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Virginia M. Barry, Ph.D.  
Commissioner of Education  
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Deputy Commissioner of Education  
Tel. 603-271-3801

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

May 31, 2016

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

REQUESTED ACTION

Authorize the Department of Education, Division of Career Technology and Adult Learning to grant funds to Ascentria Community Services, Inc. (vendor code 222201), Concord, NH in the amount of \$145,000.00 to provide English as a Second Language classes to refugees in the Concord community effective upon Governor and Council approval for the period July 1, 2016 through June 30, 2017. 35% Federal Funds, 65% General Funds.

Funding is available in the account titled Adult Education as follows:

		<u>FY17</u>
06-56-56-566010-70040000-072-500575	Grants – Federal	\$50,750.00
06-56-56-566010-70040000-601-500931	State Fund Match	\$94,250.00

EXPLANATION

This grant requests funds to provide English as a Second Language classes to refugees in the Concord community. Approximately one hundred-fifty adults will be served by the program.

All federal and state adult education grants were originally awarded through a competitive application process that is open to school districts, private-not-for-profit, and government agencies. The criteria for evaluating the applications are contained in the Adult Education and Family Literacy Act (Workforce Innovation and Opportunity Act of 2014). (See Attachment A). Under the Workforce Innovation and Opportunity Act of 2014, a request for applications was released to eligible applicants (school districts, private not-for-profits, and state agencies) on April 8, 2016. (See Attachment B). Grants were awarded to school districts, state agencies, and private-not-for-profit organizations based on applications received from eligible organizations that met the criteria for funding. Ascentria Community Services, Inc. is an eligible organization that meets the funding criteria.

The English as a Second Language classes for adult refugees in the Concord area will include Beginning Literacy, Beginning Basic Skills, and Intermediate Basic Skills, which will focus on reading, writing, and speaking English. Educational services will be provided at the Immaculate Heart of Mary Church, 180 Loudon Road, Concord, NH and the First Congregational Church, 177 North Main Street, Concord, NH. Classes will empower refugees to reach early self-sufficiency by emphasizing life and coping skills needed to succeed on the job and in everyday life.

Her Excellency, Governor Margaret Wood Hassan  
and The Honorable Council  
Page 2 of 2

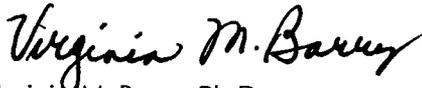
Funding for this grant comes from the Adult Education and Family Literacy Act and state funding for adult basic education and adult learner services programs. All grants are approved by the staff of the Bureau of Adult Education, NH Department of Education after a competitive application process open to all interested agencies.

The actual amount of the grants may reflect changes incorporated into the projects after the OBM Form 1-Project Applications were filed with the Bureau of Adult Education.

The Bureau of Adult Education provides educational services to approximately eight thousand adults each year. The New Hampshire Department of Education Centralized Federal Funding System will be utilized to grant funds to Ascentria Community Services, Inc.

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 that reads "Virginia M. Barry". The signature is written in a cursive, flowing style.

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

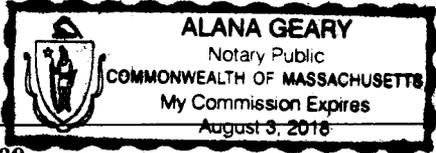
S:/dcta/bvr/vrco/common/g&c/Ascentria Community Services 2016-2017

# GRANT AGREEMENT

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

## GENERAL PROVISIONS

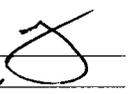
### 1. Identification and Definitions.

<b>1.1. State Agency Name</b> Department of Education		<b>1.2. State Agency Address</b> 21 So. Fruit St., Suite #20, Concord, NH 03301	
<b>1.3. Grantee Name</b> Ascentria Community Services, Inc.		<b>1.4. Grantee Address</b> 261 Sheep Davis Rd., Ste. A-1, Concord, NH 03301	
<b>1.5. Grantee Phone #</b> 603-224-8111	<b>1.6. Account Number</b> 06-056-70040000-072-500575 06-056-70040000-601-500931	<b>1.7. Completion Date</b> June 30, 2017	<b>1.8. Grant Limitation</b> \$145,000.00
<b>1.9. Grant Officer for State Agency</b> Art Ellison		<b>1.10. State Agency Telephone Number</b> 603-271-6698	
<b>1.11. Grantee Signature</b> 		<b>1.12. Name &amp; Title of Grantee Signor</b> Tim Johnstone, Executive Vice President	
<b>1.13. Acknowledgment:</b> State of <del>New Hampshire</del> <sup>Massachusetts</sup> , County of <del>Merrimack</del> <sup>Worcester</sup> , on <u>5/19/16</u> , before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that <u>he</u> executed this document in the capacity indicated in block 1.12.			
<b>1.13.1. Signature of Notary Public or Justice of the Peace (Seal)</b> 			
<b>1.13.2. Name &amp; Title of Notary Public or Justice of the Peace</b> Alana Geary, Notary Public			
<b>1.14. State Agency Signature(s)</b> 		<b>1.15. Name &amp; Title of State Agency Signor(s)</b> Virginia M. Barry, Ph.D. Commissioner of Education	
<b>1.16. Approval by Attorney General (Form, Substance and Execution)(if applicable)</b>  By:  Assistant Attorney General, On: <u>6/14/16</u>			
<b>1.17. Approval by Governor and Council (if applicable)</b>  By: _____ On: <u>  /  /  </u>			

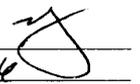
**2. SCOPE OF WORK:** In exchange for grant funds provided by the state of New Hampshire, acting through the agency identified in block 1.1 (hereinafter referred to as “the State”), the Grantee identified in block 1.3 (hereinafter referred to as “the Grantee”), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as “the Project”).

3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
  - 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire, if applicable, or signature by the agency whichever is later (hereinafter referred to as "the effective date").
  - 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.6 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
  - 5.1. The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.
  - 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT B.
  - 5.3. In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
  - 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
  - 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.
7. RECORDS and ACCOUNTS.
  - 7.1. Between the Effective Date and the date seven (7) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
  - 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.
8. PERSONNEL.
  - 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
  - 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
  - 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA: RETENTION OF DATA: ACCESS.
  - 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,

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



- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit A without the prior written consent of the State.
16. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or Subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
17. INSURANCE AND BOND.
- 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and
- 17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2. The policies described in subparagraph 18.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire.
21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
24. SPECIAL PROVISIONS. The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.



**EXHIBIT A**  
**The Services**

Ascentria Community Services formerly known as Lutheran Community Services of Concord, NH will provide three multi-level ESOL (English for Speakers of Other Languages) classes for adult refugees in the Concord area. These include Beginning Literacy, Beginning Basic Skills, and Intermediate Basic Skills, which will focus on reading, writing and speaking English. It is challenging for refugee students to develop personal learning goals because many have had limited experience with and/or lack familiarity with formal educational settings and cultural expectations regarding learner driven educational achievement. The ESOL program follows a competency-based model. It focuses on empowering refugees to reach early self-sufficiency by emphasizing life and coping skills needed to succeed on the job and in everyday life. Approximately one hundred-fifty adults will be served by the program.

Grantee Initials

Date

  
5/19/2016

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

**Estimated Budget:**

	<b>FY 2017</b>
Salaries	\$ 79,612.00
Benefits	29,456.00
Instructional Materials	2,400.00
Travel	2,752.00
Other Expenses	17,598.00
Indirect Cost	13,182.00
<b>TOTAL</b>	<b>\$145,000.00</b>

**Limitation of Price:**

This agreement will not exceed \$145,000.00

**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 Grant Management System.

Grantee Initials

Date

  
5/19/2016

## 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 Requirements 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."

Grantee Initials   
Date 5/19/2016

## Attachment A

A request for applications was released to eligible applicants (school districts, private not for profits and state agencies) on April 8, 2016.

All grants awarded by the Bureau of Adult Education to school districts, state agencies and private not-for profit organizations are based on applications received from eligible organizations that meet the criteria for funding below. Each response to the request for applications addressed the services to be provided and met the criteria required for awarding a grant/contract.

Applications for adult education services at the local level are required annually. The grants based upon those applications are for services provided from July 1-June 30, or services provided during their program year.

### Criteria for Awarding Grants/Contracts to Local Agencies

(Adult Education and Family Literacy Act-Title II-Workforce Innovation & Opportunity Act of 2014)

In awarding grants or contracts under this section, the eligible agency shall consider –

- (1) the degree to which the eligible provider would be responsive to –
  - (A) regional needs as identified in the local plan under section 108; and
  - (B) serving individuals in the community who were identified in such plan as most in need of adult education and literacy activities, including individuals –
    - ( i ) who have low levels of literacy skills; or
    - ( ii ) who are English language learners;
- (2) the ability of the eligible provider to serve eligible individuals with disabilities, including eligible individuals with learning disabilities;
- (3) past effectiveness of the eligible provider in improving the literacy of eligible individuals, to meet State-adjusted levels of performance for the primary indicators of performance described in section 116, especially with respect to eligible individuals who have low levels of literacy;
- (4) the extent to which the eligible provider demonstrates alignment between proposed activities and services and the strategy and goals of the local plan under section 108, as well as the activities and services of the one-stop partners;
- (5) whether the eligible provider's program –
  - (A) is of sufficient intensity and quality, and based on the most rigorous research available so that participants achieve substantial learning gains; and
  - (B) uses instructional practices that include the essential components of reading instruction;
- (6) whether the eligible provider's activities, including whether reading, writing, speaking, mathematics, and English language acquisition instruction delivered by the eligible provider, are based on the best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice;
- (7) whether the eligible provider's activities effectively use technology, services, and delivery systems, including distance education in a manner sufficient to increase the amount and quality of learning and how such technology, services, and systems lead to improved performance;
- (8) whether the eligible provider's activities provide learning in context, including through integrated education and training, so that an individual acquires the skills needed to transition to and complete postsecondary education and training programs, obtain and advance in employment leading to economic self-sufficiency, and to exercise the rights and responsibilities of citizenship;
- (9) whether the eligible provider's activities are delivered by well-trained instructors, counselors, and administrators who meet any minimum qualifications established by the State, where applicable, and who have access to high quality professional development, including through electronic means;

- (10) whether the eligible provider's activities coordinate with other available education, training, and social service resources in the community, such as by establishing strong links with elementary schools and secondary schools, postsecondary educational institutions, institutions of higher education, local workforce investment boards, one-stop centers, job training programs, and social service agencies, business industry, labor organizations, community-based organizations, nonprofit organizations, and intermediaries, for the development of career pathways;
- (11) whether the eligible provider's activities offer flexible schedules and coordination with Federal, State, and local support services, (such as child care, transportation, mental health services, and career planning) that are necessary to enable individuals, including individuals with disabilities or other special needs, to attend and complete programs;
- (12) whether the eligible provider maintains a high-quality information management system that has the capacity to report measurable participant outcomes (consistent with section 116) and to monitor program performance; and
- (13) whether the local areas in which the eligible provider is located have a demonstrated need for additional English language acquisition programs and civics education programs.

## **Attachment B**

All proposals that were approved in the past fiscal year 2015-2016 under Workforce Opportunity Act – Title II are extended through the next fiscal year 2016-2017 under the Workforce Innovation and Opportunity Act.

This process is approved under the NH State Plan for Adult Education Extension – FY17 approved by the U.S. Department of Education, Office of Career Technical and Adult Education.

### **ADULT BASIC EDUCATION PROGRAMS – SCHOOL YEAR 2016-2017**

Ascentria Community Services formerly Lutheran Community Services  
Claremont School District  
Derry School District  
Dover School District  
Exeter Region Cooperative School District  
Franklin School District  
Hillsboro Department of Corrections  
International Institute of NH  
Laconia School District  
Manchester School District  
Nashua Adult Learning Center  
NH Coalition for Occupational Safety and Health  
NH Department of Corrections  
Plymouth School District  
Salem School District  
Second Start  
Second Start – Staff Development  
Southern NH Services/Manchester/Portsmouth

### **ADULT EDUCATION/POSTSECONDARY TRANSITIONS PROGRAMS – SCHOOL YEAR 2016-2017**

Conway School District  
Dover School District  
Exeter Region Cooperative School District  
Fuller Public Library/Hillsboro  
Governor Wentworth Regional School District  
Kearsarge Regional School District  
Keene School District  
Manchester School District  
Nashua Adult Learning Center  
Nashua School District  
North Country Education Services  
Pinkerton Academy  
Southern NH Services/Portsmouth  
Winnacunnet School District

**ADULT HIGH SCHOOL PROGRAMS – SCHOOL YEAR 2016-2017**

Bedford School District  
Claremont School District  
Concord School District  
Contoocook Valley Regional School District  
Conway school District  
Dover School District  
Exeter Region Cooperative School District  
Franklin School District  
Goffstown School District  
Governor Wentworth Regional School District  
Hudson School District  
Jaffrey-Rindge Cooperative School District  
Kearsarge Regional School District  
Keene School District  
Laconia School District  
Lisbon Regional School District  
Londonderry School District  
Manchester School District  
Monadnock Regional School District  
Nashua School District  
Northumberland School District  
Pembroke School District  
Pinkerton Academy  
Rochester School District  
Salem School District  
Winnacunnet School District

**ENGLISH LANGUAGE/CIVICS EDUCATION PROGRAMS – SCHOOL YEAR 2016-2017**

Dover School District	International Institute of NH
Keene School District	Nashua Adult Learning Center
	NH Coalition for Occupational Safety and Health

**ADULT LEARNER SERVICES PROGRAMS – SCHOOL YEAR 2016-2017**

Dover School District  
Exeter Region Cooperative School District  
Fuller Public Library/Hillsboro  
Governor Wentworth Regional School District  
Keene School District  
Laconia School District  
Lebanon School District  
Littleton School District  
Nashua Adult Learning Center  
North Country Education Services  
Second Start/Concord

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # \_\_\_\_\_  
CHANGE # \_\_\_\_\_  
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education

FROM: TO: Art Ellison  
Ascentria Community Services, Inc.  
261 Sheep Davis Rd. Ste. A-1  
Concord, NH 03301  
SAU/RA: 999

TYPE OF CHANGE	BUDGET
	FUND AUTH
	FISCAL AGENT
	OTHER

Proposed Project Title: Services for New Americans/ESOL Program Project Period: 7/1/2016 to: 6/30/2017

\*\*\*\*The following information is required for all projects\*\*\*\*

PROJECT MANAGER: NAME: Amy Marchildon TITLE: Director  
ADDRESS: 261 Sheep Davis Rd. Ste. A-1, Concord, NH 03301 TELEPHONE: 603-224-8111  
E-MAIL ADDRESS: amarchildon@ascentria.org FAX: 603-224-5473

FINANCIAL CONTACT: NAME: Eric Steinetz TELEPHONE: 603-224-8111  
E-MAIL ADDRESS: esteinetz@ascentria.org FAX: 603-224-5473

The above named person is designated as Project Manager. I hold the Project Manager responsible for implementing the project in accordance with the approved project, for remaining within the budget limitations, for ensuring that only authorized items required to implement the project are charged to the project, and for initiating request to amend the approved project. No services or supplies will be ordered or charged to the project without written approval of the Project Manager.

THE APPLICANT AGENCY AGREES AND CERTIFIES THAT:

- This grant will be administered in accordance with the applicable provisions of the following federal laws and regulations:
  - Education Department General Administrative Regulations (EDGAR) in Title 34 Code of Federal Regulations (CFR), Parts 74, 75, 76, 77, 79, 80, 82, 85, 86; Civil Rights Regulations in 34 CFR, Parts 100 through 106, and specific program laws and regulations.
  - Any amendments in effect on the date of this grant award or to become effective during the project period are incorporated.
- Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education "Federal Funds Financial Management Manual".
- Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.
- Audits will be in compliance with the Single Audit Act Amendments of 1996 (P.L. 104-156) and U.S. Office of Management and Budget (OMB) Circulars.
- Project approval, if given, will be on the condition that full funding of the Approved Budget and payment by the grantor are contingent upon the availability of a Federal Grant and Appropriation Authority approved by the General Court of New Hampshire or the Governor and Council of this State for this purpose. Neither the State nor the Department of Education shall be liable for payments under this grant except from such funds.

FISCAL AGENT - MAKE CHECKS PAYABLE TO:

APPROVED INDIRECT COST RATE: \_\_\_\_\_ 10 %

Ascentria Community Services, Inc.  
261 Sheep Davis Road, Ste. A-1  
Concord, NH 03301

Tim Johnstone, Executive Vice President  
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS  
or RA/CHIEF FINANCIAL OFFICER

SIGNATURE SAU SUPERINTENDENT OF SCHOOLS  
or RA/CHIEF FINANCIAL OFFICER

5/19/2016  
DATE



# 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 New Hampshire nonprofit corporation formed June 13, 2011. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 5<sup>th</sup> day of April A.D. 2016

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

William M. Gardner  
Secretary of State

# CERTIFICATE OF VOTE

I, Alana Geary, 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 15, 2015:

**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 is a true copy of the resolution duly adopted at a meeting of the Board of Directors of the Agency duly held on March 8, 2016:  
(Date)

**Elect** Tim Johnstone as a corporate officer with the title Executive VP

4. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 19<sup>th</sup> day of May, 2016.  
(Date Contract Signed)

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

of the Agency.

Alana Geary  
(Signature of the Elected Officer)

STATE OF NEW HAMPSHIRE

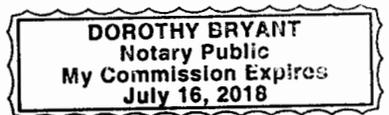
County of Merrimack

The forgoing instrument was acknowledged before me this 19 day of May, 2016.

By Alana Geary  
(Name of Elected Officer of the Agency)

Dorothy Bryant  
(Notary Public/Justice of the Peace)

(NOTARY SEAL)



Commission Expires: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/24/2016

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).

<b>PRODUCER</b> <b>Hays Companies</b> 133 Federal Street, 2nd Floor  Boston MA 02110	<b>CONTACT NAME:</b> Tina Rothemich <b>PHONE (A/C No. Ext):</b> (617) 723-7775 <b>E-MAIL ADDRESS:</b>		<b>FAX (A/C No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> <b>Ascentria Community Services, Inc.</b> 14 East Worcester Street Suite 300 Worcester MA 01604	<b>INSURER A:</b> Philadelphia Insurance Companies		92535
	<b>INSURER B:</b> Liberty Mutual Insurance		23035
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

**COVERAGES**                      **CERTIFICATE NUMBER:** 15-16 Ascentria Community                      **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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <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:			PHPK1400391	10/1/2015	10/1/2016	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	<b>AUTOMOBILE LIABILITY</b> <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			PHPK1400391	10/1/2015	10/1/2016	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"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$			PHUB516501	10/1/2015	10/1/2016	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	WC5-31S-392006-015	10/1/2015	10/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

**CERTIFICATE HOLDER****CANCELLATION**

NH Department of Education Bureau of Adult Education 21 South Fruit Street, STE 20 Concord, NH 03301	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b>  James Hays/PTHOMA 

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**ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY  
CONSOLIDATED STATEMENTS OF FINANCIAL POSITION  
JUNE 30, 2015 AND 2014**

<b>ASSETS</b>	<u>2015</u>	<u>2014</u>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	\$ 872,153	\$ 881,227
Accounts Receivable, (Net of Estimated Uncollectible Accounts)	3,839,947	3,543,732
Prepaid Expenses	127,002	112,883
Assets Held for Sale	349,500	349,500
Total Current Assets	<u>5,188,602</u>	<u>4,887,342</u>
<b>ASSETS LIMITED AS TO USE</b>		
Beneficial Interest in Net Assets of Related Party	599,095	583,758
<b>PROPERTY AND EQUIPMENT</b>		
Land	27,196	57,332
Building	268,280	268,280
Building Improvements	159,393	159,393
Leasehold Improvements	721,402	1,152,312
Furniture and Equipment	232,877	232,050
Vehicles	244,951	244,951
Equipment Held Under Capital Lease	408,032	408,031
Computer Equipment and Software	143,313	118,719
Total	<u>2,205,444</u>	<u>2,641,068</u>
Less: Accumulated Depreciation	<u>1,624,750</u>	<u>1,653,832</u>
Total Property and Equipment, Net	580,694	987,236
<b>DUE FROM RELATED PARTIES</b>	327,617	230,167
<b>OTHER ASSETS</b>		
Deposits	49,996	54,438
Construction in Progress	12,000	-
Total Other Assets	<u>61,996</u>	<u>54,438</u>
Total Assets	<u><u>\$ 6,758,004</u></u>	<u><u>\$ 6,742,941</u></u>

See accompanying Notes to Consolidated Financial Statements.

<b>LIABILITIES AND NET ASSETS</b>	<u>2015</u>	<u>2014</u>
<b>CURRENT LIABILITIES</b>		
Long-Term Debt - Current Maturities	\$ 37,707	\$ 397,521
Accounts Payable	562,317	576,103
Accrued Expenses	1,473,429	982,902
Deferred Revenue	127,617	300,178
Due to the State of Maine	317,999	255,699
Due to Third Party	43,291	43,291
Total Current Liabilities	<u>2,562,360</u>	<u>2,555,694</u>
 <b>LONG-TERM DEBT, Net of Current Maturities</b>	 913,319	 625,264
 <b>DUE TO RELATED PARTIES</b>	 <u>-</u>	 <u>393,338</u>
 Total Liabilities	 3,475,679	 3,574,296
 <b>NET ASSETS</b>		
Unrestricted	2,626,083	2,542,819
Temporarily Restricted	656,242	625,826
Total Net Assets	<u>3,282,325</u>	<u>3,168,645</u>
 Total Liabilities and Net Assets	 <u>\$ 6,758,004</u>	 <u>\$ 6,742,941</u>

**ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY**  
**CONSOLIDATED STATEMENTS OF ACTIVITIES**  
**YEARS ENDED JUNE 30, 2015 AND 2014**

	2015	2014
<b>UNRESTRICTED NET ASSETS</b>		
<b>REVENUE</b>		
Program Service Revenue		
Public Sources	\$ 32,522,034	\$ 31,138,410
Private Sources	3,688,751	3,493,003
Total Program Service Revenue	36,210,785	34,631,413
<b>OTHER INCOME</b>		
Net Assets Released from Restriction Used for Operations	133,187	190,374
Other Income	578,667	237,464
Total Other Income	711,854	427,838
 Total Revenue	 36,922,639	 35,059,251
<b>EXPENSES</b>		
Salaries and Wages	17,349,508	16,910,528
Employee Benefits	3,615,907	3,275,561
Program Expenses	6,947,942	6,529,662
Professional Fees	80,337	124,000
Occupancy Costs	1,808,914	1,541,276
Operating Supplies and Expenses	1,144,130	1,583,428
Impairment Loss	-	68,863
Administrative Costs	4,422,720	3,717,492
Travel Expenses	839,099	782,936
Custodial Fee	3,740	15,832
Depreciation and Amortization	156,022	207,921
Bad Debt Expense	32,651	61,171
Interest	58,655	66,364
Total Expense	36,459,625	34,885,034
 <b>OPERATING GAIN</b>	 463,014	 174,217
<b>NONOPERATING ACTIVITY</b>		
Gain on Sale of Property and Equipment	-	147,119
Loss on Damaged Property and Equipment	(245,547)	-
Loss on Disposal of Land	(30,136)	-
Equity Transfer	(104,067)	-
Total Nonoperating Gain (Loss)	(379,750)	147,119
 <b>INCREASE IN UNRESTRICTED NET ASSETS</b>	 \$ 83,264	 \$ 321,336

See accompanying Notes to Consolidated Financial Statements.

**ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY  
CONSOLIDATED STATEMENTS OF CHANGES IN NET ASSETS  
YEARS ENDED JUNE 30, 2015 AND 2014**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<b>NET ASSETS AT JUNE 30, 2013</b>	\$ 2,221,483	\$ 676,128	\$ 2,897,611
Increase in Unrestricted Net Assets	321,336	-	321,336
Change in Beneficial Interest in Net Assets of Related Party	-	140,072	140,072
Net Assets Released from Restrictions - Operations	<u>-</u>	<u>(190,374)</u>	<u>(190,374)</u>
Change in Net Assets	<u>321,336</u>	<u>(50,302)</u>	<u>271,034</u>
<b>NET ASSETS AT JUNE 30, 2014</b>	\$ 2,542,819	\$ 625,826	\$ 3,168,645
Increase in Unrestricted Net Assets	83,264	-	83,264
Change in Beneficial Interest in Net Assets of Related Party	-	163,603	163,603
Net Assets Released from Restrictions - Operations	<u>-</u>	<u>(133,187)</u>	<u>(133,187)</u>
Change in Net Assets	<u>83,264</u>	<u>30,416</u>	<u>113,680</u>
<b>NET ASSETS AT JUNE 30, 2015</b>	<u>\$ 2,626,083</u>	<u>\$ 656,242</u>	<u>\$ 3,282,325</u>

See accompanying Notes to Consolidated Financial Statements.

**ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY  
CONSOLIDATED STATEMENTS OF CASH FLOWS  
YEARS ENDED JUNE 30, 2015 AND 2014**

	2015	2014
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in Net Assets	\$ 113,680	\$ 271,034
Adjustments to Reconcile Change in Net Assets to Net Cash Provided (Used) by Operating Activities:		
Depreciation and Amortization	156,022	207,921
Bad Debts	32,651	61,171
Gain on Sale of Property and Equipment	-	(147,119)
Change in Beneficial Interest in Net Assets of Related Party	(163,603)	(140,072)
Loss on Damaged of Property and Equipment	245,547	-
Impairment Loss	-	68,863
Loss on Disposal of Land	30,136	-
Equity Transfer	104,067	-
(Increase) Decrease in:		
Accounts Receivable	(328,866)	(85,656)
Prepaid Expenses	(14,119)	7,402
Deposits	4,442	(12,350)
Beneficial Interest in Net Assets of Affiliate	148,266	175,555
Increase (Decrease) in:		
Accounts Payable	(13,786)	(126,273)
Accrued Expenses	490,527	(181,785)
Deferred Revenue	(172,561)	44,826
Due to Third Party	-	(218,580)
Due to State of Maine	62,300	(39,901)
Net Cash Provided (Used) by Operating Activities	694,703	(114,964)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchases of Property and Equipment	(25,163)	(53,368)
Additions to Construction in Progress	(12,000)	-
Proceeds on Sale of Property and Equipment	-	216,000
Net Cash Provided (Used) by Investing Activities	(37,163)	162,632
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Payments on Long-Term Debt	(71,759)	(73,481)
Advances from (Payments to) Related Parties	(594,855)	368,337
Net Cash Provided (Used) by Financing Activities	(666,614)	294,856
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	(9,074)	342,524
Cash and Cash Equivalents - Beginning of Year	881,227	538,703
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	\$ 872,153	\$ 881,227
<b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</b>		
Cash Paid for Interest	\$ 58,608	\$ 66,364

See accompanying Notes to Consolidated Financial Statements.

**ASCENTRIA COMMUNITY SERVICES, INC. AND SUBSIDIARY  
CONSOLIDATED STATEMENTS OF FUNCTIONAL EXPENSES  
YEARS ENDED JUNE 30, 2015 AND 2014**

	2015			
	Total	Program	Management and General	Fundraising
Salaries and Wages	\$ 17,349,508	\$ 17,042,371	\$ 307,137	\$ -
Employee Benefits	3,615,907	3,574,169	41,738	-
Program Expenses	6,947,942	6,947,942	-	-
Professional Fees	80,337	51,805	28,532	-
Occupancy Costs	1,808,914	1,592,984	215,930	-
Operating Supplies and Expenses	1,144,130	1,027,114	117,016	-
Administrative Costs	4,422,720	-	4,422,720	-
Travel Expenses	839,099	813,385	25,714	-
Custodial Fee	3,740	-	-	3,740
Interest	58,655	58,655	-	-
Bad Debt Expense	32,651	32,651	-	-
Total Before Depreciation and Amortization	<u>36,303,603</u>	<u>31,141,076</u>	<u>5,158,787</u>	<u>3,740</u>
Depreciation and Amortization	<u>156,022</u>	<u>154,269</u>	<u>1,753</u>	<u>-</u>
Total Functional Expenses	<u>\$ 36,459,625</u>	<u>\$ 31,295,345</u>	<u>\$ 5,160,540</u>	<u>\$ 3,740</u>
	2014			
	Total	Program	Management and General	Fundraising
Salaries and Wages	\$ 16,910,528	\$ 16,660,633	\$ 249,895	\$ -
Employee Benefits	3,275,561	3,219,330	56,231	-
Program Expenses	6,529,662	6,529,662	-	-
Professional Fees	124,000	75,771	48,229	-
Occupancy Costs	1,541,276	1,387,852	153,424	-
Operating Supplies and Expenses	1,583,428	1,341,261	242,167	-
Impairment Loss	68,863	(6,637)	75,500	-
Administrative Costs	3,717,492	87,380	3,630,112	-
Travel Expenses	782,936	781,641	1,295	-
Custodial Fee	15,832	-	-	15,832
Interest	66,364	66,242	122	-
Bad Debt Expense	61,171	61,171	-	-
Total Before Depreciation and Amortization	<u>34,677,113</u>	<u>30,204,306</u>	<u>4,456,975</u>	<u>15,832</u>
Depreciation and Amortization	<u>207,921</u>	<u>199,800</u>	<u>8,121</u>	<u>-</u>
Total Functional Expenses	<u>\$ 34,885,034</u>	<u>\$ 30,404,106</u>	<u>\$ 4,465,096</u>	<u>\$ 15,832</u>

See accompanying Notes to Consolidated Financial Statements.



**Ascentria  
CARE ALLIANCE**

**Ascentria Community Services, Inc.  
Board of Directors  
2015 - 2016**

**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	Alana Geary

Directors Serve Without Compensation.

ASCENTRIA COMMUNITY SERVICES, INC.  
261 SHEEP DAVIS ROAD, SUITE A-1  
CONCORD NH 03301

KEY PERSONNEL

PROGRAM MANAGER	SHIRLEY WOODWARD	\$ 2,600.00
TEACHER	JOHANNA YOUNG	\$35,007.00
TEACHER	REBECCA KIDDER	\$33,009.00
TEACHER	LYNN L. CLOWES	<u>\$ 8,996.00</u>
	<b>TOTAL</b>	<b>\$79,612.00</b>

# 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.

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## EDUCATION AND PROFESSIONAL AFFILIATION

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**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**

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## LANGUAGE

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Proficient in French.

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## PUBLICATIONS

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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.

## Johanna Harriman Young

### RECENT EXPERIENCE:

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

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

# **REBECCA H. KIDDER**

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## **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**

<b>Ascentria Care Alliance, Concord, NH</b>	<b>2010 – present</b>
ELL teacher – adult program	
<b>MST GED examiner</b>	<b>2010- 2010</b>
Manchester School of Technology	
<b>21<sup>st</sup> Century After school Program Manchester, NH</b>	<b>2009- 2010</b>
Support staff/Adult ELL	
<b>ESOL Tutor Concord, NH</b>	<b>2001 – 2009</b>
Rundlett Middle School	
<b>Long-Term Substitute</b>	<b>2000 – 2001</b>
Rundlett Middle School, Concord, NH, 7 <sup>th</sup> Grade Science	
<b>Paraprofessional – Hooksett, NH</b>	<b>1998 – 2000</b>
<b>Substitute, Concord, Hooksett, Bow, School Districts</b>	<b>1996 - 1998</b>
<b>Title One Reading Tutor Concord High School</b>	<b>1995 – 1996</b>
<b>Long-Term Substitute, Bow, NH</b>	<b>1993 – 1994</b>
<b>Paraprofessional, Concord</b>	<b>1992 – 1993</b>
<b>Teacher, Pittsfield, NH</b>	<b>1978- 1984</b>

## **Related Experience**

<b>Summer School ELL Tutor/ EYP Program Concord, NH</b>	<b>2000 - 2008</b>
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## **Volunteer Experience**

- Concord Multicultural Coalition, Concord, NH volunteer group
- ESOL Outreach, and Tutor
- BRING IT Program, INTI Soccer Academy, Manchester, NH
- Adult ELL Education – Manchester, NH

## **Professional Memberships**

TESOL of New Hampshire; List Serve

# LYNN L. CLOWES

## PROFESSIONAL EXPERIENCE

**Ascentria Care Alliance** 2012-present  
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.