

Frank Edelblut
Commissioner



Christine Brennan
Deputy Commissioner

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 15, 2018

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

REQUESTED ACTION

Authorize the Department of Education, to amend a contract on a **sole source** basis with A.C.C.E.S.S., Inc., Winchester, NH (Vendor Code #264582), by increasing the price limitation by \$76,735.00 from \$255,725.50 to \$332,460.50, to continue to offer extended day programming for youth and their families, effective July 1, 2018 through June 30, 2019 upon Governor and Council approval. Item originally approved by Governor and Council on 6/24/15 (Item#157), renewed on 6/29/16 (Item #104) and 6/21/17 (Item#137). 100% Federal Funds.

Funds to support this request are available in the account titled 21st Century Community Title IV as follows,

06-56-56-562010-25190000-072-500577	Grants-Federal	<u>FY19</u> \$76,735.00
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EXPLANATION

The Department is requesting approval of this **sole source** amendment. The Dept. went out for RFP in 2014 with the intent of including a renewal option. The renewal option was included in the Governor and Council letter but not stated in the contract warranting that this contract renewal be submitted on a **sole source** basis. This is the fourth year of a five year grant. The United States Department of Education legislation allows for five-year 21st Century Community Learning Center grants to serve youth and their families during the out-of-school-time hours. Grants are awarded annually pending the receipt of an Annual Performance Report that indicates sufficient progress and the availability of federal funds.

This program provides grants to inner city and rural schools, community based organizations, youth development agencies and other educational agencies to provide expanded learning opportunities for children outside of regular school hours in a safe environment. The programs will offer students a broad array of additional services, programs, and activities such as tutorial services, youth development activities, drug and violence prevention, counseling programs, art, music, recreation programs, and technology education.

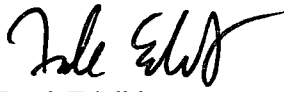
These programs and services are designed to reinforce and complement the regular academic program of the participating students.

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
Page 2 of 2
May 15, 2018

The program services provided by the grant cited above will be coordinated by A.C.C.E.S.S., Inc., in Winchester, NH in collaboration with the Winchester School District. This collaborative approach will serve elementary and middle school Winchester School District youth and their families.

In the event Federal Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Frank Edelblut', with a stylized flourish at the end.

Frank Edelblut
Commissioner of Education

**AMENDMENT TO
GRANT AGREEMENT**

Now come the New Hampshire Department of Education, Bureau of Integrated Programs, hereinafter "the Agency," and the A.C.C.E.S.S, INC., Winchester, NH, hereinafter "the Grantee", and, pursuant to an agreement between the parties that was approved by Governor and Council on 6/24/15 (Item#157), renewed on 6/29/16 (Item #104) and 6/21/17 (Item#137), hereby agree to modify same as follows:

1. Agreement, General Provisions, Block 1.6, remove June 30, 2018 and replace with June 30, 2019.
2. Agreement, General Provisions, Block 1.8, remove \$255,725.50 and replace with \$332,460.50.
3. Replace B-1 Budget with B-2 – Budget.
4. All other provisions of this agreement shall remain in full force and effect.
5. This amendment shall commence upon Governor and Council approval and shall terminate on June 30, 2019.

This modification of an existing agreement is hereby incorporated by reference to the existing agreement by the parties and must be attached to the said agreement.

IN WITNESS WHEREOF, the parties, hereto have set their hands as of the day and year first above written.

THE STATE OF NEW HAMPSHIRE
Department of Education (Agency)

Division of Commissioner's Office
By: [Signature]
Commissioner of Education

Date 6/1/18

A.C.C.E.S.S, INC.
Name of Entity (Grantee)

By: Michelle Calderwood Board Secretary 5/15/18
Signature, Title Date

STATE OF

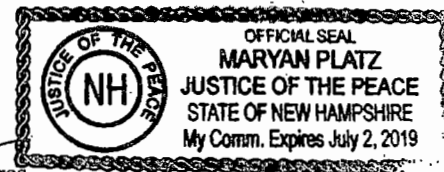
County of

On this the 15 day of May, 2018 before me, Maryan Platz, the undersigned officer, personally appeared Michele Calderwood known to me (or satisfactory proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

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

~~Notary Public/Justice of the Peace~~

Maryan Platz
Commission Expires



Approved as to form, substance and execution by the Attorney General this 1st day of June, 2018.

[Signature]
Division of Attorney General Office

Approved by the Governor and Council this _____ day of _____, 2017

By: _____

EXHIBIT B-2

BUDGET

Expenditure Line Items	FY18
	July 1, 2018-June 30, 2019
Salaries and wages (directly related to service)	\$ 67,364.00
Employee Benefits	\$ 5,000.00
Supplies	\$ 4,371.00
Project Total	\$ 76,735.00

Source of Funding: Funding for this contract is 100% Federal Funds from the account titled 21st Century Community, Title IVB, as follows,

	<u>FY 19</u>
06-56-56-562010-25190000-072-500577	\$76,735.00
Grants Federal	

Limitation on price: Upon mutual agreement between the 21st CCLC State Coordinator and the grantee, line items in this budget may be adjusted but in no case shall the total budget exceed the price limitation of \$76,735.00.

Method of Payment: Payment is to be made monthly on the basis of invoices which are supported by a summary of activities that have taken place in accordance with the terms of the approved grant proposal, along with a detailed listing of expenses incurred. If otherwise correct and acceptable, payments will be made for 100% of the expenditures listed. Invoices and reports shall be submitted to the 21st CCLC State Coordinator.

State of New Hampshire

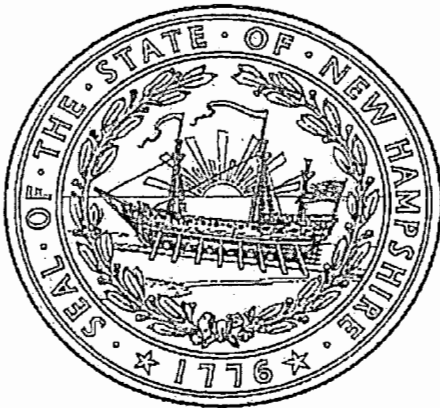
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that ALL CHILDREN CARED FOR EDUCATED SUPPORTED & SUCCESSFUL is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on March 04, 2014. 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: 705158

Certificate Number : 0004094603



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 May A.D. 2018.

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

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

(Corporation without a Seal)

I, Michael Tollett, do hereby certify that:
(Name of the Clerk of the Corporation, cannot be signatory)

- (1) I am the duly elected clerk of All Children Cared for, Educated, Supported, and Successful (ACCESS).
(Corporation Name)
- (2) The following are true copies of the resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on 05/14/2018.
(date)

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting through its Department of Education.

RESOLVED: That Michele Calderwood, ACCESS Board secretary
(Name of Contract Signatory) (Title of Contract Signatory)
is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

- (3) The foregoing resolution(s) have not been amended or revoked, and remain in full force and effect as of the 15 day of May, 2018.
(day, month, yr) (must be same date as the contract date)
- (4) Michele Calderwood is the duly elected ACCESS Board secretary of the corporation.
(name of contract signatory) (title of contract signatory)

IN WITNESS WHEREOF, I have hereunto set my hand as the Business Representative of the Corporation this 15 day of May, 2018.

M. J. Tollett
(Signature of Clerk of Corporation)

STATE OF NEW HAMPSHIRE

COUNTY OF Cheshire

On 5/15, 2018, the foregoing instrument was acknowledged before me.

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

My commission expires on:



Maryan Platz
Notary Public/Justice of the Peace



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/16/2018

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 Clark - Mortenson Insurance P.O. Box 606 Keene NH 03431	CONTACT NAME:	
	PHONE (A/C, No, Ext): 603-352-2121	FAX (A/C, No): 603-357-8491
INSURED All Children Cared For, Educated, Supported & Successful, Inc. PO Box 92 Winchester NH 03470	E-MAIL ADDRESS: csr24@clark-mortenson.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Philadelphia Insurance Company	
	INSURER B: Liberty Mutual	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		
NAIC # 0		

COVERAGES **CERTIFICATE NUMBER:** 11646884 **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	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 checked="" type="checkbox"/> LOC OTHER:	Y			5/5/2018	5/5/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS				5/5/2018	5/5/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 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 <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y <input type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A		5/5/2018	5/5/2019	<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	Teachers Professional Liability Abuse/Molestation Liability				5/5/2018	5/5/2019	Per Claim \$1,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Director's and Officer's Liability - Mount Vernon Fire Insurance Company - NDO2553829C - 5/5/18 - 5/5/19 - \$2,000,000 each claim; \$2,000,000 aggregate.
Workers Compensation coverage applies per the workers compensation laws of the State of NH. Officers of the Board of Directors are excluded from workers compensation insurance.

CERTIFICATE HOLDER	CANCELLATION
State of New Hampshire Department Of Education 101 Pleasant Street Concord NH 03301-3494	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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13/13

Frank Edelblut
Commissioner



Paul Leather
Deputy Commissioner

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 1, 2017

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

REQUESTED ACTION

Authorize the Department of Education, to amend a grant agreement on a **sole source** basis, with A.C.C.E.S.S., Inc., Winchester, NH (Vendor Code #264582), by increasing the price limitation by \$84,408.50 from \$171,317.00 to \$255,725.50 and extending the end date from June 30, 2017 to June 30, 2018 to continue to offer extended day programming for youth and their families, effective upon Governor and Council approval through June 30, 2018. Item originally approved by Governor and Council on 6/24/15 (Item #157), and renewed on 6/29/16 (Item #104). 100% Federal Funds.

Funds to support this request are anticipated to be available in the account titled 21st Century Community Title IV as follows, contingent upon legislative approval of the next biennium budget:

06-56-56-563010-75380000-072-500577	Grants-Federal	<u>FY18</u> \$84,408.50
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EXPLANATION

The Department went out to RFP for these grant funds in January 2014 with the intent of including a renewal option. The renewal option was included in the Governor and Council letter but not stated in the contract warranting that this amendment be submitted on a **sole source** basis. This is the third year of a five year grant. The United States Department of Education legislation allows for five-year 21st Century Community Learning Center grants to serve youth and their families during the out-of-school-time hours. Grants are awarded annually pending the receipt of an Annual Performance Report that indicates sufficient progress and the availability of federal funds.

New Hampshire anticipates a FY 2018 grant award in the amount of \$4,900,000.00 from the United States Department of Education under Title IVB, the 21st Century Community Learning Center Program. This program provides grants to inner city and rural schools, community based organizations, youth development agencies and other educational agencies to provide expanded learning opportunities for children outside of regular school hours in a safe environment. The programs will offer students a broad array of additional services, programs, and activities such as tutorial services, youth development activities, drug and violence prevention, counseling programs, art, music, recreation programs, and technology education.

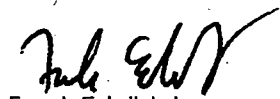
His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
Page 2 of 2
May 1, 2017

These programs and services are designed to reinforce and complement the regular academic program of the participating students.

The program services provided by the grant cited above will be coordinated by A.C.C.E.S.S., Inc., in Winchester, NH in collaboration with the Winchester School District. This collaborative approach will serve elementary and middle school Winchester School District youth and their families.

This is the third year of a five year grant. In the event Federal Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Frank Edelblut", written over a horizontal line.

Frank Edelblut
Commissioner of Education

**AMENDMENT TO
GRANT AGREEMENT**

Now come the New Hampshire Department of Education, Bureau of Integrated Programs, hereinafter "the Agency," and the A.C.C.E.S.S, INC., Winchester, NH, hereinafter "the Grantee", and, pursuant to an agreement between the parties that was approved by Governor and Council on 6/24/15 (Item#157), and renewed on 6/29/16 (Item #104). hereby agree to modify same as follows:

1. Agreement, General Provisions, Block 1.6, remove June 30, 2017 and replace with June 30, 2018.
2. Agreement, General Provisions, Block 1.8, remove \$171,317.00 and replace with \$255,725.50.
3. Replace OBM form 1 with B-1 – Budget.
4. All other provisions of this agreement shall remain in full force and effect.
5. This amendment shall commence upon Governor and Council approval and shall terminate on June 30, 2018.

This modification of an existing agreement is hereby incorporated by reference to the existing agreement by the parties and must be attached to the said agreement.

IN WITNESS WHEREOF, the parties, hereto have set their hands as of the day and year first above written.

THE STATE OF NEW HAMPSHIRE
Department of Education (Agency)

Division of Commissioner's Office

By: [Signature] 6-6-17
Commissioner of Education Date

A.C.C.E.S.S, INC.

Name of Entity (Grantee)

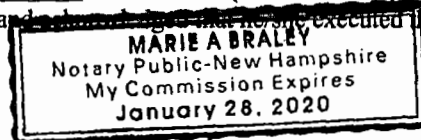
By: Ellen Mendelson/Board Member 6/5/17
Signature, Title Date

STATE OF New Hampshire
County of Cheshire

On this the 5th day of June, 2017 before me, Marie Bralcy, the undersigned officer, personally appeared Ellen Mendelson known to me (or satisfactory proven) to be the person whose name is subscribed to the within instrument and ~~and who acknowledged to me that he executed the same for the purposes therein contained.~~

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

[Signature]
Notary Public/Justice of the Peace



1/28/20
Commission Expires

Approved as to form, substance and execution by the Attorney General this 6th day of June, 2017.

[Signature]
Division of Attorney General Office

Approved by the Governor and Council this _____ day of _____, 2017

By: _____

EXHIBIT B-1

BUDGET

Expenditure Line Items	FY18 July 1, 2017-June 30, 2018
Salaries and wages (directly related to service)	\$75,000.00
Employee Benefits	\$5,737.50
Supplies	\$3,671.00
Project Total	\$84,408.50

Source of Funding: Funding for this contract is 100% Federal Funds from the account titled 21st Century Community, Title IVB, as follows, contingent upon legislative approval of the next biennium budget:

06-56-56-563010-75380000-072-500577
Grants Federal

FY 18
\$84,408.50

Limitation on price: Upon mutual agreement between the 21st CCLC State Coordinator and the grantee, line items in this budget may be adjusted but in no case shall the total budget exceed the price limitation of \$84,408.50.

Method of Payment: Payment is to be made monthly on the basis of invoices which are supported by a summary of activities that have taken place in accordance with the terms of the approved grant proposal, along with a detailed listing of expenses incurred. If otherwise correct and acceptable, payments will be made for 100% of the expenditures listed. Invoices and reports shall be submitted to the 21st CCLC State Coordinator.

EM
6/5/17

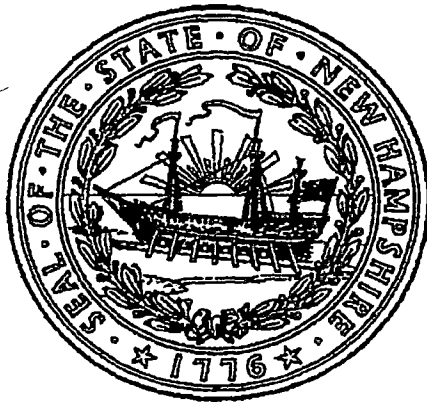
State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that ALL CHILDREN CARED FOR EDUCATED SUPPORTED & SUCCESSFUL is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on March 04, 2014. 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: 705158



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 26th day of April A.D. 2017.

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

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

(Corporation without a Seal)

I, Michael Krikorian, do hereby certify that:
(Name of the Clerk of the Corporation, cannot be signatory)


- (1) I am the duly elected clerk of ACCESS.
(Corporation Name)
- (2) The following are true copies of the resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on 12/5/2003.
(date)

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting through its Department of Education.

RESOLVED: That Ellen Mendelson, Board Member,
(Name of Contract Signatory) (Title of Contract Signatory)
is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

- (3) The foregoing resolution(s) have not been amended or revoked, and remain in full force and effect as of the 5th day of June, 2017.
(day, month, yr) (must be same date as the contract date)
- (4) Ellen Mendelson is the duly elected Board Member of the corporation.
(name of contract signatory) (title of contract signatory)

IN WITNESS WHEREOF, I have hereunto set my hand as the Business Representative of the Corporation this 5th day of June, 2017.


(Signature of Clerk of Corporation)

STATE OF NEW HAMPSHIRE

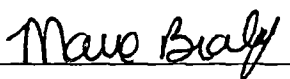
COUNTY OF Cheshire

On 6/5, 2017, the foregoing instrument was acknowledged before me.

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

My commission expires on:

1/28/20


Notary Public/Justice of the Peace
MARIE A BRALEY
Notary Public-New Hampshire
My Commission Expires
January 28, 2020

Board List 2017

Stef Worcester

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Michele Calderwood

Center Church

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Mike Tollett

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Nick Raymond

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Michael Krikorian

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Ellen Mendelson

Winchester School

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Beth Baldwin

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/25/2017

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 Clark - Mortenson Insurance P.O. Box 606 Keene NH 03431		CONTACT NAME: PHONE (A/C, No, Ext): 603-352-2121 FAX (A/C, No): 603-357-8491 E-MAIL ADDRESS: csr24@clark-mortenson.com		
INSURED All Children Cared For, Educated, Supported & Successful, Inc. PO Box 92 Winchester NH 03470		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Philadelphia Insurance Company		0
		INSURER B: Liberty Mutual		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 1267044991

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	ADD'L 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 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		PHPK1648738	5/5/2017	5/5/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPI/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PHPK1648744	5/5/2017	5/5/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 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 <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> Y N/A		WC531S610502017	5/5/2017	5/5/2018	<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	Teachers Professional Liability Abuse/Molestation Liability		PHPK1648738	5/5/2017	5/5/2018	Per Claim \$1,000,000 Aggregate \$2,000,000

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

Director's and Officer's Liability - Mount Vernon Fire Insurance Company - NDO2553829C - 5/5/17 - 5/5/18 - \$2,000,000 each claim; \$2,000,000 aggregate.
Workers Compensation coverage applies per the workers compensation laws of the State of NH. Officers of the Board of Directors are excluded from workers compensation insurance.

CERTIFICATE HOLDER**CANCELLATION**State of New Hampshire
Department Of Education
101 Pleasant Street
Concord NH 03301-3494

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

AUTHORIZED REPRESENTATIVE

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2:48 PM
04/24/17
Cash Basis

ACCESS
Profit & Loss
July 1, 2016 through April 24, 2017

	Jul 1, '16 - Apr 24, 17
Ordinary Income/Expense	
Income	
Grants Income	
AFHY Mini Grant	992.70
Town of Winchester Teen	50,050.00
SFSP Grant Reimbursement	10,769.76
CACFP Grant Reimbursement	7,365.38
DFC Grant Reimbursement	60,711.13
21C Grant Reimbursement	90,185.96
Total Grants Income	220,074.93
State Of New Hampshire Tuition Programs	226.56
Summer Camp	50.00
Intermural Basketball	571.00
Granite Gorge Ski Program	3,095.00
Cheer	5.00
Total Programs	3,721.00
47200 - Program Income	
Parent Tuition	24,775.78
Transportation Program	29,861.00
47200 - Program Income - Other	545.80
Total 47200 - Program Income	54,982.58
Total Income	279,005.07
Gross Profit	279,005.07
Expense	
500 - Travel & Transportation	
Transportation	
Supplies	851.78
Registrations	511.94
Fuel	2,546.85
Repairs & Maintenance	2,964.84
Total Transportation	6,875.51
580 - Travel	
Mileage Reimbursement	3,709.40
68310 - Conference, Convention, Meeting	3,622.60
68320 - Parking & Tolls	62.81
Total 580 - Travel	7,394.81
Total 500 - Travel & Transportation	14,270.32
69810 - Bank Service Charges	
Bank Fees & Returned Checks	2.50
Total 69810 - Bank Service Charges	2.50
69800 - Uncategorized Expenses	200.00
810 - Dues & Fees	575.00
Program Expense	
Ski Program	1,920.00
Intermural Basketball	337.50
Special Events	2,307.50
Other Programs	386.14
Drama Expenses	98.08
Total Program Expense	5,049.22
300 - Contract Services	
320 Professional Development	
Staff Recognition	264.02
320 Professional Development - Other	3,264.00
Total 320 Professional Development	3,528.02

2:48 PM
04/24/17
Cash Basis

ACCESS
Profit & Loss
July 1, 2016 through April 24, 2017

	Jul 1, '16 - Apr 24, 17
62150 - Outside Contract Services	3,167.75
300 - Contract Services - Other	2,999.00
Total 300 - Contract Services	9,694.77
700 - Facilities and Equipment	
62840 - Equip Rental and Maintenance	110.90
Total 700 - Facilities and Equipment	110.90
600 - Supplies/Operations	
Computer Systems	596.00
Summer Camp	6,376.34
DMV Record Check	41.50
Background Checks	211.25
Program Supplies	3,855.43
Office Supplies	650.71
65010 - Books, Subscriptions, Reference	103.50
65020 - Postage, Mailing Service	178.53
65030 - Printing and Copying	1,191.81
65040 - Consumables	
Food	8,977.33
65040 - Consumables - Other	506.00
Total 65040 - Consumables	9,483.33
65050 - Telephone, Telecommunications	456.28
800 - Supplies/Operations - Other	365.28
Total 600 - Supplies/Operations	23,509.96
65100 - Other Types of Expenses	
65120 - Insurance - Liability, D and O	1,924.00
Total 65100 - Other Types of Expenses	1,924.00
100/200 - Payroll Expenses	
100 Wages/Personnel Regular	107,923.68
200 - Health, Medical, & Dental	4,768.00
200 Worker's Comp Insurance	2,708.14
200 Fed WH, Med., SS	12,385.49
200 FUTA	247.93
200 SUTA	1,801.18
100 Wages/Personnel Seasonal	45,958.59
100/200 - Payroll Expenses - Other	7,851.53
Total 100/200 - Payroll Expenses	183,644.54
Total Expense	238,981.21
Net Ordinary Income	40,023.86
Net Income	40,023.86

Crystal Card

EDUCATION

Smith College, Northampton, MA // B.A. 2016 English Language & Literature

EXPERIENCE

Northfield Mount Hermon Upward Bound, Assistant Academic Advisor

August 2016-Present

- Assist in providing first generation and low-income high school students with the skills and motivation to succeed in high school and college.
- Plan and teach enrichment lessons and tutoring to student groups
- Provide college and financial aid counseling
- Managing textbook drive to raise scholarship funds
- Recruitment and supervision of program volunteers

Smith College Office of Career Development, Recruiting and Data Assistant

September 2013-May 2016

- Hosted employer information sessions and events
- Posted positions to the job and internship database while troubleshooting student and employer account issues
- Input and organized highly sensitive data and contact information in Excel Spreadsheets
- Performed ad hoc research and assisted with office projects
- Maintained confidentiality and professionalism at all times with wide range of contacts

Keene Public Library, American History and Literature Intern

May 2015-September 2015

- Coordinated 2015 Summer Literary Lecture Series
- Independently researched and presented lecture exploring literary trends in 18-19th c. Monadnock County
- Identified and secured guest speakers for series including: Edie Clark and Professor Rick Millington
- Aided in publicity to local newspaper and radio mediums ensuring full capacity for all lectures

Cheshire County Historical Society, Early Education American History Intern

May 2015-September 2015
& May 2014-September 2014

- Communicated U.S. Revolutionary History to visitors by preparing lessons and tours
- Created virtual tours in accordance with ADA accessibility laws
- Participated in ticket sales, guest check-in, volunteer supervision and the management of Wyman Tavern Brew Fest with over 500 attendees and 15 breweries from NH, VT, ME, and MA.
- Organized and executed weekly educational activities teaching youth colonial candle dipping, fire building, and open hearth cooking, among other skills
- Supplied quality one on one customer engagement to museum visitors
- Cataloged and recorded museum artifacts.

Monadnock Developmental Services, Respite Care Provider

November 2007-2014

- Worked one-on-one with autistic and special needs children
- Managed complex schedules and administered medications
- Organized stimulating activities that engage children with creative thought and critical thinking
- Facilitated group projects to connect clients with one another and improve social skills
- Provided coping mechanisms to aid child in distress and to provided more constructive outlets for emotions

LEADERSHIP EXPERIENCE

Contributing Writer - *The Sophian* - Student Newspaper

September 2015 - Present

Head of New Students - Parsons House

August 2013

Publicity Chair - Interfaith Council

October 2012

BETH BALDWIN

PROFESSIONAL SUMMARY

After years as an educator I accepted a program director position at our local Boys & Girls Club months I was asked to take over as the executive director which I have done for the past nine years. As Executive Director I have been responsible for everything from snow removal to fiscal management, supervising staff, human resources, grant writing, community relations, behavioral management, with our over 1100 members and their families, and working with a Board of Directors. I am currently in search of a professional position which I can use my many skill sets, work with people, and make a difference in a community.

SKILLS

- Operations and finance expert
- Operations management
- Human resources management
- Non-profit management
- Critical thinking
- Project planning
- Attention to detail
- Motivated to help others
- Schedule management
- Conflict resolution techniques
- Special education
- Organized
- Running after-school programs

WORK HISTORY

Executive Director, 10/1996 to Current

Boys & Girls Club of Brattleboro - 17 Elm Street

- Managed executive calendar and coordinated weekly project team meetings.
- Oversaw daily office operations for staff of 25 employees.
- Composed and drafted all outgoing correspondence and reports for managers.
- Oversaw inventory and office supply purchases.
- Compiled annual recommendations for end of fiscal year budgets.
- Processed accounts receivable and accounts payable.

Teacher, 09/1994 to 06/1996

Windham Southeast Supervisory - Brattleboro Area Middle School

- Identified signs of emotional or developmental problems in students.
- Provided one-on-one attention to students, while maintaining overall focus on the entire class.
- Prepared instruction materials including copying, construction of bulletin boards, grading, setting up work areas.

Teacher, 09/2000 to 08/2004

Lake Grove at Maple Valley - Wendell, MA

- Developed program to work with students and increase interest in higher learning.
- Fostered meaningful relationships among students through student field-trip retreats and community service projects.
- Developed and taught lessons on relevant children's books, poems, movies and themes to students.
- Created positive and dynamic lessons with an emphasis on improving students' writing.

Ashley Gibbons

I am currently enrolled in to keene high. I have very good listening skills and always ready to learn something new.

ADDITIONAL INFORMATION

SKILLS

- Good on computers
- Worked with children
- organized
- Hard working
- Good Attitude
- Ambitious

Asher E. Clark

Objectives

My current objective is to further my career skills as an afterschool professional and lifeguard.

Career Results

Cheshire County 4H

- June 2016; Achieved certification as Grade 2 Archery Instructor.
- June 2015; Achieved certification as Grade 2 Rifle and Air Rifle Instructor.
- February 2015; Completed Life Skills in After School Programs Training
- 2013-2016 Served as a Junior leader for Pitcher Mountain Hotshots 4H club.
- May 2013; Achieved certification as a Grade 2 Pistol instructor.

Police Explorers Deering HillCats Post #612

- May 2016; Police Explorers Weekend Challenge Competition. As Squad Leader I was instrumental in achieving the highest position this post had ever received; 2nd place statewide.
- January 2016; Elected Cadet Captain of Deering HillCats Police Explorers, Post 612.
- October 2015; University of Exploring, NH Fire Academy Concord, NH
- May 2015; Police Explorers Weekend Challenge Competition. Achieved 3rd place over all.
- January 2015; Elected Cadet Lieutenant of Deering Hillcats Police Explorers, Post 612.
- May 2014; Police Explorers Weekend Challenge Competition. Achieved 4th place over all.
- January 2014; Elected Cadet Sergeant of Deering HillCats Police Explorers, Post 612.
- June 2013; Graduated NH Chief's of Police Police Cadet Training Academy.
- May 2013; Police Explorers Weekend Challenge Competition.
- January 2013; Elected Cadet Corporal of Deering HillCats Police Explorers, Post 612
- September 2012 - Present; Consistent community service.

Community Service

- May 2015; Delivered 5 hours of volunteer service in as a tabletop exhibits judge at NH 4H day.
- September 2012 - Present; Delivered 100+ hours of volunteer community service with Deering HillCats Police Explorers Post 612.
- November 2014-February 2015; Delivered 32 hours service at Antrim Elementary School.
- Delivered 40 hours of volunteer service in June 2014 at a Vacation Bible School.
- Delivered 50 hours of volunteer service April 2014. I participated in fundraising, planning and attending a mission trip to Port-au-Prince Haiti.

Current Certifications

- April 2015 - Achieved certification in CPI (Crisis Prevention and Intervention)
- Oct 2009 - Achieved certifications in CPR, AED, First Aid, and Bloodborne Pathogens
- September 2016 - Achieved certification as a Lifeguard (Red Cross.)

Education

High School - Home Education

- Pursued College Preparatory Track
- Two years of classical education; including Mock Trial, Debate and Latin Studies



JEFFREY HEWITT

ELEMENTARY SCHOOL TEACHER

Dedicated and energetic professional educator with commitment to academic and social growth of individual students. Flexibility in preparation and execution of lessons, ensuring all learning styles are addressed. Hardworking and enthusiastic individual with ability to develop a healthy teaching-learning environment. Capacity to implement a wide variety of teaching strategies which stimulate, inspire and challenge students to strive for quality schoolwork.

Areas of Teaching Proficiency Include the Following:

Responsive Classroom - Creative Lesson Planning - Technology Integration - Classroom Management

Response To Intervention - Student Motivation - Writer's Workshop - Assessment Tools

Smartboard Training - Multidisciplinary Lesson Plans - Individualized Education Plans

EDUCATION and CREDENTIALS

Keene State College, Keene, NH

Bachelor of Science (1984); Major: Psychology; Minor: Business Management

Teacher Certification Program (2002)

Praxis II K-8 Mathematics (2011), HQT K-8 Math

American Red Cross Certified First Responder CPR-AED/First Aid

TEACHING EXPERIENCE

Winchester School, Winchester, NH

9/2009 – Present

Title One Teacher

Create and implement lesson plans designed to enhance Math and Language Arts skills for 3rd, 4th, 5th, 6th, 7th, and 8th grade students. Collaborate with Grade Level Teams to assess, evaluate, and improve specific skills in which students demonstrate lack of proficiency. Participation in school implementation and compliance with DINI (District in Need of Improvement) plan. Collect data through assessment, evaluate data, identify skills lacking proficiency and arranged RTI interventions groups accordingly. Serve as Alpha Academics Instructor for afterschool tutoring program.

Monadnock Regional High School, Swanzey, NH

Boys Varsity Tennis Coach

3/2004-present

Responsible for coordination between boys/girls teams, scheduling, budget, and team tournaments.

Support athlete's academic, social and personal growth throughout entire school year.

Joseph T. McGarvey

Education:

High School Diploma

June 2013

Grace Academy, Alstead, NH

Work Experience:

Dishwasher

June 2009 - July 2011

Camp Spofford, Spofford NH

- Maintain a clean kitchen and working environment for myself and co-workers.
- Provide clean dishes and utensils for camp dining hall and kitchen.
- Disposing of waste and garbage for kitchen.

Food Service

July 2011 - February 2014

Camp Spofford, Spofford NH

- Assist chef in the preparation of meals.
- Stocking and organizing the store room.
- Maintaining a clean kitchen, freezer and dining room.

AmeriCorps Member for After School Programs

September 2013 - June 2015

Goodwill AmeriCorps, Granite State Education Corps, Winchester ACCESS, Winchester NH

- Plan and facilitate after school enrichment programs and summer camps.
- Assist Director with various assignments and service projects.
- Work in one on one and group setting with kindergarten through 8th grade students.
- Manage external communications such as the ACCESS website, facebook page, etc.
- Serve as a middle manager between ACCESS Director and core staff members.

Salt and Light, Winchester NH

- **One on one mentorship with student.**

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Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144

Paul Leather
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 1-800-339-8800

June 16, 2016

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

REQUESTED ACTION

Authorize the Department of Education, Bureau of Integrated Programs to amend a grant agreement on a **sole source** basis with A.C.C.E.S.S. Inc., Winchester, NH (Vendor Code #264582) by increasing the price limitation by \$86,408.50 from \$84,908.50 to \$171,317.00 and extending the end date from June 30, 2016 to June 30, 2017 to continue to offer extended day programming for youth and their families, effective upon Governor and Council approval. Item originally approved by Governor and Council on June 24, 2015 (Item #157). 100% Federal Funds.

Funding is available in the account entitled 21st Century Title IV, as follows:

06-56-56-563010-75380000-072-500577	Grants - Federal	<u>FY 17</u> \$86,408.50
-------------------------------------	------------------	-----------------------------

EXPLANATION

The Department went out to RFP for these grant funds in January 2014 with the intent of including a renewal option. The renewal option was included in the Governor and Council letter but not stated in the contract warranting that this amendment be submitted on a **sole source** basis. This is the third year of a five year grant. The United States Department of Education legislation allows for five-year 21st Century Community Learning Center grants to serve youth and their families during the out-of-school-time hours. Grants are awarded annually pending the receipt of an Annual Performance Report that indicates sufficient progress and the availability of federal funds. This is the third year of a five-year grant awarded to the partnership between A.C.C.E.S.S. Inc. and the Winchester School District.

New Hampshire anticipates a FY 2017 grant award in the amount of \$ 5,716,698.00 from the United States Department of Education under Title IVB, the 21st Century Community Learning Center program. This program provides grants to inner city and rural schools, community based organizations, youth development agencies and other educational agencies to provide expanded learning opportunities for children, outside of regular school hours in a safe

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council

Page 2 of 2
June 16, 2016

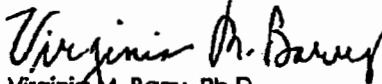
environment. The programs will offer students a broad array of additional services, programs, and activities such as tutorial services, youth development activities, drug and violence prevention, counseling programs, art, music, recreation programs, and technology education. These programs and services are designed to reinforce and complement the regular academic program of the participating students.

The program services provided by the grant cited above will be coordinated by A.C.C.E.S.S. Inc. in collaboration with the Winchester School District. This collaborative approach will serve elementary and middle school Winchester School District youth and their families.

The competitive process includes a Bidders Conference, publication of the RFP, technical support during the proposal writing process, review and scoring of the proposal by three reviewers, and award determinations based on this review process. The reviewers for all proposals include representation from experienced 21st Century Community Learning Center and school day professionals, higher education, state agencies and community based organizations.

In the event Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,


Virginia M. Barry, Ph.D.
Commissioner

VMB:sbs
Enclosures

**AMENDMENT TO
GRANT AGREEMENT**

Now come the New Hampshire Department of Education, Bureau of Integrated Programs, hereinafter "the Agency," and A.C.C.E.S.S Inc., Winchester, NH, hereinafter "the Grantee", and, pursuant to an agreement between the parties that was approved by Governor and Council on June 24, 2015 (Item #157), hereby agree to modify same as follows:

1. Agreement, General Provisions, Block 1.6 Completion Date be changed from June 30, 2016 to June 30, 2017.
2. Agreement, General Provisions, Block 1.8 Grant Limitation be increased by \$86,408.50 from \$84,908.50 to \$171,317.00.
3. Remove OBM Form 1, Project Application Budget and Designation of Application Manager/Project Manager, with Project Period July 1, 2015 through June 30, 2016 with a Budget of \$84,908.50 and Insert OBM Form 1, Project Application Budget and Designation of Application Manager/Project Manager, with Project Period July 1, 2016 through June 30, 2017 with a budget of \$86,408.50.
4. All other provisions of the agreement shall remain in full force and effect.

This modification of an existing agreement is hereby incorporated by reference to the existing agreement by the parties and must be attached to the said agreement. This modification shall be effective upon the date of approval from the Governor and the Executive Council for the period of July 1, 2016 through June 30, 2017.

IN WITNESS WHEREOF, the parties, hereto have set their hands as of the day and year below written.

THE STATE OF NEW HAMPSHIRE
Department of Education (Agency)

By: Virginia M. Barry
Virginia M. Barry, Ph. D., Commissioner of Education Date

A.C.C.E.S.S Inc.
Name of Entity (Grantee)

By: Jeremy Miller March 31, 2016
Jeremy Miller, Executive Director Date

STATE OF New Hampshire

County of Cheshire

On this the 31 day of March, 2016 before me, Marie Braley, the undersigned officer, personally appeared Jeremy Miller who acknowledged himself/herself to be the Executive Director of ACCESS a 501(C)(3), and that (s)he as such Jeremy Miller, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the Executive Director by himself/herself as Jeremy Miller

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



Marie Braley
Notary Public/Justice of the Peace

Approved as to form, substance and execution by the Attorney General this 3rd day of May, 2016.

Division of Attorney General Office

By: Jon Melatyn

Approved by the Governor and Council this _____ day of _____, 2016

By: _____

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

Federal/State Program Title: ACCESS

FROM: ACCESS
PO Box 92
Winchester, NH 03470

TO: NH Department of Education
State Office Park South
101 Pleasant Street
Concord, New Hampshire 03301-3860

SAU/RA: 1084

Proposed Project Title: ACCESS

The following information is required for all projects

PROJECT MANAGER: NAME: Jeremy Miller
ADDRESS: PO Box 92 Winchester, NH 03470
E-MAIL ADDRESS: jmillier@accessprograms.org

FINANCIAL CONTACT: NAME: Gail Machado
E-MAIL ADDRESS: gail@accessprorgams.org

Project Period: 7/1/2016 to: 6/30/2017

TITLE: Executive Director
TELEPHONE: 603-903-2823
FAX: 603-239-4968

TELEPHONE: 603-239-4381 x268
FAX: 603-239-4968

PROJECT # _____
CHANGE # _____
PAGE 1 of _____ 2

TYPE OF CHANGE	
<input type="checkbox"/>	BUDGET
<input type="checkbox"/>	FUND AUTH
<input type="checkbox"/>	FISCAL AGENT
<input checked="" type="checkbox"/>	OTHER

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:
All Children Cared for Educated Supported & Successful
PO Box 92
Winchester, NH 03470

APPROVED INDIRECT COST RATE: 0.00 %

Jerney S. Miller, M.Ed.
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER

[Signature]
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER

March 31, 2016
DATE

(See NH Financial Accounting Handbook 1999 Edition pages A-38 through A-75)

DETAIL OF PROPOSED BUDGET

[illegible]

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 All Children Cared for Educated Supported & Successful is a New Hampshire nonprofit corporation formed March 4, 2014. 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 12th day of February A.D. 2016

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

William M. Gardner
Secretary of State

NEW HAMPSHIRE

Corporation Division

Search
By Business Name
By Business ID
By Registered Agent
Annual Report
File Online
Guidelines
Name Availability
Name Appeal Process

Date: 4/22/2016
(Annual Report History, View Images, etc.)

Filed Documents

Business Name History

Name	Name Type
All Children Cared for Educated Supported & Successful	Legal

Non-Profit Corporation - Domestic - Information

Business ID: 705158
Status: Good Standing
Entity Creation Date: 3/4/2014
Principal Office Address: PO Box 92
Winchester NH 03470
Principal Mailing Address: No Address
Expiration Date: Perpetual
Last Annual Report Filed Date: 3/6/2015 4:30:00 PM
Last Annual Report Filed: 2015

Registered Agent

Agent Name:
Office Address: No Address
Mailing Address: No Address

Important Note: The status reflected for each entity on this website only refers to the status of the entity's filing requirements with this office. It does not necessarily reflect the disciplinary status of the entity with any state agency. Requests for disciplinary information should be directed to agencies with licensing or other regulatory authority over the entity.

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Corporate Resolution:
Authority of the Executive Director
to enter into agreements with the
State of New Hampshire

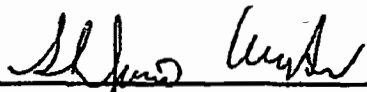
I, Stefanie Worcester, hereby certify that I am duly elected President of the Board of Directors for All Children Cared for Educated Supported and Successful (ACCESS).

I hereby certify that the following is a vote taken by the Board of Directors on February 24, 2016 at which a quorum of the members of the Board of Directors voted.

Voted: that Jeremy Miller, Executive Director, is duly authorized to enter into contracts or agreements on behalf of ACCESS with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any documents which may in his judgment be desirable or necessary to effect the purpose of this vote.

I hereby certify this vote has not been amended or repealed and remains in full force and effect as of the date of the contract to which the certificate is attached. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupy the position indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 3/31/2016

Attest: 
Stefanie Worcester
President, Board of Directors
ACCESS



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/16/2016

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
Clark - Mortenson Insurance
P.O. Box 606
Keene NH 03431

CONTACT NAME:
PHONE (A/C No. Ext): 603-352-2121 FAX (A/C No.): 603-357-8491
E-MAIL ADDRESS: csr24@clark-mortenson.com

INSURED ACCESS
All Children Cared For, Educated,
Supported & Successful, Inc.
PO Box 92
Winchester NH 03470

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Scottsdale Insurance Company	
INSURER B: National Indemnity Company	
INSURER C: Liberty Mutual	
INSURER D: Mount Vernon Fire Insurance	
INSURER E:	
INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 19897088

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.

INSUR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	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"/> 1,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			5/5/2016	5/5/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			5/13/2016	5/13/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 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 <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A		5/5/2016	5/5/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
D	Directors' and Officers Liability			5/5/2016	5/5/2017	Each Claim \$2,000,000 Aggregate \$2,000,000 Retention 0

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

Workers Compensation Insurance applies per the Workers Compensation laws of the State of NH.

CERTIFICATE HOLDER

State of New Hampshire
Department Of Education
101 Pleasant Street
Concord NH 03301-3494

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

11:33 AM
03/01/16
Cash Basis

ACCESS
Profit & Loss
July 1, 2015 through March 1, 2016

	<u>Jul 1, '15 - Mar 1, 16</u>
Ordinary Income/Expense	
Income	
Grants Income	108,770.50
Donation	581.00
Fundraising	857.06
47200 - Program Income	<u>34,315.18</u>
Total Income	<u>144,524.74</u>
Gross Profit	144,524.74
Expense	
500 - Travel & Transportation	22,556.67
Labor or Services Donated	1,718.75
69800 - Uncategorized Expenses	1,691.21
810 - Dues & Fees	1,167.38
CHEER	2,397.74
300 - Contract Services	13,595.03
800 - Supplies/Operations	17,422.67
65100 - Other Types of Expenses	1,340.00
100/200 - Payroll Expenses	<u>129,832.23</u>
Total Expense	<u>191,721.88</u>
Net Ordinary Income	<u>-47,197.14</u>
Net Income	<u><u>-47,197.14</u></u>



32 Children Count for Education, Support and Enrichment

PO Box 92

Winchester, NH 03470

603.903.2823

www.accessprograms.org

<https://www.facebook.com/WinchesterACCESS>

Mission Statement

The object for which this corporation is established is:

To engage exclusively in one or more of the purposes as specified in § 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, including but not limited developing, supporting, sustaining and promoting formal and informal educational/enrichment & community service opportunities, as well as including for such purposes the making of distributions to organizations that qualify as exempt organizations under § 501(c)(3).

The Corporation will be an organization that both knows the quality of life of the community's children, youth & families and in turn catalyzes strategies, partnerships, resources, programs, and services that lead to an increased quality of life for children, youth & families in the communities we serve.



PO Box 92
Winchester, NH 03470
603.903.2823
www.accessprograms.org
<https://www.facebook.com/WinchesterACCESS>

Board of Directors
January 2016

<u>Signature and Name</u>	<u>Phone</u>	<u>Post Office Address</u>
1. Stephanie Worcester (President/Acting Treasurer)		
2. Jane Cardinale (Secretary)		
3. Jim Lewis, CAGS		
4. Ellen Mendelson		
5. Michael Krikorian		

***None of the Board of Directors are compensated for their role on this Board.**



PO Box 92
Winchester, NH 03470
603.903.2823
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<https://www.facebook.com/WinchesterACCESS>

Key Personnel FY 2017

Admin & Management:

21CCLC Program Director: Jeremy Miller

Salary: \$20,000
Benefits: \$ 1,530

21CCLC Site Coordinator Joseph McGarvey

Salary: \$18,000
Benefits: \$ 1,377

Seasonal Staff:

Homework Leaders: To be Hired by Sept 8

Salaries: \$ 7,500
AM HW: \$12.50/hr x 4hrs/wk x 30 weeks = \$1,500
PM HW: \$12.50/hr x 8hrs/wk x 30 weeks x 2 leaders = \$6,000
Benefits: \$ 574

Club Leaders/Program Staff: To be hired by Sept 1

Salaries: \$27,550
AM Leader: \$12.00/hr x 3hrs/day x 180 days = \$6,480
AM Staff: \$10.00/hr x 1.5hrs/day x 180 days x 1 staff = \$2,700
PM Staff: \$10.00/hr x 3.25hrs/day x 180 days x 3 staff = \$17,550
Specialist: \$10.25/hr x 40 weeks x 2 hours/week = \$820
Benefits: \$2,107.33

Jeremy S. Miller

Objective

To add value to each individual's life by helping them discover their own qualities and strengths.

Education/Credentials

New Hampshire Afterschool Program Credentials, 2012

- Master Professional: Faculty, Trainer, Program Consultant, Individual Mentor
- Administrator: Level 4
- Direct Service: Level 4

M.Ed., Antioch University New England, 2006

Bachelor's Degree, Zion Bible Institute, 2000

Major – Bible Minors - Administration & Education

Diploma, Evangelical Training Association, 2000

Diploma, Susquenita High School, 1996

Work History

Executive Director, ACCESS

2005 – Present

In this position I oversee a non-profit organization that implements programs serving families through drug prevention work, out-of-school enrichment, alternative high school experiences, homelessness support and recreational activities that are run on a regular basis. More specifically, I am responsible for program development, assessment & evaluation, sustainability, resource development, and financial management. Our program has collaborated with 75+ partners to benefit children and families of the Winchester, Monadnock, Hinsdale & Jaffrey/Rindge School Districts by developing nine federally and privately funded enrichment programs. All of the programs that have been founded continue as sustained initiatives. I have recently lead ACCESS through the process of obtaining its 501(c)(3) status and have coordinated efforts to a third 5 year cycle of 21ccle grant funding, a second 5 year cycle of DFC grant funding and established ACCESS as an SFSP Sponsor program in 2014 and as a CACFP Host site in 2014. It has also been my honor to establish ACCESS as an AmeriCorps host site since 2006. A success for the 2014-15 school year has been to develop a transportation program to support children and families in our school district. Currently, I am shepherding a warrant article through Winchester, NH's town deliberation process to expand opportunities for high school teens for whom we are unable to gain 21CCLC funding and are in serious need of access to internships, job skills training and college readiness support.

Adjunct Faculty, Keene State College

2013 – 2015

I am currently teaching two weekly sections of Integrated Quantitative Literacy (IQL). This course introduces students to quantitative reasoning skills and habits of mind to understand and apply quantitative information to their lives. Students investigate questions or problems and analyze data.

Trainer/Consultant, ACROSS NH

2012 – Present

I have provided Trainings on the following trainings to individuals ranging from Administrators and

staff to advisors and volunteers including NH AmeriCorps members:

- Credentialing Work Session
- After School Basics 1-3
- Succession Planning: It's more than you think!

Elementary Site Director/Educator, Winchester (ACCESS)

2004 – 2005

Being the Site Director for the Winchester Elementary School I directly managed a program of 50 students and 10+ staff members. I was charged with developing and implementing an educational curriculum that meets the needs of the students we service. The curriculum is coordinated with classroom subjects and the modes of education are developed with the understanding that each activity is to be developmentally appropriate and must promote learning for the whole child. I was also responsible for managing and coordinating enrollment, parent/child relations, marketing and public relations, recruiting and personnel, staff development, licensing and compliance. However, my main focus was the development and education of each individual child.

Summer Camp Director, The Winchester Learning Center

2004

As the Director of the Summer Camp I was commissioned to develop and implement an educational, play-based curriculum that met the needs of the community in the areas of drama, music, sports, science, history, cultural diversity, and community awareness. I was also responsible for managing and coordinating enrollment, parent/child relations, marketing and public relations, recruiting and personnel, staff development, & licensing and compliance, while contributing and participating in WLC board meetings when necessary.

I also assumed the task of establishing a Counselor In Training program with the goal of establishing leadership and teamwork skills for our future generation. I also recruited volunteers from the community that enhanced our curriculum through their natural and various talents.

Educator, Dayspring Christian Academy

2002 - 2004

In the 2002 – 2003 school year I taught 5th grade science, math, social studies, language arts, intro to Spanish, and Bible. I was an advisor for Mock Trial and Math Olympics.

In the 2003 – 2004 school year I worked to develop a new 9th grade in collaboration with a colleague and the principal. I was responsible for the development of curriculums for early 19th century American History, Literature, Grammar, Leadership, & Bible/Theology. I was also an advisor for Mock Trial and Yearbook Club.

Store Manager, Samsonite/American Tourister

2001 - 2002

I began working as an Assistant Manager in the N. Dartmouth store where I received sales and management training/experience. From there I was promoted to Assistant Manager at the flagship store in Warren, RI where my responsibilities included not only local store management but "out-of-the-box" sales and marketing. I worked closely with the New England District Manager and was able to learn many new management techniques. He then saw fit to promote me to Store Manager in N. Dartmouth.

Prime Time Coordinator, Barrington YMCA

1996 - 2000

Over these four years I had the opportunity to see the Kid's Gym program grow leaps and bounds while instituting a Kid's Night Out program that grew from 10 to 100 in attendance. Kid's Gym is an activity-based program that focuses on every aspect of development from fine motor and cognitive development to communication and community building skills. My responsibilities included program development and implementation, enrollment, family relations, public relations and in-house marketing, as well as, staff development and training. I

also worked in the "After-Care" program where I tutored students and participated in various activities.

Additional Training & Activity

NH 21st CCLC Annual Conference 2004 – 2012, 2014 & 2015
NH Early Childhood & Afterschool Credentialing Ceremony, Speaker, 2013
CADCA Coalition Academy Graduate 2012; Coaching the Van Driver 2012, 2013
Brantwood Camp Panel Discussion 2008 (panelist);
Cheshire County Conversation Presenter: *The Positive Impact of Afterschool on the Economy*, 2010;
New England 21st CCLC Conference 2006, 2007

Membership

Salt & Light, 2012 – Present (founding member)
Winchester Jr. Explorers Board Member 2013- Present (founding member, Chairperson)
Salt & Light Board Member 2013- Present (founding member, President)
Pioneer Boys Leader 2013-Present
New Hampshire Afterschool Network 2012 – Present
Regional Prevention Coordinating Committee on Substance Abuse 2009 - present (founding member)
Cheshire County After school Network 2004 – 2012, 2014-Present (founding member, Vice Chairperson, 2010-11);
Community And Schools Together 2004 – present (Co-facilitator, 2006-2008);
Grace Community Free Church 2010-present
Winchester Boy Scout Troop Committee Member 2005-2014 (founding member, Chairperson)
We've Got Your Back (Substance Abuse prevention Coalition) 2009-Present
(founding member & director of DFC project);
Monadnock Voices for Prevention (Region G) Strategic Planning Committee Member 2009-2010

Joseph T. McGarvey

Education:

High School Diploma

June 2013

Grace Academy, Alstead, NH

Work Experience:

Site Coordinator

July 2015 - Present

ACCESS, Out-of-School Programs Department, Winchester NH

- Scheduling for staff & students
- Day to Day program operations
- Communications: key partners and school district personnel and parents
- Attendance tracking
- Crisis Management
- Data Entry
- Data Collection
- Support staff in their roles
- Behavior Management

Americorps National Service Member September 2013 - July 2015

Goodwill NNE, Granite State Education Corps, Winchester ACCESS, Winchester NH

- Plan and facilitate after school enrichment programs and summer camps.
- Assist Director with various assignments and service projects.
- Work with kindergarten through 8th grade students.
- Manage external communications such as the website, facebook, etc.
- Middle manager between the Director and core staff members.
- Manage various projects and staff members in a mentor capacity.
- Mentor both elementary and middle grade students during the school day.

Dishwasher

June 2009 - July 2011

Camp Spofford, Spofford NH

- Maintain a clean kitchen and working environment
- Provide clean dishes and utensils for camp dining hall and kitchen.
- Disposing of waste and garbage for kitchen.

Food Service

July 2011 - February 2014

Camp Spofford, Spofford NH

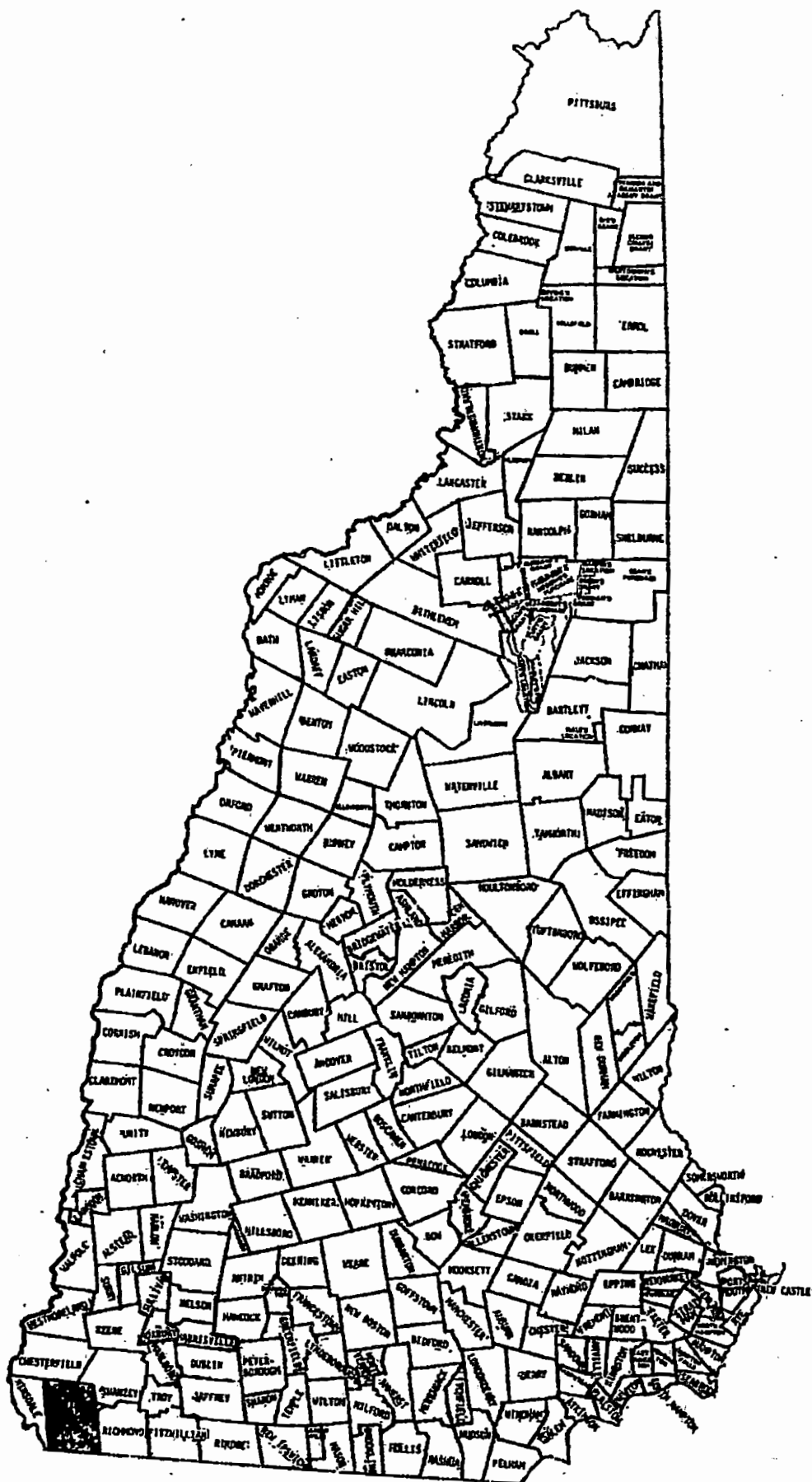
- Assist chef in the preparation of meals.
- Stocking and organizing the store room.
- Maintaining a clean kitchen, freezer and dining room.

Volunteer Experience:

Teacher Center Church, Winchester, NH	January 2016 - Present
High School Youth Leader Grace Community Evangelical Free Church, Spofford, NH	September 2015 - Present
One-on-One Mentor & Youth Leader Salt and Light, Winchester NH	September 2013 - Present
Police Cadet Explorers Alstead PD, Alstead, NH	September 2008 - Sept. 2013
Housekeeping Camp Spofford, Spofford NH	September 2009 - Jan. 2011

Professional activity:

Lead ongoing staff debriefs & meetings, September 2014 - Present
Attenda ongoing Management Team Meetings, September 2014 - Present
NH 21CCLC Brain Development Training, January 2016
NH 21CCLC Cayen Database Training, November 2015
NH 21CCLC Conference, July 2015



157 JBB



JUN11'15 2:44:45 PM

Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144

Paul Leather
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 26, 2015

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

REQUESTED ACTION

Authorize the Department of Education to grant funds to A.C.C.E.S.S. Inc., Winchester, NH (Vendor Code 264582), to offer extended day programming for youth and their families, effective upon Governor and Council approval for the period of July 1, 2015 through June 30, 2016 in an amount not to exceed \$84,908.50. 100% Federal Funds.

Funding is available in the account entitled 21st Century Community Learning Center for FY 15/16 as follows pending legislative approval of the next biennium budget:

06-56-56-563010-75380000-072-500577 Grants-Federal	<u>FY 16</u> \$84,908.50
--	-----------------------------

Subject to Governor and Council approval and pending approval of the next biennium budget, authorize the Department of Education to exercise a renewal option on this grant for up to three additional fiscal years.

Explanation

This is the second year of a five year grant awarded to the partnership between A.C.C.E.S.S. Inc. and the Winchester School District. Because the Winchester School District acted as the fiscal agent for FY 14/15 (while A.C.C.E.S.S. Inc., a nonprofit organization formed March 4, 2014, established sound fiscal management and Good Standing with the State of New Hampshire), per federal EDGAR regulations, there was no need to proceed through the process of obtaining approval from the Governor and Executive Council. However, for FY 15/16, it has been determined that A.C.C.E.S.S. Inc., a non-Local Education Authority (LEA), will act as the fiscal agent which requires approval from the Governor and Executive Council.

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council

Page Two
May 26, 2015

The United States Department of Education legislation allows for five year 21st Century Community Learning Center grants to serve youth and their families during the out of school time hours. Grants are annually pending the receipt of an Annual Performance Report that indicates sufficient progress and the availability of federal funds.

New Hampshire anticipates a FY 2016 grant award in the amount of \$5,643,198.00 from the United States Department of Education under Title IVB, the 21st Century Community Learning Center program. This program provides grants to inner city and rural schools, community based organizations, youth development agencies and other educational agencies to provide expanded learning opportunities outside of regular school hours for children in a safe environment. The programs will offer students a broad array of additional services, programs, and activities such as tutorial services, youth development activities, drug and violence prevention, counseling programs, art, music, recreation programs, and technology education. These programs and services are designed to reinforce and complement the regular academic program of the participating students.

The program services provided by the grant cited above will be coordinated by A.C.C.E.S.S. Inc. in collaboration with the Winchester School District. This collaborative approach will serve elementary and middle school Winchester School District youth and their families.

The competition process included: an announcement of the Bidders Conference in December 2013 to Superintendents, Title I Managers, Community and Faith Based Organization Directors, a Bidder's Conference and the publication of the RFP on January 7, 2014, technical support during the proposal writing process, review and scoring of the proposal by three reviewers, and award determinations based on this review process. The reviewers for all proposals included representation from: experienced 21st Century Community Learning Center and school day professionals, higher education, state agencies and community based organizations. 14 proposals were received and six were awarded based on scoring rank and the availability of funds. (See Attachment A).

This is the second year of a five year grant. We request a renewal option for three additional fiscal years since those selected for funding are eligible for five years of funding based on previous successful progress.

In the event Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Virginia M. Barry, Ph.D.
Commissioner

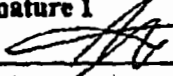
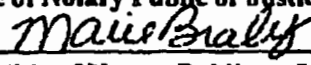
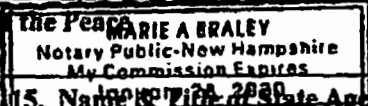
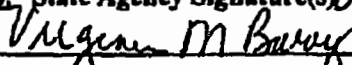
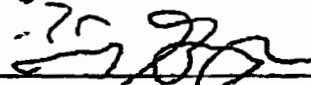
VMB:SBS
Enclosures

GRANT AGREEMENT

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

GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name NH Department of Education		1.2. State Agency Address 101 Pleasant Street Concord, NH 03301	
1.3. Grantee Name All Children Cared for Educated Supported & Successful Town/City of : Winchester, NH VC# 264582		1.4. Grantee Address 10 Back Ashuelot Rd. Winchester, NH 03470	
1.5. Effective Date G&C Approval	1.6. Completion Date 6.30.16	1.7. Audit Date N/A	1.8. Grant Limitation \$ 84,908.50
1.9. Grant Officer for State Agency Suzanne Birdsall-Stone		1.10. State Agency Telephone Number 603-520-6263	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Grantee Signature 1 		1.12. Name & Title of Grantee Signor 1 Jeremy S. Miller; Chief Executive Officer	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13. Acknowledgment: State of New Hampshire, County of Cheshire, Town of Winchester on 06 /10 /2015, 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 he/she 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 & Title of Notary Public or Justice of the Peace Marie A. Braley, Notary 			
1.14. State Agency Signature(s) 		1.15. Name & Title of State Agency Signor(s) VIRGINIA M. BARRY, Commissioner	
1.16. Approval by Attorney General (Form, Substance and Execution) By:  Assistant Attorney General, On: 6/11/15			
1.17. Approval by Governor and Council By: _____ On: 1/1			

2. SCOPE OF WORK: In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:36, 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").

Grantee Initials JSM
Page 1 of 3

Date 6/10/15 mb
6/10/15

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 in block 1.5 or on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire 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 three (3) 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 three (3) 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, formulas, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,

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

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

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

- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.

- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.

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

11. **EVENT OF DEFAULT: REMEDIES.**

- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):

- 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.2 Failure to submit any report required hereunder; or
- 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
- 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.

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

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

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

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

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

12. **TERMINATION.**

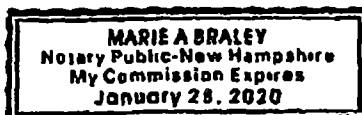
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.

- 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



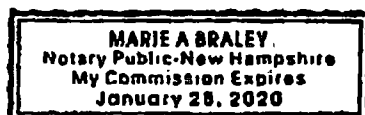
Grantee Initials
Page 2 of 3

JSM

6/10/2015

Date 7/10/15

- 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:
- 17.1.2 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$2,000,000 for bodily injury or death any one incident, and \$500,000 for property damage in any one incident, and
- 17.2 The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. 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.



Grantee Initials
Page 3 of 3

JSM

6/10/15

Date MB
6/10/15

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

Federal/State Program Title: ACCESS

FROM: ACCESS
PO Box 92
Winchester, NH 03470

TO: Suzanne Birdsall-Stone
NH Department of Education
State Office Park South
101 Pleasant Street
Concord, New Hampshire 03301-3880

SAU/RA: 94

Proposed Project Title: ACCESS

The following information is required for all projects

PROJECT MANAGER: NAME: Jeremy Miller
ADDRESS: PO Box 92 Winchester, NH 03470
E-MAIL ADDRESS: jmliller@accessprograms.org

FINANCIAL CONTACT: NAME: Jean Thayer
E-MAIL ADDRESS: jthayer@accessprograms.org

Project Period: 7/1/2015 to: 6/30/2016

TITLE: CEO
TELEPHONE: 603-903-2823
FAX: 603-239-4988

TELEPHONE: 603-239-4381 x268
FAX: 603-239-4988

PROJECT #	
CHANGE #	
PAGE 1 of	2
TYPE OF CHANGE	
	BUDGET
	FUND AUTH
	FISCAL AGENT
X	OTHER

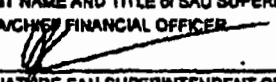
The above named person is designated as Project Manager. I hold the Project Manager responsible for implementing the project in accordance with the approved project, for remaining within the budget limitations, for ensuring that only authorized items required to implement the project are charged to the 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: All Children Cared for Educated Supported & Successful PO Box 92 Winchester, NH 03470

APPROVED INDIRECT COST RATE: 0 %

Jeremy S. Miller CEO
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RACHIEF FINANCIAL OFFICER

SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RACHIEF FINANCIAL OFFICER

15-Mar-15
DATE

(See NH Financial Accounting Handbook 1999 Edition pages A-38 through A-75)

**COST BELOW
CANNOT
INCLUDE AUDIT
FEES WHEN A
PROJECT LINE
ITEM INCLUDES
AUDIT FEES**

DETAIL OF PROPOSED BUDGET

3-15-15

APPENDIX A

21st Century Community Learning Center Program 2014 Competition Results

[illegible]

**New Hampshire Department of Education
21st Century Community Learning Center Program
2014 Competition Reviewers**

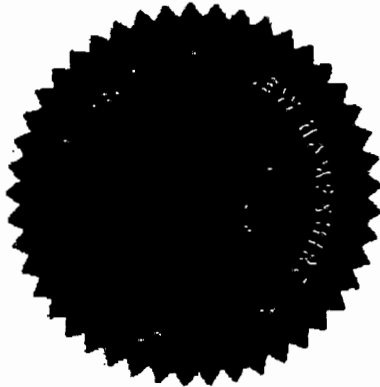
Name	Organization/Role
Caroline Butler	Somersworth School District, Title I and Retired Principal
Scot Foster	DHHS, Physical Activity Coordinator
Christine Gingerella	Laconia School District, 21st CCLC Program Director
Elyse Harris	World Affairs Council of NH, Program Coordinator
Janice Hastings	New Heights, Director of Marketing and Development
Debra Hathaway	VT 21st CCLC Program Director
Katrina Kretschmar	Health and Safety Council of Strafford County, 21st CCLC Site Director
Tessa McDonnell	Granite State College, Retired Dean of Learner Services
Jen Raimone	RI 21st CCLC Program Director
Jenn Steinfeld	RI 21st CCLC Program Director
Lisa Strout	Rivier University, Instructor and Faculty Advisor
Hilary Swank	Plymouth State University, Assistant Professor of Education

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 All Children Cared for Educated Supported & Successful is a New Hampshire nonprofit corporation formed March 4, 2014. 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 3rd day of March A.D. 2015

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

William M. Gardner
Secretary of State



PO Box 92
Winchester, NH 03470
www.accessprograms.org

June 10, 2015

To whom it may concern:

I, Jane Cardinale, hereby certify that I am duly elected Clerk/Secretary of the Board of Directors for All Children Cared for Educated Supported & Successful. I hereby certify that the board of directors voted Jeremy S. Miller as the Chief Executive Officer of our organization effective July 1, 2014. This vote was taken at our June 2014 meeting of the Board of Directors. This vote was unanimous. With this vote he has been authorized to enter into contracts or agreements on behalf of All Children Cared for Educated Supported & Successful with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any documents which may in his judgment be desirable or necessary to affect the purpose of that vote.

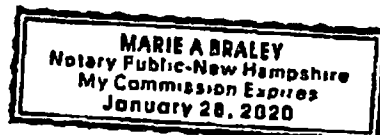
I hereby certify that said vote has not been amended nor repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. I further certify that it is understood that the State of New Hampshire rely on this certificate as evidence that the person listed above, Jeremy S. Miller, currently occupies the position indicated and he has full authority to bind the corporation.

To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 6/10/2015

Attest: [Signature]

Jane Cardinale
Secretary
Board of Directors



Marie Braley 6/10/15



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/18/2016

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 Clark - Mortenson Insurance P.O. Box 606 Keene NH 03431	CONTACT NAME: PHONE (A/C No. Exp): 603-352-2121 FAX (A/C No): 603-357-8491 E-MAIL: csr24@clark-mortenson.com ADDRESS:
INSURED All Children Cared For, Educated, Supported & Successful, Inc. PO Box 92 Winchester NH 03470	INSURER(S) AFFORDING COVERAGE INSURER A: Scottsdale Insurance Company INSURER B: National Indemnity Company INSURER C: Liberty Mutual INSURER D: Mount Vernon Fire Insurance INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 19897088

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.

PER LTR	TYPE OF INSURANCE	ADDL BOOK	BOOK	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"/> 1,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:				5/5/2016	5/5/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS				5/13/2016	5/13/2017	COMBINED SINGLE LIMIT (Per accident) \$1,000,000 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 <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A		5/5/2016	5/5/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
D	Directors' and Officers Liability				5/5/2016	5/5/2017	Each Claim \$2,000,000 Aggregate \$2,000,000 Retention 0

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

Workers Compensation Insurance applies per the Workers Compensation laws of the State of NH.

CERTIFICATE HOLDER

State of New Hampshire
Department Of Education
101 Pleasant Street
Concord NH 03301-3494

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

Joe P. Sullivan

ACCESS
Profit & Loss
July 2014 - March 2015

Jul '14 - Mar 15

Ordinary Income/Expense	
Income	
Grants Income	
CACFP Grant Reimbursement	2,283.70
DFC Grant Reimbursement	103,624.11
21C Grant Reimbursement	1,049.12
Total Grants Income	106,956.93
Total Other Income	48,837.76
Total Income	155,794.69
Expense	
Total Program Expense	294.00
Total 500 Transportation	48,173.73
Total Travel	1,491.57
Total Other Expenses	18,925.13
Total 300 Contract Services	45,618.02
Total 600 Supplies/Operations	9,516.28
Total Telephone, Telecommunications	944.29
100/200 Payroll Expenses	
200 - Health, Medical, & Dental	2,338.97
200 Retirement	0.00
200 Fed WH, Med., SS	6,168.21
200 FUTA	2.70
200 SUTA	0.00
100 Wages/Personnel	49,131.27
100/200 Payroll Expenses - Other	51,268.21
Total 100/200 Payroll Expenses	108,907.35
Total Expense	231,870.38
Net Ordinary Income	-76,075.69



PO Box 92
Winchester, NH 03470
603.903.2823
www.accessprograms.org
<https://www.facebook.com/WinchesterACCESS>

Board of Directors
January 2015

<u>Signature and Name</u>	<u>Phone</u>	<u>Post Office Address</u>
1. Stephanie Worcester (President/Acting Treasurer)	[REDACTED]	[REDACTED]
2. Jane Cardinale (Secretary)	[REDACTED]	[REDACTED]
3. Jim Lewis, CAGS	[REDACTED]	[REDACTED]
4. Ellen Mendelson	[REDACTED]	[REDACTED]

*None of the Board of Directors are compensated for their role on this Board.



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<https://www.facebook.com/WinchesterACCESS>

Mission Statement

The object for which this corporation is established is:

To engage exclusively in one or more of the purposes as specified in § 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, including but not limited developing, supporting, sustaining and promoting formal and informal educational/enrichment & community service opportunities, as well as including for such purposes the making of distributions to organizations that qualify as exempt organizations under § 501(c)(3).

The Corporation will be an organization that both knows the quality of life of the community's children, youth & families and in turn catalyzes strategies, partnerships, resources, programs, and services that lead to an increased quality of life for children, youth & families in the communities we serve.



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Key Personnel FY 2016

Admin & Management:

21CCLC Program Director: Jeremy Miller

Salary: \$20,000
Benefits: \$ 1,530

21CCLC Site Coordinator Joseph McGarvey

Salary: \$18,000
Benefits: \$ 1,377

Seasonal Staff:

Homework Leaders: To be Hired by Sept 8

Salaries: \$ 7,500
AM HW: \$12.50/hr x 4hrs/wk x 30 weeks = \$1,500
PM HW: \$12.50/hr x 8hrs/wk x 30 weeks x 2 leaders = \$6,000
Benefits: \$ 574

Club Leaders/Program Staff: To be hired by Sept 1

Salaries: \$27,500
AM Leader: \$12.00/hr x 3hrs/day x 180 days = \$6,480
AM Staff: \$10.00/hr x 1.5hrs/day x 180 days x 1 staff = \$2,700
PM Staff: \$10.00/hr x 3.25hrs/day x 180 days x 3 staff = \$17,500
Specialist: \$10.25/hr x 40 weeks x 2 hours/week = \$820
Benefits: \$2,103.50

Jeremy S. Miller

Objective

To add value to each individual's life by helping them discover their own qualities and strengths.

Education/Credentials

New Hampshire Afterschool Program Credentials, 2012

- Master Professional: Faculty, Trainer, Program Consultant, Individual Mentor
- Administrator: Level 4
- Direct Service: Level 4

M.Ed., Antioch University New England, 2006

Bachelor's Degree, Zion Bible Institute, 2000

Major – Bible Minors - Administration & Education

Diploma, Evangelical Training Association, 2000

Diploma, Susquenita High School, 1996

Work History

Adjunct Faculty, Keene State College

2013 – Present

I am currently teaching two weekly sections of Integrated Quantitative Literacy (IQL). This course introduces

students to quantitative reasoning skills and habits of mind to understand and apply quantitative information to

their lives. Students investigate questions or problems and analyze data.

Trainer/Consultant, ACROSS NH

2012 – Present

I have provided Trainings on the following trainings to individuals ranging from Administrators and staff to advisors and volunteers including NH AmeriCorps members:

- Credentialing Work Session
- After School Basics 1-3
- Succession Planning: It's more than you think!

CEO, ACCESS

2005 – Present

In this position I oversee a non-profit organization that implements programs serving families through drug prevention work, out-of-school enrichment, alternative high school experiences, homelessness support and recreational activities that are run on a regular basis. More specifically, I am responsible for program development, assessment & evaluation, sustainability, resource development, and financial management. Our program has collaborated with 75+ partners to benefit children and families of the Winchester, Monadnock, Hinsdale & Jaffrey/Rindge School Districts by developing nine federally and privately funded enrichment programs. All of the programs that have been founded continue as sustained initiatives. I am currently leading ACCESS through the process of attaining its 501©3 status and the analysis of the Teen Assessment Project tool for Winchester School.

Elementary Site Director/Educator, Winchester (ACCESS)

2004 – 2005

Being the Site Director for the Winchester Elementary School I directly managed a program of 50 students and 10+ staff members. I was charged with developing and implementing an educational curriculum that meets the needs of the students we service. The curriculum is coordinated with classroom subjects and the modes of education are developed with the understanding that each activity is to be developmentally appropriate and must promote learning for the whole child. I was also responsible for managing and coordinating enrollment, parent/child relations, marketing and public relations, recruiting and personnel, staff development, licensing and compliance. However, my main focus was the development and education of each individual child.

Summer Camp Director, The Winchester Learning Center

2004

As the Director of the Summer Camp I was commissioned to develop and implement an educational, play-based curriculum that met the needs of the community in the areas of drama, music, sports, science, history, cultural diversity, and community awareness. I was also responsible for managing and coordinating enrollment, parent/child relations, marketing and public relations, recruiting and personnel, staff development, & licensing and compliance, while contributing and participating in WLC board meetings when necessary.

I also assumed the task of establishing a Counselor In Training program with the goal of establishing leadership and teamwork skills for our future generation. I also recruited volunteers from the community that enhanced our curriculum through their natural and various talents.

Educator, Dayspring Christian Academy

2002 - 2004

In the 2002 – 2003 school year I taught 5th grade science, math, social studies, language arts, intro to Spanish, and Bible. I was an advisor for Mock Trial and Math Olympics.

In the 2003 – 2004 school year I worked to develop a new 9th grade in collaboration with a colleague and the principal. I was responsible for the development of curriculums for early 19th century American History, Literature, Grammar, Leadership, & Bible/Theology. I was also an advisor for Mock Trial and Yearbook Club.

Store Manager, Samsonite/American Tourister

2001 - 2002

I began working as an Assistant Manager in the N. Dartmouth store where I received sales and management training/experience. From there I was promoted to Assistant Manager at the flagship store in Warren, RI where my responsibilities included not only local store management but "out-of-the-box" sales and marketing. I worked closely with the New England District Manager and was able to learn many new management techniques. He then saw fit to promote me to Store Manager in N. Dartmouth.

Prime Time Coordinator, Barrington YMCA

1996 - 2000

Over these four years I had the opportunity to see the Kid's Gym program grow leaps and bounds while instituting a Kid's Night Out program that grew from 10 to 100 in attendance. Kid's Gym is an activity-based program that focuses on every aspect of development from fine motor and cognitive development to communication and community building skills. My responsibilities included program development and implementation, enrollment, family relations, public relations and in-house marketing, as well as, staff development and training. I also worked in the "After-Care" program where I tutored students and participated in various activities.

Additional Training & Activity

NH 21st CCLC Annual Conference 2004 – 2012 & 2014
NH Early Childhood & Afterschool Credentialing Ceremony, Speaker, 2013
CADCA Coalition Academy Graduate 2012; Coaching the Van Driver 2012, 2013
Brantwood Camp Panel Discussion 2008 (panelist);
Cheshire County Conversation Presenter: *The Positive Impact of Afterschool on the Economy*, 2010;
New England 21st CCLC Conference 2006, 2007

Membership

Salt & Light, 2012 - Present (founding member; President/CEO)
Winchester Jr. Explorers Board Member 2013- Present (founding member, Chairperson)
Salt & Light Board Member 2013- Present (founding member, President)
Pioneer Boys Leader 2013-Present
New Hampshire Afterschool Network 2012 – Present
Regional Prevention Coordinating Committee on Substance Abuse 2009 - present (founding member)
Cheshire County After school Network 2004 – 2012, (founding member, Vice Chairperson, 2010-11);
Community And Schools Together 2004 -- present (Co-facilitator, 2006-2008);
Grace Community Free Church 2010-present
Winchester Boy Scout Troop Committee Member 2005-Present (founding member, Chairperson)
We've Got Your Back (Substance Abuse prevention Coalition) 2009-Present
(founding member & director of DFC project);
Monadnock Voices for Prevention (Region G) Strategic Planning Committee Member 2009-2010

Joseph T. McGarvey



Education:

High School Diploma

Grace Academy, Alstead, NH

June 2013

Work Experience:

Americorps Member for Out-of- School Programs

September 2013 - Present

Goodwill Americorps, Granite State Education Corps, Winchester ACCESS, Winchester NH

- Plan and facilitate after school enrichment programs and summer camps.
- Assist Director with various assignments and service projects.
- Work in one on one and group setting with kindergarten through 8th grade students.
- Manage external communications such as the ACCESS website, facebook page, etc.
- Serve as a middle manager between ACCESS Director and core staff members.
- Manage various projects and staff members in a mentor capacity.
- Mentor both elementary and middle grade students during the school day.

Food Service

July 2011 - February 2014

Camp Spofford, Spofford NH

- Assist chef in the preparation of meals.
- Stocking and organizing the store room.
- Maintaining a clean kitchen, freezer and dining room.

Dishwasher

June 2009 - July 2011

Camp Spofford, Spofford NH

- Maintain a clean kitchen and working environment for myself and co-workers.
- Provide clean dishes and utensils for camp dining hall and kitchen.
- Disposing of waste and garbage for kitchen.

Volunteer Experience:

Mentor

October 2014 – Present

Pioneer Boys, Winchester, NH

- Mentor a middle school boy weekly in the activities we participate with the group
- Lead activities in areas where I have expertise to contribute to the group

Housekeeping

September 2009 - January 2011

Camp Spofford, Spofford NH

- Helped to maintain clean living spaces and apartments for guests and staff.
- Stock and clean bathrooms and apartments.

Police Cadet Explorers

September 2008 - September 2013

Alstead PD, Alstead NH

- Helped stop and direct the flow of traffic for town and community events.
- Managed and organized recycling for the town transfer station.
- Learned police procedure.

