional practices that include the essential components of reading.
- The Contractor must integrate workforce preparation activities for all students.
- The Contractor must define sufficient intensity and quality and have a plan for how the program will meet that standard.
- The Contractor must base its instruction on best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.

Integration of Technology Services and Digital Systems

- The Contractor must incorporate digital literacy instruction for all students at all levels.
- The Contractor must include distance learning options as a part of its delivery system including a policy for selecting appropriate students, facilitating distance learning, and a plan for how distance learning will be used.
- The Contractor must incorporate the use of a variety of technology services in the classroom.

Meeting Program Outcomes

- The Contractor must pretest 100% of all enrolled students using a National Reporting System-approved assessment within 12 hours of enrollment.
- The Contractor must posttest a minimum of 68% of all enrolled students after an appropriate number of instructional hours as defined in the NH Assessment and Data Policy.
- The Contractor must conduct follow up surveys with all enrolled participants as required by the National Reporting System to collect performance indicator data and measurable skills gains in accordance with National Reporting System requirements. A minimum of a 75% response rate is required.
- The Contractor must contribute to the performance outcomes set by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE) as indicated below:

Performance Measures	2017 – 2018
Employment (second quarter after exit)	Baseline
Employment (fourth quarter after exit)	Baseline
Median Earnings	Baseline
Credential Attainment Rate	Baseline
Measurable Skills Gains	Baseline

Reporting

- The Contractor is required to use the data system provided by the NH Bureau of Adult Education to collect data for federal reporting.
- A representative from the Contractor must be trained to use the data system. All data must be verified and certified on a quarterly basis on October 15, January 15, April 15 and ~~July 15~~.
- The Contractor must analyze its program data on an annual basis and set goals for improvement through the Self-Assessment process.

Implementation Timeline

- The Contractor must be fully operational by September 15, 2017 or have a plan approved by the NH Bureau of Adult Education.

*June
bc
8/7/17*

Anticipated number of students served in the ABE program:

FY18
92

Project 2: English as Second Language (ESL)

English as a Second Language programs, authorized under Ed 703, will provide foundational skills below the postsecondary level and English literacy instruction including individuals who may have earned a high school diploma or postsecondary credential in another country, but do not have the English language skills to be successful in postsecondary education, training, or employment. The purpose of the program is to assist students in acquiring the skills and knowledge necessary to become productive workers, parents, and citizens and transition to postsecondary education, training, and/or employment.

ESL programs shall provide the following services:

Responsiveness to Regional Need

- The Contractor is responsible for identifying the educational needs of the region by using data for individuals categorized as “speaking English less than ‘very well’” or “without US citizenship” from US Census’s American Community Survey to target, recruitment, and serve individuals.
- The contractor is responsible for using NH Employment Security data and State Workforce Board Sector-Based Initiatives to identify regional economic needs and to incorporate preparation of individuals for sector initiatives, assisting individuals with transition into economic stability through employment, and participation on the development of career pathways.
- The contractor is responsible for using local resources to identify the social and cultural needs of the region and include programming to address the diverse needs of the population, provide soft skills training and foster the development of cultural competence.

Serving the Most in Need

- The contractor is responsible for identifying, recruiting, and serving students who are most in need of English as a second language.
- The contractor is responsible for serving the needs of English language learners, especially those who may be above the Advanced ESL level, but still eligible for Adult Basic Education or Adult Secondary Education activities.
- The contractor is responsible for serving the needs of English language learners with disabilities including physical, emotional, social, and learning disabilities.
- The contractor is responsible for serving the needs of English language learners with barriers to employment including displaced homemakers, low-income individuals, ex-offenders, and others.
- The Contractor must identify whether the region has a demonstrated need for additional English language acquisition and civics education programs.

Service Delivery Format and Schedules

- The Contractor must have a delivery method, location(s), and schedule that enable individuals to attend and complete the program.
- Open enrollment and flexible scheduling are highly encouraged.
- Classes must have a minimum of eight active enrollments and a plan for handling waiting lists.

Proposed Curricula and Contextualized Instruction

- The Contractor is required to provide a curriculum that is aligned with the College & Career Readiness Standards for Adult Education and the English Language Proficiency Standards published by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE).
- The Contractor is required to provide contextualized instruction that includes occupationally relevant materials.

Alignment with the State Workforce Plan

- The Contractor is required to align its program with the goals and mission of the State Workforce Plan including curriculum alignment with the College & Career Readiness Standards for Adult Education and the Sector-Based Initiatives.
- The Contractor is required to participate in state leadership activities including participation in adult education committees or advisory boards, membership in regional/national education consortia and through attending professional development activities.

Intensity, Quality and Best Practices

- The Contractor must use instructional practices that include the essential components of reading.
- The Contractor must integrate workforce preparation activities for all students.
- The Contractor must define sufficient intensity and quality and have a plan for how the program will meet that standard.
- The Contractor must base its instruction on best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.

Integration of Technology Services and Digital Systems

- The Contractor must incorporate digital literacy instruction for all students at all levels.
- The Contractor must include distance learning options as a part of its delivery system including a policy for selecting appropriate students, facilitating distance learning, and a plan for how distance learning will be used.
- The Contractor must incorporate the use of a variety of technology services in the classroom.

Meeting Program Outcomes

- The Contractor must pretest 100% of all enrolled students using a National Reporting System-approved assessment within 12 hours of enrollment.
- The Contractor must posttest a minimum of 68% of all enrolled students after an appropriate number of instructional hours as defined in the NH Assessment and Data Policy.
- The Contractor must conduct follow up surveys with all enrolled participants as required by the National Reporting System to collect performance indicator data and measurable skills gains in accordance with National Reporting System requirements. A minimum of a 75% response rate is required.
- The Contractor must contribute to the performance outcomes set by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE) as indicated below:

Performance Measures	2017 – 2018
Employment (second quarter after exit)	Baseline
Employment (fourth quarter after exit)	Baseline
Median Earnings	Baseline
Credential Attainment Rate	Baseline
Measurable Skills Gains	Baseline

Reporting

- The Contractor is required to use the data system provided by the NH Bureau of Adult Education to collect data for federal reporting.
- A representative from the Contractor must be trained to use the data system. All data must be verified and certified on a quarterly basis.
- The Contractor must analyze program data on an annual basis and set goals for improvement through the Self-Assessment process.

Implementation Timeline

- The Contractor must be fully operational by September 15, 2017 or have a plan approved by the NH Bureau of Adult Education.

Contractor Initials: *SK*
 Date: *8/7/17*

Anticipated number of students served in ESL program:

FY18
92

Contractor Initials: *DL*
Date: *8/7/17*

EXHIBIT B

Estimated Budget: Limitation on Price: Payment

ESTIMATED PROJECT 1 (ABE)	FY18
Administrative	\$ 3,350.00
Counseling Staff	11,571.00
Teaching Staff	21,412.06
Administrative Benefits	1,229.30
Counseling Benefits	5,741.34
Teacher Benefits	7,633.61
Rent	4,800.00
Telephone	150.00
Postage	150.00
Printing	300.00
Travel	150.00
Supplies	750.00
Books & Information	1,500.00
Indirect Cost	5,873.73
Totals	\$ 64,611.04

ESTIMATED PROJECT 2 (ESL)	FY18
Administrative	\$ 6,650.00
Counseling Staff	26,999.00
Teaching Staff	31,793.46
Administrative Benefits	2,868.37
Counseling Benefits	13,396.48
Teacher Benefits	9,824.42
Rent	11,200.00
Telephone	350.00
Postage	350.00
Printing	700.00
Travel	350.00
Supplies	1,750.00
Books & Information	3,500.00
Replacement Computer	600.00
Indirect Cost	11,033.17
Totals	\$ 121,364.90

1. Subject to the Contractor's compliance with the terms and conditions of this agreement, and for services provided consistent with Exhibit A - Services, the Department of Education shall reimburse the contractor for allowable expenses up to a maximum total payment of \$185,975.94.

Contractor Initials: *SL*
 Date: *8/7/17*

2. The total of the approved budget shall not exceed \$185,975.94 without written modification signed by the parties to this agreement and approved by the Governor and Council.
3. Annual funding amounts disbursed through this contract agreement shall be determined based on actual WIOA federal awards for the delivery of adult education and literacy services received for the program year covered under this agreement, which may be less or more than estimated but may not exceed in the aggregate the total maximum amount authorized via this contract agreement.
4. This contract is funded with federal funds from the US Department of Education made available under the Workforce Innovation and Opportunities Act of 2014, Title II for the purpose of the delivery of adult education and literacy services and State General Funds under Adult Education.
5. The Contractor must have written authorization from the DOE prior to using contract funds to purchase any property or equipment with a cost in excess of \$250.00 and with a useful life beyond one-year, and shall maintain an inventory of property and equipment either purchased or leased with funds made available through this contract.
6. Payments for services under this contract are limited to reimbursement for actual expenses incurred in the fulfillment of this agreement during the contract period. Reimbursement for expenses incurred after June 30, 2018 shall not be accepted for payment.
7. Expenditures shall be in accordance with an annual line item budget, which shall be submitted to the DOE for final approval no later than June 30 for the program year covered under this agreement. In the event that the line-item budget is adjusted within the program year, such adjustments shall not exceed the approved administration cost for the program year.
8. A final payment request shall be submitted no later than forty-five (45) days after the contract ends. Failure to submit the invoice by this date could result in non-payment.
9. The Contractor shall maintain sufficient documentation on file in their offices to support invoices, and make such documentation available for review by authorized NH DOE, Bureau of Adult Education and/or its auditors.
10. The Bureau of Adult Education reserves the right to request ad hoc financial and/or participant status reports in the event further information is needed to evaluate program effectiveness as deemed reasonable and necessary by the DOE and/or the State of New Hampshire.
11. The Contractor shall adhere to all cash management policies and procedures stipulated in the body of this agreement, and all other applicable WIOA federal, State, and the DOE cash management regulations and policies, including monthly accrual reporting.
12. The Contractor is solely responsible for paying to the DOE any disallowed costs associated with the misappropriation of federal funds and/or costs expended on individuals who were erroneously determined to be eligible for WIOA services. Disallowed costs may not be paid with federal funds, regardless of the funding source.
13. The DOE reserves the right to increase and/or decrease contract funds subject to continued availability of federal funds, satisfactory performance of services, and approval by the Governor and Executive Council.

Line items in this budget may be adjusted, one to the other, of the indicated amount but in no instance can the total budget exceed the price limitation. The Contractor must receive Department of Education approval prior to transferring from one line to another.

Limitation on Price:

This agreement will not exceed: \$185,975.94

Method of Payment:

Monthly payment may be made for each month of the agreement year. Each payment request will be submitted through the Department of Education's Grants Management System which will be supported by a summary of activities that have taken place aligned to the scope of services.

Funding Source

Funds to support this request are available in the account entitled Adult Education.

	<u>FY 2018</u>
06-56-56-565010-2535-072-500575 Grants – Federal	\$ 55,792.79
06-56-56-565010-2535-601-500931 State Fund Match	<u>\$130,183.15</u>
	\$185,975.94

EXHIBIT C

Special Provisions

The Contractor shall comply with the provisions of the US Code of Federal Regulations 34 CFR 364 and the following US Circular:

- a. OBM Circular A-110; "Uniform Administrative Requirement for Grants and Agreements with institutions of High 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."

This contract contains a provision that allows the Department of Education, at its sole discretion, to add an option to renew for two (2) additional one-year terms, contingent upon the following:

1. Satisfactory delivery of services, as determined by the Bureau of Adult Education.
2. Annual review and update of Services, Budget and any corrective action plan.
3. Available funding.
4. Agreement of the parties.
5. Approval of the Governor and Council

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 SOUTHERN NEW HAMPSHIRE SERVICES INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 28, 1965. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 65506



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 3rd day of April A.D. 2017.

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

**CERTIFICATE OF VOTE
(Corporate Authority)**

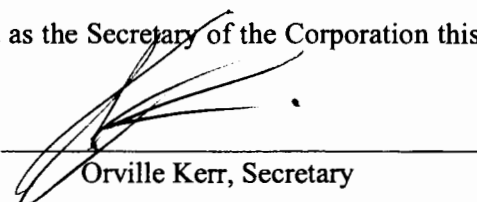
I Orville Kerr, Secretary of Southern New Hampshire Services, Inc.
(name) (corporation name)

(hereinafter the "Corporation"), a New Hampshire corporation, hereby certify that: (1) I am the duly
(state)
elected and acting Secretary of the Corporation; (2) I maintain and have custody and am familiar with the
minute books of the Corporation; (3) I am duly authorized to issue certificates with respect to the contents of
such books; (4) that the Board of Directors of the Corporation have authorized, on June 13, 2017,
(date)
such authority to be in force and effect until June 30, 2018.
(contract termination date)

The person(s) holding the below listed position(s) to execute and deliver on behalf of the Corporation any
contract or other instrument for the sale of products and services:

<u>Donnalee Lozeau</u>	<u>Executive Director</u>
<u>James Chaisson</u>	<u>Chief Fiscal Officer</u>
<u>Ryan Clouter</u>	<u>Energy and Housing Operations Dir.</u>
<u>Ron Ross</u>	<u>Housing Fiscal Officer</u>


(5) the meeting of the Board of Directors was held in accordance with New Hampshire
(state of incorporation)
law and the by-laws of the Corporation; and (6) said authorization has not been modified, amended or rescinded
and continues in full force and effect as of the date hereof. Excerpt of dated minutes or copy of article or
section of authorizing by-law must be attached.

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary of the Corporation this 7th day of
August, 2017.

Orville Kerr, Secretary

STATE OF New Hampshire
COUNTY OF Hillsborough

On this the 7th day of August, 2017, before me, Debra Stohrer the
undersigned Officer, personally appeared, Orville Kerr who acknowledged himself to be the
Secretary of Southern New Hampshire Services, Inc., a corporation, and that he as
such Secretary being authorized to do so, executed the foregoing instrument for the purposes
therein contained.

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


Notary Public

DEBRA D. STOHRER
Notary Public - New Hampshire

Commission Expiration Date: My Commission Expires November 18, 2020



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/7/2017

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 CGI Insurance 171 Londonderry Turnpike Hooksett NH 03106		CONTACT NAME: Teri Davis PHONE (AC, No, Ext): (603) 232-9398 E-MAIL: tdavis@cigibusinessinsurance.com FAX (AC, No): (603) 622-4618 ADDRESS: t.davis@cigibusinessinsurance.com	
INSURED Southern New Hampshire Services Inc PO Box 5040 Manchester NH 03108		INSURER(S) AFFORDING COVERAGE INSURER A: Cincinnati Insurance Company INSURER B: Great Falls Insurance Company INSURER C: Nautilus Insurance Company INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 16-17 Master **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 SUBR INSD 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 <input checked="" type="checkbox"/> Employee Benefits <input checked="" type="checkbox"/> Professional Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		ETD417257	12/31/2016	12/31/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" 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		ETA0417260	12/31/2016	12/31/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured Motorist (CSL) \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		ETD417257	12/31/2016	12/31/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	3A State: NH & ME WCD0937550016	12/31/2016	12/31/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Crime		BCN-0079876	12/02/2016	12/02/2017	Aggregate 1,000,000
C	Pollution Liability		CPL2004475-15	1/23/2017	1/23/2018	Aggregate 2,000,000

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

CERTIFICATE HOLDER NH Department of Education Bureau of Adult Education 21 South Fruit St, Ste 20 Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Laura Perrin/TERI
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SOUTHERN NEW HAMPSHIRE SERVICES, INC.

PO Box 5040, Manchester, NH 03108 - (603)668-8010

The Community Action Agency for Hillsborough and Rockingham Counties

BOARD OF DIRECTORS ~ as of December 7, 2016

Public Sector	Private Sector	Low-Income Sector	HS Policy Council
<u>Representing Manchester</u> Lou D'Allesandro German J. Ortiz	<u>Representing Manchester</u>	<u>Representing Manchester</u> James Brown 9/15-9/18 Orville Kerr, Secretary Term 9/15-9/18	Danielle Conroy Term Expires 2018
<u>Representing Nashua</u> Kevin Moriarty	<u>Representing Nashua</u> Dolores Bellavance, Vice-Chairman Term: 9/15-9/18 Wayne R. Johnson Term: 9/15-9/18	<u>Representing Nashua</u> Bonnie Henault Term: 9/14-9/17 Shirley Pelletier Term: 9/14-9/17	
<u>Representing Towns</u> Thomas Mullins	<u>Representing Towns</u> Richard Delay, Sr., Chairman Term: 9/15-9/18	<u>Representing Towns</u> Deirdre O'Malley Term: 9/16-9/19	
<u>Representing Rockingham County</u> Jill Jamro, Treasurer	<u>Representing Rockingham County</u> Carrie Marshall Gross Term: 12/14-9/17	<u>Representing Rockingham County</u>	

Directors Serve Without Compensation.

Salary Information for Personnel
 Portsmouth Adult Education (SNHS)
 Project 1: ABE

Administrative						
	Title		Hours	Weeks	Wage	TOTAL
1	Director	Kristie Conrad	35	52	(based on courses)	\$ 3,350.00
Administrative TOTAL						\$ 3,350.00

Counseling Staff						
	Title		Hours	Weeks	Wage	TOTAL
1	Counselor	Rachel Owens	35	38	(based on % of hours)	\$ 11,571.00
Counseling TOTAL						\$ 11,571.00

Project 2: ESL

Administrative						
	Title		Hours	Weeks	Wage	TOTAL
1	Director	Kristie Conrad	35	52	Based on courses	\$ 6,650.00
Administrative TOTAL						\$ 6,650.00

Counseling Staff						
	Title		Hours	Weeks	Wage	TOTAL
1	Counselor	Rachel Owens	35	38	Based on % of hours	\$26,999.00
Counseling TOTAL						\$ 26,999.00

Kristie A. Conrad

Professional Experience:

Southern NH Services, Inc. (June 2011 – Present)

Program Director

July 1996 to present

Portsmouth Adult Education Program

100 Campus Drive, Suite 22, Portsmouth, NH 03801

603.422.8233

Responsible for comprehensive oversight of an adult education program serving learners 18 years and older in need of academic skills instruction, high school equivalency preparation and English language instruction for speakers of other languages in the greater Portsmouth, NH area. Work began in 1996 under Rockingham Community Action, which merged with Southern NH Services in 2011 – the non-profit, anti-poverty agency serving Rockingham and Hillsboro counties in New Hampshire.

Specific work responsibilities have included such areas as:

- program design and scheduling;
- recruitment, registration, referrals and retention of adult learners;
- community outreach, advocacy and collaborations;
- public relations – planning and implementation;
- fundraising and grant writing;
- maintaining contact with local, state and federal offices and officials;
- recordkeeping, fiscal accountability and report preparation;
- hiring, training, ongoing development and evaluation of staff and volunteers;
- development and oversight of Post-Secondary Transitions grant;
- overall program evaluation, among other responsibilities.

Southern NH Services, Inc. (June 2011 – present)

Literacy Services Coordinator

November 1991 to 2013

Rockingham Community Action Literacy Services

4 Cutts Street, Portsmouth, NH 03801

603.431.2911

Responsible for all aspects of oversight, operation, implementation, evaluation and expansion of multiple literacy services focusing on children and families, adolescents and adults in poverty. Work began in 1991 under Rockingham Community Action, which merged with Southern NH Services in 2011 – the non-profit, anti-poverty agency serving Rockingham and Hillsboro counties in New Hampshire.

Specific work responsibilities have included, among other activities, such areas as:

- creating, operating and expanding new and current programs;
- researching, coordination and implementation of all fundraising and grant writing;
- recruiting, hiring, training and evaluating staff and volunteers;
- direct service delivery with program participants - including registration, counseling support and referrals;
- modeling reading and literacy behaviors with participants, staff and volunteers;
- materials development; recordkeeping; report preparation; program evaluation;

- establishing, coordination and implementation of public relations;
- public advocacy of poverty and literacy related issues;
- developing and fostering varied community collaborations;
- interaction with local, state and federal offices and officials;
- participating in professional development related to areas of service delivery and program management;
- general office management and maintenance.

Literacy Services program involvement has included:

The Gift of Reading, The Gift of Reading Storytime at WIC Clinics, The Family Literacy Project, AmeriCorps*VISTA, AmeriCorps - NH Reads, Tales to Go Summer and Tales to Go Child Care Provider traveling literacy van projects, Reading is *Fundamental*

Rockingham Community Action, Inc.

Program Coordinator (September 2007 to September 2010)

RCA-COMPASS Youth Program

100 Campus Drive, Suite 22

Portsmouth, NH 03801

Responsible for oversight of at-risk youth (ages 16-25) support program - supervising COMPASS Youth Advisor, grant writing, recruitment, case consultation, advocacy, community collaboration and outreach, recordkeeping and reporting to funding sources. Program funding ended September 2010.

Education:

B.A., Sociology, cum laude, University of New Hampshire

Rachel K. Owens

Professional Experience:

Program Counselor/Disabilities Coordinator *November 12, 2013 - Present*
Southern New Hampshire Services, Inc.
Portsmouth Adult Education Program, 100 Campus Drive, Portsmouth, NH

- Assist with recruitment and retention of adult learners
- Schedule and complete intake, registration, and assessment of newly enrolled learners
- Assess and access learner support needs – education, employment, social services
- Schedule and complete pre- and post-testing adult learners; manage accurate recordkeeping
- Research and provide general community resources related to employment, training and post-secondary
- Work individually to set goals with learners related to family, work, education and community needs
- Disabilities resource and referral for identified learners
- Work with teaching staff to identify and provide accommodations as possible within program guidelines
- Assist individuals with transitions into employment, training and post-secondary services
- Schedule in-class presentations related to soft skills to meet career and college readiness preparation

Family Advocate/Case Manager – Early Head Start *April 2010 – November 2013*
Community Action Inc., Haverhill / Newburyport, MA

- Provide counseling, education, advocacy, referral, and support services to enrolled families
- Outreach, recruitment, enrollment, and retention of families for program participation
- Schedule, plan, conduct, and record all visits and community involvement opportunities
- Administer and interpret surveys, screenings, evaluations, and assessments
- Strategize with enrolled families to identify strengths, needs, barriers, resources, and goals
- Assist in program and curriculum development for Early Head Start program
- Develop case plans - counsel, review, and periodically evaluate plans
- Support and empower families to meet education, employment, and health goals
- Obtain input and feedback to monitor and document performance and progress
- Schedule, plan, implement, and document all client meetings and quarterly conferences
- Collaborate with advocates and agencies to identify area services and resources
- Maintain accurate records including confidential files, databases, and reports
- Conduct and complete all clerical and administrative duties; copy, file, fax, phone, ordering
- Data entry and documentation into Child Plus, Octopia, and TS Gold
- Plan and facilitate meetings, workshops, activities, open houses, and other events
- Initiate and maintain communication with all appropriate agency personnel
- Participate in staff trainings, events, meetings, and professional development opportunities
- Comply with all federal, state, and agency standards, procedure, and protocols

District Tutor *1995 – 2013 (part-time)*
Triton Regional School District, Byfield, MA

- Initiate and maintain tutor/student/school communications and relationships
- Schedule, implement and document all daily and weekly appointments
- Organize daily and weekly lesson plans and instructional materials
- Participate in curriculum development for at-home students
- Administer individualized, one-on-one instruction and assign homework
- Administer quizzes and tests and submit all work as assigned
- Document all appointments, assignments, homework and communications
- Evaluate and report student attendance, participation, progress and performance

- Advise, counsel, educate, and support students and families
- Maintain and submit all required forms, records and documentation
- Attend conferences, meetings, and trainings as required
- Maintain licensure and adhere to all school, state, and federal guidelines

District Tutor *1995 – 2013 (part-time)*
Exeter Area School District, Exeter, NH
Nashua Public Schools, Nashua, NH

Same duties as detailed above

Classroom Teacher *Aug 1986 - Oct 1989*
Nashua Brookside Psychiatric Hospital, Nashua, NH

- Classroom teacher in self-contained classroom
- Develop and implement individualized curriculum
- Develop daily and weekly lesson plans
- Provide individual and small group instruction
- Administer and evaluate quizzes and tests
- Participate in group counseling sessions

Education:

Master of Education / School and Community Counseling
Salem State College, Salem, MA May 1989
 Graduated Cum Laude with a 3.77 GPA

Bachelor of Science in Education
Plymouth State University, Plymouth, NH May 1983
 Member - Kappa Delta Pi - Honor Society in Education

Staff Development:

Disabilities Coordinators Meeting & Training; “Self-Determination” – March 2017
CCRS Foundational Unit 1; “Connecting the Standards” – February 2017
“What We Know About the HiSET” – November 2016
Adult Education Fall Conference; “Learning How to Take the Test” – October 2016
“Integrating Employability Skills” – October 2016
“Mental Health first Aid” – October 2016
“Effective E-Mail Marketing” – Great Bay Comm. College – March 2016
“Effective Social Media” – Great Bay Comm. College – March 2016
“Creative Content in Social Media” – Great Bay Comm. College - February 2016
Disabilities Coordinators Meeting – Agency Presentations – January 2016
“What We Know About the HiSET” – November 2016
Adult Education Fall Conference – November 2015
Disabilities Coord. Mtg. – HiSET Accom., Resources, Goal Setting – February 2015
National Conference on Effective Transitions in Adult Education – November 2014
NHHEAF Network; HiSET and College Admissions – November 2014
Disabilities Coordinators Meeting – HiSET, Resources and Apps. – January 2014
“HiSET 101”- Plans, Procedures and Content for HiSET in 2014 – December 2013

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE
 COMBINING SCHEDULE OF FINANCIAL POSITION
 JULY 31, 2016

Schedule A

	SNHS Management Corporation	Sub-Total	Elimination	Total	
ASSETS					
CURRENT ASSETS					
Cash	\$ 72,641	\$ 5,765,322	\$ 5,837,963	\$ -	\$ 5,837,963
Investments	-	6,352,626	6,352,626	-	6,352,626
Contracts receivable	3,126,168	289,050	3,415,218	-	3,415,218
Accounts receivable	-	636,656	636,656	-	636,656
Prepaid expenses	35,397	72,704	108,101	-	108,101
Under applied overhead	67,158	-	67,158	-	67,158
Due from other corporations	2,200,994	(1,436,059)	764,935	(764,935)	-
Total current assets	<u>5,502,358</u>	<u>11,680,299</u>	<u>17,182,657</u>	<u>(764,935)</u>	<u>16,417,722</u>
FIXED ASSETS					
Land	219,849	2,098,933	2,318,782	-	2,318,782
Buildings and improvements	1,570,775	8,855,884	10,426,659	-	10,426,659
Vehicles and equipment	870,445	404,922	1,275,367	-	1,275,367
Total fixed assets	<u>2,661,069</u>	<u>11,359,739</u>	<u>14,020,808</u>	<u>-</u>	<u>14,020,808</u>
Less - accumulated depreciation	1,391,175	3,125,458	4,516,633	-	4,516,633
Net fixed assets	<u>1,269,894</u>	<u>8,234,281</u>	<u>9,504,175</u>	<u>-</u>	<u>9,504,175</u>
OTHER ASSETS					
Restricted cash	22,433	386,898	409,331	-	409,331
Total other assets	<u>22,433</u>	<u>386,898</u>	<u>409,331</u>	<u>-</u>	<u>409,331</u>
TOTAL ASSETS	<u>\$ 6,794,685</u>	<u>\$ 20,301,478</u>	<u>\$ 27,096,163</u>	<u>\$ (764,935)</u>	<u>\$ 26,331,228</u>
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Current portion of long-term debt	\$ 33,275	\$ 85,805	\$ 119,080	\$ -	\$ 119,080
Accounts payable	451,787	92,557	544,344	-	544,344
Accrued payroll and payroll taxes	477,322	497,667	974,989	-	974,989
Accrued compensated absences	-	498,403	498,403	-	498,403
Accrued other liabilities	203,158	8,579	211,737	-	211,737
Refundable advances	1,310,895	5,413	1,316,308	-	1,316,308
Tenant security deposits	22,083	40,571	62,654	-	62,654
Due to other corporations	629,298	135,637	764,935	(764,935)	-
Total current liabilities	<u>3,127,818</u>	<u>1,364,632</u>	<u>4,492,450</u>	<u>(764,935)</u>	<u>3,727,515</u>
LONG-TERM LIABILITIES					
Long-term debt, less current portion	282,669	2,157,740	2,440,409	-	2,440,409
Total long-term liabilities	<u>282,669</u>	<u>2,157,740</u>	<u>2,440,409</u>	<u>-</u>	<u>2,440,409</u>
TOTAL LIABILITIES	<u>3,410,487</u>	<u>3,522,372</u>	<u>6,932,859</u>	<u>(764,935)</u>	<u>6,167,924</u>
NET ASSETS					
Unrestricted	3,384,198	16,779,106	20,163,304	-	20,163,304
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 6,794,685</u>	<u>\$ 20,301,478</u>	<u>\$ 27,096,163</u>	<u>\$ (764,935)</u>	<u>\$ 26,331,228</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE
 COMBINING SCHEDULE OF ACTIVITIES
 FOR THE YEAR ENDED JULY 31, 2016

	SNHS, Inc.	SNHS Management Corporation	Sub-Total	Elimination	Total
REVENUES, GAINS AND OTHER SUPPORT					
Grant/contract revenue	\$ 33,036,202	\$ -	\$ 33,036,202	\$ -	\$ 33,036,202
Program service fees	84,333	892,956	977,289	-	977,289
Local funding	37,596	299,944	337,540	-	337,540
Rental income	-	637,038	637,038	-	637,038
Gifts and contributions	242,554	841,948	1,084,502	-	1,084,502
Interest Income	136	305,161	305,297	-	305,297
Unrealized loss on investments	-	(195,356)	(195,356)	-	(195,356)
In-kind	2,173,671	-	2,173,671	(2,173,671)	-
Miscellaneous	390,426	382,426	772,852	-	772,852
TOTAL REVENUES, GAINS AND OTHER SUPPORT	35,964,918	3,164,117	39,129,035	(2,173,671)	36,955,364
EXPENSES					
Program services:					
Child Development	9,765,805	-	9,765,805	(2,173,671)	7,592,134
Community Services	1,584,465	-	1,584,465	-	1,584,465
Economic and Workforce Dev.	7,490,754	-	7,490,754	-	7,490,754
Energy	10,350,805	-	10,350,805	-	10,350,805
Hispanic-Latino Com. Services	293,600	-	293,600	-	293,600
Housing and Homeless	183,374	-	183,374	-	183,374
Nutrition and Health	2,400,554	-	2,400,554	-	2,400,554
Special Projects	1,417,406	-	1,417,406	-	1,417,406
Volunteer Services	125,312	-	125,312	-	125,312
SNHS Management Corporation	-	1,360,675	1,360,675	-	1,360,675
Total program services	33,612,075	1,360,675	34,972,750	(2,173,671)	32,799,079
Support services:					
Management and general	1,923,341	-	1,923,341	-	1,923,341
TOTAL EXPENSES	35,535,416	1,360,675	36,896,091	(2,173,671)	34,722,420
CHANGE IN NET ASSETS	429,502	1,803,442	2,232,944	-	2,232,944
NET ASSETS - BEGINNING OF YEAR	2,954,696	14,975,664	17,930,360	-	17,930,360
NET ASSETS - END OF YEAR	\$ 3,384,198	\$ 16,779,106	\$ 20,163,304	\$ -	\$ 20,163,304

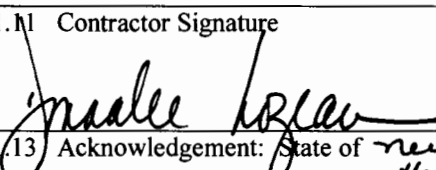

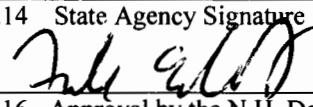
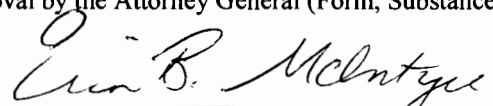
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Education		1.2 State Agency Address 21 South Fruit Street, Suite #20 Concord, NH 03301	
1.3 Contractor Name Southern New Hampshire Services, Inc. (English for New Americans)		1.4 Contractor Address PO Box 5040 Manchester, NH 03108	
1.5 Contractor Phone Number 603-668-8010	1.6 Account Number See Exhibit B	1.7 Completion Date June 30, 2018	1.8 Price Limitation \$243,336.47
1.9 Contracting Officer for State Agency Art Ellison		1.10 State Agency Telephone Number 603-271-6698	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Donnalee Lozeau, Executive Director	
1.13 Acknowledgement: State of <u>new Hampshire</u> , County of <u>Hillsborough</u> On <u>Aug 7, 2017</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 <div style="display: flex; align-items: center;"> [Seal]  </div>			
1.13.2 Name and Title of Notary or Justice of the Peace DEBRA D. STOHRER Notary Public - New Hampshire My Commission Expires November 18, 2020 Debra Stohrer			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Date: <u>8-9-17</u>	
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) (if applicable) By:  On: <u>8/9/17</u>			
1.18 Approval by the Governor and Executive Council (if applicable) 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, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("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. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. 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.

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 notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and 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 \$1,000,000 per occurrence and \$2,000,000 aggregate; and

14.1.2 special cause of loss coverage form 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 thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) 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 unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

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.

EXHIBIT A

The Services

Services at Southern New Hampshire Services (English for New Americans) will be provided at the First Congregational Church at 508 Union Street in Manchester. Students receiving services will be from the 25 neighborhoods of Manchester as well as Concord, Hooksett, Bedford and Goffstown.

English for New Americans in Manchester, operated by Southern New Hampshire Services, will provide the following services:

Project Descriptions

Project 1: English as Second Language (ESL)

English as a Second Language programs, authorized under Ed 703, will provide foundational skills below the postsecondary level and English literacy instruction including individuals who may have earned a high school diploma or postsecondary credential in another country, but do not have the English language skills to be successful in postsecondary education, training, or employment. The purpose of the program is to assist students in acquiring the skills and knowledge necessary to become productive workers, parents, and citizens and transition to postsecondary education, training, and/or employment.

ESL programs shall provide the following services:

Responsiveness to Regional Need

- The Contractor is responsible for identifying the educational needs of the region by using data for individuals categorized as “speaking English less than ‘very well’” or “without US citizenship” from US Census’s American Community Survey to target, recruitment, and serve individuals.
- The contractor is responsible for using NH Employment Security data and State Workforce Board Sector-Based Initiatives to identify regional economic needs and to incorporate preparation of individuals for sector initiatives, assisting individuals with transition into economic stability through employment, and participation on the development of career pathways.
- The contractor is responsible for using local resources to identify the social and cultural needs of the region and include programming to address the diverse needs of the population, provide soft skills training and foster the development of cultural competence.

Serving the Most in Need

- The contractor is responsible for identifying, recruiting, and serving students who are most in need of English as a second language.
- The contractor is responsible for serving the needs of English language learners, especially those who may be above the Advanced ESL level, but still eligible for Adult Basic Education or Adult Secondary Education activities.
- The contractor is responsible for serving the needs of English language learners with disabilities including physical, emotional, social, and learning disabilities.
- The contractor is responsible for serving the needs of English language learners with barriers to employment including displaced homemakers, low-income individuals, ex-offenders, and others.
- The Contractor must identify whether the region has a demonstrated need for additional English language acquisition and civics education programs.

Service Delivery Format and Schedules

- The Contractor must have a delivery method, location(s), and schedule that enable individuals to attend and complete the program.
- Open enrollment and flexible scheduling are highly encouraged.
- Classes must have a minimum of eight active enrollments and a plan for handling waiting lists.

Proposed Curricula and Contextualized Instruction

- The Contractor is required to provide a curriculum that is aligned with the College & Career Readiness Standards for Adult Education and the English Language Proficiency Standards published by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE).
- The Contractor is required to provide contextualized instruction that includes occupationally relevant materials.

Alignment with the State Workforce Plan

- The Contractor is required to align its program with the goals and mission of the State Workforce Plan including curriculum alignment with the College & Career Readiness Standards for Adult Education and the Sector-Based Initiatives.
- The Contractor is required to participate in state leadership activities including participation in adult education committees or advisory boards, membership in regional/national education consortia and through attending professional development activities.

Intensity, Quality and Best Practices

- The Contractor must use instructional practices that include the essential components of reading.
- The Contractor must integrate workforce preparation activities for all students.
- The Contractor must define sufficient intensity and quality and have a plan for how the program will meet that standard.
- The Contractor must base its instruction on best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.

Integration of Technology Services and Digital Systems

- The Contractor must incorporate digital literacy instruction for all students at all levels.
- The Contractor must include distance learning options as a part of its delivery system including a policy for selecting appropriate students, facilitating distance learning, and a plan for how distance learning will be used.
- The Contractor must incorporate the use of a variety of technology services in the classroom.

Meeting Program Outcomes

- The Contractor must pretest 100% of all enrolled students using a National Reporting System-approved assessment within 12 hours of enrollment.
- The Contractor must posttest a minimum of 68% of all enrolled students after an appropriate number of instructional hours as defined in the NH Assessment and Data Policy.
- The Contractor must conduct follow up surveys with all enrolled participants as required by the National Reporting System to collect performance indicator data and measurable skills gains in accordance with National Reporting System requirements. A minimum of a 75% response rate is required.
- The Contractor must contribute to the performance outcomes set by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE) as indicated below:

Performance Measures	2017 – 2018
Employment (second quarter after exit)	Baseline
Employment (fourth quarter after exit)	Baseline
Median Earnings	Baseline
Credential Attainment Rate	Baseline
Measurable Skills Gains	Baseline

Reporting

- The Contractor is required to use the data system provided by the NH Bureau of Adult Education to collect data for federal reporting.

- A representative from the Contractor must be trained to use the data system. All data must be verified and certified on a quarterly basis.
- The Contractor must analyze program data on an annual basis and set goals for improvement through the Self-Assessment process.

Implementation Timeline

- The Contractor must be fully operational by September 15, 2017 or have a plan approved by the NH Bureau of Adult Education.

Anticipated number of students served in the ESL Program:

FY18
200

Project 2: Adult Learner Services (ALS)

The Adult Learner Services is a regionally-based program that will use a paid staff member to coordinate volunteer tutors to provide one-on-one and small group instruction in areas across the state where adult education centers are inaccessible for students. The ALS program will provide flexibility for the student access services including adult basic education, English language acquisition, and preparation for the high school equivalency exam. The tutors will be provided with training and on-going support as they work with their students to reach individual educational goals.

ALS programs shall provide the following services:

Responsiveness to Regional Need

- The Contractor is responsible for identifying the educational needs of the region by using data from US Census's American Community Survey to target, recruitment, and serve individuals without a high school diploma, without US citizenship, and those with low levels of literacy.
- The Contractor is responsible for using NH Employment Security data and State Workforce Board Sector-Based Initiatives to identify regional economic needs and to incorporate preparation of individuals for sector initiatives, assisting individuals with transition into economic stability through employment and participation on the development of career pathways.
- The Contractor is responsible for using local resources to identify the social and cultural needs of the region and include programming to address the diverse needs of the population, provide soft skills training, and foster the development of cultural competence.

Serving the Most in Need

- The Contractor is responsible for identifying, recruiting, and serving students who are most in need of adult basic education including individuals with low levels of literacy skills.
- The Contractor is responsible for serving the needs of English language learners, especially those who have low literacy levels and those who need to transition from Advanced ESL into Adult Basic Education or Adult Secondary Education educational functioning levels.
- The Contractor is responsible for serving the needs of individuals with disabilities including physical, emotional, social, and learning disabilities.
- The Contractor is responsible for serving the needs of individuals with barriers to employment including displaced homemakers, low-income individuals, ex-offenders, and others.
- The Contractor must identify whether the region has a demonstrated need for additional English language acquisition and civics education programs.

Service Delivery Format and Schedules

- The Contractor must have a delivery method, location(s), and schedule that enable individuals to attend and complete the program. The ALS program is intended to supplement existing classes in adult education center, use learning labs, small groups, and volunteer tutors to maximize the convenience and intensity of service for each learner.
- Open enrollment and flexible scheduling are highly encouraged.

- The Contractor is required to identify gaps in existing services and address those gaps.

Proposed Curricula and Contextualized Instruction

- The Contractor is required to provide a curriculum that is aligned with the College & Career Readiness Standards for Adult Education.
- The Contractor is required to provide contextualized instruction that includes occupationally relevant materials.

Alignment with the State Workforce Plan

- The Contractor is required to align its program with the goals and mission of the State Workforce Plan including curriculum alignment with the College & Career Readiness Standards for Adult Education and the Sector-Based Initiatives.
- The Contractor is required to participate in state leadership activities including participation in adult education committees or advisory boards, membership in regional/national education consortia, and attend professional development activities.

Intensity, Quality and Best Practices

- The Contractor must use instructional practices that include the essential components of reading.
- The Contractor must integrate workforce preparation activities for all students.
- The Contractor must define sufficient intensity and quality and have a plan for how the program will meet that standard.
- The Contractor must base its instruction on best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.

Integration of Technology Services and Digital Systems

- The Contractor must incorporate digital literacy instruction for all students at all levels.
- The Contractor must include distance learning options as a part of its delivery system including a policy for selecting appropriate students, facilitating distance learning, and a plan for how distance learning will be used.
- The Contractor must incorporate the use of a variety of technology services for instruction.

Meeting Program Outcomes

- The Contractor must pretest 100% of all enrolled students using a National Reporting System-approved assessment within 12 hours of enrollment.
- The Contractor must posttest a minimum of 68% of all enrolled students after an appropriate number of instructional hours as defined in the NH Assessment and Data Policy.
- The Contractor must conduct follow up surveys with all enrolled participants as required by the National Reporting System to collect performance indicator data and measurable skills gains in accordance with National Reporting System requirements. A minimum of a 75% response rate is required.
- The Contractor must contribute to the performance outcomes set by the US Department of Education, Office of Career, Technical and Adult Education (OCTAE) as indicated below:

Performance Measures	2017 – 2018
Employment (second quarter after exit)	Baseline
Employment (fourth quarter after exit)	Baseline
Median Earnings	Baseline
Credential Attainment Rate	Baseline
Measurable Skills Gains	Baseline

Reporting

- The Contractor is required to use the data system provided by the NH Bureau of Adult Education to collect data for federal reporting.

- A representative from the Contractor must be trained to use the data system. All data must be verified and certified on a quarterly basis.
- The Contractor must analyze its own data on an annual basis and set goals for improvement through the Self-Assessment process.

Implementation Timeline

- The Contractor must be fully operational by September 15, 2017 or have a plan approved by the NH Bureau of Adult Education.

Anticipated number of students served in the ALS program:

FY18
30

EXHIBIT B

Estimated Budget: Limitation on Price: Payment

ESTIMATED PROJECT 1 (ESL)	FY18
Administrative	\$11,000.00
Teaching Staff	109,978.64
Administrative Benefits	2,605.71
Teacher Benefits	11,437.78
Rent	5,250.00
Telephone	457.50
Internet	749.50
Postage	150.00
Printing	600.00
Workbooks & Printed Media	8,901.00
Payroll Services	952.00
Office Supplies	1,000.00
New Computers	1,500.00
Professional Organization Dues	166.00
Professional Organization Conference	500.00
Indirect Cost	14,127.58
Totals	\$169,375.71

ESTIMATED PROJECT 2 (ALS)	FY18
Administrative	\$34,500.00
Administrative Benefits	9,439.30
Rent	6,000.00
Telephone	457.50
Internet	749.50
Printing	50.00
Office Supplies	250.00
Payroll Services	56.00
New Furniture	250.00
New Computers	17,499.00
Indirect Cost	4,709.46
Totals	\$73,960.76

1. Subject to the Contractor's compliance with the terms and conditions of this agreement, and for services provided consistent with Exhibit A - Services, the Department of Education shall reimburse the contractor for allowable expenses up to a maximum total payment of \$243,336.47.
2. The total of the approved budget shall not exceed \$243,336.47 without written modification signed by the parties to this agreement and approved by the Governor and Council.
3. Annual funding amounts disbursed through this contract agreement shall be determined based on actual WIOA federal awards for the delivery of adult education and literacy services received for the

Contractor Initials: *dl*
 Date: *8/7/2017*

program year covered under this agreement, which may be less or more than estimated but may not exceed in the aggregate the total maximum amount authorized via this contract agreement.

4. This contract is funded with federal funds from the US Department of Education made available under the Workforce Innovation and Opportunities Act of 2014, Title II for the purpose of the delivery of adult education and literacy services and State General Funds under Adult Education.
5. The Contractor must have written authorization from the DOE prior to using contract funds to purchase any property or equipment with a cost in excess of \$250.00 and with a useful life beyond one-year, and shall maintain an inventory of property and equipment either purchased or leased with funds made available through this contract.
6. Payments for services under this contract are limited to reimbursement for actual expenses incurred in the fulfillment of this agreement during the contract period. Reimbursement for expenses incurred after June 30, 2018 shall not be accepted for payment.
7. Expenditures shall be in accordance with an annual line item budget, which shall be submitted to the DOE for final approval no later than June 30 for the program year covered under this agreement. In the event that the line-item budget is adjusted within the program year, such adjustments shall not exceed the approved administration cost for the program year.
8. A final payment request shall be submitted no later than forty-five (45) days after the contract ends. Failure to submit the invoice by this date could result in non-payment.
9. The Contractor shall maintain sufficient documentation on file in their offices to support invoices, and make such documentation available for review by authorized NH DOE, Bureau of Adult Education and/or its auditors.
10. The Bureau of Adult Education reserves the right to request ad hoc financial and/or participant status reports in the event further information is needed to evaluate program effectiveness as deemed reasonable and necessary by the DOE and/or the State of New Hampshire.
11. The Contractor shall adhere to all cash management policies and procedures stipulated in the body of this agreement, and all other applicable WIOA federal, State, and the DOE cash management regulations and policies, including monthly accrual reporting.
12. The Contractor is solely responsible for paying to the DOE any disallowed costs associated with the misappropriation of federal funds and/or costs expended on individuals who were erroneously determined to be eligible for WIOA services. Disallowed costs may not be paid with federal funds, regardless of the funding source.
13. The DOE reserves the right to increase and/or decrease contract funds subject to continued availability of federal funds, satisfactory performance of services, and approval by the Governor and Executive Council.

Line items in this budget may be adjusted, one to the other, of the indicated amount but in no instance can the total budget exceed the price limitation. The Contractor must receive Department of Education approval prior to transferring from one line to another.

Limitation on Price:

This agreement will not exceed: \$243,066.47

Method of Payment:

Monthly payment may be made for each month of the agreement year. Each payment request will be submitted through the Department of Education's Grants Management System which will be supported by a summary of activities that have taken place aligned to the scope of services.

Funding Source

Funds to support this request are available in the account entitled Adult Education.

	<u>FY 2018</u>
06-56-56-565010-2535-072-500575 Grants – Federal	\$ 73,000.95
06-56-56-565010-2535-601-500931 State Fund Match	<u>\$170,335.52</u>
	\$243,336.47

EXHIBIT C

Special Provisions

The Contractor shall comply with the provisions of the US Code of Federal Regulations 34 CFR 364 and the following US Circular:

- a. OBM Circular A-110; "Uniform Administrative Requirement for Grants and Agreements with institutions of High 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."

This contract contains a provision that allows the Department of Education, at its sole discretion, to add an option to renew for two (2) additional one-year terms, contingent upon the following:

1. Satisfactory delivery of services, as determined by the Bureau of Adult Education.
2. Annual review and update of Services, Budget and any corrective action plan.
3. Available funding.
4. Agreement of the parties.
5. Approval of the Governor and Council

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 SOUTHERN NEW HAMPSHIRE SERVICES INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 28, 1965. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 65506



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 3rd day of April A.D. 2017.

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

**CERTIFICATE OF VOTE
(Corporate Authority)**

I Orville Kerr, Secretary of Southern New Hampshire Services, Inc.
(name) (corporation name)

(hereinafter the "Corporation"), a New Hampshire corporation, hereby certify that: (1) I am the duly
(state)
elected and acting Secretary of the Corporation; (2) I maintain and have custody and am familiar with the
minute books of the Corporation; (3) I am duly authorized to issue certificates with respect to the contents of
such books; (4) that the Board of Directors of the Corporation have authorized, on June 13, 2017,
(date)
such authority to be in force and effect until June 30, 2018.
(contract termination date)

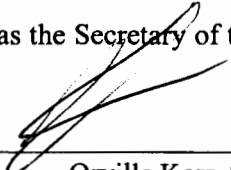
The person(s) holding the below listed position(s) to execute and deliver on behalf of the Corporation any
contract or other instrument for the sale of products and services:

<u>Donnalee Lozeau</u>	<u>Executive Director</u>
<u>James Chaisson</u>	<u>Chief Fiscal Officer</u>
<u>Ryan Clouther</u>	<u>Energy and Housing Operations Dir.</u>
<u>Ron Ross</u>	<u>Housing Fiscal Officer</u>

(5) the meeting of the Board of Directors was held in accordance with New Hampshire
(state of incorporation)

law and the by-laws of the Corporation; and (6) said authorization has not been modified, amended or rescinded
and continues in full force and effect as of the date hereof. Excerpt of dated minutes or copy of article or
section of authorizing by-law must be attached.

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary of the Corporation this 2th day of
August, 2017.



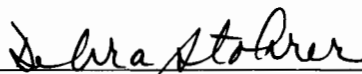
Orville Kerr, Secretary

STATE OF New Hampshire
COUNTY OF Hillsborough

On this the 2th day of August, 2017, before me, Debra Stohrer the
undersigned Officer, personally appeared, Orville Kerr who acknowledged himself to be the
Secretary of Southern New Hampshire Services, Inc., a corporation, and that he as
such Secretary being authorized to do so, executed the foregoing instrument for the purposes
therein contained.

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

DEBRA D. STOHRER
Notary Public - New Hampshire
My Commission Expires November 18, 2020



Notary Public

Commission Expiration Date:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/7/2017

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 CGI Insurance 171 Londonderry Turnpike Hooksett NH 03106		CONTACT NAME: Teri Davis PHONE (A/C No. Ext): (603) 232-9398 FAX (A/C No.): (603) 622-4618 E-MAIL ADDRESS: tdavis@cgebusinessinsurance.com	
INSURED Southern New Hampshire Services Inc PO Box 5040 Manchester NH 03108		INSURER(S) AFFORDING COVERAGE INSURER A: Cincinnati Insurance Company INSURER B: Great Falls Insurance Company INSURER C: Nautilus Insurance Company INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 16-17 Master **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			ETD417257	12/31/2016	12/31/2019	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> Employee Benefits						MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> Professional Liability						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						Employee Benefits \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS		<input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	ETA0417260	12/31/2016	12/31/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							Uninsured Motorist (CSL) \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	ETD417257	12/31/2016	12/31/2019	EACH OCCURRENCE \$ 5,000,000
							AGGREGATE \$ 5,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input checked="" type="checkbox"/> N N/A	3A State: NH & ME WCD0937550016	12/31/2016	12/31/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT \$ 500,000
							E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Crime			BCN-0079876	12/02/2016	12/02/2017	Aggregate 1,000,000
C	Pollution Liability			CPL2004475-15	1/23/2017	1/23/2018	Aggregate 2,000,000

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

CERTIFICATE HOLDER NH Department of Education Bureau of Adult Education 21 South Fruit St, Ste 20 Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Laura Perrin/TERI
--	---

SOUTHERN NEW HAMPSHIRE SERVICES, INC.

PO Box 5040, Manchester, NH 03108 - (603)668-8010

The Community Action Agency for Hillsborough and Rockingham Counties

BOARD OF DIRECTORS ~ as of December 7, 2016

Public Sector	Private Sector	Low-Income Sector	HS Policy Council
<u>Representing Manchester</u> Lou D'Allesandro German J. Ortiz	<u>Representing Manchester</u> James Brown <i>9/15-9/18</i> Orville Kerr, Secretary <i>Term 9/15-9/18</i>	<u>Representing Manchester</u> James Brown <i>9/15-9/18</i> Orville Kerr, Secretary <i>Term 9/15-9/18</i>	Danielle Conroy <i>Term Expires 2018</i>
<u>Representing Nashua</u> Kevin Moriarty	<u>Representing Nashua</u> Dolores Bellavance, Vice-Chairman <i>Term: 9/15-9/18</i> Wayne R. Johnson <i>Term: 9/15-9/18</i>	<u>Representing Nashua</u> Bonnie Henault <i>Term: 9/14-9/17</i> Shirley Pelletier <i>Term: 9/14-9/17</i>	
<u>Representing Towns</u> Thomas Mullins	<u>Representing Towns</u> Richard Delay, Sr., Chairman <i>Term: 9/15-9/18</i>	<u>Representing Towns</u> Deirdre O'Malley <i>Term: 9/16-9/19</i>	
<u>Representing Rockingham County</u> Jill Jamro, Treasurer	<u>Representing Rockingham County</u> Carrie Marshall Gross <i>Term: 12/14-9/17</i>	<u>Representing Rockingham County</u>	

Directors Serve Without Compensation.

Salary Information for Key Personnel

English for New Americans (SNHS)

Project 1: ESL

Administrative						
	Title		Hours	Weeks	Wage	TOTAL
1	Director	Barbara DelloRusso				\$8,636.80
					Administrative TOTAL	\$ 8,636.80

English for New Americans (SNHS)

Project 2: ALS

Administrative						
	Title		Hours	Weeks	Wage	TOTAL
1	ALS Coordinator	To be hired		32	Salary	\$ 34,500.00
					Administrative TOTAL	\$ 34,500.00

Professional Profile

Barbara A.F. DelloRusso

Summary of Qualifications

- Currently Director/Advisor for the English for New Americans Program, an ESOL Adult Education Program. Manage 13 instructors/classes, 2 aides, 20 community volunteers/student interns and tutors. Student population, 190+ students
- Previous positions include: Academic Advisor/Career Counselor/Employment Counselor
- Keenly aware of workforce needs in areas of manufacturing, health care, and IT.
- Received a mini grant to develop curriculum for Healthcare Communications framework/curriculum for Intermediate/Advanced ESL students.
- Healthcare Communications is now part of a Career Path collaborating with WIOA and is offered every 8 weeks at ENA.
- Background includes connections with community businesses/partners/resources in Manchester and Concord areas. Prior participation with Chamber of Commerce when position was career focused.
- Highly skilled and organized administrator, facilitator, and supervisor.
- Developed workshops on interviewing, resume writing, and time management.
- Manage Facebook page, all PR and flyer development, and distribution.
- Previous Director, WorkReadyNH at NHTI. Responsible for all facets of this program.
- Developed curriculum for NHTI's WorkReady program on communication strengths, job/career search skills, and educational/career goals.
- Experienced Advisor for career and education. Students range from 18 – 70+. Traditional and non-traditional students.
- Previous Administrator for the Assessment testing (CASAS, KeyTrain and National Career Readiness Cert. through ACT, previously Accuplacer, DSST and CLEP, JobCorps Math and Reading).
- Scientific Editor, 12 years. College Composition tutor at NHTI and Granite State College.
- Program Coordinator/Tutor Cross Cultural Office, NHTI.

Education

- M.Ed.** May 2008. *Plymouth State University*. Adult Learning and TESOL. *GPA: 4.0*. Research Design: Integrating ESL Education in NH hospitals. Capstone: Taught an ESL College Bridging class.
- TESOL Certificate.** March 2004.
School of International Training, Costa Rica. Month-long intensive course.
Teaching English to Speakers of Other Languages.
- B.A.** May 1994. *University of Southern Maine*, Anthropology/geography major with an emphasis in Biology, *GPA: 3.64 summa cum laude*.

Experience

Program Director/Advisor, English for New Americans, Manchester, NH 8/2015 – present

Relevant Professional Development/Other FY 2016/2017

NH Education Fall Conference
NH Education Director's Meetings
NH Partner Meetings
ESOL Transition Meetings
CCRS Training
St Anselm's Community and Student Intern Conference
NH Education Disabilities Coordinator Meeting
NH Works Spring Conference, May 2017 Part of ESL Transition Team Panel
Student Intern Coordinator, Volunteer Coordinator
ENA 'Singers' Coordinator for holiday dinner

Program Director – WorkReadyNH at NHTI, Concord's Community College, Concord, NH
Dept. of Labor/Dept. of Education Grant funded through June 2015. 7/2013 – 8/2015

Academic Advisor/Career Counselor (Case Manager), Lutheran Social Services (HPOP)
Manchester, NH. Federal Grant funding. 5/2011- 7/2013

- *Healthcare Opportunity Project*

Employment and Educational Counselor, Southern New Hampshire Services,
Manchester, Concord, and Nashua. Grant ended. 9/2008 – 7/2009 and 10/2010 – 5/2011

Academic Resource and Information Coordinator, Granite State College, Concord, NH 7/2009 – 9/2010
Manchester and Concord, NH centers. Position eliminated through GSC restructuring.

Academic Advisor and Interim Positions (part-time) at New Hampshire Technical Institute, Concord, NH
2001-2006

- Advised matriculated and non-matriculated students. (2.5 years)
- Interim Running Start coordinator and liaison for schools around the state (6 months).
- Walk-in Academic Advisor (5 months)
- ESL Tutor and Coordinator, Multicultural Office (2 years). Testing accommodations.

Teaching Experience

ESL Writing Instructor, Manchester Community College, Manchester, NH Spring, 2017

English for New Americans

ESL/Career Coach, English for New Americans 2015 - present

Healthcare Communications Instructor, English for New Americans, Spring 2016.

ESL Instructor, English for New Americans Program.

October 2010 – March 2011 and October 2012 – May 2013.

- Instructor for an Intermediate ESL Class using Step Forward 2 Curriculum (2012/2013).
- Developed Workplace curriculum. Instructed 3 hour beginner to intermediate class weekly. Managed teacher assistants and materials for non-literate students (2010).

Adjunct Instructor, New Hampshire Technical Institute. Spring 2008 and spring 2009.

- LS 202 Clear Speech and Communication. Upper-level ESL students.

ESL Instructor, Tutor, Coordinator, Second Start Adult Education.

- Volunteer Literacy tutor, 2009-2010.
- Ongoing substitute Instructor, spring 2010. Beginner and Intermediate level classes.
- Instructor for Bridging class for upper level ESL students, spring 2008. Capstone project.
- Wrote a Verizon Grant for Second Start's ESL Distance Learning Program, fall 2007.
- ESL Instructor (beginner class) and Program Coordinator. 2004-2005.

Computer Skills

- PC: Proficient in Microsoft Word, Excel, and PowerPoint.
- Proficient in Skype and Facebook. Keyboard skills: 80+wpm
- Student information systems used: Banner, Web CT, Blackboard.
- HPOG Information System Database. Banner, NHTI/GSC. DOE Educational Database.
- Data management: learn new databases quickly, input case notes and services provided.
- Graphic Design: Mac: PhotoShop, Quark.

Volunteer/Membership

- *CERT, Community Emergency Response Team, Goffstown, NH*
- *CTM, Toastmasters International*
- *Audubon; Society for the Protection of NH Forests*
- *NH Women in Higher Education*
- *Linked-In with NACADA, ACPA, 603Networking, and the Professional Women's Network, NHNonprofits Organization.*
- *NACADA Webinar Advising ESL and International Students. Prior member, NACADA*
- *Motivational Interviewing refresher.*

English for New Americans

Job Description: Adult Learner Services (ALS) Coordinator

Job Summary:

The ALS Coordinator provides support services to Adult Basic Education (ABE), HISET Preparation, English as a Second Language (ESL), Workplace/Employment Literacy Programs and other Outreach Programs and needs of adult students in the community. The incumbent will be responsible for planning, set-up, and coordination of all tutoring needs for ABE, HISET, ESL, Workplace Literacy, and adults who come to the ENA program with general literacy needs, working with approximately 30+ tutors to support the overall instructional program in Manchester.

Supervision Received

Works under the supervision of the English for New Americans Program Coordinator.

Supervision Exercised

Volunteers

Minimum Qualifications

- Bachelor Degree in Education minimum, Master's preferred.
- Adult Basic Education/ESOL experience.
- Ability to tutor in Math, Science, English and computer literacy.
- Experience working with volunteers.
- Strong interpersonal and communication skills.

General Responsibilities

- Recruit, interview, and train tutors, and build a database of tutors strengths and availabilities
- Recommend professional development for tutors, offer tutor preparation and workshops
- Begin research and collaboration with ENA on Distance learning programs such as "Bridge the Gap" preparation for college classes.
- Test and oversee student data with ENA testing, inputting and securing protocol via testing and database input protocol.
- Implement a student state mandated baseline/progress program and assessment plan for the placement,
- Manage progress of students enrolled in the tutoring program and collaborate findings with ENA Coordinator
- Coordinate with CCRS Office Assistant to prepare monthly, quarterly and annual performance reports submitted to the Department of Education (DOE) through the NRS system.
- Update future grant proposals for the procurement of funds for all program areas including continuation, revisions, amendments, and new funding applications.
- Work cooperatively with partner agencies and the community at large in the identification and recruitment of students who would benefit from adult learner services
- Maintain good rapport with surrounding communities, site personnel, volunteers, and members of the community at large

- Provide tutors with necessary and current resources for tutoring and assist them in developing tutoring strategies appropriate for the needs at hand, including content standards, basic life skills and technology/computer assisted/internet instruction.
 - Update tutors with policies and procedures annually and provide tutors with a calendar of scheduled events (e.g. HISET testing dates, class registration dates, holidays, school vacations, etc.
 - Contribute to newsletter produced by ENA and Adult Learner Services
 - Attend Dept. of Education meetings as appropriate.
 - Maintain one's own professional development and keep up with trends in adult education program areas.
 - Present periodically at local, state and national conferences.
 - Comply with Career Readiness Standards as appropriate
 - Coordinate information with other Manchester programs (WIOA, NHEP, ENA, International Institute, MACL, etc.)
 - Develop advertising/PR for the program – sharing with other programs and the community.
 - Schedule and match tutors - and coordinate classroom visitations and offsite appointments
 - Will maintain the confidentiality of clients and staff in accordance with SNHS policy and procedure.
 - Abide by all SNHS, Inc. safety policies and procedures.
 - Present professional and positive image as a representative of SNHS.
 - Responsible for having adequate knowledge of all SNHS programs and will gather sufficient intake information to make referrals to other SNHS programs which are beneficial to the client and his/her family.
 - Performs all other duties as assigned by supervisory personnel.
-

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE
 COMBINING SCHEDULE OF FINANCIAL POSITION
 JULY 31, 2016

Schedule A

	SNHS Inc.	SNHS Management Corporation	Sub-Total	Elimination	Total
ASSETS					
CURRENT ASSETS					
Cash	\$ 72,641	\$ 5,765,322	\$ 5,837,963	\$ -	\$ 5,837,963
Investments	-	6,352,626	6,352,626	-	6,352,626
Contracts receivable	3,126,168	289,050	3,415,218	-	3,415,218
Accounts receivable	-	636,656	636,656	-	636,656
Prepaid expenses	35,397	72,704	108,101	-	108,101
Under applied overhead	67,158	-	67,158	-	67,158
Due from other corporations	2,200,994	(1,436,059)	764,935	(764,935)	-
Total current assets	<u>5,502,358</u>	<u>11,680,299</u>	<u>17,182,657</u>	<u>(764,935)</u>	<u>16,417,722</u>
FIXED ASSETS					
Land	219,849	2,098,933	2,318,782	-	2,318,782
Buildings and improvements	1,570,775	8,855,884	10,426,659	-	10,426,659
Vehicles and equipment	870,445	404,922	1,275,367	-	1,275,367
Total fixed assets	<u>2,661,069</u>	<u>11,359,739</u>	<u>14,020,808</u>	<u>-</u>	<u>14,020,808</u>
Less - accumulated depreciation	1,391,175	3,125,458	4,516,633	-	4,516,633
Net fixed assets	<u>1,269,894</u>	<u>8,234,281</u>	<u>9,504,175</u>	<u>-</u>	<u>9,504,175</u>
OTHER ASSETS					
Restricted cash	22,433	386,898	409,331	-	409,331
Total other assets	<u>22,433</u>	<u>386,898</u>	<u>409,331</u>	<u>-</u>	<u>409,331</u>
TOTAL ASSETS	<u>\$ 6,794,685</u>	<u>\$ 20,301,478</u>	<u>\$ 27,096,163</u>	<u>\$ (764,935)</u>	<u>\$ 26,331,228</u>
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Current portion of long-term debt	\$ 33,275	\$ 85,805	\$ 119,080	\$ -	\$ 119,080
Accounts payable	451,787	92,557	544,344	-	544,344
Accrued payroll and payroll taxes	477,322	497,667	974,989	-	974,989
Accrued compensated absences	-	498,403	498,403	-	498,403
Accrued other liabilities	203,158	8,579	211,737	-	211,737
Refundable advances	1,310,895	5,413	1,316,308	-	1,316,308
Tenant security deposits	22,083	40,571	62,654	-	62,654
Due to other corporations	629,298	135,637	764,935	(764,935)	-
Total current liabilities	<u>3,127,818</u>	<u>1,364,632</u>	<u>4,492,450</u>	<u>(764,935)</u>	<u>3,727,515</u>
LONG-TERM LIABILITIES					
Long-term debt, less current portion	282,669	2,157,740	2,440,409	-	2,440,409
Total long-term liabilities	<u>282,669</u>	<u>2,157,740</u>	<u>2,440,409</u>	<u>-</u>	<u>2,440,409</u>
TOTAL LIABILITIES	<u>3,410,487</u>	<u>3,522,372</u>	<u>6,932,859</u>	<u>(764,935)</u>	<u>6,167,924</u>
NET ASSETS					
Unrestricted	3,384,198	16,779,106	20,163,304	-	20,163,304
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 6,794,685</u>	<u>\$ 20,301,478</u>	<u>\$ 27,096,163</u>	<u>\$ (764,935)</u>	<u>\$ 26,331,228</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE
 COMBINING SCHEDULE OF ACTIVITIES
 FOR THE YEAR ENDED JULY 31, 2016

	SNHS, Inc.	SNHS Management Corporation	Sub-Total	Elimination	Total
REVENUES, GAINS AND OTHER SUPPORT					
Grant/contract revenue	\$ 33,036,202	\$ -	\$ 33,036,202	\$ -	\$ 33,036,202
Program service fees	84,333	892,956	977,289	-	977,289
Local funding	37,596	299,944	337,540	-	337,540
Rental income	-	637,038	637,038	-	637,038
Gifts and contributions	242,554	841,948	1,084,502	-	1,084,502
Interest Income	136	305,161	305,297	-	305,297
Unrealized loss on investments	-	(195,356)	(195,356)	-	(195,356)
In-kind	2,173,671	-	2,173,671	(2,173,671)	-
Miscellaneous	390,426	382,426	772,852	-	772,852
TOTAL REVENUES, GAINS AND OTHER SUPPORT	35,964,918	3,164,117	39,129,035	(2,173,671)	36,955,364
EXPENSES					
Program services:					
Child Development	9,765,805	-	9,765,805	(2,173,671)	7,592,134
Community Services	1,584,465	-	1,584,465	-	1,584,465
Economic and Workforce Dev.	7,490,754	-	7,490,754	-	7,490,754
Energy	10,350,805	-	10,350,805	-	10,350,805
Hispanic-Latino Com. Services	293,600	-	293,600	-	293,600
Housing and Homeless	183,374	-	183,374	-	183,374
Nutrition and Health	2,400,554	-	2,400,554	-	2,400,554
Special Projects	1,417,406	-	1,417,406	-	1,417,406
Volunteer Services	125,312	-	125,312	-	125,312
SNHS Management Corporation	-	1,360,675	1,360,675	-	1,360,675
Total program services	33,612,075	1,360,675	34,972,750	(2,173,671)	32,799,079
Support services:					
Management and general	-1,923,341	-	-1,923,341	-	-1,923,341
TOTAL EXPENSES	35,535,416	1,360,675	36,896,091	(2,173,671)	34,722,420
CHANGE IN NET ASSETS	429,502	1,803,442	2,232,944	-	2,232,944
NET ASSETS - BEGINNING OF YEAR	2,954,696	14,975,664	17,930,360	-	17,930,360
NET ASSETS - END OF YEAR	\$ 3,384,198	\$ 16,779,106	\$ 20,163,304	\$ -	\$ 20,163,304