

B13

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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 1-800-339-9900

May 7, 2013

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

*60% General Fund
40% Federal Fund*

REQUESTED ACTION

Authorize the Department of Education to grant funds to Lutheran Community Services, Concord, NH (vendor code 112556) not to exceed the amount of \$147,777.00 upon G&C approval for the period July 1, 2013 through June 30, 2014 and authorize unencumbered payment of said grant with internal accounting control within the Department of Education. The funds granted by this action will provide English as a Second Language classes to refugees in the Concord and Laconia communities. Pending legislative approval of the next biennium budget funding for this request is available as follows:

	<u>Amount</u>	Federal Funds (40%) Account No. <u>06-56-56-7004-072-0575</u>	General Funds (60%) Account No. <u>06-56-56-7004-601-0931</u>
<u>Lutheran Community Services</u> English as a Second Language	\$147,777.00	\$59,110.80	\$88,666.20

EXPLANATION

This grant requests funds to provide English as a Second Language classes to refugees in the Concord and Laconia communities. Approximately 150 adults will be served by the program.

All federal and state adult education grants are awarded through a competitive application process that is open to school districts, private not for profit and governmental agencies. The criteria for evaluating the applications are contained in the Adult Education and Family Literacy Act (Workforce Investment Act-Title II).

Funding for this grant comes from the Adult Education and Family Literacy Act. All grants are approved by the staff of the Bureau of Adult Education, NH Department of Education after a

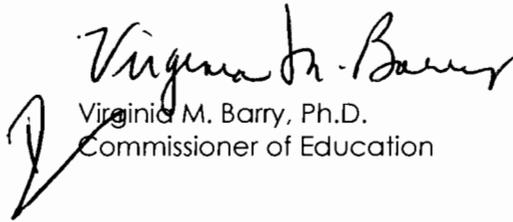
Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council
Page two
May 7, 2013

competitive application process open to all interested agencies. Agencies eligible for grants from the Bureau of Adult Education include school districts and private not for profit organizations. Applications are evaluated and funds granted based upon criteria ranging from per pupil cost to the quality of instruction provided.

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

The Bureau of Adult Education provides educational services to approximately 8,000 adults each year. The New Hampshire Department of Education Centralized Federal Funding System will be utilized to grant funds to Lutheran Community Services.

Respectfully submitted,



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

VMB/AE:jc

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education

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

TYPE OF CHANGE	BUDGET
	FUND AUTH
	FISCAL AGENT
	OTHER

Proposed Project Title: Services for New Americans/ESOL Program Project Period: 7/1/2013 to: 6/30/2014

The following information is required for all projects

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

FINANCIAL CONTACT: NAME: Stephanie Richartz TELEPHONE: 603-224-8111
E-MAIL ADDRESS: srichartz@lssne.org FAX: 603-224-5473

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

THE APPLICANT AGENCY AGREES AND CERTIFIES THAT:

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

FISCAL AGENT - MAKE CHECKS PAYABLE TO:

APPROVED INDIRECT COST RATE: 10 %

Lutheran Community Services, Inc.
281 Sheep Davis Rd., Ste. A-1
Concord, NH 03301

Lisa Cohen - Executive Vice President
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or SAU/CHIEF FINANCIAL OFFICER

Lisa Cohen, CFO/ERP
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or SAU/CHIEF FINANCIAL OFFICER
4/25/13
DATE

Certificate of Vote
Lutheran Community Services, Inc.

I, Alana Geary, Clerk of the Lutheran Community Services, Inc., do hereby certify that:

- (1) I am the duly elected and acting Clerk of Lutheran Community Services, Inc., a Massachusetts corporation (the "Corporation");
- (2) I maintain and have custody of and am familiar with the Seal and minute books of the Corporation;
- (3) I am duly authorized to issue certificates;
- (4) The following is a true, accurate and complete copy of an action adopted by the Board of Directors of the Corporation at a meeting of the said Board held by mail vote on or about the 12th of October, 2012, which meeting was duly held in accordance with Massachusetts laws and the by-laws of the Corporation:

Action: Elect the following slate of corporate officers to one year terms to run concurrent with the fiscal year of 6/30 and to remain in effect until the next annual meeting:

Treasurer	Nick Russo
Executive VP	Angela Wallingford
Executive VP	Lisa Cohen
Clerk	Alana Geary

- (5) The following is a true, accurate and complete copy of an action adopted by the Board of Directors of the Corporation at a meeting of the said Board held on the 11th of December, 2012, which meeting was duly held in accordance with Massachusetts laws and the by-laws of the Corporation:

Moved: That the LSS board of directors approve the election of Angela Bovill as corporate president of Lutheran Social Services of New England, Inc. and its subsidiaries for a one year term in effect from January 1, 2013 until the next annual meeting.

The foregoing resolutions remain in full force and effect as of the date hereof.

The CEO, CFO and Executive VP's are authorized on behalf of this Corporation to enter into contracts and execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as may be deemed necessary, desirable or appropriate per the signature authority policy of the Corporation in full force and effect as of the date hereof. The signature authority policy of the Corporation stipulates that a Chief Officer (either CEO or CFO) is authorized to sign contracts on behalf of the agency in the amount of \$25,000 to \$250,000. Contracts in the amount of \$250,001 to \$500,000 must be signed by the CFO and either the CEO or an executive VP. Contracts in the amount of \$500,001 and over must be approved by the LSS finance committee and LSS board chair.

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk of the Corporation and have affixed its corporate seal this 25th day of April, 2013.

Alana Geary
(Signature)

(Seal)

STATE OF New Hampshire

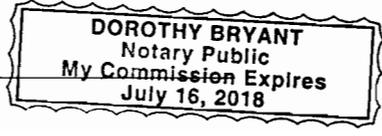
COUNTY OF Merrimack

On this the 25 day of April, 2013, before me, Dorothy Bryant, the
(Notary Name)
undersigned officer, personally appeared Alana Geary, who acknowledge
(Officer Name)
her/himself to be the Clerk, of Lutheran Community;
(Title) (Name of Corporation) Service, Inc
a corporation, and that she/he, as such clerk being authorized to
(Title)
do so, executed the foregoing instrument for the purposes therein contained, by signing the name
of the corporation by her/himself as clerk.
(Title)

IN WITNESS WHEREOF I have set my hand and official seal.

Dorothy Bryant
Notary Public/Justice of the Peace

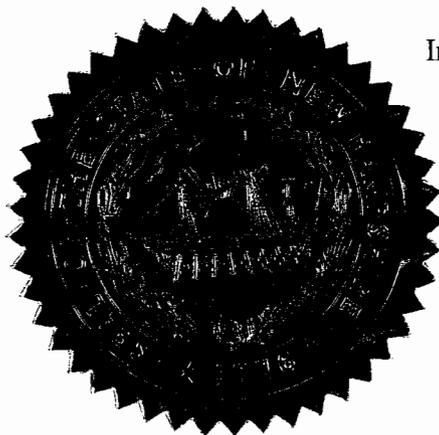
My Commission expires:



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 Lutheran Community Services, Inc., a(n) Massachusetts nonprofit corporation, registered to do business in New Hampshire on June 13, 2011. I further certify that it is in good standing as far as this office is concerned, having 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 17th day of April, A.D. 2013

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

William M. Gardner
Secretary of State

English to Speakers of Other Languages

Presented To

***Bureau of Adult Education
Department of Education
State of New Hampshire***

Submitted By

***Services for New Americans
Lutheran Community Services of New Hampshire, Inc.***

Executive Summary

This grant requests funds to provide English to Speakers of Other Languages classes to newly arriving refugees in the Concord and Laconia communities. Each of the two classes would provide twelve hours of language instruction in each community per week. The adults being served qualify both as undereducated and low-income.

I. NEEDS ASSESSMENT

Introduction

The Services for New Americans program of LCS-NH began resettling refugees in New Hampshire in 1997. The quality of life available in New Hampshire to the newly arriving refugees has been excellent. They are living in "small town America;" relatively free of crime and replete with opportunities for education, medical care, and employment. The refugees themselves have made very positive reports and when given an opportunity to move to an urban area, almost all have declined. Enough refugees have now been resettled that each community has a small and growing support group.

Description of Refugee Population

In the last year, SNA-LCS resettled 284 individuals. Most likely SNA-LCS will resettle approximately 220-230 this fiscal year and to date has resettled 152. The national resettlement organizations have encouraged SNA-LCS to provide services to a range of ethnic groups, however over the last two years Bhutanese refugees make up the majority of the caseload. Approximately 95% of newly arrived refugees are Bhutanese; approximately 2% are Iraqi, and less than 1% are made up of Afghans, Cameroonians, Congolese, and Somalis. The following is a breakdown of the refugee groups resettled this fiscal year to date:

Ethnicities Resettled	Number of Individuals 2010 to date
Afghanis	1
Bhutanese	145
Cameroonians	1
Congolese	1
Iraqis	3
Somalis	1
TOTAL	152

Nearly all refugees arrive in this country with only a few possessions. For some it is one suitcase per person, but most arrive with only the clothes they are wearing. Although refugees are eligible for support services from their resettlement agency for several years, the financial assistance they receive is for 3 months if they are on the federal Match Grant Program and 8 months if they receive Refugee Cash Assistance or TANF. Even when refugees begin working, because of their limited English skills, they are limited to entry-level positions at most companies. So, by most any definition, refugees qualify as financially “disadvantaged.”

Need for Services

Since the bulk of refugee resettlement has previously been carried out in the southern tier of the state and services have been concentrated there, other areas of the state are only minimally prepared to meet the needs of an expanding refugee population. Community-based supports need to be developed that will be dedicated to assisting refugees with community integration. Programs dedicated to the acquisition of English are at the top of the list for encouraging community integration.

ESOL is currently offered by SNA-LCS during the day in Concord and Laconia for 12 hours weekly and also through Second Start and the Laconia Community Adult Education Program. In addition, the classes offered by SNA run year round and have a rolling admission policy. Class times and locations are flexible depending on the current incoming refugee population.

The downturn in the economy coupled with an influx of newly arrived refugees has created an increase in the number of students attending ESOL classes. In the past, refugees became employed approximately four to six months after arrival. Once employed, refugees discontinued going to ESOL classes due to scheduling conflicts. With the current economic challenges, it is taking significantly longer for refugees to obtain employment therefore they remain in class. The other factor that contributes to the increase in students is the influx of newly arrived refugees at the end of the 2009 federal fiscal year. SNA received 41% (117 individuals) of its caseload in August and September. Additionally, half of the projected caseload arrived in the first quarter (Oct-

Dec) of FFY 2010. The classes swelled to 45-50 students in both Concord and Laconia prompting SNA to request supplemental funding earlier this year.

Background Information

Each year the US Congress and the President determine how many refugees the United States will accept. The State Department's Bureau of Population, Refugees, and Migration is the arm of the federal government which plans and oversees the dispersement of refugees throughout the United States and is implemented by 10 Voluntary Agencies. These Voluntary Agencies contract with DOS-BPRM to disperse the refugees throughout the country. This past federal fiscal year, the Congress approved resettlement for 80,000 refugees. Of this total NH resettled 561. This year will see approximately the same number of arrivals. This resettlement was completed by two local organizations: Lutheran Community Services (LCS) and The International Institute of New Hampshire (IINH). Lutheran Community Services is a resettlement site for the main line Protestant resettlement organizations: Lutheran Immigration and Refugee Services, Episcopal Migration Ministries and Church World Service. The International Institute is a resettlement organization for USCRI, United States Committee for Refugees and Immigrants.

Refugees are unlike other immigrants who come to the U.S. Immigrants are people who come to this country by choice. They apply for entry and depending on their status, have different restrictions on available services. On the other hand, to qualify for refugee status a person needs to apply to the United Nations High Commissioner on Refugees (UNHCR) and meet one of the established criteria. Refugee status is given only after it has been established that a person has a well-founded fear of persecution due to their race, religion, nationality, political ideology, or being a member of a certain social group. It surprises most Americans to discover that most refugees do not want to come to the US. They would prefer to remain in their homeland or the country of their first resettlement. Although not a citizen of the US upon entry, they are eligible for most all of the benefits and protections granted citizens and are guaranteed a pathway to citizenship.

In 1997 Lutheran Community Services was approached by three of the National Voluntary Associations (out of ten) to begin a joint resettlement site for refugees in central New Hampshire. The DOS-BPRM was challenging the national resettlement organizations to find new communities that were not current resettlement sites so that the newly arriving people would not repeatedly be resettled in or around major cities. DOS-BPRM was concerned about further impacting communities that were supporting large refugee populations. By creating "ghettoes" of newly arriving populations in major urban areas, these resettlement efforts were contributing to great strains on cities' infrastructures and services. Furthermore, such placements inhibited the opportunity of the newly arriving population to be welcomed and valued by the larger community. Therefore, areas not impacted by huge refugee resettlement have been sought to help with the integration of refugees into American society.

Lutheran Community Services agreed to meet the challenge presented by DOS-BPRM to find new resettlement sites. Since 1997 LCS has resettled people throughout central New Hampshire. Primarily resettlement has occurred in Concord, Franklin, Laconia and Manchester. LCS has also resettled families in eighteen other communities across New Hampshire. Manchester is the primary community where IINH resettles refugees and LCS only resettles refugees there they are reunifying with family.



**Lutheran
Social Services**
BOARD OF DIRECTORS
2012 – 2013

(#/year = term number/year of expiration)

Ex Officio, non voting

The Rev. Jim Keurulainen
New England District LCMS
400 Wilbraham Road
Springfield, MA 01109-2794
(W) 413-783-0131

Ralph Gerenz 1/2014
10 Gauthier Road
Merrimack, NH 03054

The Rev. Carl J. Anton 3/2013
1760 Boulevard
West Hartford, CT 06107

The Rev. Margaret G. Payne
New England Synod, ELCA
20 Upland Street
Worcester, MA 01607

Barbara Giger 2/2014
24 West Vaughn Street
Lakeville, MA 02347

(W) 800-816-7910

Reserved Seats

David Forsberg, Interim President 3/2013
61-A Chester St
Worcester, MA 01605
(W) 508-755-5734

Garth Greimann 3/2013
975 Memorial Dr., #1108
Cambridge, MA 02138

Jeff Kinney, Chair 2/2013
8 Lincoln Street
Natick, MA 01760

(W)617.310.8011

Sonja Hegymegi 2/2013
75 Snowapple Lane
Milford, CT 06460-6726

Gail Bucher, Vice Chair 3/2013
14 South Meadow Ridge
Concord, MA 01742-3051

William Swanson 3/2014
24 Canoe Club Lane
Pembroke, MA 02359

Directors serve without compensation.

Dr. Donald Sweet, Financial Secretary 2/2014
10 Carrie Lynn Lane
York, ME 03909

Dr. Wisam Breegi
120 Bedford Rd.
Woburn, MA 01801

1/2014

(W) 617 426-0508

At Large Seats

Karen Gaylin, Secretary 2/2014
180 Mildred Circle
Concord, MA 01742

Juliana Langille 1/2014
7 Manchester Street
Attleboro, MA 02703
(W) 508-583-5631

LSS Corporate officers:

Interim President/CEO

David P. Forsberg
774-243-3910
Dforsberg@lssne.org

Treasurer

Nick Russo
774-243-3926
nrusso@lssne.org

Executive VP/COO

Angela Wallingford
774-243-3932
Awallingford@lssne.org

Executive VP/CFO

Lisa Cohen
774-243-3906
lcohen@lssne.org

Clerk/Executive Assistant

Alana Geary
774-243-3912
Ageary@lssne.org

LSS Executive Staff:

VP for Marketing &
Communications

Martha Mann
774-243-3920
Mmann@lssne.org

VP of Human Resources

Jean M. Jackson
774-243-3922
jjackson@lssne.org

VP of Donor Engagement

Lori D'Amico
774-243-3908
ldamico@lssne.org

Sr. VP for MA Operations

Bill Ames
774-243-3901
Bames@lssne.org

Administrator Lutheran Home
of Southbury

Todd Gaertner
203-264-9135
tgaertner@lhsouthbury.org

VP for CT Operations	Jill Forbes 203-505-4229 jforbes@lssne.org
VP for VT Operations	Michael Muzzy 802-864-3667 mmuzzy@goodnewsgarage.org
VP for ME Operations	Scott Morrison 207-797-3935 smorrison@lssne.org
VP for NH Operations	Ann Dancy 603-224-8111 adancy@lssne.org

LUTHERAN COMMUNITY SERVICES
261 SHEEP DAVIS ROAD, SUITE A-1
CONCORD NH 03301

KEY PERSONNEL

PROGRAM MANAGER	TO BE HIRED (Job Description Attached)	\$ 2,375.00
TEACHER	JOHANNA YOUNG	\$32,781.00
TEACHER	REBECCA KIDDER	\$29,993.00
TEACHER	LYNN L. CLOWES	\$29,993.00
	TOTAL	\$95,142.00

**Lutheran Social Services
Job Description**

Title:	Program Manager
Reports To:	Service Line/Program Director
Department:	Operations
Category:	Administration

Summary

The Program Manager provides leadership and oversight for a program(s). The Program Manager has responsibility for the operation of a site program including provision of services, hiring, and supervision of staff. May also include oversight of a property and the promotion of the program to constituents and the community.

Essential Responsibilities

- Responsible for providing effective leadership to program staff and deliver quality services to the individuals served.
- Responsible for training programs to ensure all staff are adequately trained in all required areas.
- Develop staff including supervising, coaching and mentoring.
- Recruit, hire, orient, supervise and evaluate program staff.
- Oversight of the property, including leases, maintenance, safety and upkeep.
- Participation and cooperation with program committees that meet regularly and support new programs.
- Representation of LSSNE to churches and community events. Build relationships with state agencies, licensing organizations and community groups.
- Recruitment of clients.
- Ensure all reports and documentation is submitted in timely and professional manner.
- Maintain program performance and budgets to assure that programs meet financial objectives.
- Job must be conducted at all times in a way that respects the rights, privacy and the dignity of the client and adheres to all contractual regulations.
- Assures that staff team delivers service consistent with the goals for the individuals served and that provides opportunities for meaningful activities.
- Provide direct support to individuals according to program procedures.
- Responsible for petty cash and following financial procedures.
- Must maintain a clean, safe organized program environment consistent with regulatory and program guidelines.
- Attendance and participation in team and/or committee meetings is required and contributes to planning and development of department training and procedures.
- Responsible for completing all mandatory training on a timely basis.
- Perform other related duties incidental to the work described herein to help meet the goals of the department or agency.

Qualifications

- Bachelor's degree preferred with at least 3 years program management/supervisory experience.
- Knowledge of state, federal and international regulations as indicated by service lines.
- Ability to work within the Mission of the organization, "In response to Christ's love, Lutheran Social Services of New England serves and cares for people in need."
- Excellent verbal and written communication skills including evidence of ability to write reports and grants that result in funding.
- Experience supporting others and foster independence.
- Commitment to building positive community support.
- Good interpersonal and written communication skills.
- Ability to provide leadership to work effectively and flexibly in a team environment and to maintain a positive attitude.
- Ability to effectively delegate, train staff, and recognize achievements.
- Budget and financial management skills to control program costs.
- Ability to work independently.
- Ability to set priorities and manage multiple tasks to deadline.
- Computer skills including use of word processing and spreadsheet programs.
- Ability to handle conflict, stress, and to respond effectively to a changing environment
- Satisfactory criminal check and drivers license check
- Ability to provide documentation that includes: valid driver's license, evidence of automobile insurance and an acceptable criminal record check as required.
- Ability to provide on-call coverage and work a flexible schedule.
- Able to lift, transfer, and restrain individuals served; Able to lift 50 pounds.
- Able to pass all required regulatory trainings.

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

Employee Name Printed _____

Employee Signature _____ Date _____

HR/Supervisor Signature _____ Date _____



149653

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/1/2013

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 Commercial Lines - (212) 682-7500 Wells Fargo Insurance Services USA, Inc. 330 Madison Avenue, 7th Floor New York, NY 10017	CONTACT NAME: Joan Dunner PHONE (A/C, No, Ext): 2126827500 FAX (A/C, No): E-MAIL ADDRESS: joan.dunner@wellsfargo.com																				
	<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A :</td> <td>Philadelphia Indemnity Insurance Company</td> <td>18058</td> </tr> <tr> <td>INSURER B :</td> <td>Hartford Underwriters Insurance Company</td> <td>30104</td> </tr> <tr> <td>INSURER C :</td> <td></td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	Philadelphia Indemnity Insurance Company	18058	INSURER B :	Hartford Underwriters Insurance Company	30104	INSURER C :			INSURER D :			INSURER E :			INSURER F :	
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INSURED Lutheran Community Services, Inc. 261 Sheep Davis Rd. #A-1 Concord, NH 03301																					

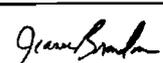
COVERAGES **CERTIFICATE NUMBER:** 6002184 **REVISION NUMBER:** See below

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC			PHPK901998	08/01/2012	08/01/2013	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Human Services Prof Liab \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <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"/> N / A			10WBAC3925	08/12/2012	08/12/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER**CANCELLATION**

State of New Hampshire Department of Education 21 South Fruit Street, Suite #20 Concord, NH 03301	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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MAP OF
NEW HAMPSHIRE
COUNCILOR DISTRICTS
AS LAID OUT IN 1981

