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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

June 21, 2016

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

REQUESTED ACTION

Authorize the Department of Education, Division of Career Technology and Adult Learning to grant funds to the International Institute of New England, Inc. (Vendor Code 177551), Manchester, NH in the amount of \$111,834.00 to provide English as a Second Language and English Language/Civics Education at the International Institute of New England, Inc., 1850 Elm Street, Manchester, NH effective upon Governor and Council approval through June 30, 2017. 35% Federal Funds, 65% General Funds.

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

		<u>FY17</u>
06-56-56-566010-70040000-072-500575	Grants-Federal	\$39,141.90
06-56-56-566010-70040000-601-500931	State Fund Match	\$72,692.10

EXPLANATION

The requested funds will be used to provide English as a Second Language and English Language/Civics Education classes at the International Institute of New England, Inc., Manchester, NH offering three multi-level ESOL (English for Speakers of Other Languages) classes during the day, and one ESOL class in the evening. Also, the Institute will provide an Intermediate Level Citizenship Instruction Class for adult refugees with English proficiency of at least an intermediate level. The class cycle is twelve weeks and meets for a total of four hours per week. The classes are offered three times a year and serve the Manchester area. Approximately one hundred fifteen adults will be served by the program.

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

on applications received from eligible organizations that met the criteria for funding. International Institute of New England, Inc., is an eligible organization that meets the funding criteria.

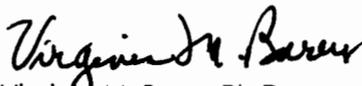
Funding for these grants comes from the Adult Education and Family Literacy Act, state funding for adult basic education, and Adult Learner Services Programs. All grants are approved by the staff of the Bureau of Adult Education, NH Department of Education after a competitive application process open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

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

The Bureau of Adult Education provides educational services to approximately eight thousand adults each year. The New Hampshire Department of Education's Centralized Federal Funding System will be utilized to grant funds to the International Institute of New England, Inc.

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

Respectfully submitted,



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

Attachment A

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

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

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

Criteria for Awarding Grants/Contracts to Local Agencies

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

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

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

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

Attachment B

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

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

ADULT BASIC EDUCATION PROGRAMS – SCHOOL YEAR 2016-2017

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

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

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

ADULT HIGH SCHOOL PROGRAMS – SCHOOL YEAR 2016-2017

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

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

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

ADULT LEARNER SERVICES PROGRAMS – SCHOOL YEAR 2016-2017

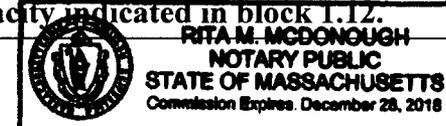
Dover School District
Exeter Region Cooperative School District
Fuller Public Library/Hillsboro
Governor Wentworth Regional School District
Keene School District
Laconia School District
Lebanon School District
Littleton School District
Nashua Adult Learning Center
North Country Education Services
Second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

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 Department of Education		1.2. State Agency Address 21 So. Fruit St., Suite #20, Concord, NH 03301	
1.3. Grantee Name International Institute of New England, Inc.		1.4. Grantee Address 1850 Elm Street, Manchester, NH 03104	
1.5. Grantee Phone # 603-647-1500	1.6. Account Number 06-056-70040000-072-500575 06-056-70040000-601-500931	1.7. Completion Date June 30, 2017	1.8. Grant Limitation \$111,834.00
1.9. Grant Officer for State Agency Art Ellison		1.10. State Agency Telephone Number 603-271-6698	
1.11. Grantee Signature 		1.12. Name & Title of Grantee Signor Alexandra Weber, Chief Program Officer	
1.13. Acknowledgment: State of <u>MA</u> , County of <u>Suffolk</u> , on <u>6/10/16</u> , before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that <u>he</u> executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal) <u>Rita M. McDonough</u>			
1.13.2. Name & Title of Notary Public or Justice of the Peace <u>Rita M. McDonough, Notary Public</u>			
1.14. State Agency Signature(s) <u>Virginia M. Barry</u>		1.15. Name & Title of State Agency Signor(s) Virginia M. Barry, Ph.D. Commissioner of Education	
1.16. Approval by Attorney General (Form, Substance and Execution)(if applicable) By: <u>E. B. McLarty</u> Assistant Attorney General, On: <u>7/7/16</u>			
1.17. Approval by Governor and Council (if applicable) By: _____ On: <u>1/1</u>			

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

3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
 - 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire, if applicable, or signature by the agency whichever is later (hereinafter referred to as "the effective date").
 - 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.6 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
 - 5.1. The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.
 - 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT B.
 - 5.3. In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
 - 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
 - 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.
7. RECORDS and ACCOUNTS.
 - 7.1. Between the Effective Date and the date seven (7) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
 - 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.
8. PERSONNEL.
 - 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
 - 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
 - 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA: RETENTION OF DATA: ACCESS.
 - 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. EVENT OF DEFAULT: REMEDIES.
 - 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
 - 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
 - 11.1.2 Failure to submit any report required hereunder; or
 - 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
 - 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
 - 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
 - 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
 - 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
 - 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
 - 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
 - 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.
 - 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
 - 12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
 - 12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
13. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

Grantee Initials AW
Date 6/10/16

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

EXHIBIT A
The Services

International Institute of New England, Inc. in Manchester, NH will provide the following services:

Project No. 1. English as a Second Language classes

The International Institute of New England, Inc. in Manchester, NH will offer three multi-level ESOL (English for Speakers of Other Languages) classes during the day, and one ESOL class in the evening. Daytime classes, offered four days per week for 16 instructional hours per week, serve adult refugees at beginner to intermediate English proficiency levels. The evening class, offered three days per week for nine instructional hours per week, serves refugee adults with advanced English proficiency.

Project No. 2. English Language/Civics Education classes

The International Institute of New England, Inc. in Manchester, NH will offer an Intermediate Level Citizenship Instruction Class for adult refugees with English proficiency of at least an intermediate level. The course will prepare students for the naturalization application and interview, including the ability to demonstrate intermediate Reading and Writing skills utilizing USCIS vocabulary. The class cycle is twelve weeks and meets for a total of four hours per week three times per year. The course also offers two open office hours for additional test practice each cycle week.

All classes will be held at the International Institute of New England, Inc., 1850 Elm Street, Manchester, NH. Approximately one hundred-fifteen adults will be served by the program.

Grantee Initials MN
Date 6/10/16

EXHIBIT B

Estimated Budget: Limitation on Price: Payment

Estimated Budget: Project No. 1

	FY 2017
Teacher Salaries	\$55,296.00
Teacher Benefits	12,719.00
Travel	100.00
Instructional Materials	4,083.00
Professional Development	300.00
Administrator Salary	8,424.00
Administrator Benefits	1,937.00
Fees	300.00
Rent/Utilities	6,215.00
Printed Materials	500.00
Office Supplies	1,000.00
Indirect Cost	9,087.00
TOTAL	\$99,961.00

Estimated Budget: Project No. 2

	FY 2017
Teacher Salaries	\$ 5,184.00
Teacher Benefits	1,192.00
Instructional Materials	500.00
Administrator Salaries	1,519.00
Administrator Benefits	349.00
Rent/Utilities	1,500.00
Printing & Publication	300.00
Office Supplies	250.00
Indirect Cost	1,079.00
TOTAL	\$11,873.00

Limitation of Price:

This agreement will not exceed \$111,834.00

Method of Payment:

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

Grantee Initials

Date

AW
6/10/16

EXHIBIT C

Special Provisions

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

- a. OBM Circular A-110- "Uniform Administrative Requirements for Grants and Agreements with institutions of High Education, Hospitals and Other Non-Profit Organizations." Contractor/Vendor shall not make any award or permit any award (sub grant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under executive Order 12549, "Debarment and Suspension."

Grantee Initials ON
Date 6/10/16

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education

FROM: International Institute of New England - Manchester
1850 Elm Street
Manchester, NH 03104
TO: Art Ellison
NH Department of Education
Bureau of Adult Education
21 South Fruit Street, Suite #20
Concord, New Hampshire 03301

SAU/RA: 987

Proposed Project Title: ESOL Program

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

The following information is required for all projects

PROJECT MANAGER: NAME: Amadou Hamady
ADDRESS: 1850 Elm Street, Manchester, NH 03104
E-MAIL ADDRESS: ahamady@iine.org

TITLE: Site Director
TELEPHONE: (603) 647-1500
FAX: _____

FINANCIAL CONTACT: NAME: Rita McDonough
E-MAIL ADDRESS: rmcdonough@iine.org

TELEPHONE: (617) 695-9990
FAX: _____

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:

International Institute of New England, Inc.
1850 Elm Street
Manchester, NH 03104

APPROVED INDIRECT COST RATE: _____ 10 %

Alexandra Weber, Chief Program Officer
PRINT NAME AND TITLE of SAU-SUPERINTENDENT-OF-SCHOOLS

or: RA/CHIEF-FINANCIAL-OFFICER

SIGNATURE SAU-SUPERINTENDENT OF SCHOOLS
or: RA/CHIEF-FINANCIAL-OFFICER Chief Program Officer
DATE: 6/10/16

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: Projects in English Language / Civics Education

FROM: International Institute of New England - Manchester TO: Art Ellison
1850 Elm Street NH Department of Education
Manchester, NH 03104 Bureau of Adult Education
21 South Fruit Street, Suite #20
Concord, New Hampshire 03301

SAU/RA: 987

Proposed Project Title: ESOL Program

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

The following information is required for all projects

PROJECT MANAGER: NAME: Amadou Hamady
ADDRESS: 1850 Elm Street, Manchester, NH 03104
E-MAIL ADDRESS: ahamady@iine.org

TITLE: Site Director
TELEPHONE: (603) 647-1500
FAX: (603) 669-8530

FINANCIAL CONTACT: NAME: Rita McDonough
E-MAIL ADDRESS: rmcdonough@iine.org

TELEPHONE: (617) 695-9990
FAX:

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:

International Institute of New England, Inc.
1850 Elm Street
Manchester, NH 03104

APPROVED INDIRECT COST RATE: 10 %

Alexandra Weber, Chief Program Officer

PRINT NAME AND TITLE of SAU SUPERINTENDENT-OF-SCHOOLS
or RA/CHIEF FINANCIAL OFFICER



6/10/16
DATE

SIGNATURE SAU SUPERINTENDENT-OF-SCHOOLS
or RA/CHIEF FINANCIAL OFFICER Chief Program Officer

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that International Institute of New England, Inc., a(n) Massachusetts nonprofit corporation, registered to do business in New Hampshire on February 12, 2016. 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 31st day of May, A.D. 2016

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

William M. Gardner
Secretary of State

Certificate of Authority

I, Shayne Kinsella, Clerk/Secretary of International Institute of New England, Inc. do hereby certify that :

- (1) I maintain and have custody of and am familiar with the seal and minute books of the corporation;
- (2) I am authorized to issue certificates with respect to the contents of such books and to affix such seal to such certificate;
- (3) The following are true and complete copies of the resolutions adopted by the board of directors of the corporation at a meeting of that board on June 10, 2016, which meeting was held in accordance with the law of the state of incorporation and the by-laws of the corporation:

That: International Institute of New England, Inc. will enter into a contract with the NH Department of Education to provide employment and training services to out of school youth. This resolution shall remain in effect until specifically revoked.

That: International Institute of New England, Inc. Board of Directors has named Alexandra Weber as having authority to sign the contract with the New Hampshire Department of Education.

- (4) The following is a true and complete copy of a by-law adopted at an organizational meeting on June 10, 2016.
- (5) The foregoing resolution(s) and by-law are in full force and effect, unamended, as of the date hereof; and
- (6) The following person(s) lawfully occupy the office(s) indicated below:

Jeffrey Thielman, President & CEO

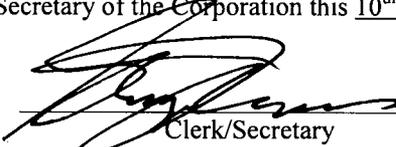
Alexandra Weber, Chief Program Officer

Shayne Kinsella Secretary

Rita McDonough, Treasurer

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the Corporation this 10th day of June, 2016.

(Corporate Seal if any)



Clerk/Secretary

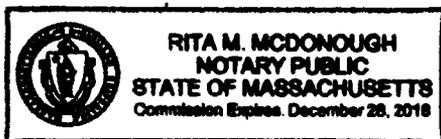
(If the corporation has no seal, the Clerk/Secretary shall acknowledge the certificate before an authorized officer below)

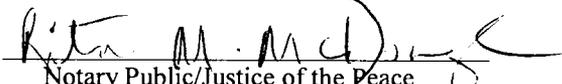
STATE OF MASSACHUSETTS

COUNTY OF Suffolk

On June 10, 2016 before the undersigned officer personally appeared the person identified in the foregoing certificate, know to me (or satisfactorily proven) to be the Clerk/Secretary of the corporation identified in the foregoing certificate, and acknowledge that he executed the foregoing certificate.

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





Notary Public/Justice of the Peace



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/03/2016

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

COVERAGES **CERTIFICATE NUMBER:** W1465170 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			PHPK1487336	05/05/2016	05/05/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000			PHUB538557	05/05/2016	05/05/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
This Voids and Replaces Previously Issued Certificate Dated 05/23/2016 WITH ID: W1443318.
As respects General Liability: Named Insured includes International Institute of New Hampshire, Inc. and International Institute of Lowell, Inc.

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

**INTERNATIONAL INSTITUTE OF BOSTON, INC.
D/B/A INTERNATIONAL INSTITUTE OF NEW ENGLAND AND AFFILIATE**

Combined Statements of Financial Position
September 30, 2015 and 2014

Assets	2015	2014
Current Assets:		
Cash - operating	\$ 321,480	\$ 747,530
Cash - escrow	500,000	-
Current portion of investments	1,260,000	-
Grants, contracts and other receivables	456,169	399,816
Prepaid expenses and other	33,286	25,552
Total current assets	2,570,935	1,172,898
Investments, net of current portion	8,782,486	-
Property and Equipment, net	55,008	6,048,536
Financing Costs, net	-	188,885
Total assets	<u>\$ 11,408,429</u>	<u>\$ 7,410,319</u>
Liabilities and Net Assets		
Current Liabilities:		
Current portion of long-term debt	\$ -	\$ 125,626
Accounts payable	46,850	258,837
Accrued expenses	218,913	238,733
Accrued income taxes	1,262,683	-
Deferred revenue	9,439	20,321
Total current liabilities	1,537,885	643,517
Long-Term Debt, net of current portion	-	6,405,692
Total liabilities	<u>1,537,885</u>	<u>7,049,209</u>
Net Assets:		
Unrestricted:		
Operating	9,689,240	425,708
Property and equipment	55,008	(293,897)
Total unrestricted	9,744,248	131,811
Temporarily restricted	126,296	229,299
Total net assets	<u>9,870,544</u>	<u>361,110</u>
Total liabilities and net assets	<u>\$ 11,408,429</u>	<u>\$ 7,410,319</u>

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

**INTERNATIONAL INSTITUTE OF BOSTON, INC.
D/B/A INTERNATIONAL INSTITUTE OF NEW ENGLAND AND AFFILIATE**

Combined Statements of Activities and Changes in Net Assets
For the Years Ended September 30, 2015 and 2014

	2015		2014	
	Unrestricted	Temporarily Restricted	Unrestricted	Temporarily Restricted
Revenues:				
Contract service revenue	\$ 4,071,098	\$ -	\$ 4,015,215	\$ -
Donated goods and services	577,429	-	541,622	-
Rental income	433,536	-	744,072	-
Grants and contributions	44,793	365,776	56,075	391,936
Special events	193,891	-	79,133	-
United Way allocation	116,820	-	107,305	-
Miscellaneous revenue	1,698	-	5,865	-
Net assets released from program restrictions	468,779	(468,779)	419,053	(419,053)
Total revenues	<u>5,908,044</u>	<u>(103,003)</u>	<u>5,968,340</u>	<u>(27,117)</u>
Expenses:				
Program services	4,411,729	-	4,392,806	-
General and administrative	891,753	-	392,245	-
Fundraising	216,240	-	192,068	-
Facilities	707,067	-	1,068,485	-
Total expenses	<u>6,226,789</u>	<u>-</u>	<u>6,045,604</u>	<u>-</u>
Changes in net assets from operations	<u>(318,745)</u>	<u>(103,003)</u>	<u>(77,264)</u>	<u>(27,117)</u>
Non-Operating Revenue (Expenses):				
Gain on sale of building, net of related income taxes of \$1,231,525	10,650,189	-	-	-
Amortization of financing fees	(184,549)	-	-	-
Net investment loss	(534,458)	-	-	-
Capital grant	-	-	162,876	-
Total non-operating revenue (expenses)	<u>9,931,182</u>	<u>-</u>	<u>162,876</u>	<u>-</u>
Changes in net assets	9,612,437	(103,003)	85,612	(27,117)
Net Assets:				
Beginning of year	131,811	229,299	46,199	256,416
End of year	<u>\$ 9,744,248</u>	<u>\$ 126,296</u>	<u>\$ 131,811</u>	<u>\$ 229,299</u>
				<u>\$ 361,110</u>

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

**INTERNATIONAL INSTITUTE OF BOSTON, INC.
D/B/A INTERNATIONAL INSTITUTE OF NEW ENGLAND AND AFFILIATE**

Combined Statements of Cash Flows
For the Years Ended September 30, 2015 and 2014

	<u>2015</u>	<u>2014</u>
Cash Flows from Operating Activities:		
Changes in net assets	\$ 9,509,434	\$ 58,495
Adjustments to reconcile changes in net assets to net cash provided by (used in) operating activities:		
Unrealized loss on investments	562,082	-
Gain on sale of assets	(11,881,714)	-
Depreciation and amortization	341,859	212,673
Capital grant	-	(162,876)
Changes in operating assets and liabilities:		
Grants, contracts and other receivables	(56,353)	89,454
Prepaid expenses and other	(7,734)	(9,756)
Accounts payable	(211,987)	106,967
Accrued expenses	(19,820)	(147,644)
Accrued income taxes	1,262,683	-
Deferred revenue	(10,882)	(7,630)
	<u>(512,432)</u>	<u>139,683</u>
Net cash provided by (used in) operating activities		
Cash Flows from Investing Activities:		
Investment purchases	(10,604,568)	-
Proceeds from sale of building	17,766,479	-
Deposit to cash - escrow	(500,000)	-
Acquisition of property and equipment	(44,211)	(5,374)
	<u>6,617,700</u>	<u>(5,374)</u>
Net cash provided by (used in) investing activities		
Cash Flows from Financing Activities:		
Principal payments on long-term debt	(6,531,318)	(120,907)
	<u>(426,050)</u>	<u>13,402</u>
Net Change in Cash		
Cash:		
Beginning of year	<u>747,530</u>	<u>734,128</u>
End of year	<u>\$ 321,480</u>	<u>\$ 747,530</u>
Supplemental Disclosure of Cash Flow Information:		
Cash paid for interest	<u>\$ 174,524</u>	<u>\$ 281,153</u>
Cash paid for unrelated business income taxes	<u>\$ 96,225</u>	<u>\$ 86,409</u>
Supplemental Disclosure of Non-Cash Investing Transaction:		
Donated property and equipment	<u>\$ -</u>	<u>\$ (162,876)</u>

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

INTERNATIONAL INSTITUTE OF BOSTON, INC.
D/B/A INTERNATIONAL INSTITUTE OF NEW ENGLAND AND AFFILIATE

Combined Statement of Functional Expenses
For the Year Ended September 30, 2015
(With Summarized Comparative Totals for the Year Ended September 30, 2014)

	2015				2014	
	Program Services	General and Administrative	Fundraising	Facilities	Total	Total
Personnel and Related:						
Salaries	\$ 1,825,111	\$ 559,779	\$ 68,169	\$ 94,525	\$ 2,547,584	\$ 2,284,191
Donated services	533,695	-	-	-	533,695	507,483
Payroll taxes and fringe benefits	288,664	88,557	10,784	14,954	402,959	377,624
Purchased and contracted services	111,070	60,541	61,716	6,500	239,827	192,616
Recruitment	740	71,927	110	-	72,777	3,848
Total personnel and related	<u>2,759,280</u>	<u>780,804</u>	<u>140,779</u>	<u>115,979</u>	<u>3,796,842</u>	<u>3,365,762</u>
Occupancy:						
Rent and utilities	210,640	-	-	54,607	265,247	216,242
Mortgage interest	-	-	-	174,524	174,524	281,153
Depreciation	-	-	-	146,132	146,132	195,873
Real estate taxes	-	-	-	85,711	85,711	156,718
Repairs and maintenance	325	-	-	54,350	54,675	44,822
Equipment rental	12,663	-	-	740	13,403	8,065
Total occupancy	<u>223,628</u>	<u>-</u>	<u>-</u>	<u>516,064</u>	<u>739,692</u>	<u>902,873</u>
Other:						
Client assistance	1,209,710	-	-	-	1,209,710	1,341,206
Supplies and materials	69,086	8,237	358	283	77,964	78,829
Professional fees	548	51,780	1,115	10,020	63,463	60,592
Insurance	8,171	30,312	500	22,201	61,184	71,627
Special events	-	-	59,066	-	59,066	15,216
Travel, meetings and conferences	49,463	7,394	323	-	57,180	44,526
Donated goods	43,734	-	-	-	43,734	34,139
Income taxes	-	-	-	38,184	38,184	40,629
Telephone	33,805	169	-	-	33,974	39,048
Miscellaneous	2,846	5,027	10,065	-	17,938	10,162
Dues and subscriptions	9,403	645	3,025	-	13,073	13,162
Depreciation and amortization	988	5,854	-	4,336	11,178	16,800
Postage	1,067	1,531	1,009	-	3,607	4,162
Printing	-	-	-	-	-	6,871
Total other	<u>1,428,821</u>	<u>110,949</u>	<u>75,461</u>	<u>75,024</u>	<u>1,690,255</u>	<u>1,776,969</u>
Total expenses	<u>\$ 4,411,729</u>	<u>\$ 891,753</u>	<u>\$ 216,240</u>	<u>\$ 707,067</u>	<u>\$ 6,226,789</u>	<u>\$ 6,045,604</u>

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

INTERNATIONAL INSTITUTE OF BOSTON, INC.
D/B/A INTERNATIONAL INSTITUTE OF NEW ENGLAND AND AFFILIATE

Combined Statement of Functional Expenses
For the Year Ended September 30, 2014

	Program Services	General and Adminis- trative	Fundraising	Facilities	Total
Personnel and Related:					
Salaries	\$ 1,758,456	\$ 263,543	\$ 94,932	\$ 167,260	\$ 2,284,191
Donated services	507,483	-	-	-	507,483
Payroll taxes and fringe benefits	291,016	43,564	15,397	27,647	377,624
Purchased and contracted services	128,486	1,988	62,101	41	192,616
Recruitment	3,608	240	-	-	3,848
Total personnel and related	2,689,049	309,335	172,430	194,948	3,365,762
Occupancy:					
Rent and utilities	96,713	-	-	119,529	216,242
Mortgage interest	-	-	-	281,153	281,153
Depreciation	-	-	-	195,873	195,873
Real estate taxes	-	-	-	156,718	156,718
Repairs and maintenance	4,551	-	-	40,271	44,822
Equipment rental	7,177	-	-	888	8,065
Total occupancy	108,441	-	-	794,432	902,873
Other:					
Client assistance	1,341,206	-	-	-	1,341,206
Supplies and materials	75,666	2,606	557	-	78,829
Professional fees	28,640	31,792	160	-	60,592
Insurance	7,014	32,403	-	32,210	71,627
Special events	-	-	15,216	-	15,216
Travel, meetings and conferences	44,084	442	-	-	44,526
Donated goods	34,139	-	-	-	34,139
Income taxes	-	-	-	40,629	40,629
Telephone	39,048	-	-	-	39,048
Miscellaneous	3,189	3,708	3,265	-	10,162
Dues and subscriptions	12,182	480	-	500	13,162
Depreciation and amortization	-	11,034	-	5,766	16,800
Postage	3,277	445	440	-	4,162
Printing	6,871	-	-	-	6,871
Total other	1,595,316	82,910	19,638	79,105	1,776,969
Total expenses	\$ 4,392,806	\$ 392,245	\$ 192,068	\$ 1,068,485	\$ 6,045,604

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



International Institute of New England

BOARD OF DIRECTORS

Cornel Catuna, Board Vice-Chair
Executive Vice President
BJ's Wholesale Club, Inc.

Zoltan Csimma, Director
Business Affiliation: N/A

Jean Franchi, Director
Chief Financial Officer
Dimension Therapeutics

Georges Gemayel, Director
Business Affiliation: N/A

William Gillett, Board Chairperson
Dean of Business School
Southern New Hampshire University

Monica Grewal, Director
Partner
WilmerHale

Taeiss Haghighat, Director
Executive Director IP
Triton Systems

Rushna Tejani Heneghan, Director
Deputy General Counsel
Charles River Laboratories, Inc.

William Krause, Director
Vice President and Portfolio Manager
Moody, Lynn, & Lieberson, LLC

Rita McDonough, Treasurer
Chief Financial Officer
International Institute of New England

Frederick Millham, Director
Chief of Surgery
South Shore Hospital

Beth Murphy, Director
Founder
Principal Pictures, Inc.

Deborah Shufrin, Director
Director of Investments
Brandeis University

David Sullivan, Director
Partner
Murtha Cullina LLP

Jeffrey Thielman
President/CEO
International Institute of New England

Michael Wyzga, Director
Biotechnology Consultant

Directors serve without compensation.

SCHOOL YEAR 2016-2017

Concord

Itemization of Anticipated Expenditures for Adult Basic Education

PERSONNEL SERVICES

NOTE: For each type of paid employee provide information shown in the following example:

2 at 4 hrs./wk. at \$5.00 per hr. for 25 wks. = \$1,000.00

Administrative

Education Coordinator at 1 hr./wk. at \$24.00 per hr. for 36 wks. = \$864 - Vanessa Rashid

Site Director at 0.5hrs./wk. at \$36.25/hr. for 36 wks. = \$653 - Amadou Hamady
Total \$1,519

Teachers

Civics Teacher at 6 hrs./wk. at \$24.00 per hr. for 36 wks. - Kayla Stewart

Total \$5,184

Teacher Aides

Total \$ _____

Guidance and Counseling

Total \$ _____

Other Personnel (please specify) i.e., Reading Consultant,
Secretary, etc.

Total \$ _____

Total for All Personnel Services \$ 6,703

SCHOOL YEAR 2016-2017

Concord

Itemization of Anticipated Expenditures for Adult Basic Education

PERSONNEL SERVICES

NOTE: For each type of paid employee provide information shown in the following example:

2 at 4 hrs./wk. at \$5.00 per hr. for 25 wks. = \$1,000.00

Administrative

Program Administrator at 9hrs./wk. at \$24.00 per hour for 39 weeks - Vanessa Rashid
Total \$ 8,424.00

Teachers Vanessa Rishid -- Kayla Stewart

2 at 18 hrs./wk. at \$24.00 per hour for 36 wks. = \$31,104

1 at 28 hrs./wk. at \$24.00 per hour for 36 wks. = \$24,192

ESOL Teacher to be hired
Teacher Aides
Total \$ 55,296.00

Total \$ _____

Guidance and Counseling

Total \$ _____

Other Personnel (please specify) i.e., Reading Consultant, Secretary, etc.

Total \$ _____

Total for All Personnel Services \$ 63,720.00

Vanessa Rashid

Summary

Accomplished ESL teacher with extensive experience in developing curriculum for English language and cultural classes. Exceptional background in designing meaningful and effective coursework that engages students and expedites learning, specifically in the areas of reading and writing.

Highlights

- NH Certified ESL Instructor
- Program development aptitude
- Creative learning strategies
- Certified examiner for IELTS English language proficiency test
- Knowledge of the refugee and immigrant experience
- Proficient speaker of Italian language

Accomplishments

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

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

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

Experience

11/2011 – 11/2013

ESL-Plymouth State University - Plymouth, NH
IELTS Examiner

Performed and rated speaking portion of international English language tests for language learners. Rated written portion of international English language tests for language learners. Maintained professional approach while creating comfortable environment for testing.

08/1999 - 06/2013

Manchester School District - Manchester, NH
ESL Teacher

Employed kinesthetic, visual and auditory approaches to make lessons interesting and interactive. Taught English language skills to students from kindergarten age through adulthood. Organized supplementary materials in English for all students. Integrated technology as an instructional tool, including the Smartboard. Attended professional development workshops focused on learning goals and classroom management. Conducted small group and individual classroom activities based on differentiated learning needs.

09/2000 - 12/2003

Manchester Community College - Manchester, NH
ESL Adjunct Instructor

Taught lessons encompassing a range of skill-building activities for speaking,

writing, reading and listening. Created daily lesson plans for multi-level adult ESL classes.

01/1997 - 08/1999 International Institute of NH - Manchester, NH
Refugee Resettlement Coordinator
Performed essential services for newly arriving refugees including: housing, orientations, medical appointments, school enrollments, clothing, food, access to adult language classes and employment services. Supervised multilingual and multi-cultural staff.

Education

1997 Notre Dame College - Manchester, NH, USA
Master of Education: TESOL
Coursework in English Grammar, Linguistics and Language Development-
Certified ELL Instructor

1991 University of NH - Durham, NH, USA
Bachelor of Arts: Art History
Minor in Italian language
Graduated Magna Cum Laude
Completed a year of intensive art and language study in Italy

Amadou Hamady

EDUCATION

Master of Social Work (MSW)
University of New Hampshire, Durham

Bachelor Degree (BS) in Business Administration
Faculty of Science and Economic, Nouakchott- Mauritania

Summary of qualifications:

Staff and Organizational Management

- Manage and oversee all resettlement services.
- Ensure that all clients receive high quality services in compliance with all contracts.
- Supervise staff members and interns and conduct annual performance evaluations.
- Lead weekly staff and disposition meetings.
- Provide appropriate training, coaching, professional development, and supervision for all staff and interns.
- Review work flow of staff and makes organizational changes as appropriate to maintain quality services to new refugees.

Program Management

- Ensure case files and time sheets are maintained and adhere to all contract requirements in a timely fashion.
- Conduct regular case file reviews.
- Submit quarterly, semi-annual, and annual reports for grants.
- Ensure accountability at all levels of the program.

Financial Management

- Oversee the implementation, management and tracking for all refugee expenditures.
 - With refugee team, track monthly R&P and Matching Grant direct assistance. Track and ensure sufficient cash and in-kind match donations.
 - Conduct monthly financial reconciliation.
-
- Day to day social service operations, encompassing skills and responsibilities for supporting a broad scope of cultural and educational programs, including information to health care providers, schools, after school programs, colleges/universities as it relates to serving refugee/immigrant students and their families in Manchester, NH.
 - Experience with coordinating language interpretation services, in addition to making referrals and appointment related to accessing schools and other social services programs

- Provide support and information on college/university admissions and referral services to prospective minority student applicants to colleges
- Organize and coordinate field trips for newcomer students to local college fairs and conventions
- Collaborating with ELL teachers, guidance counselors, nurses, school psychologists and other school administrators on social, emotional and academic well-being of minority students

Additional Skills:

Effective organizational, interpersonal and communication skills, strong leadership abilities and motivational management skills, successful project coordinator; collaborative project management; familiarity with Windows 95/98/XP/Vista, MS-Word, Excel, PowerPoint, outlook and Data Entry.

Employment History

**International Institute of New England
Manchester, NH**

2010 – Present

Director

August 21 - Present

Refugee School Impact Program Coordinator

October 2010-August 2013

- Provide social, emotional, psychological, adjustment, cultural and academic services to more than 300 refugee/immigrant students (K1-12) and their families
- Run an after school program that provides services such as homework help, literacy skills, college access workshops, Art, parent empowerment, and leadership skills to refugee/immigrant students (k1-12) and their families
- Serve as parent liaison between schools, community agency providers and refugee/immigrant families

Saint Anselm College, Manchester, NH, 2010 – May 2013

Part-time Program Coordinator for the Humanities after -School Program

- Coordinate the Humanities After School Program where St. Anselm college students work with Manchester School District's high school students on portraits of human greatness from countries that send refugees/immigrants in the U.S
- Recruit yearly 40 high school students from Manchester's Public High Schools to participate in the Humanities program at St. Anselm college

Manchester School District, Webster Elementary School

September – Mars, 2010: Paraprofessional

- Implement Individual Education Plan
- Supported teachers and special needs students, trained new staff
- Determined and managed classroom coverage of Special Education staff

MSW Intern, 2009-2010

Beech St Elementary School (Title 1 program), and Hillside Middle School, Manchester, NH

- Provided case management to students and families through school interactions and home visits
- Facilitated support groups of Immigrant and Refugee kids of grade 1 to from grade 3
- Provided counseling to immigrant and refugee school kids Africa and Central Asia.
- Participated in the volunteering training program to enhance parental participation in the on-going school volunteer program
- Coordinated services between students/families and other health care providers.
- Worked as a Student Assistance program (SAP) counselor and worked with 6th, 7th, and 8th grade children of diverse socio-economic, cultural and ethnic background.
- Facilitated two support groups of refugee and immigrant kids on issues such as, Self-esteem, Social Skills, Cultural transition, Grief/loss, Substance Abuse Education/Prevention, Communication, Family issues, Immigration related stresses.
- Provided information, referrals and support to promote healthy coping alternatives

MSW Intern, 2008-2009

Frannie Peabody Center, Portland, Maine

- Performed comprehensive diagnosis for clients, including intakes, bio-psychosocial assessment, and annual client assessments
- Provided case management services to a caseload of 10 clients, including referrals, transportation, housing, coordination of care, advocacy, and helped clients meet their medical, psychological, legal, and physical needs.
- Worked with the support services and outreach teams to help clients combat the isolation and stigma of HIV/AIDS, help increase awareness, prevention of HIV/AIDS among African immigrants living in Portland
- Worked with therapists, physicians, and other health care providers on clients' diagnosis, evaluation, treatment, and continuity of care.
- Provided adherence and counseling to HIV/AIDS clients

MSW intern, 2006- 2007

Lutheran Social Services of Northern New England, Concord, NH

- Provided services to newly immigrant and refugee families on legal services, transportation, housing, medical appointments, and follow-ups services.
- Assisted refugee families in their transition to their new lives in America, job trainings, referrals to English Language Learning Centers
- Provided interpreters, and life skill trainings.
- Made home visits to newly settled refugees

Research Experience/Professional Development

University of New Hampshire, Durham, NH

- Exploring Gender and race difference in quality of life of forty HIV positive clients at Frannie Peabody Center, using the Medical Outcomes HIV (MOS-HIV) instrument of measure.
- Worked as a graduate assistant with Professor's Susan Lord and Patrick Shannon in the Department Social Work at the University of New Hampshire, respectively on Non-responsiveness of mailed surveys among professional social workers, and Child Welfare and Developmental disabilities.

Carsey Institute, University of New Hampshire, May 31-June 11, 2010

.Successfully completed a training in Micro-finance, Sustainable Micro-enterprise and Development Programs

Related Experiences

Strafford County Jail, Dover, NH and Concord State prison, Concord, NH

- Volunteer at the Strafford County Correctional Jail in Dover and at Concord State prison, working with minority inmates in many areas, including counseling, visiting inmates in Community Hospitals, Mental Health Units, Behavioral Adjustment Units, and other restricted units.

Awards:

Saint Anselm College 2011 pioneer in Service Award, in recognition of outstanding efforts made to link refugee youth to Humanities and community.

2013 Campus Compact University President's Community Partner Award from the University of NH and the NH Southern University-

USCRI Certified MG and R&P 2014

Member of Leadership New Hampshire Class 2014

Fluent in French, Arabic, Fulani and Wolof

Kayla Stewart

SKILLS SUMMARY

- ◆ Teaching English as a Foreign Language (TEFL)
- ◆ Time & Classroom Management
- ◆ Lesson Planning
- ◆ Lead Extra-Curricular Activities
- ◆ Multi-Tasking & Organizing
- ◆ Team Builder & Worker
- ◆ Grant Writing
- ◆ Conversational level Mandarin

RELATED WORK EXPERIENCE

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

- ◆ Propose ideas to grant writers on writing an addendum of current citizenship grant to meet realistic goals in the future, how to avoid problems in future grants, and how to monitor progress throughout the fiscal year.
- ◆ Create student-centered lessons using Microsoft PowerPoint/Word; calculate/record grades in Microsoft Excel.
- ◆ Speak to various groups in Manchester to recruit students for taking the Naturalization/Citizenship Test.
- ◆ Create flyers, registration forms, curriculum forms, timeline and data tracking sheet to fulfill citizenship grant.

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

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

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

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

VOLUNTEER EXPERIENCE

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

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

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

- ◆ Created culturally sensitive lesson plans relating to GEWE within the Chinese cultural context.
- ◆ Published peer-edited lesson plans in the Peace Corps China GEWE monthly newsletter, named *Voices*.
- ◆ Attended monthly Skype meetings to pitch ideas and receive/give constructive feedback for other writers' pieces.

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

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

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

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

Women Empowerment Group Leader: *Peace Corps China* September 2013 to December 2014

- ◆ Lead discussions on different topics related to gender differences in both American and Chinese cultures.
- ◆ Mentored members on how to be strong, independent women and leaders within their community.
- ◆ Instructed members on how to deal with sensitive issues related to women, relationships, and personal growth.

St. Francis Pet Care Inc.: *Volunteer Coordinator/Director in Gainesville, FL* May 2010 to May 2013

- ◆ Speak to various organizations at the University of Florida to promote volunteer activities, recruit new volunteers for the St. Francis House Pet Care Clinic; recruit, interview, and train new volunteers; organize volunteer and doctors' schedules.
- ◆ Organize and table for recruiting/fundraising at festivals, career/extra curricular activity fairs, and speaking at club meetings.

Kayla Stewart

- ◆ Created a Procedure Handbook and “How To” Book for clinic as a means of training volunteers due to short turnover groups for the clinic and continue to expand on volunteers’ responsibilities in order to maintain a sustainable non-profit organization.

Beginning Swahili: Teacher’s Assistant at University of Florida

May 2012 to August 2012

- ◆ Assist professor in making interactive lesson plans and attend classes for speaking and/or listening exercises.
- ◆ Tutor students out of class, make worksheets, quizzes, and additional practice exercises for individuals.

EDUCATION

University of Oregon— Coursera.org

May 2013 to June 2013

Statement of Accomplishment with Distinction

“Shaping the Way We Teach English, 2: Paths to Success in English Language Teaching”

University of Oregon— Coursera.org

April 2013 to May 2013

Statement of Accomplishment with Distinction

“Shaping the Way We Teach English, 1: The Landscape of English Language Teaching”

University of Florida— Gainesville, FL

June 2008 to August 2012

Bachelor of Science in Animal Biology

Minor in African Studies

Sponsored by Florida Medallion Scholars Award

Study Abroad—Michigan State Training Centre for Development Co-Operation in Arusha, Tanzania

June 2011 to August 2011

Coordinated by Michigan State University

Completed Intensive/Advanced Kiswahili Course

Sponsored by Fulbright Hayes Scholarship

PROFESSIONAL DEVELOPMENT

Developing Depth in Our Practice—Manchester, NH

November 2015

Sponsored by New Hampshire Mentor Teaching Team

Hours Earned: 7

New Staff Training Part I—Concord, NH

January 2016

Sponsored by New Hampshire Mentor Teaching Team

Hours Earned: 7

Curriculum Workshop—Nashua, NH

January 2016

Sponsored by New Hampshire Mentor Teaching Team

Hours Earned: 3

EMPLOYMENT & SALARY HISTORY

International Institute of New England—Manchester, NH

October 2015 to Present

Part-Time English as a Second Language (ESL) Instructor

Part-Time Citizenship Instructor

Peace Corps Volunteer—Jiangyou Preschool Educators College, China

July 2013 to July 2014

Full-Time College TEFL Instructor

WAGE: LIVING STIPEND OF 220 USD/MONTH

Oaks Veterinary Hospital—Gainesville, FL

March 2012 to May 2013

Full-Time Animal Care Nurse/Head Technician/Trainer

WAGE: \$10.00/HOUR



International Institute of New England

Position Title: Instructor, ESOL
Reports to: ESOL Program Manager
Supervision: N/A
Salary Grade: 3

Overview:

The ESOL Instructor provides ESOL and computer instruction to adult learners in the ESOL Program part time three evenings per week following a school year of September to June. Teacher preparation time ratio is 2:1. Instructional methods reflect a student-centered learning philosophy and include ongoing assessment. Primary responsibilities include:

Duties and Responsibilities:

- Provide classroom instruction that reflects a cohesive approach to L/S and R/W.
- Maintain attendance records and reports, as required. Contribute to the overall retention of students in assigned class.
- Plan a syllabus appropriate to assigned class level according to ESOL/ computer curricula guidelines and students' needs.
- Prepare lesson plans and classroom materials utilizing program text books and supportive resources.
- Contribute to the on-going curriculum development process. Review and adopt new materials as needed.
- Coordinate instruction with other components/programs within workforce development to ensure that clients have maximum opportunities to improve their communication and job readiness skills, gain employment, and advance towards their career goals.
- Assist in the assessment and placement of students into appropriate levels. Evaluate and document student progress, make placement recommendations and changes in accordance with the NRS descriptors for Student Performance Level and program class levels/focus.
- Participate in the goal setting and meeting process with students assigned in class.
- Refer student and classroom issues/needs to the Evening ESOL Program Coordinator.
- Attend regularly scheduled program meetings and periodic professional training sessions. The Institute requires 20 hours of professional development per year.
- Ensure compliance with funding guidelines.

Perform all other duties assigned by supervisor.

Qualifications:

- Bachelor's Degree in related field required; related MA preferred
- Ability to model accurate American English pronunciation and grammar required

- At least one year of adult ESOL teaching experience preferably with immigrant populations; experience with non-literate learners is helpful
- Outstanding communication skills including written, verbal, and presentation skills
- Demonstrated organizational and logistical experience
- Excellent computer skills including Microsoft Word and Excel required
- Bilingual/bicultural candidates are encouraged to apply