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Frank Edelblut
Commissioner

Paul K. Leather
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-3495
FAX (603) 271-1953

May 8, 2017

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

REQUESTED ACTION

Authorize the Department of Education to exercise a renewal option of a **sole source** contract with The Upper Room, A Family Resource Center, Derry, NH, (Vendor Code 174210) by increasing the price limitation in the amount of \$53,364.00 from \$31,620.80 to \$84,984.80, to take the lead role in identifying teen father needs and the gaps in current resources, effective July 1, 2017 through June 30, 2018, upon Governor and Council approval. The contract was originally approved in-house November 16, 2016 and amended with Governor and Council approval on February 15, 2017 (Item #48). 100% Federal Funds

Funds to support this request are anticipated to be available in the account titled Teen E3 Grant in Fiscal Year 2018, upon the availability and continued appropriation of funds in the future operating budget:

	<u>FY18</u>
06-56-56-563010-50890000-102-500731 Contracts for Program Services	\$53,364.00

EXPLANATION

The Department is requesting that this renewal be approved as **sole source** due to the fact that The Upper Room, A Family Resource Center is the longest standing, Teen Parenting Program in the State of NH, and has the capacity to implement curriculum addressing child development and parenting needs. The Upper Room will develop and lead other Family Resource Centers/similar agencies in the resources and curriculum and practices that assist at risk young families. They have extensive knowledge and experience in supporting and educating youth in everything from obtaining a diploma, anger management, understanding risk behaviors and causes of them, as well as parenting, and possess a strong connection with the community.

The E3 Teen Fatherhood Program focuses on three research-based factors that provide long-term support for these fathers and their families: education (e.g. graduates high school, enrolls in college), employment (e.g., provide useful job experience at local agencies), and engagement with their children (e.g., family life education coursework). E3 will address these factors simultaneously by capitalizing on the unique educational context in the state of New Hampshire (i.e. competency-based standards, adult education school) and leveraging community

His Excellency, Governor Christopher T. Sununu
and The Honorable Council
May 8, 2017
Page 2 of 2

supports that are already in place (e.g., local businesses, nonprofit mentoring programs). E3 will help teen fathers work toward graduation at the same time that they are building a foundation for long-term, skilled employment and obtaining social support for engagement with their children and partners. In sum, this program will support teen fathers, their partners, and their children throughout the life course through focused early intervention.

The Department would like to continue to contract with The Upper Room. In working with The Upper Room, the E3 program has found them to be responsive, proactive, and a leading agency in the continuation and foundation of the E3 grant. The organization is committed to creating educational programs and services which strengthen individuals, families and the community. The Upper Room will strengthen the capacity of interested Family Resource Centers (FRCs) in NH to support young fathers, through the use of the Upper Room's Teen Parenting Program (TIPS). The Teen Information for Parenting Success (TIPS) facilitator will train the trainers from other centers to successfully implement TIPS protocols and practices. These are essential in helping reduce the fears and isolation experienced by teen fathers, which will, in turn, reduce the potential for abuse and neglect.

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

Respectfully submitted,



Frank Edelblut
Commissioner of Education

FE:pd:emr

**AMENDMENT TO
PROFESSIONAL SERVICES CONTRACT**

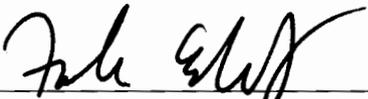
Now come the New Hampshire Department of Education, Bureau of Integrated Programs, hereinafter "the Agency," and The Upper Room, A Family Resource Center, Derry, NH hereinafter "the Contractor", and, pursuant to an agreement between the parties that was approved in-house by the Commissioner of Education November 16, 2016 and amended by Governor and Council on February 15, 2017 (Item#48) hereby agree to modify same as follows:

1. Amend Section 1.7 by removing 6-30-2017 and replacing with 6/30/18.
2. Amend Section 1.8 by removing \$31,620.80 and replacing with \$84,984.80.
3. Remove Exhibit A-1 (Scope of Services) and replace with Exhibit A-2 (Scope of Services).
4. Remove Exhibit B-1 (Budget) and replace with Exhibit B-2 (Budget).
5. All other provisions of the contract shall remain in effect.
6. This modification shall be effective July 1, 2017.

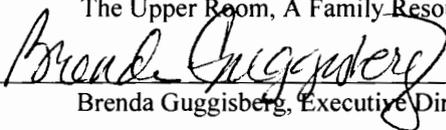
This modification of an existing agreement is hereby incorporated by reference to the existing agreement by the parties and must be attached to the said agreement.

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

By: 
Frank Edelblut, Commissioner of Education

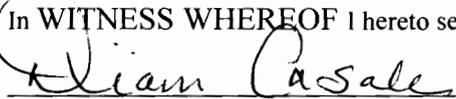
The Upper Room, A Family Resource Center

By: 
Brenda Guggisberg, Executive Director

STATE OF New Hampshire
County of Hillsborough

On this the 4 day of MAY, 2017 before me, DIANE CASALE, the undersigned officer, personally appeared Brenda Guggisberg who acknowledged himself/herself to be the Executive Director of The Upper Room, A Family Resource Center a corporation, and that he/she, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself/herself as Executive Director.

In WITNESS WHEREOF I hereto set my hand and official seal.


Notary Public/Justice of the Peace

DIANE E. CASALE, Notary Public
My Commission Expires March 12, 2019

Approved as to form, substance and execution by the Attorney General this 7th day of June, 2017.

By: 
Office of Attorney General

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

By: _____

EXHIBIT A-2 SCOPE OF SERVICES

The Upper Room, A Family Resource Center, 501 © 3 nonprofit, will undertake the lead role in this project through June 30, 2018.

The Upper Room will strengthen the capacity of interested centers in NH to support young fathers, through the use of the newly developed service manual. A training manual of current Upper Room Teen Parenting Program (TIPS) practices as they relate to young families will be published. The Teen Information for Parenting Success (TIPS) facilitator will train the trainers from other centers to successfully implement TIPS protocols and practices. The Upper Room will provide learning blocks to success for the partners with monthly check-ins with each center. Family Resource Centers and fathers will be encouraged to attend a quarterly engagement activity. Child care will be provided to encourage parent engagement.

Additionally, The Upper Room will provide the following services to the New Hampshire Department of Education:

- Attend Monthly Stakeholder Meeting for the E3 Teen Fatherhood program
- Build their capacity for supporting Teen fathers by offering a Statewide Training as a consultant to other Family Resource Centers on how to develop and manage a teen father/parenting program
- Be the E3 point person who will work directly with Dr. Tyler Jamison (Family Life Education Consultant)
- Work with Dr. Tyler Jamison to build modules for the on-line parenting classes
- Provide facilitators to administer family life/parent education curriculum as suggested by the Family Life Education Consultant (Dr. Tyler Jamison) and provide food for these sessions
- Provide Case management services to include (intake, connecting identified fathers to the resources in their own communities, via working with their local resource agencies to help them identify supports - Schools, WIC, CAP, Mental health, substance, legal, etc.)
- Provide services through TIPS for any and all fathers wishing to attend a TIPS community based meeting in Derry, or in school meeting in the Derry, Salem, Londonderry or Windham Schools
- Develop a tracking tool that will allow all information on E3 activities to be recorded, for use in reporting and tracking acceptable services
- Collect data, in a manner that adheres to state and federal privacy laws and regulations, as it relates to the Engagement Component of E3, on the above mentioned tracking tool. Submit to Program Director monthly
- Provide regularly scheduled Fatherhood engagement activities in Concord, assigned locations, or through other Family Resource Centers
- Present to agencies and entities to improve the understanding of the program and the needs of young fathers
- Collect and submit quarterly reports to the Project Director that will aid in the development of an annual summative report that describes services provided and the demographics of those who used them

Contractor Initials *BC*
Date *5/4/17*

EXHIBIT B-2
Budget through June 30, 2018

Total Personnel			\$42,939.00
	Coordinator	Prepare & Present Training (1,040 hours x \$23.00 per hour)	\$23,920.00
	Child Care E3 Projects	Provide Child Care (2 hours x 48 weeks x \$13.00 per hour)	\$1,248.00
	Supervision	Oversight & Support (104 hours x \$33.00 per hour)	\$3,432.00
	Administrative Support	Marketing, Finance, Admin, etc (8 hours x 52 weeks x \$23.00 per hour)	\$9,568.00
	PR Tax & Benefits	12.05% fica, suta, wc, disability	\$4,771.00
Total Expenditures			\$10,425.00
	Curriculum	Parenting Curriculum Software & Books	\$1,000.00
	E3 Supplies	Food, Supplies for Teen Fathers	\$3,000.00
	Occupancy	Utilities, Rent, etc.	\$1,775.00
	Supplies	Printing, Office Supplies etc.	\$550.00
	Professional Development	Staff Trainings	\$1,500.00
	Staff Local Travel	Training Travel (\$0.54/Mile)	\$1,200.00
	Professional Fees/ Insurances	Liability Insurances, etc.	\$1,400.00
Grand Total			\$53,364.00

Limitation on Price: In no case shall the total budget exceed the price limitation of \$53,364.00.

Funding Source: Funding is subject to the availability of federal funds. Funding for this contract is 100% Federal Funds from the account titled The Teen E3 (Education, Engagement and Employment) Program as follows:

FY 18

06-56-56-563010-50890000-102-500731 Contracts for Program Services \$53,364.00

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 contract, along with a detailed listing of expenses incurred. If otherwise correct and acceptable, payment will be made for 100% of the expenditures listed. Invoices and reports shall be submitted to:

Peter Durso
Project Director
NH Department of Education
101 Pleasant Street
Concord, NH 03301

Contractor Initials PD
Date 5/4/17

State of New Hampshire
Department of State

CLRTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that The Upper Room, A Family Resource Center is a New Hampshire nonprofit corporation formed July 30, 1986. 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 1st day of April A.D. 2016

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

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

(Corporation without Seal)

I, Charlene Puzzo, do hereby certify that:
(Name of the Clerk of the Corporation; cannot be contract signatory)

1. I am a duly elected Clerk of The Upper Room, Board of Directors
(Corporation Name)

2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors
of the Corporation duly held on 10/25/2016:
(Date)

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

RESOLVED: That the Executive Director
(Title of Contract Signatory)

is hereby authorized on behalf of this Corporation to enter into the said contract with the State and to
execute any 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 forgoing resolutions have not been amended or revoked, and remain in full force and effect as of
the 4 day of May, 2017.

4. Brenda Guggisberg is the duly elected Executive Director
(Name of Contract Signatory) (Title of Contract Signatory)

of the Corporation.

Charlene W. Puzzo
(Signature of the Clerk of the Corporation)

STATE OF NEW HAMPSHIRE

County of Hillsborough

The forgoing instrument was acknowledged before me 4 day of May, 2017.

By Charlene Puzzo
(Name of Clerk of the Corporation)

Diane Casale
(Notary Public/Justice of the Peace)

(Notary Seal)

Commission Expires: 3/12/2019

DIANE E. CASALE, Notary Public
My Commission Expires March 12, 2019



CERTIFICATE OF LIABILITY INSURANCE

DATE: 10/5/2016

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 FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101	CONTACT NAME: Michael Caruso PHONE: (603) 669-3218 FAX: (603) 646-4331 E-MAIL: mcaruso@crossagency.com ADDRESS:
INSURED The Upper Room a Family Resource Center NH 03038	INSURER(S) AFFORDING COVERAGE INSURER A Citizens Ins Co of America INSURER B Hanover Ins Co. INSURER C JM Insurance Corp INSURER D Mount Vernon Fire Ins Co INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 16-17 Master REVISION NUMBER:

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

INSURER	TYPE OF INSURANCE	ADDITIONAL SUBROGATION	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE OCCUR			7/1/2016	7/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occ/acc) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Abuse or Molestation Selection \$ 1,000,000
GENL AGGREGATE LIMIT APPLIES PER: X POLICY PRO LOE						
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			7/1/2016	7/1/2017	COMBINED SINGLE LIMIT (EA occ/acc) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE			7/1/2016	7/1/2017	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
DED X RETENTIONS 0						
C	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A		7/1/2016	7/1/2017	X PER STATUTE OTH-ER EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability			7/1/2016	7/1/2017	Each Wrongful Act 1,000,000 Aggregate 3,000,000

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

CERTIFICATE HOLDER (603) 271-2953 New Hampshire Department of Education 101 Pleasant Street Concord, NH 03301-3860	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 Michael Caruso/BNS <i>Michael Caruso</i>
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Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144



Paul K. 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

December 22, 2016

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

REQUESTED ACTION

1. Authorize the New Hampshire Department of Education to amend a **sole source** contract with the The Upper Room, A Family Resource Center, Derry, NH, (Vender Code 174210) by increasing the price limitation in the amount of \$7,550.80 from \$24,070.00 to \$31,620.80 to take the lead role in identifying teen father needs and the gaps in current resources, effective upon Governor and Council approval through June 30, 2017. The additional funds being requested have now brought the contract to the threshold requiring Governor and Council approval. 100% Federal Funds.

Funding is available in the account titled Teen E3 Grant as follows:

06-56-56-563010-50890000-102-500731 Contracts for Program Services FY17 \$31,620.80

2. Subject to Governor and Council approval, authorize the Department of Education to include a renewal option in this contract for up to two additional one-year terms, subject to the contractor's acceptable performance of the terms therein, and pending legislative approval of the next biennium budget.

EXPLANATION

The Department is requesting that this contract be approved as **sole source** due to the fact that The Upper Room, A Family Resource Center is the longest standing, Teen Parenting Program in the State of NH, and has the capacity to implement curriculum addressing child development and parenting needs. The Department identified another vendor with the skills and resources but the contractual negotiations did not work out. The Upper Room will develop and lead other Family Resource Centers/similar agencies in the resources and curriculum and practices that assist at risk young families. They have extensive knowledge and experience in supporting and educating youth in everything from obtaining a diploma, anger management, understanding risk behaviors and causes of them, as well as parenting, and possess a strong connection with the community.

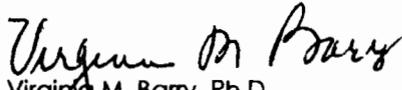
His Excellency, Governor Christopher T. Sununu
and The Honorable Council
December 22, 2016
Page 2 of 2

The Upper Room, A Family Resource Center is a New Hampshire based 501(c)(3) nonprofit charitable organization founded in 1986. The organization is committed to creating educational programs and services. Their mission is to strengthen individuals and families by providing them with the education and resources needed to lead, healthy, self-sufficient lives.

The E³ Teen Fathering Program focuses on three research-based factors that provide long-term support for these fathers and their families: education (e.g. graduates high school, enrolls in college), employment (e.g., provide useful job experience at local agencies), and engagement with their children (e.g., family life education coursework). E³ will address these factors simultaneously by capitalizing on the unique educational context in the state of New Hampshire (i.e. competency-based standards, adult education school) and leveraging community supports that are already in place (e.g., local businesses, nonprofit mentoring programs). E³ will help teen fathers work toward graduation at the same time that they are building a foundation for long-term, skilled employment and obtaining social support for engagement with their children and partners. In sum, this program will support teen fathers, their partners, and their children throughout the life course through focused early intervention.

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 of Education

VMB:pd:emr

**AMENDMENT TO
PROFESSIONAL SERVICES CONTRACT**

Now come the New Hampshire Department of Education, Bureau of Integrated Programs, hereinafter "the Agency," and The Upper Room, A Family Resource Center, Derry, NH hereinafter "the Contractor", and, pursuant to an agreement between the parties that was originally approved in-house by the Commissioner of Education on November 16, 2016 hereby agree to modify same as follows:

1. Amend Section 1.8 by removing \$24,070.00 and replacing with \$31,620.80.
2. Remove Exhibit A (Scope of Services) and replace with Exhibit A-1 (Scope of Services).
3. Remove Exhibit B (Budget) and replace with Exhibit B-1 (Budget).
4. Remove Exhibit C and replace with Exhibit C-1.
5. All other provisions of the contract shall remain in effect.
6. This modification shall be effective on the date of Governor and Council approval.

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

By: Virginia M. Barry
Virginia M. Barry, Commissioner of Education

The Upper Room, A Family Resource Center

By: Brenda Guggisberg
Brenda Guggisberg, Executive Director

STATE OF New Hampshire
County of Hillsborough

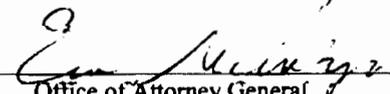
On this the 5 day of January, 2017 before me, DIANE CASALE, the undersigned officer, personally appeared Brenda Guggisberg who acknowledged himself/herself to be the Executive Director of The Upper Room, A Family Resource Center a corporation, and that he/she, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself/herself as Executive Director.

In WITNESS WHEREOF I hereto set my hand and official seal.

Diane Casale
Notary Public/Justice of the Peace

DIANE E. CASALE, Notary Public
My Commission Expires March 12, 2019

Approved as to form, substance and execution by the Attorney General this 30th day of January, 2017

By: 
Office of Attorney General

Approved by the Governor and Council this _____ day of _____, 20__.

By: _____

EXHIBIT A-1 SCOPE OF SERVICES

The Upper Room, A Family Resource Center, 501 © 3 nonprofit, proposes to undertake the lead role in this project through June 30, 2017. Four family resource centers from the North, the East, the West and the Seacoast will join The Upper Room to share information and needs.

The group will discuss & share their understanding of the teen mother/father population and their needs and what services are currently offered. Each will identify resources and services available locally to young families. Additionally, the group will review & choose a Parent Education Curriculum.

The Upper Room will develop a service manual to assist with identified needs & gaps (i.e. WIC, Parent Education, Workplace Readiness and more) including process steps to help fill gaps in services. A training manual of current Upper Room practices as they relate to young families will be published that incorporate the Strengthening Families Approach. The Teen Information for Parenting Success (TIPS) facilitator will train the trainers from other centers to successfully implement TIPS protocols and practices. The Upper Room will provide learning blocks to success for the partners with monthly check-ins with each center. The plan incorporates a cycle of parent education using chosen curriculum in each center. Child care will be provided to encourage parent engagement.

Additionally, The Upper Room will provide the following services to the New Hampshire Department of Education:

- Attend Monthly Stakeholder Meeting for the E³ Teen Fatherhood program
- Build their capacity for supporting Teen fathers.
- Identify an E³ point person who will work directly with Dr. Tyler Jamison (FLE Consult)
- Provide facilitators to administer family life education curriculum as designed by the Family Life Education Consultant (Dr. Tyler Jamison).
- Provide food for these sessions.
- Write a summative report that describes services provided and the demographics of those who used them.

Contractor Initials BG
Date 1/5/17

**EXHIBIT B-1
Budget through June 30, 2017**

Total Personnel			\$19,720.80
	Coordinator	Prepare & Present Training (20 days @ \$400/Day) (20 days @ \$200/Day – 4 hours/day)	\$12,000.00
	Supervision	Oversight & Support (4 Days @ \$400/Day)	\$1,600.00
	Administrative Support	Marketing, Finance, Admin, etc (40 Days @ \$100/Day)	\$4,000.00
	PR Tax & Benefits	12.05% fica, suta, wc, disability	\$2,120.80
Total Expenditures			\$11,900.00
	Curriculum	Parenting Curriculum Software & Books	\$3,500.00
	Occupancy	Utilities, Rent, etc.	\$1,500.00
	Supplies	Printing, Office Supplies etc.	\$4,000.00
	Staff Local Travel	Training Travel (\$0.54/Mile)	\$1,500.00
	Professional Fees/ Insurances	Liability Insurances, etc.	\$1,400.00
Grand Total			\$31,620.80

Limitation on Price: In no case shall the total budget exceed the price limitation of \$31,620.80.

Funding Source: Funding for this contract is 100% Federal Funds from the account titled The Teen E3 (Education, Engagement and Employment) Program as follows:

FY 17

06-56-56-563010-50890000-102-500731 Contracts for Program Services \$31,620.80

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 contract, along with a detailed listing of expenses incurred. If otherwise correct and acceptable, payment will be made for 100% of the expenditures listed. Invoices and reports shall be submitted to:

Peter Durso
Project Director
NH Department of Education
101 Pleasant Street
Concord, NH 03301

Contractor Initials PD
Date 1/5/17

EXHIBIT C-1

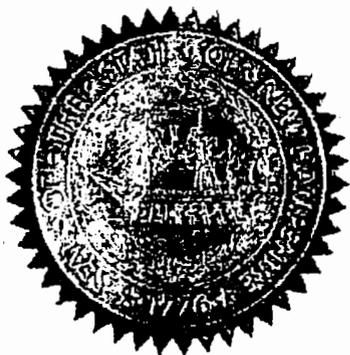
Subject to Governor and Council approval, authorize the Department of Education to include a renewal option in this contract for up to two additional one-year terms, subject to the contractor's acceptable performance of the terms therein, and pending legislative approval of the next biennium budget.

Contractor Initials RG
Date 1/5/17

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 The Upper Room, A Family Resource Center is a New Hampshire nonprofit corporation formed July 30, 1986. 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 1st day of April A.D. 2016

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

(Corporation without Seal)

I, Gale Stanley, do hereby certify that:
(Name of the Clerk of the Corporation; cannot be contract signatory)

1. I am a duly elected Clerk of The Upper Room, Board of Directors
(Corporation Name)

2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors
of the Corporation duly held on 10/25/2016:
(Date)

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

RESOLVED: That the Executive Director
(Title of Contract Signatory)

is hereby authorized on behalf of this Corporation to enter into the said contract with the State and to execute any 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 forgoing resolutions have not been amended or revoked, and remain in full force and effect as of
the 5th day of January, 2017

4. Brenda Guggisberg is the duly elected Executive Director
(Name of Contract Signatory) (Title of Contract Signatory)

of the Corporation.

Gale Stanley
(Signature of the Clerk of the Corporation)

STATE OF NEW HAMPSHIRE

County of Hillsborough

The forgoing instrument was acknowledged before me 5 day of January, 2017

By GALE STANLEY
(Name of Clerk of the Corporation)

Diane Casale
(Notary Public/Justice of the Peace)

Commission Expires: 3/12/19

(Notary Seal)

DIANE E. CASALE, Notary Public
My Commission Expires March 12, 2019



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/5/2016

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 FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101	CONTACT NAME: Michael Caruso PHONE (603) 669-3218 E-MAIL: mcaruso@crossagency.com ADDRESS: mcaruso@crossagency.com	FAX (603) 645-4331
INSURED The Upper Room a Family Resource Center NH 03038	INSURER A Citizens Ins Co of America INSURER B Hanover Ins Co. INSURER C LM Insurance Corp INSURER D Mount Vernon Fire Ins Co INSURER E: INSURER F:	NAIC #

COVERAGES CERTIFICATE NUMBER: 16-17 Master REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR NSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			7/1/2016	7/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea acc ident) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Abuse or Molestation Selection \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:					
A	AUTOMOBILE LIABILITY ANY AUTO ALLOWED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			7/1/2016	7/1/2017	COMBINED SINGLE LIMIT (Ea acc ident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per acc ident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTIONS 0			7/1/2016	7/1/2017	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A		7/1/2016	7/1/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability			7/1/2016	7/1/2017	Each Wrongful Act \$ 1,000,000 Aggregate \$ 3,000,000

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

CERTIFICATE HOLDER (603) 271-1953 New Hampshire Department of Education 101 Pleasant Street Concord, NH 03301-3860	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 Michael Caruso/BNS <i>Michael Caruso</i>
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