

158 2015



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

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Deputy Commissioner of Education
Tel. 603-271-3801

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

May 26, 2015

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

REQUESTED ACTION

Authorize the Department of Education to exercise a renewal option to grant funds to the Dover Housing Authority, Dover, NH (Vendor Code 159988), originally approved by Governor and Council on 06/19/13, item #202, renewed 06/18/14, item #145 to continue to offer extended day programming for youth and their families, effective upon Governor and Council approval for the period of July 1, 2015 through June 30, 2016 in an amount not to exceed \$96,735.15. 100% Federal Funds.

Funding is available in account titled 21st Century Community Learning Center

FY 16

06-56-56-563010-75380000-072-500577 Grants-Federal \$96,735.15

Explanation

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

New Hampshire anticipates a FY 2016 grant award in the amount of \$5,643,198.00 from the United States Department of Education under Title IVB, the 21st Century Community Learning Center program. This program provides grants to inner city and rural schools, community based organizations, youth development agencies and other educational agencies to provide expanded learning opportunities outside of regular school hours for

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council

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

The program services provided by the grant cited above will be coordinated by Dover Housing Authority in collaboration with the Dover School District. This collaborative approach will serve elementary Dover School District youth and their families.

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

This is the third year of a five year grant. The renewal option is included as those selected for funding are eligible for five years of funding based on previous successful progress.

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

Respectfully submitted,



Virginia M. Barry, Ph.D.
Commissioner

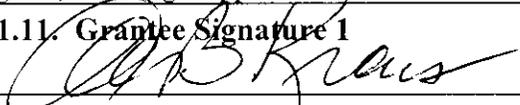
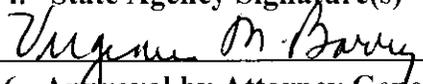
VMB:SBS
Enclosures

GRANT AGREEMENT

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

GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name NH Department of Education		1.2. State Agency Address 101 Pleasant Street Concord, NH 03301	
1.3. Grantee Name <i>DOVER HOUSING AUTHORITY</i> Town/City of (VC#)		1.4. Grantee Address <i>62 WHITTIER ST DOVER NH 03820</i>	
1.5. Effective Date G&C Approval	1.6. Completion Date 6.30.16	1.7. Audit Date N/A	1.8. Grant Limitation \$ 96,735.15
1.9. Grant Officer for State Agency Suzanne Birdsall-Stone		1.10. State Agency Telephone Number 603-520-6263	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Grantee Signature 1 		1.12. Name & Title of Grantee Signor 1 <i>EXECUTIVE DIRECTOR</i>	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13. Acknowledgment: State of New Hampshire, County of <i>Strofford</i> , on <i>6/10/15</i> , before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal) <i>Kathy A. Zaleski</i>			
1.13.2. Name & Title of Notary Public or Justice of the Peace <i>KATHY A. ZALESKI, NOTARY PUBLIC</i>			
1.14. State Agency Signature(s) 		1.15. Name & Title of State Agency Signor(s) <i>VIRGINIA M. BARRY, Commissioner</i>	
1.16. Approval by Attorney General (Form, Substance and Execution) By:  Assistant Attorney General, On: <i>6/11/15</i>			
1.17. Approval by Governor and Council By: _____ On: <i>1/1</i>			

2. SCOPE OF WORK: In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:36, the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project").

Grantee Initials *ADK*
Page 1 of 3

Date *6/10/15*

3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date in block 1.5 or on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire whichever is later (hereinafter referred to as "the effective date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.6 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT B.
- 5.3. In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.
7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date three (3) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date three (3) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.
8. PERSONNEL.
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA: RETENTION OF DATA: ACCESS.
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,

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

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

Grantee Initials
Page 2 of 3



Date

6/10/15

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



6/10/15

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

Federal/State Program Title: SOCC Afterschool Program

FROM: Seymour Osman Community Center TO: Suzanne Birdsall-Stone

c/o Dover Housing Authority NH Department of Education
62 Whittier Street State Office Park South
Dover, NH 03820 101 Pleasant Street
Concord, New Hampshire 03301-3860

SAURA: #11

Proposed Project Title: SOCC Afterschool Program

Project Period: July 1, 2015 to: June 30, 2016

PROJECT MANAGER: NAME: Stacey Kearns TITLE: Director of Family Services

ADDRESS: 62 Whittier Street, Dover, NH 03820 TELEPHONE: 603-749-6692

E-MAIL ADDRESS: skearns@doverhousingauthority.org FAX: 603-742-6911

FINANCIAL CONTACT: NAME: Wendy M. Tenney TELEPHONE: 603-742-5804

E-MAIL ADDRESS: wendy@doverhousingauthority.org FAX: 603-742-6911

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:

- 1. This grant will be administered in accordance with the applicable provisions of the following federal laws and regulations:
a. 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.
b. Any amendments in effect on the date of this grant award or to become effective during the project period are incorporated.
2. Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education "Federal Funds Financial Management Manual".
3. Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.
4. 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.
5. 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:
Seymour Osman Community Center
c/o Dover Housing Authority
62 Whittier Street
Dover, NH 03820

Table with 2 columns: TYPE OF CHANGE, BUDGET, FUND AUTH, FISCAL AGENT, OTHER. Row 1: X, BUDGET, FUND AUTH, FISCAL AGENT, OTHER.

APPROVED INDIRECT COST RATE: 0 %

Wendy M. Tenney
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER
3/27/2015
DATE

BUDGET SUMMARY BY OBJECT AND FUNCTION CODES (See NH Financial Accounting Handbook 1999 Edition pages A-38 through A-75)

OBJECT CODE	1000 INSTRUCTION	2000 SUPPORT	2 ADMIN	5000 INDIRECT	TOTAL
100	33,109.00	31,815.65		COST BELOW CANNOT	64,924.65
200	2,997.92	6,737.66		INCLUDE AUDIT FEES WHEN A PROJECT LINE ITEM INCLUDES AUDIT FEES	9,735.58
300	13,600.12	4,170.00			17,770.12
400					-
500		1,304.80			1,304.80
600		3,000.00			3,000.00
700					-
800					-
900					-
TOTALS	49,707.04	47,028.11	-	-	96,735.15

DETAIL OF PROPOSED BUDGET

FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION	FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION
2000	110	31,815.65	Salaries				
2000	211	2,574.06	Health/Medical				
2000	212	83.73	Dental				
2000	213	7.20	Life				
2000	214	61.20	Disability				
2000	220	2,433.90	FICA				
2000	230	1,256.63	Retirement				
2000	250	154.00	Unemployment				
2000	260	166.94	Workers' Comp				
2210	531	204.80	Phone				
2210	534	100.00	Postage				
2210	580	1,000.00	Travel				
1400	321	13,600.12	Contractual				
2100	322	2,170.00	Contractual				
2210	340	2,000.00	Data/Evaluation				
2210	610	3,000.00	Supplies				
1000	100	33,109.00	Salaries				
1000	220	2,532.84	FICA				
1000	250	291.36	Unemployment				
1000	260	173.72	Workers' Comp				
SUB TOTAL/TOTAL		96,735.15	////////////////	SUB TOTAL/TOTAL		-	////////////////

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 SEYMOUR OSMAN COMMUNITY CENTER AND YOUTH SAFE HAVEN is a New Hampshire nonprofit corporation formed April 29, 2002. 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 25th day of February A.D. 2015



A handwritten signature in cursive script that reads "William M. Gardner".

William M. Gardner
Secretary of State

CERTIFICATE OF AUTHORITY

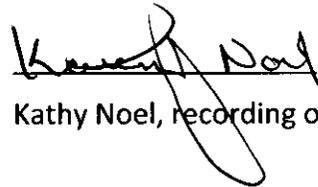
DOVER HOUSING AUTHORITY

I, Kathy Noel, recording official of the **Dover Housing Authority**, a municipal corporation pursuant to RSA 203 located at 62 Whittier Street, Dover New Hampshire 03820 certify the attached By-Laws of the Dover Housing Authority are a true and accurate copy of the official By-Laws of the Dover Housing Authority.

The By-Laws of the Dover Housing Authority authorize the Executive Director, Allan B. Krans Sr. to perform all duties incident to the office of Executive Director including the execution of contracts and the day-to-day management of the programs of the Dover Housing Authority.

I further certify Allan B. Krans Sr. currently occupies the position of Executive Director and has authority to bind the corporation.

Date: June 10, 2015



Kathy Noel, recording official

Kathy Noel, appeared before me this 10th day of June, 2015, and after being duly sworn stated her signature her act was her voluntary true act and deed.



Notary Public



BY LAWS
OF THE DOVER HOUSING AUTHORITY

ARTICLE I - THE AUTHORITY

Section 1. Name of the Authority. The name of the Authority shall be the “Dover Housing Authority.”

Section 2. Seal of Authority. The seal of Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization, and the initials “N.H.”

Section 3. Office of Authority. The office of the Authority shall be located at 62 Whittier Street, Dover, New Hampshire.

Section 4. Board of Commissioners. The Authority shall have five (5) commissioners. The City Manager is responsible for the appointment of the Commissioners. Commissioners are appointed for a five (5) year term and the terms shall be staggered so that one vacancy occurs each year.

Section 5. Duties of the Commissioners. The Board of Commissioners shall hire the Executive Director to provide the management of the Authority. The Board shall also adopt policies and resolutions and provide clear and concise policy and guidelines to the Executive Director. The Executive Director is charged with the day to day responsibility of making the housing authority operate, as well as, for the execution of policies.

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chairperson, a Vice–Chairperson, and a Secretary-Treasurer (who shall be Executive Director). The Chairperson and Vice-Chairperson must be on the Board for at least one (1) year before being eligible for election.

Section 2. Chairperson. The Chairperson shall preside at all meetings of the Authority. The Chairperson shall sign all documents required by the Housing and Urban Development (HUD) to be signed by the Chairperson. At each meeting, the Chairperson shall submit such recommendations and information as may be considered proper concerning the business and affairs and policies of the Authority.

Section 3. Vice-Chairperson. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson; and in case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Authority shall select a new Chairperson.

Section 4. Secretary-Treasurer. The Secretary-Treasurer shall be the Executive Director of the Authority and, as such, shall be responsible for the administration of its business and affairs, subject to the Board approved policies. The Executive Director shall be responsible for the records of the Authority. The Executive Director and/or the person so designated shall act

as recording Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose. The Executive Director shall have the care and custody of all funds of the Authority and shall be responsible over the staff that deposits the same in the name of the Authority in such bank or banks as the Board shall approve by resolution. The Executive Director and other Authority staff, as designated by the Board of Commissioners, shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Board of and as approved in annual operating budgets, except as otherwise authorized by the Board of Commissioners. The Executive Director shall be responsible for the regular books of accounts indicating receipts and expenditures and shall render to the Board of Commissioners at each regular meeting (or more often, if requested) an account of transactions and also of the financial condition of the Authority.

Section 5. Election or Appointment. The Chairperson and Vice-Chairperson shall be elected at the annual meeting of the Board of Commissioners from among the commissioners, and shall hold office for one year or until their successors are elected and qualified.

Section 6. Vacancies. Should the office of Chairperson or Vice-Chairperson become vacant, the Board of Commissioners shall elect a successor from its membership at the next meeting, and such election shall be for the unexpired term of said office. When the office of the Executive Director becomes vacant, the Board of Commissioners shall appoint a successor from a list of qualified applicants.

Section 7. Executive Director. The Board of Commissioners shall hire the Executive Director by written contract, or, if there is no written contract, subject to the Personnel Policy of the Authority. The Board of Commissioners shall determine the compensation of the Executive Director. The Executive Director shall be charged with the day-to-day management of the housing programs of the Authority, and shall execute the policies adopted by the Commissioners. The Executive Director has the authority to hire, transfer, discharge, discipline, demote, and promote. The Executive Director shall inform and advise the Board on recommended policy changes and required regulatory changes in policy. The Executive Director shall perform all duties incident to the Executive Director office. In a case of a vacancy in the position of Executive Director, no Commissioner of the Authority shall be eligible for this office ***during his or her tenure and for one year thereafter***, except on a temporary basis, provided that a temporary appointee selected from among the commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses)."

Section 8. Additional Personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Housing Authorities Law of the State of New Hampshire, as amended and all other laws of the State of New Hampshire applicable thereto. The selection and compensation of such

personnel, including the Secretary shall be determined by the Authority subject to the laws of the State of New Hampshire.

Section 9. Committees. The Chairperson may appoint committees to serve in an advisory capacity to the full Board and Executive Director.

ARTICLE III – MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held on the date and time established by Board resolution, at the regular meeting place of the Authority. In the event that the date falls on a legal holiday, the annual meeting shall be held on the next succeeding calendar day. Notice of this meeting, including the preliminary agenda shall be posted at the principal office of the Housing Authority in a public place at least seven (7) days prior to the meeting day.

Section 2. Regular Meetings. Monthly meetings shall be held at the regular meeting place of the Authority on the date and time established by the Board by resolution. In the event the date falls on a legal holiday, the meeting shall be held on the next succeeding calendar day. Notice of these meetings, including the preliminary agenda shall be posted at the principal office of the Housing Authority in a public place at least three (3) days prior to the meeting day.

Section 3. Special Meetings. The Chairperson or Executive Director of the Authority may, when he/she deems it appropriate, or shall, upon the written request of two (2) members of the Board of Commissioners call a special meeting of the Authority for the purpose of transacting any business designated in the call. The meeting shall be held within a reasonable time not to exceed two weeks. The call for a special meeting may be delivered to each Board member of the Authority or may be mailed to the business or home address of each member of the Board of Commissioners at least three (3) business days prior to the date of such special meeting. Notice of this meeting, including a preliminary agenda shall be posted at the principal office of the Housing Authority in a public place at least seven (7) days prior to the meeting day. If a preliminary agenda is not available the posted notice shall include a general description of the nature and purpose of the meeting. At such meeting no business shall be considered other than as designated in the notice. However if all of the Board of Commissioners of the Authority are present at a special meeting, any/all business may be transacted at such special meeting.

Section 4. Non-public Sessions. Executive sessions shall be conducted in accordance with the New Hampshire Revised Statutes Annotated (RSA) Chapter 91-A, Access to Public Records and Meetings.

Section 5. Quorum. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn until a quorum is obtained. Once a quorum is established, action may be

taken by the Board of Commissioners upon a vote of a majority of the Commissions present. Whenever, during the meeting a quorum is not present, the only thing to be done is to adjourn; though, if no question is raised about it, the debate can be continued, reports may be received, but no vote may be taken.

Section 6. Order of Business. At the regular meeting of the Authority, Robert's Rule of Order shall be followed and the following shall be the order of business:

1. Roll Call
2. Public Comment
3. Approval of the minutes of the previous meeting and any intervening special meeting.
4. Approval of Manifests
5. Executive Director report
6. Other reports as determined by the Board of Commissioners
7. Old Business
8. New business
9. Adjournment

Notes: The Board of Commissioners reserve the right to change the order of business as deemed necessary. All resolutions shall be in writing and shall be maintained in the official minute book of the Authority.

Section 7. Manner of Voting. The voting on all questions coming before the Authority shall be by ayes and nays. However, upon the request of any member, voting shall be by roll call and the ayes and nays shall be entered upon the minutes of such meeting.

Section 8. Minutes: Written minutes shall be kept of all public meetings. The minutes must include the following:

- The date, time and place of the meeting
- The name of the members present
- The substance of all official actions and a record of the votes in favor, opposed to, and the number of abstentions as to all official actions
- The names of all citizens who appeared officially at the meeting and the subject of their comments

Section 9. Public Comments: The following rules will apply to all public comments at the Board of Commissioners meetings:

- Any member of the public may attend and speak at any meeting of the Dover Housing Authority (except non-public meetings).
- Remarks must be limited to five (5) minutes.
- The Board Chairperson or his/her representative will refer items brought before the Board to the Executive Director for resolution.

ARTICLE IV – AMENDMENTS

Amendments to By-Laws. The by-laws of the Authority shall be amended only with the approval of at least three members of the Authority at a regular meeting, but no such amendment(s) shall be adopted unless notice of the amendment has been submitted in writing at the previous regular meeting of the Authority.

Adopted: 08/18/1950

Revised: 03/16/2010

Revised: 04/14/2010



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/19/2015

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 D.B. Warlick & Co. P O Box 1260 69 Lafayette Rd. North Hampton NH 03862	CONTACT NAME: Kathleen Flibotte, CISR
	PHONE (AG No. Ext): (603) 964-6065 FAX (AG No.): (603) 964-9029 E-MAIL ADDRESS: kflibotte@dbwarlick.com
INSURED Seymour Osman Community Center & Youth Safe Haven c/o Dover Housing Authority, 62 Whittier St Dover NH 03820	INSURER(S) AFFORDING COVERAGE
	INSURER A: Philadelphia Indemnity
	INSURER B: Mount Vernon Fire Insurance
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES CERTIFICATE NUMBER: 14-15 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 INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		PHPK1235661	9/24/2014	9/24/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					WC STATU-TORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Directors & Officers Employment Practices		NDO20077871H (D&O) NDO20077871H (D&O)	8/29/2014 8/29/2014	8/29/2015 8/29/2015	Each Claim & Aggregate \$1,000,000 Each Claim & Aggregate \$1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

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

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

Edward Young/KF

SEYMOUR OSMAN COMMUNITY CENTER
& YOUTH SAFE HAVEN

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2014

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

FINANCIAL STATEMENTS

JUNE 30, 2014

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OUELLETTE & ASSOCIATES, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

Keith H. Allen, C.P.A., M.S.T.
Mark R. Carrier, C.P.A.
Steven R. Lamontagne, C.P.A.

George A. Roberge, C.P.A.
Gary A. Wigant, C.P.A.
C. Joseph Wolverton, C.P.A., C.V.A.

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To The Board of Directors
Seymour Osman Community Center & Youth Safe Haven
Dover, New Hampshire

We have reviewed the accompanying statement of financial position of Seymour Osman Community Center & Youth Safe Haven (a nonprofit organization) as of June 30, 2014, and the related statements of activities, functional expenses and cash flows for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Organization management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, with the exception of the matter described in the following paragraph, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

As disclosed in Note 2 to the financial statements, accounting principles generally accepted in the United States of America require the consolidation of financially related non-profit organizations. Management has informed us that the Organization's accounts have not been consolidated with the Dover Housing Authority (DHA). The effect of this departure on the Organizations financial position, activities, and cash flows has not been determined.

Ouellette & Associates, P.A.
Certified Public Accountants

February 3, 2015
Lewiston, Maine

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2014

ASSETS

ASSETS	
Grants Receivable	\$ 20,671
TOTAL ASSETS	<u>\$ 20,671</u>
<i>LIABILITIES AND NET ASSETS</i>	
LIABILITIES	
Cash Overdraft	\$ 4,969
Accounts Payable	1,478
Accrued Payroll	859
Accrued Compensated Absences	14,580
Due to Dover Housing Authority	<u>29,000</u>
Total Liabilities	<u>50,886</u>
NET ASSETS	
Unrestricted	<u>(30,215)</u>
Total Net Assets	<u>(30,215)</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 20,671</u>

See accompanying notes and independent accountant's review report.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2014

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
SUPPORT AND REVENUE			
Contributions:			
Dover Housing Authority - Monetary Funding	\$ 50,000	\$ -	\$ 50,000
Dover Housing Authority - Donated Facility	87,198	-	87,198
Dover Housing Authority - Donated Overhead Costs	26,857	-	26,857
Other Miscellaneous Contributions	2,393	-	2,393
Grant Revenue:			
21st Century Community Learning Center Grant	79,217	-	79,217
Service Fees	21,848	-	21,848
Special Events Revenue	11,107	-	-
Less: Costs of Direct Benefits to Donors	<u>(359)</u>	-	-
Net Revenue from Special Events	10,748	-	10,748
Other Revenue	8,977	-	8,977
Interest Income	16	-	16
Net Assets Released from Restrictions	<u>3,325</u>	<u>(3,325)</u>	<u>-</u>
TOTAL SUPPORT AND REVENUE	<u>290,579</u>	<u>(3,325)</u>	<u>287,254</u>
EXPENSES			
Program Expenses	283,584	-	283,584
Management and General	<u>18,036</u>	<u>-</u>	<u>18,036</u>
TOTAL EXPENSES	<u>301,620</u>	<u>-</u>	<u>301,620</u>
CHANGE IN NET ASSETS	<u>(11,041)</u>	<u>(3,325)</u>	<u>(14,366)</u>
NET ASSETS, BEGINNING OF YEAR (As Previously Reported)	(4,549)	3,325	(1,224)
Prior Period Adjustment	<u>(14,625)</u>	<u>-</u>	<u>(14,625)</u>
NET ASSETS, BEGINNING OF YEAR (As Restated)	<u>(19,174)</u>	<u>3,325</u>	<u>(15,849)</u>
NET ASSETS, END OF YEAR	<u>\$ (30,215)</u>	<u>\$ -</u>	<u>\$ (30,215)</u>

See accompanying notes and independent accountant's review report.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2014

	<i>Program Expenses</i>	<i>Management and General</i>	<i>Total</i>
Salaries and Wages	\$ 116,971	\$ -	\$ 116,971
Payroll Taxes and Benefits	24,312	-	24,312
Total Personnel Expenses	141,283	-	141,283
Rental Expense	78,478	8,720	87,198
Direct Program Expenses - Contracted Services	23,010	-	23,010
Direct Program Expenses - Other	11,518	-	11,518
Utilities	13,190	1,466	14,656
Supplies and Materials	1,223	-	1,223
Professional Fees	4,600	-	4,600
Computer Support	14	-	14
Maintenance	4,352	483	4,835
Telephone and Internet	1,492	-	1,492
Insurance	3,623	-	3,623
Training	569	-	569
Travel and Conferences	152	-	152
Postage	80	-	80
Bookkeeping	-	7,367	7,367
TOTAL EXPENSES	<u>\$ 283,584</u>	<u>\$ 18,036</u>	<u>\$ 301,620</u>

See accompanying notes and independent accountant's review report.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2014

CASH FLOWS FROM OPERATING ACTIVITIES

Change in Net Assets	\$ (14,366)
<i>Adjustments to Reconcile Change in Net Assets to</i>	
<i>Net Cash From Operating Activities:</i>	
<i>(Increase) Decrease in Operating Assets:</i>	
Grants Receivable	7,112
<i>Increase (Decrease) in Operating Liabilities:</i>	
Cash Overdraft	4,969
Accounts Payable	1,361
Accrued Payroll	296
Other Accrued Liabilities	518
Refundable Advances	<u>(1,236)</u>
NET CASH FROM OPERATING ACTIVITIES	(1,346)

CASH FLOWS FROM FINANCING ACTIVITIES

Net Payments to Dover Housing Authority	<u>(6,967)</u>
DECREASE IN CASH	(8,313)
CASH AT BEGINNING OF YEAR	<u>8,313</u>
CASH AT END OF YEAR	<u>\$ -</u>

See accompanying notes and independent accountant's review report.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2014

NOTE 1: ORGANIZATION AND NATURE OF ACTIVITIES

Seymour Osman Community Center & Youth Safe Haven (SOCC) is a private nonprofit organization affiliated with the Dover Housing Authority (DHA). SOCC was formed by DHA and both organizations share many of the same board members. In addition, DHA is currently the primary supporter of SOCC. The SOCC's mission is to provide positive youth development programs, family support and education about drugs and alcohol.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The accompanying financial statements are those of only SOCC and do not include the accounts of Dover Housing Authority. Management has indicated that the Organization is financially related to the Dover Housing Authority (DHA). DHA has a controlling financial interest through its voting interest in the Board of the Organization and DHA has an economic interest by providing significant support to the Organization. As a result, the financial statements of the Organization should be consolidated with DHA under generally accepted accounting principles.

Accounting Method

The accounts of the Organization are maintained in accordance with accounting principles generally accepted in the United States of America on an accrual basis.

Basis of Presentation

The Organization is required to report information regarding its financial position and activities according to three classes of net assets as follows:

Unrestricted Net Assets – Net assets that are not subject to donor-imposed stipulations.

Temporarily Restricted Net Assets – Net assets subject to donor-imposed stipulations that limit the use of the donated funds. When the time restriction ends or when the purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. As of June 30, 2014, the Organization had no temporarily restricted net assets.

Permanently Restricted Net Assets – Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. Generally, the donors of these assets permit the Organization to use all or part of the income earned on any related investments for general or specific purposes. As of June 30, 2014, the Organization had no permanently restricted net assets.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS
(Continued)

JUNE 30, 2014

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Grants Receivable

Grants receivable consist primarily of state and local community grants. Management believes that balances carried are fully collectible. Accordingly, no allowance for doubtful accounts is required. When management determines accounts are uncollectible, they will be directly charged to operations. Management believes such amounts would be immaterial.

Equipment

It is the Organization's policy to capitalize equipment with a cost of over \$5,000 if purchased, and a fair value of \$5,000 or more if the equipment is donated. Donated equipment is reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire equipment are reported as restricted contributions. Equipment is depreciated using the straight-line method over the estimated useful lives of the assets. All of the Organization's equipment was fully depreciated at June 30, 2014.

Income Taxes

The Organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and did not conduct unrelated business activities. Therefore, no provision has been made for federal income taxes in the accompanying financial statements. Management has determined that the Organization does not have any uncertain tax positions and associated unrecognized benefits that materially impact the financial statements or related disclosures. Since tax matters are subject to some degree of uncertainty, there can be no assurance that the Organization's tax returns will not be challenged by the taxing authorities and that the Organization will not be subject to additional tax, penalties and interest as a result of such challenge. Generally, the Organization's tax returns remain subject to examination for three years after they were filed.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

The Organization considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents. The Organization had no cash equivalents at June 30, 2014.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS
(Continued)

JUNE 30, 2014

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Subsequent Events

Events that occur after the statement of financial position date but before the financial statements were available to be issued must be evaluated for recognition or disclosure. Subsequent events that provide evidence about conditions that existed at the statement of financial position date are required to be recognized in the accompanying financial statements. Subsequent events that provide evidence about conditions that existed after the statement of financial position date require disclosure in the accompanying notes. Management evaluated the activity of the Organization through February 3, 2015, the date the financial statements were available to be issued, and concluded that no subsequent events have occurred that would require recognition in the financial statements or disclosure in the notes to the financial statements.

NOTE 3: GRANTS RECEIVABLE

The Organization has been awarded several grants to further its goal of providing youth programs, family support and drug and alcohol education. These grants are considered exchange transactions. Accordingly, revenue is earned as the program service is provided and expenses are recognized as incurred. Grants Receivables are due in less than one year and consist of the following at June 30, 2014:

21 st Century Community Learning Center Grant	<u>\$ 20,671</u>
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NOTE 4: RELATED PARTY TRANSACTIONS

Common Control

SOCC and DHA share many of the same board members.

Donated Facilities

The DHA has donated the use of the facility occupied by SOCC without any stipulation as to the occupancy period. For this reason the Organization recognized, at fair value, a contribution and rental expense in the amount of \$87,198 for the value of the rent during the year.

Donated Overhead Costs

The DHA has funded certain other overhead costs on behalf of the SOCC. These costs are treated as donations as DHA does not require the Organization to reimburse these costs. Overhead costs funded by DHA are as follows:

Utilities	\$14,655
Bookkeeping	7,367
Maintenance	<u>4,835</u>
	<u>\$26,857</u>

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS
(Continued)

JUNE 30, 2014

NOTE 4: RELATED PARTY TRANSACTIONS (Continued)

Personnel Expenses

The Organization is staffed by employees of DHA. The costs associated with these employees are reimbursed to DHA and are reported as Salaries and Wages and Payroll Taxes and Benefits for financial statement reporting purposes. For the year ended June 30, 2014, SOCC paid DHA \$145,177 for personnel costs. At June 30, 2014, SOCC owed DHA \$29,000 for June 2014 personnel costs.

Community Center Funding

During the year ended June 30, 2014, DHA provided funding towards the community centers operations. SOCC utilized funding totaling \$50,000 towards the support of its community center programs.

Financial Support

Presently, DHA has agreed to provide funding to SOCC on an as needed basis. For the year ended June 30, 2014, DHA provided approximately 56% of the Organization's total funding.

NOTE 5: CONCENTRATION OF CREDIT RISK

The Organization maintains its cash balances with one financial institution. Accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. The Organization's cash balances were fully insured at June 30, 2014.

NOTE 6: RESTRICTIONS OF NET ASSETS

Temporarily restricted net assets in the prior year consisted of the following:

Contributions restricted for the funding of:

HOOPLA Festival & Fashion Show	<u>\$ 3,325</u>
--------------------------------	-----------------

NOTE 7: PRIOR PERIOD ADJUSTMENT

An error, resulting in the understatement of the reported accrued compensated absences in the Organization's previously issued financial statements was discovered in 2014 and has been corrected in the current year. Accordingly, an adjustment of \$14,625 was made during 2014 to accrue payroll and compensated absences and reduce previously reported net assets as of the beginning of the year. The effect of the restatement on the change in net assets for 2013 was not determinable.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS
(Continued)

JUNE 30, 2014

NOTE 8: CONTINGENCIES – GOING CONCERN

As indicated in the accompanying financial statements, the Organization showed a decrease in net assets of \$14,929 during the year ended June 30, 2014. As of that date, the Organization's current liabilities exceeded its total assets by \$30,215. Those factors, as well as the uncertain conditions that the Organization faces regarding its funding sources, create an uncertainty about the Organization's ability to continue as a going concern. Management of the Organization is developing a plan to reduce its operating expenses and Dover Housing Authority has committed to monetary funding of approximately \$54,000 for the upcoming year. The ability of the Organization to continue as a going concern is dependent upon the plan's success and future funding from Dover Housing Authority. The financial statements do not include any adjustments that might be necessary if the Organization is unable to continue as a going concern.

Seymour Osman Community Center

Board of Directors

First	Last	Employer/Affiliation	Address	City	State	Zip	Director/Officer
Christine	Boston	Dover School District	[REDACTED]	Dover	NH	03820	Director/Vice Chair
Joan	Breault	Dover School District	[REDACTED]	Dover	NH	03820	Director
Marjorie	Briand	Owner, Briand Employment	[REDACTED]	Dover	NH	03820	Director
Barbara	Caron	Retired, Small Business Owner	[REDACTED]	Dover	NH	03820	Director
Beth	Dunton	Dover School District	[REDACTED]	Dover	NH	03820	Director
Timothy	Granfield	Liberty Mutual	[REDACTED]	Dover	NH	03820	Director/Chair
Nancy	Hunt	Retired, Teacher	[REDACTED]	Dover	NH	03820	Director
Allan	Krans	Dover Housing Authority	[REDACTED]	Dover	NH	03820	Member/Executive Director
Mark	Moeller	Attorney	[REDACTED]	Dover	NH	03820	Director
Kathy	Noel	Dover Housing Authority	[REDACTED]	Dover	NH	03820	Member/Secretary
Laurie	Smith	Attorney	[REDACTED]	Dover	NH	03820	Director
Annette	Studebaker	Cramer Fabrics, Inc	[REDACTED]	Dover	NH	03820	Director
Wendy	Tenney	Dover Housing Authority	[REDACTED]	Dover	NH	03820	Member/Treasurer
David	Terlemezian	Dover Police Department	[REDACTED]	Dover	NH	03820	Director

*Board members are non-salaried

MISSION

The Seymour Osman Community Center and Youth Safe Haven is a 501(c)(3) non-profit organization affiliated with the Dover Housing Authority. We provide academic support, life skills training, and recreational opportunities for local youth.



DOVER HOUSING AUTHORITY

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

POSITIONS AND SALARIES

Director of Family Services (Stacey Kearns)

Salary \$45,000.00
Benefits \$19,733.08

25% of salary paid out of 21st Century = \$11,250.00

25% of benefits paid out of 21st Century = \$4,933.27

21st Century Project Coordinator (Brandy Barshaw)

Salary \$20,565.65
Benefits \$1,804.39

Homework Lab Leader I (To be hired by Sept. 1)

4 hours/week at \$17.00/hour for 37 weeks

Salary \$2,516.00
Benefits \$227.82

Homework Lab Leader II (2 positions, To be hired by Sept. 1)

3 hours/week at \$18.00/hour for 37 weeks

Salary \$1,998.00 x2 = 3,996.00
Benefits \$180.91 x2 = 361.82

Homework Lab Leader II (To be hired by Sept. 1)

4 hours/week at \$18.00/hour for 37 weeks

Salary \$2,664.00
Benefits \$241.22

Homework Lab Leader III (To be hired by Sept. 1)

2 hours/week at \$19.00/hour for 37 weeks

Salary \$1,406.00
Benefits \$127.31

Homework Lab Leader IV (To be hired by Sept. 1)

3 hours/week at \$22.00/hour for 37 weeks

Salary \$2,442.00
Benefits \$221.12

Homework Lab Leader IV (3 positions, to be hired by Sept. 1)

5 hours/week at \$22.00/hour for 37 weeks

Salary \$4,070.00 x3 = \$12,210.00
Benefits \$368.53 x3 = \$1,105.58

Youth Development Coordinator (5 positions, to be hired)**

17.5 hours/week at \$9.00/hour for 10 weeks

Salary \$1,575.00 x5 = \$7,875.00
Benefits \$142.61 x5 = \$713.05

Stacey Kearns

- Education** *Masters in Social Work, University of New Hampshire, Durham, NH* 2011
Phi Alpha Honor Society member. Electives in Child and Adolescent Risk and Resiliency, Program and Resource Development, Social Action in the Dominican Republic, Therapeutic Interventions with Children.
- Bachelor of Arts, Drew University, Madison, NJ* 2007
Behavioral Science major, Classics minor, Pan-African Studies minor.
Cum Laude. Courses in psychology, sociology, and anthropology. Drew International Seminar in West Africa.
- Experience** *Director of Family Services, Dover Housing Authority, Dover, NH* 2014–present
- Oversee staff and afterschool programming at the Seymour Osman Community Center and Youth Safe Haven and Woodman Park School.
 - Implement and maintain innovative programming to meet the needs of children and families of Mineral and Whittier Park.
 - Procure essential program support through grant writing and fundraising.
 - Represent the Community Center to the general public and reinforce a positive public perception of Dover’s public housing neighborhood.
 - Manage all records related to grant reporting requirements.
 - Attend community meetings, conferences and workshops directly related to the mission of the Community Center and the Dover Housing Authority.
 - Manage budgets related to program operations.
- Service & Training Manager, Old Navy, Manchester, NH and Kittery, ME* 2013-2014
- Responsible for hiring, training, coaching, motivating, and recognizing.
 - Responsible for driving results of store performance including sales, brand loyalty, customer satisfaction, and employee satisfaction.
 - Accountable for monitoring and maintaining company policy and procedure, a safe environment, and store compliance requirements.
- Pricing Specialist, Old Navy, Newington, NH* 2013
- Lead team in executing pricing and marketing tasks.
 - Assisted with managerial tasks including store opening and closing.
- Sales Associate, Old Navy, Newington, NH* 2011-present
- Provide customer service to all customers in the store.
 - Primary trainer of new associates assigned to learn the cashier position.
- Post Adoption Social Worker, Child & Family Services, Lawrence, MA* 2012-2013
- Provided home-based family stabilization services to adoptive families.
 - Provided advocacy and coordination for families to gain access to long-term supportive services.
 - Coordinated and facilitated support groups and respite opportunities.
- Interim School Social Worker, Winnacunnet High School, Hampton, NH* 2011
- Available to students for short-term, crisis and on-going therapeutic support.
 - Assessed students who are allegedly being abused or neglected as reported by staff, students or parents and coordinated reporting to DCYF and administration.
 - Homeless Education Agency Liaison coordinating access to education for homeless high school students in accordance with the McKinney Vento Act.

- Counselor, The Summer Camp, Bridgton, ME* 2011
- Lived in cabin with girls from low-income families and foster homes acting as positive role model.
 - Facilitated literacy program for all campers, ages 6 through 16.
- Intern, Seacoast Youth Services, Seabrook, NH* 2010-2011
- Clinical work with individual students at Seabrook Middle School.
 - Assisted in program evaluation.
 - Contributed to writing grants for Seacoast Youth Services and School Administrative Unit 21.
 - Co-facilitated Adolescent Substance Abuse group and Girls Groups for 5th and 6th grade students.
- Group Counselor Intern, Direction Behavioral Health, Seabrook, NH* 2010-2011
- Clinical work with groups.
 - Maintained positive group culture through modeling healthy relationships and interactions.
 - Ensured client safety.
- Intern, Lutheran Social Services, Concord, NH* 2009-2010
- Therapeutic Family Connections department
 - Assisted Family Specialists with case management including weekly home visits and independent living skill instruction.
 - Supervised visits between foster children and biological families.
- Administrative Assistant, Rockingham Nutrition & Meals on Wheels, Brentwood, NH* 2007-2010
- Client Intake Specialist for agency providing meals and services to the elderly.
 - Responsible for maintaining client registrations with the State of NH to ensure agency credit and funding for meals served.
 - Supported staff members at 12 meal site locations.
- Client Advocate, Roots & Wings Foundation of New Jersey, Denville, NJ* 2006-2007
- Provided in-home therapy to assist aged out foster youth to gain independence.
 - Completed assessments and treatment plans for clients.
 - 24-hour on-call responsibility.
 - Case management services and appropriate linkage and advocacy in the community.
- Intern, Big Brothers Big Sisters of Morris, Bergen, and Passaic Counties, Parsippany, NJ* 2006
- Assisted Match Support Specialists
 - Supervision of traditional matches and school/site-based programs.
 - Assisted with volunteer and client interviews and training.

Volunteer Work

American Cancer Society

- Relay for Life of Rochester
 - Member of planning committee for American Cancer Society walk in 2009, 2010.
 - Registration Chair 2009.
- Making Strides Against Breast Cancer
 - Event day volunteer 2008, 2010, 2011, 2013

The Summer Camp

- Volunteer Counselor 2013

Certifications

American Heart Association CPR certification



Brandy Barshaw

Objective

To obtain a position working part-time for Great Bay Limousine Inc.

Experience

2013-present

Dover School Department

Dover, NH

Principal Assistant

- Assist in the main office by answering phones, data entry, filing and maintaining data for reporting.
- Enroll elementary aged children in Woodman Park School.
- Supervise recess for 600 children.
- Supervise Noon Aides.
- Implement and maintain behavior standards for children.
- Substitute teach
- Work with new families to provide information, ease fears and help them transition into Woodman Park School.
- Provide local, state and national resources to families in need.
- Assist teachers, parents and children with daily needs.

2004-present

Seymour Osman Community Center

Dover, NH

Project Coordinator

- Implementing, monitoring and maintaining programs for children grades 1-4 at Woodman Park School.
- Enroll elementary school students in SOCC Afterschool Program.
- Implements and maintains youth programs at Woodman Park School (primarily) and at the Seymour Osman Community Center (periodically).
- Facilitate academically linked programming for children in grades 1-4.
- Manage all essential data collection (at Woodman Park School) relative to 21st CCLC guidelines.
- Monitor program attendance and billing for program participation.
- Broker and attend meetings between school personnel and parents to ensure optimal service delivery specific to children's needs.
- Coordinate support services for families and children in need.
- Assist in planning and attends field trips.
- Meet regularly with staff at Woodman Park School.



Brandy Barshaw

- Meet regularly with Director of Family Services.
- Create, order and maintain monthly snack schedule for 100 children.
- Provide support to contracted employees, AmeriCorps volunteers, interns, and volunteers.

Youth Development Coordinator

- Design and implement educational activities and curriculum for a Kindergarten through fourth grade after school program.
- Establish and maintain relationships with parents, school administration and community organizations.
- Delegate tasks to volunteers and work study staff.
- Generate and distribute monthly newsletter for Dover Housing Authority community.

2001-2003

Strafford County Head Start

Dover, NH

Chairperson, Strafford County Parent Advisory Board

- Responsibilities included hiring and firing of staff, managing fiscal budget, and coordination of county activities such as fundraising and open enrollment period.
- Represented county at New England regional conferences.
- Delegated tasks to parents and regional Head Start sites.

2001-2002

New Hampshire Head Start

Dover, NH

Chairperson, New Hampshire State Advisory Board

- Coordinated state wide conferences
- Facilitated discussions regarding agency concerns: particularly proposed changes nationally and the potential effects at the state level.

2001-2003

In-Home Day Care

Dover, NH

Owner

- Operated an in-home day care for five children ages newborn to seven.
- Coordinated in-home therapeutic services for a child with autism.
- Managed and generated monthly invoices for customer self-pay accounts and New Hampshire Title XX



Brandy Barshaw

Education

2005-2007 Southern New Hampshire University Portsmouth, NH

Bachelor of Arts

- Major Social Science
- 3.5 GPA
- Not complete

Additional Skills

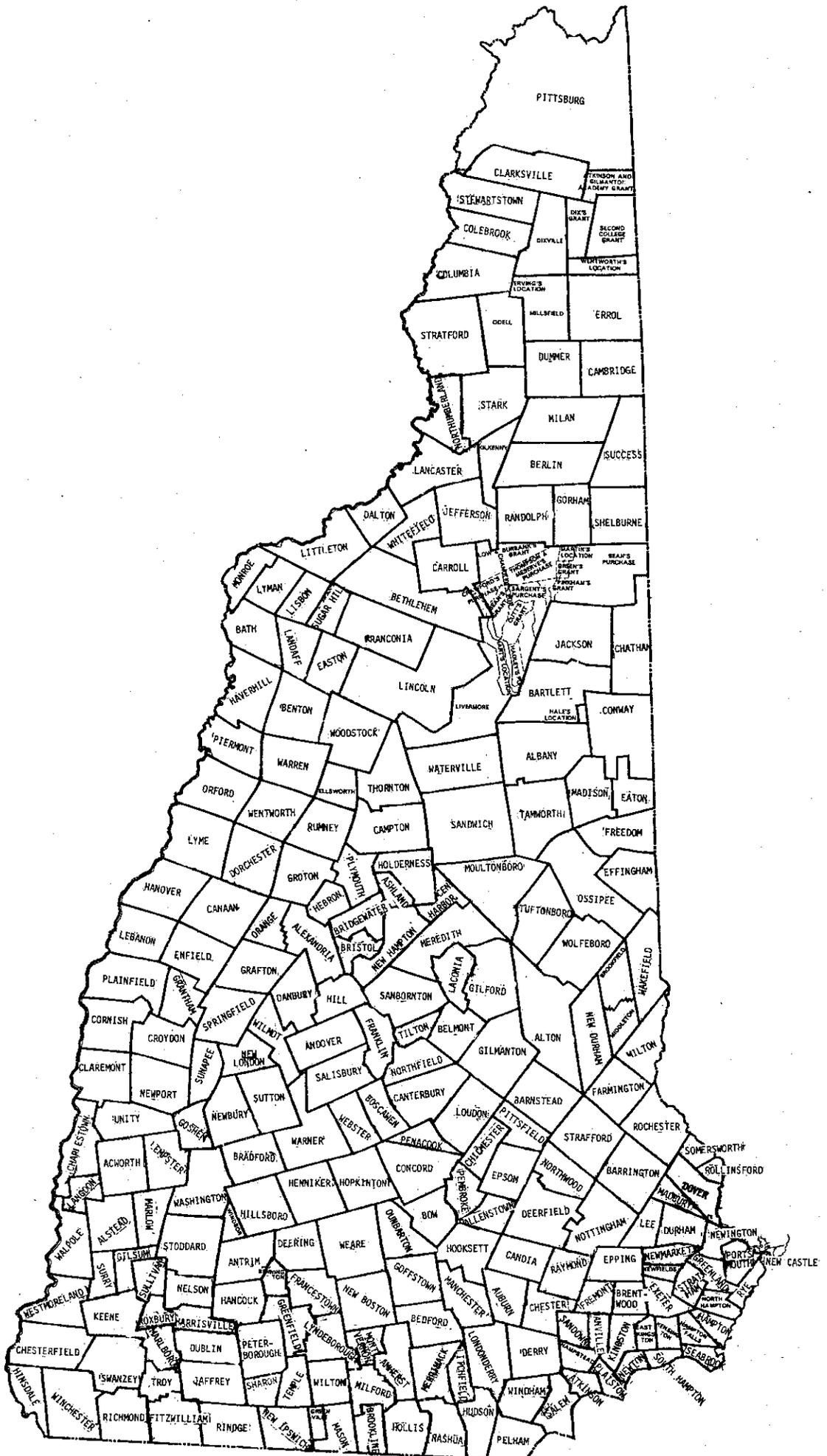
- Computer skills include Microsoft Word, Excel, Publisher, Power Point, and Internet applications.
- 100+ hours of Professional Development in various areas

Certifications

- American Heart Association Heart Saver and First Aid

References

- References are available on request



JUN 13 10 11 AM '13 200 BPS



Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 803-271-3144

Paul Leather
Deputy Commissioner of Education
Tel. 803-271-3801

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

May 15, 2013

100% Federal Funds

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

REQUESTED ACTION

Authorize the Department of Education to grant funds to the Dover Housing Authority, Dover, NH (Vendor Code 159988), to offer extended day programming for youth and their families pending legislative approval of the next biennial budget. This grant will be in effect upon Governor and Council approval from July 1, 2013 through June 30, 2014. Further authorize unencumbered payment of said grant with internal accounting control within the Department of Education. This grant will not exceed \$89,125.00. 100% Federal Funds.

Funding for this request is available from:

FY 14

06-56-56-562010-32770000-072-500577 \$89,125.00
Department of Education, Division of Instruction,
21st Century Community Learning Center Program

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

Explanation

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

New Hampshire anticipates a FY 2014 grant award in the amount of \$5,348,665.00 from the United States Department of Education under the 21st Century Community Learning Center program. This program provides grants to inner city and rural schools, community based organizations, youth development agencies and other educational agencies to provide

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council

Page Two
May 15, 2013

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

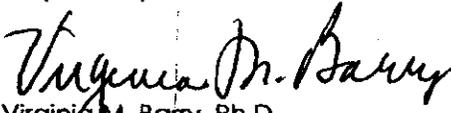
The program services provided by the grant cited above will be coordinated by Dover Housing Authority in collaboration with the Dover School District. This collaborative approach will serve elementary Dover School District youth and their families.

Funding for this grant is provided by the 21st Century Community Learning Center program under Part B of Title IV of the Elementary and Secondary Education Act (ESEA) of 1965, as amended. In January 2013 the New Hampshire Department of Education issued a Request for Proposals (RFP) soliciting proposals for these funds. School Districts, Community Based Organizations, and Extended Day Programs were notified through e-mail about the Bidders' Conference and publication of the online RFP. The projects funded demonstrated that partnerships between school districts and community based organizations have promise to help youth improve academic achievement. Sixteen proposals were received and eleven were funded based on a peer review process. Peer Reviewers worked in teams of three to rate proposals based on the RFP's matrix criteria. Each team had an experienced 21st Century Community Learning Center member to help steer the review and two other experienced professionals to create well-balanced teams. The nine peer reviewers were represented by experienced 21st Century Community Learning Center and school day professionals, higher education, the Department of Health and Human Services, and community based organizations. A list of reviewers is included in this packet.

Dover Housing Authority, in collaboration with the Dover School District, was one of eleven proposals selected for funding through a competitive process using standard state procedures. We request a renewal option for four additional fiscal years since those selected for funding are eligible for five years of funding based on previous successful progress.

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

Respectfully submitted,


Virginia M. Barry, Ph.D.
Commissioner

VMB:SB
Enclosures

21st Century Community Learning Center Program
2013 Competition Results

21st Century Community Learning Center Applicant	Complete Application (5)	Priority Points (5)	Need (10)	Program Design (25)	Resources (15)	Management (15)	Evaluation (15)	Budget (15)	TOTAL (105)	Reader Recommendation	Award Amount
Alisdale	5.00	5.00	8.00	21.33	15.00	15.00	7.00	14.33	90.67	Yes	\$ 57,800.00
Newfound	4.00	5.00	7.00	24.53	13.67	15.67	14.67	14.33	90.33	Yes	\$ 27,150.00
Mayerhill	5.00	5.00	7.67	22.53	12.67	14.00	13.00	13.33	90.00	Yes	\$ 52,550.00
Bover	5.00	5.00	10.00	23.33	12.00	12.00	12.00	12.00	88.00	Yes	\$ 87,200.00
Nashua	4.00	5.00	10.00	20.67	13.33	15.33	11.00	13.33	92.67	Yes	\$ 59,400.00
Monadnock-Emerson	4.00	5.00	7.33	22.00	14.33	15.33	12.00	13.67	91.67	Yes	\$ 100,000.00
Portsmouth	5.00	5.00	6.67	21.33	12.33	15.00	13.00	12.67	90.67	Yes	\$ 150,000.00
Monadnock-Middle School	4.00	5.00	8.33	21.00	14.00	16.33	11.33	14.00	90.33	Yes	\$ 91,500.00
Farrington	5.00	5.00	8.33	22.00	12.67	15.33	12.00	12.33	90.33	Yes	\$ 55,000.00
Conway	5.00	5.00	7.67	20.33	10.67	15.33	12.00	15.00	89.00	Yes	\$ 137,200.00
Governor Wentworth	4.00	5.00	7.00	19.67	11.67	12.33	12.00	13.00	86.67	Yes	\$ 80,125.00
Franklin	5.00	5.00	8.33	17.67	14.67	14.00	12.33	12.33	89.33	No	
Pittsfield	4.00	5.00	7.33	16.67	13.33	13.67	12.33	12.33	84.67	No	
Monadnock-Troy	4.00	5.00	4.67	18.33	12.33	10.00	8.67	10.33	73.33	No	
Plymouth	4.00	5.00	7.00	14.67	10.67	11.00	9.33	11.33	73.00	No	
Milton	4.00	5.00	7.67	14.33	10.00	10.00	7.33	10.00	68.33	No	

**New Hampshire Department of Education
21st Century Community Learning Center Program (CCLC)
2013 Competition Reviewers**

Gretchen Berger-Wabuti	Volunteer New Hampshire, Director
Jan Caron	Manchester Community College, Education Department Chair
Janine Lesser	DHHS, Division of Family Assistance, TANF Program Specialist
Victor Maloney	Seacoast Youth Services, Director
Holly Morehouse	Vermont Afterschool Network, Director
Rick Nannicelli	Marlborough Elementary School, Principal
Barbara Russ	Winooski School District, VT, 21 st CCLC Director
Cathy Paradis	Family School Connections Childcare Resource and Referral, Director
Meredith Stidham	Granite State United Way, Community Impact Southern Region, Director

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # 136277
CHANGE # Original
PAGE 1 of 2

Federal/State Program Title: SOCC Afterschool Program

FROM: Seymour Osman Community Center
c/o Dover Housing Authority
62 Whittier Street
Dover, NH 03820
SAUIRA: #11

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

TYPE OF CHANGE	
	BUDGET
X	FUND AUTH
	FISCAL AGENT
	OTHER

Proposed Project Title: SOCC Afterschool Program

Project Period: July 1, 2013 to: June 30, 2014

The following information is required for all projects

PROJECT MANAGER: NAME: Thad Mandsager
ADDRESS: 62 Whittier Street, Dover, NH 03820
E-MAIL ADDRESS: thad@doverhousingauthority.org

TITLE: Director of Family Services
TELEPHONE: 603-749-6692
FAX: 603-742-2493

FINANCIAL CONTACT: NAME: Wendy M. Tenney
E-MAIL ADDRESS: wendy@doverhousingauthority.org

TELEPHONE: 603-742-5804
FAX: 603-742-6911

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:
Seymour Osman Community Center
c/o Dover Housing Authority
62 Whittier Street
Dover, NH 03820

APPROVED INDIRECT COST RATE: 0 %

Wendy M. Tenney, Finance Director
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RACHIEF FINANCIAL OFFICER

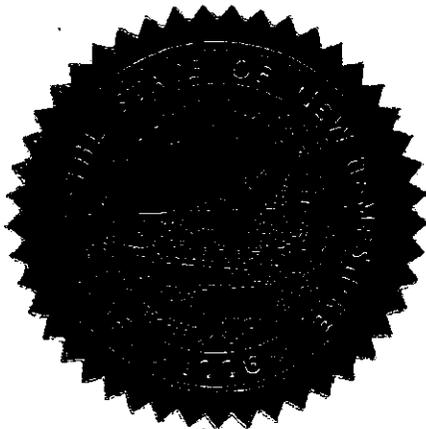

SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RACHIEF FINANCIAL OFFICER

16-May-13
DATE

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that THE SEYMOUR OSMAN COMMUNITY CENTER AND YOUTH SAFE HAVEN is a New Hampshire nonprofit corporation formed April 29, 2002. 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 10th day of May A.D. 2013

William M. Gardner

William M. Gardner
Secretary of State



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member: Dover School District SAU #11 McConnell Center 61 Locust Street, Suite 409 Dover, NH 03820	Member Number: 900	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
--	----------------------------------	--

	Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply								
<input checked="" type="checkbox"/>	General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2012	7/1/2013	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Each Occurrence</td><td style="text-align: right;">\$ 275,000</td></tr> <tr><td>General Aggregate</td><td style="text-align: right;">\$ 275,000</td></tr> <tr><td>Fire Damage (Any one fire)</td><td style="text-align: right;">\$</td></tr> <tr><td>Med Exp (Any one person)</td><td style="text-align: right;">\$</td></tr> </table>	Each Occurrence	\$ 275,000	General Aggregate	\$ 275,000	Fire Damage (Any one fire)	\$	Med Exp (Any one person)	\$
Each Occurrence	\$ 275,000											
General Aggregate	\$ 275,000											
Fire Damage (Any one fire)	\$											
Med Exp (Any one person)	\$											
<input type="checkbox"/>	Automobile Liability Deductible Comp and Coll: \$1,000 <input type="checkbox"/> Any auto			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Combined Single Limit (Each Accident)</td><td style="text-align: right;">\$</td></tr> <tr><td>Aggregate</td><td style="text-align: right;">\$</td></tr> </table>	Combined Single Limit (Each Accident)	\$	Aggregate	\$				
Combined Single Limit (Each Accident)	\$											
Aggregate	\$											
<input type="checkbox"/>	Workers' Compensation & Employers' Liability			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Statutory</td><td></td></tr> <tr><td>Each Accident</td><td style="text-align: right;">\$</td></tr> <tr><td>Disease - Each Employee</td><td style="text-align: right;">\$</td></tr> <tr><td>Disease - Policy Limit</td><td style="text-align: right;">\$</td></tr> </table>	Statutory		Each Accident	\$	Disease - Each Employee	\$	Disease - Policy Limit	\$
Statutory												
Each Accident	\$											
Disease - Each Employee	\$											
Disease - Policy Limit	\$											
<input type="checkbox"/>	Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)								

Description: Use of facilities by the Dover School District for after school math tutoring program. The certificate holder is named as Additional Covered Party, but only to the extent liability is based solely on the negligence or wrongful acts of the member, its employees, agents, officials or volunteers. This coverage does not extend to others. Any liability resulting from the negligence or wrongful acts of the Additional Covered Party, or their employees, agents, contractors, members, officers, directors or affiliates is not covered.

CERTIFICATE HOLDER:	<input checked="" type="checkbox"/>	Additional Covered Party	<input type="checkbox"/>	Loss Payee	Primex ³ - NH Public Risk Management Exchange
					By: <i>Tammy Denver</i>
					Date: 3/12/2013 tdenver@nhprimex.org
					Please direct inquires to: Primex³ Claims/Coverage Services 803-225-2841 phone 603-228-3833 fax
Dover Housing Authority Attn: Thad Mandsager 40 Hampshire Circle Dover, NH 03820					

MISSION

The Seymour Osman Community Center and Youth Safe Haven is a 501(c)(3) non-profit organization affiliated with the Dover Housing Authority. We provide academic support, life skills training, and recreational opportunities for local youth.

Seymour Osman Community Center and Youth Safe Haven
List of Officers and Directors

<i>First</i>	<i>Last</i>	<i>Employer/Affiliation</i>	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Director/Officer</i>
John	McCooney	Owner, Emergency Response System	P.O. Box 201	Dover	NH	03820	Director/President
Barbara	Caron	Retired, Small Business Owner	46 Cushing Street	Dover	NH	03820	Director/Vice President
Marjorie	Briand	Owner, Briand Employment	335 Washington St.	Dover	NH	03820	Director
Mark	Moeller	Attorney	680 Central Avenue, Suite# 103	Dover	NH	03820	Director
Tim	Granfield	Liberty Mutual	4 Dean Dr.	Dover	NH	03820	Director
Allan	Krans	Attorney, City of Dover	288 Central Ave.	Dover	NH	03820	Director

Board members are non-salaried.



DOVER HOUSING AUTHORITY

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

POSITIONS AND SALARIES

Director of Family Services (Thad Mandsager)

Salary \$43,882.00
Benefits \$19,675.90

25% of salary paid out of 21st Century = \$10,970.50
25% of benefits paid out of 21st Century = \$4,918.97

21st Century Project Coordinator (Brandy Barshaw)

Salary \$31,301.00
Benefits \$35,183.37

60% of salary paid out of 21st Century = \$18,780.60
60% of benefits paid out of 21st Century = \$21,110.02

Homework Lab Leader II (To be hired by Sept. 1)

7 hours/week at \$19.00/hour for 39 weeks

Salary \$ 5,187.00
Benefits \$ 487.44

Homework Lab Leader II (To be hired by Sept. 1)

7 hours/week at \$19.00/hour for 39 weeks

Salary \$ 5,187.00
Benefits \$ 487.44

Youth Development Coordinator (To be hired)**

Salary \$ 2,700.00
Benefits \$ 284.60

Youth Development Coordinator (To be hired)**

Salary \$ 2,700.00
Benefits \$ 284.60

*****These two positions, paid out of 21st Century, are part-time positions (15 hours/week at \$9.00/hour for 20 weeks) to be filled by December 15. Responsibilities include tutoring in homework lab and cofacilitating enrichment programs during periods when UNH interns and work-study employees are on break.***

SEYMOUR OSMAN COMMUNITY CENTER
& YOUTH SAFE HAVEN

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2012

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

FINANCIAL STATEMENTS

JUNE 30, 2012

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OUELLETTE & ASSOCIATES, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

Keith H. Allen, C.P.A., M.S.T.
Mark R. Carrier, C.P.A., C.V.A.
Roger P. Provencher, Jr., C.P.A.

George A. Roberge, C.P.A.
Gary A. Wigant, C.P.A.
C. Joseph Wolverton, C.P.A., C.V.A.

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To The Board of Directors
Seymour Osman Community Center & Youth Safe Haven
Dover, New Hampshire

We have reviewed the accompanying statement of financial position of Seymour Osman Community Center & Youth Safe Haven (a nonprofit organization) as of June 30, 2012, and the related statements of activities, functional expenses and cash flows for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Organization management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, with the exception of the matter described in the following paragraph, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

As disclosed in Note 2 to the financial statements, accounting principles generally accepted in the United States of America require the consolidation of financially related non-profit organizations. Management has informed us that the Organization's accounts have not been consolidated with the Dover Housing Authority (DHA). The effect of this departure on the Organizations financial position, activities, and cash flows has not been determined.

Ouellette & Associates, P.A.
Certified Public Accountants

November 30, 2012
Lewiston, Maine

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2012

<i>ASSETS</i>	
ASSETS	
Cash	\$ 8,021
Grants Receivable	<u>16,215</u>
TOTAL ASSETS	<u>\$ 24,236</u>
<i>LIABILITIES AND NET ASSETS</i>	
LIABILITIES	
Accounts Payable	\$ 902
Due to Dover Housing Authority	42,846
Refundable Advances	<u>1,302</u>
Total Liabilities	<u>45,050</u>
NET ASSETS	
Unrestricted	<u>(20,814)</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 24,236</u>

See Independent Accountant's Review Report and Accompanying Notes to the Financial Statements.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2012

SUPPORT AND REVENUE

Contributions:

Dover Housing Authority - Monetary Funding	\$ 150,000
Dover Housing Authority - Donated Facility	87,198
Dover Housing Authority - Donated Overhead Costs	29,326
Other Miscellaneous Contributions	3,595

Grant Revenue:

21st Century Community Learning Center Grant	83,278
JC Penney/UNH Cooperative Extension	5,925
Women's Fund of New Hampshire	3,969
Macy's Grant	2,500

Service Fees	12,712
Fundraising	7,509
Other Income	4,463
Interest Income	<u>25</u>

TOTAL SUPPORT AND REVENUE 390,500

EXPENSES

Program Expenses	402,604
Management and General	<u>19,842</u>

TOTAL EXPENSES 422,446

CHANGE IN UNRESTRICTED NET ASSETS (31,946)

UNRESTRICTED NET ASSETS, BEGINNING OF YEAR 11,132

UNRESTRICTED NET ASSETS, END OF YEAR \$ (20,814)

See Independent Accountant's Review Report and Accompanying Notes to the Financial Statements.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2012

	<i>Program Expenses</i>	<i>Management and General</i>	<i>Total</i>
Salaries and Wages	\$ 169,723	\$ -	\$ 169,723
Payroll Taxes and Benefits	76,820	-	76,820
Total Personnel Expenses	246,543	-	246,543
Rental Expense	78,478	8,720	87,198
Direct Program Expenses - Contracted Services	16,458	-	16,458
Direct Program Expenses - Other	26,138	-	26,138
Utilities	12,355	1,373	13,728
Supplies and Materials	3,229	-	3,229
Professional Fees	4,450	-	4,450
Computer Support	210	-	210
Maintenance	5,849	650	6,499
Telephone and Internet	2,243	-	2,243
Insurance	3,481	-	3,481
Training	496	-	496
Travel and Conferences	663	-	663
Printing and Copying	1,641	-	1,641
Postage	320	-	320
Fundraising	50	-	50
Bookkeeping	-	9,099	9,099
TOTAL EXPENSES	\$ 402,604	\$ 19,842	\$ 422,446

See Independent Accountant's Review Report and Accompanying Notes to the Financial Statements.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2012

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in Net Assets	\$ (31,946)
<i>Adjustments to Reconcile Change in Net Assets to</i>	
<i>Net Cash Used by Operating Activities:</i>	
<i>(Increase) Decrease in Operating Assets:</i>	
Grants Receivable	1,563
<i>Increase (Decrease) in Operating Liabilities:</i>	
Accounts Payable	423
Refundable Advances	<u>(3,143)</u>
NET CASH USED IN OPERATING ACTIVITIES	(33,103)
CASH FLOWS FROM FINANCING ACTIVITIES	
Net Advances from Dover Housing Authority	<u>11,237</u>
DECREASE IN CASH	(21,866)
CASH AT BEGINNING OF YEAR	<u>29,887</u>
CASH AT END OF YEAR	<u>\$ 8,021</u>

See Independent Accountant's Review Report and Accompanying Notes to the Financial Statements.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2012

NOTE 1: ORGANIZATION AND NATURE OF ACTIVITIES

Seymour Osman Community Center & Youth Safe Haven (SOCC) is a private nonprofit organization affiliated with the Dover Housing Authority (DHA). SOCC was formed by DHA and both organizations share many of the same board members. In addition, DHA is currently the primary supporter of SOCC. The SOCC's mission is to provide positive youth development programs, family support and education about drugs and alcohol.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The accompanying financial statements are those of only SOCC and do not include the accounts of Dover Housing Authority. Management has indicated that the Organization is financially related to the Dover Housing Authority (DHA). DHA has a controlling financial interest through its voting interest in the Board of the Organization and DHA has an economic interest by providing significant support to the Organization. As a result, the financial statements of the Organization should be consolidated with DHA under generally accepted accounting principles.

Accounting Method

The accounts of the Organization are maintained in accordance with accounting principles generally accepted in the United States of America on an accrual basis.

Basis of Presentation

The Organization is required to report information regarding its financial position and activities according to three classes of net assets as follows:

Unrestricted Net Assets – Net assets that are not subject to donor-imposed stipulations.

Temporarily Restricted Net Assets – Net assets subject to donor-imposed stipulations that limit the use of the donated funds. When the time restriction ends or when the purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Permanently Restricted Net Assets – Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. Generally, the donors of these assets permit the Organization to use all or part of the income earned on any related investments for general or specific purposes.

At June 30, 2012, the Organization has only Unrestricted Net Assets.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS
(Continued)

JUNE 30, 2012

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Promises to Give

Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Grants Receivable

Grants receivable consist primarily of state and local community grants. Management believes that balances carried are fully collectible. Accordingly, no allowance for doubtful accounts is required. When management determines accounts are uncollectible, they will be directly charged to operations. Management believes such amounts would be immaterial.

Equipment

It is the Organization's policy to capitalize equipment with a cost of over \$5,000 if purchased, and a fair value of \$5,000 or more if the equipment is donated. Donated equipment is reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire equipment are reported as restricted contributions. Equipment is depreciated using the straight-line method over the estimated useful lives of the assets. All of the Organization's equipment was fully depreciated at June 30, 2012.

Income Taxes

The Organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and did not conduct unrelated business activities. Therefore, no provision has been made for federal income taxes in the accompanying financial statements. Management has determined that the Organization does not have any uncertain tax positions and associated unrecognized benefits that materially impact the financial statements or related disclosures. Since tax matters are subject to some degree of uncertainty, there can be no assurance that the Organization's tax returns will not be challenged by the taxing authorities and that the Organization will not be subject to additional tax, penalties and interest as a result of such challenge. Generally, the Organization's tax returns remain subject to examination for three years after they were filed.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS
(Continued)

JUNE 30, 2012

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash and Cash Equivalents

The Organization considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents. The Organization had no cash equivalents at June 30, 2012.

Subsequent Events

Events that occur after the statement of financial position date but before the financial statements were available to be issued must be evaluated for recognition or disclosure. Subsequent events that provide evidence about conditions that existed at the statement of financial position date are required to be recognized in the accompanying financial statements. Subsequent events that provide evidence about conditions that existed after the statement of financial position date require disclosure in the accompanying notes. Management evaluated the activity of the Organization through November 30, 2012, the date the financial statements were available to be issued, and concluded that no subsequent events have occurred that would require recognition in the financial statements or disclosure in the notes to the financial statements.

NOTE 3: GRANTS RECEIVABLE

The Organization has been awarded several grants to further its goal of providing youth programs, family support and drug and alcohol education. These grants are considered exchange transactions. Accordingly, revenue is earned as the program service is provided and expenses are recognized as incurred. Grants Receivables are due in less than one year and consist of the following at June 30, 2012:

21 st Century Community Learning Center Grant	<u>\$ 16,215</u>
--	------------------

NOTE 4: REFUNDABLE ADVANCES

The Organization records grant awards accounted for as exchange transactions as refundable advances until related services are performed, at which time they are recognized as revenue. The activity in the refundable advance account is reported as follows:

Refundable Advances, Beginning of Year	\$ 4,445
Grant Awards Received	91,331
Grant Expenditures	<u>(94,474)</u>
Refundable Advances, End of Year	<u>\$ 1,302</u>

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS
(Continued)

JUNE 30, 2012

NOTE 5: RELATED PARTY TRANSACTIONS

Common Control

SOCC and DHA share many of the same board members.

Donated Facilities

The DHA has donated the use of the facility occupied by SOCC without any stipulation as to the occupancy period. For this reason the Organization recognized, at fair value, a contribution and rental expense in the amount of \$87,198 for the value of the rent during the year.

Donated Overhead Costs

The DHA has funded certain other overhead costs on behalf of the SOCC. These costs are treated as donations as DHA does not require the Organization to reimburse these costs. Overhead costs funded by DHA are as follows:

Utilities	\$13,728
Bookkeeping	9,099
Maintenance	<u>6,499</u>
	<u>\$29,326</u>

Personnel Expenses

The Organization is staffed by employees of DHA. The costs associated with these employees are reimbursed to DHA and are reported as Salaries and Wages and Payroll Taxes and Benefits for financial statement reporting purposes. For the year ended June 30, 2012, SOCC paid DHA \$197,645 for personnel costs. At June 30, 2012, SOCC owed DHA \$42,846 for June 2012 personnel costs.

Community Center Funding

During the year ended June 30, 2012, DHA provided funding towards the community centers operations. SOCC utilized funding totaling \$150,000 towards the support of its community center programs.

Financial Support

Presently, DHA has agreed to provide funding to SOCC on an as needed basis. For the year ended June 30, 2012, DHA provided approximately 69% of the Organization's total funding.

NOTE 6: CONCENTRATION OF CREDIT RISK

The Organization maintains its cash balances with one financial institution. Accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. The Organization's cash balances were fully insured at June 30, 2012.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS
(Continued)

JUNE 30, 2012

NOTE 7: CONTINGENCIES – GOING CONCERN

As indicated in the accompanying financial statements, the Organization showed a decrease in net assets of \$31,946 during the year ended June 30, 2012. As of that date, the Organization's current liabilities exceeded its total assets by \$20,814. Those factors, as well as the uncertain conditions that the Organization faces regarding its funding sources, create an uncertainty about the Organization's ability to continue as a going concern. Management of the Organization is developing a plan to reduce its operating expenses and Dover Housing Authority has committed to monetary funding of \$100,000 for the upcoming year. The ability of the Organization to continue as a going concern is dependent upon the plan's success and future funding from Dover Housing Authority. The financial statements do not include any adjustments that might be necessary if the Organization is unable to continue as a going concern.

W 145



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

Paul Leather
Deputy Commissioner of Education
Tel. 603-271-3801

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

May 14, 2014

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

REQUESTED ACTION

Authorize the Department of Education to exercise a renewal option to grant funds to the Dover Housing Authority, Dover, NH (Vendor Code 159988), originally approved by Governor and Council on 06/19/13, item #202, to continue to offer extended day programming for youth and their families, effective upon Governor and Council approval for the period of July 1, 2014 through June 30, 2015 in an amount not to exceed \$94,306.88. **100% Federal Funds.**

Funding is available in account titled 21st Century Community Learning Center

FY 15

06-56-56-562010-32770000-072-500577 Grants-Federal

\$94,306.88

Explanation

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

New Hampshire anticipates a FY 2014 grant award in the amount of \$5,348,665.00 from the United States Department of Education under Title IVB, the 21st Century Community Learning Center program. This program provides grants to inner city and rural schools, community based organizations, youth development agencies and other educational agencies to provide expanded learning opportunities outside of regular school hours for

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council

Page Two
May 14, 2014

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

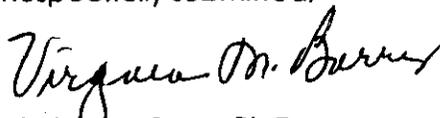
The program services provided by the grant cited above will be coordinated by Dover Housing Authority in collaboration with the Dover School District. This collaborative approach will serve elementary Dover School District youth and their families.

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

This is the second year of a five year grant. The renewal option is included as those selected for funding are eligible for five years of funding based on previous successful progress.

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

Respectfully submitted,



Virginia M. Barry, Ph.D.
Commissioner

VMB:SB
Enclosures

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

Federal/State Program Title: SOCC Afterschool Program SOCC Afterschool Program

FROM: Seymour Osman Community Center TO: Suzanne Birdsall-Stone
 c/o Dover Housing Authority NH Department of Education
 62 Whittier Street State Office Park South
 Dover, NH 03820 101 Pleasant Street
 SAU/RA: #11 Concord, New Hampshire 03301-3860

Proposed Project Title: SOCC Afterschool Program Project Period: July 1, 2014 to: June 30, 2015

PROJECT MANAGER: **NAME:** Thad Mandstager **TITLE:** Director of Family Services
ADDRESS: 62 Whittier Street, Dover, NH 03820 **TELEPHONE:** 603-749-6692
E-MAIL ADDRESS: thad@doverhousingauthority.org **FAX:** 603-742-6911

FINANCIAL CONTACT: **NAME:** Wendy M. Tenney **TELEPHONE:** 603-742-5804
E-MAIL ADDRESS: wendy@doverhousingauthority.org **FAX:** 603-742-6911

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:

1. This grant will be administered in accordance with the applicable provisions of the following federal laws and regulations:
 - a. 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.
 - b. Any amendments in effect on the date of this grant award or to become effective during the project period are incorporated.
2. Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education "Federal Funds Financial Management Manual".
3. Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.
4. 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.
5. 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:
 Seymour Osman Community Center
 c/o Dover Housing Authority
 62 Whittier Street
 Dover, NH 03820

PROJECT # 136277
 CHANGE # Original
 PAGE 1 of 2

TYPE OF CHANGE	BUDGET
X	FUND AUTH
	FISCAL AGENT
	OTHER

APPROVED INDIRECT COST RATE: 0 %

Wendy M. Tenney, Finance Director
 PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
 or RA/CHIEF FINANCIAL OFFICER
[Signature]
 SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
 or RA/CHIEF FINANCIAL OFFICER
6/4/2014
 DATE

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that THE SEYMOUR OSMAN COMMUNITY CENTER AND YOUTH SAFE HAVEN is a New Hampshire nonprofit corporation formed April 29, 2002. 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 16th day of April A.D. 2014



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

William M. Gardner
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/24/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER D.B. Warlick & Co. P O Box 1260 69 Lafayette Rd. North Hampton NH 03862	CONTACT NAME: Kathleen Flibotte, CISR
	PHONE (A/C No. Ext): (603) 964-6065 FAX (A/C No.): (603) 964-9029 E-MAIL ADDRESS: kflibotte@dbwarlick.com
INSURED Seymour Osman Community Center & Youth Safe Haven c/o Dover Housing Authority, 62 Whittier St Dover NH 03820	INSURER(S) AFFORDING COVERAGE
	INSURER A: Philadelphia Indemnity
	INSURER B: Mount Vernon Fire Insurance
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES CERTIFICATE NUMBER: 13/14 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	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		PRPK1066255	9/24/2013	9/24/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	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				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Directors & Officers Employment Practices		NDO2007787B (D&O) NDO2007787B (D&O)	8/29/2013 8/29/2013	8/29/2014 8/29/2014	Each Claim & Aggregate \$1,000,000 Each Claim & Aggregate \$1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

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

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

Edward Young/KP

SEYMOUR OSMAN COMMUNITY CENTER
& YOUTH SAFE HAVEN

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2013

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

FINANCIAL STATEMENTS

JUNE 30, 2013

C O N T E N T S

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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To The Board of Directors
Seymour Osman Community Center & Youth Safe Haven
Dover, New Hampshire

We have reviewed the accompanying statement of financial position of Seymour Osman Community Center & Youth Safe Haven (a nonprofit organization) as of June 30, 2013, and the related statements of activities, functional expenses and cash flows for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Organization management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, with the exception of the matter described in the following paragraph, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

As disclosed in Note 2 to the financial statements, accounting principles generally accepted in the United States of America require the consolidation of financially related non-profit organizations. Management has informed us that the Organization's accounts have not been consolidated with the Dover Housing Authority (DHA). The effect of this departure on the Organizations financial position, activities, and cash flows has not been determined.

Ouellette & Associates, P.A.
Certified Public Accountants

December 12, 2013
Lewiston, Maine

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2013

<i>ASSETS</i>	
ASSETS	
Cash	\$ 8,313
Grants Receivable	<u>27,783</u>
TOTAL ASSETS	\$ <u>36,096</u>
 <i>LIABILITIES AND NET ASSETS</i>	
LIABILITIES	
Accounts Payable	\$ 117
Due to Dover Housing Authority	35,967
Refundable Advances	<u>1,236</u>
Total Liabilities	<u>37,320</u>
NET ASSETS	
Unrestricted	(4,549)
Temporarily Restricted	<u>3,325</u>
Total Net Assets	<u>(1,224)</u>
TOTAL LIABILITIES AND NET ASSETS	\$ <u>36,096</u>

See accompanying notes and independent accountant's review report.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2013

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
SUPPORT AND REVENUE			
Contributions:			
Dover Housing Authority - Monetary Funding	\$ 74,202	\$ -	\$ 74,202
Dover Housing Authority - Donated Facility	87,198	-	87,198
Dover Housing Authority - Donated Overhead Costs	26,857	-	26,857
Other Miscellaneous Contributions	4,461	3,325	7,786
Grant Revenue:			
21st Century Community Learning Center Grant	90,030	-	90,030
Women's Fund of New Hampshire	4,240	-	4,240
SES Tutoring Program	57,070	-	57,070
Measured Progress	5,000	-	5,000
Service Fees	17,577	-	17,577
Special Events Revenue	10,040	-	-
Less: Costs of Direct Benefits to Donors	<u>(455)</u>	-	-
Net Revenue from Special Events	9,585	-	-
Other Revenue	4,482	-	4,482
Interest Income	<u>20</u>	<u>-</u>	<u>20</u>
TOTAL SUPPORT AND REVENUE	<u>380,722</u>	<u>3,325</u>	<u>374,462</u>
EXPENSES			
Program Expenses	346,421	-	346,421
Management and General	<u>18,036</u>	<u>-</u>	<u>18,036</u>
TOTAL EXPENSES	<u>364,457</u>	<u>-</u>	<u>364,457</u>
CHANGE IN NET ASSETS	16,265	3,325	19,590
NET ASSETS, BEGINNING OF YEAR	<u>(20,814)</u>	<u>-</u>	<u>(20,814)</u>
NET ASSETS, END OF YEAR	<u>\$ (4,549)</u>	<u>\$ 3,325</u>	<u>\$ (1,224)</u>

See accompanying notes and independent accountant's review report.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2013

	<i>Program Expenses</i>	<i>Management and General</i>	<i>Total</i>
Salaries and Wages	\$ 137,723	\$ -	\$ 137,723
Payroll Taxes and Benefits	<u>55,482</u>	<u>-</u>	<u>55,482</u>
Total Personnel Expenses	193,205	-	193,205
Rental Expense	78,478	8,720	87,198
Direct Program Expenses - Contracted Services	31,159	-	31,159
Direct Program Expenses - Other	12,868	-	12,868
Utilities	13,190	1,466	14,656
Supplies and Materials	1,596	-	1,596
Professional Fees	4,500	-	4,500
Maintenance	4,352	483	4,835
Telephone and Internet	1,776	-	1,776
Insurance	3,611	-	3,611
Training	692	-	692
Travel and Conferences	134	-	134
Printing and Copying	792	-	792
Postage	68	-	68
Bookkeeping	<u>-</u>	<u>7,367</u>	<u>7,367</u>
TOTAL EXPENSES	<u>\$ 346,421</u>	<u>\$ 18,036</u>	<u>\$ 364,457</u>

See accompanying notes and independent accountant's review report.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2013

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in Net Assets	\$ 19,590
<i>Adjustments to Reconcile Change in Net Assets to Net Cash Used by Operating Activities:</i>	
<i>(Increase) Decrease in Operating Assets:</i>	
Grants Receivable	(11,568)
<i>Increase (Decrease) in Operating Liabilities:</i>	
Accounts Payable	(785)
Refundable Advances	<u>(66)</u>
NET CASH USED IN OPERATING ACTIVITIES	7,171
CASH FLOWS FROM FINANCING ACTIVITIES	
Net Payments to Dover Housing Authority	<u>(6,879)</u>
INCREASE IN CASH	292
CASH AT BEGINNING OF YEAR	<u>8,021</u>
CASH AT END OF YEAR	<u>\$ 8,313</u>

See accompanying notes and independent accountant's review report.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2013

NOTE 1: ORGANIZATION AND NATURE OF ACTIVITIES

Seymour Osman Community Center & Youth Safe Haven (SOCC) is a private nonprofit organization affiliated with the Dover Housing Authority (DHA). SOCC was formed by DHA and both organizations share many of the same board members. In addition, DHA is currently the primary supporter of SOCC. The SOCC's mission is to provide positive youth development programs, family support and education about drugs and alcohol.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The accompanying financial statements are those of only SOCC and do not include the accounts of Dover Housing Authority. Management has indicated that the Organization is financially related to the Dover Housing Authority (DHA). DHA has a controlling financial interest through its voting interest in the Board of the Organization and DHA has an economic interest by providing significant support to the Organization. As a result, the financial statements of the Organization should be consolidated with DHA under generally accepted accounting principles.

Accounting Method

The accounts of the Organization are maintained in accordance with accounting principles generally accepted in the United States of America on an accrual basis.

Basis of Presentation

The Organization is required to report information regarding its financial position and activities according to three classes of net assets as follows:

Unrestricted Net Assets – Net assets that are not subject to donor-imposed stipulations.

Temporarily Restricted Net Assets – Net assets subject to donor-imposed stipulations that limit the use of the donated funds. When the time restriction ends or when the purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Permanently Restricted Net Assets – Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. Generally, the donors of these assets permit the Organization to use all or part of the income earned on any related investments for general or specific purposes.

At June 30, 2013, the Organization has two classes of net assets; unrestricted and temporarily restricted.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS
(Continued)

JUNE 30, 2013

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Grants Receivable

Grants receivable consist primarily of state and local community grants. Management believes that balances carried are fully collectible. Accordingly, no allowance for doubtful accounts is required. When management determines accounts are uncollectible, they will be directly charged to operations. Management believes such amounts would be immaterial.

Equipment

It is the Organization's policy to capitalize equipment with a cost of over \$5,000 if purchased, and a fair value of \$5,000 or more if the equipment is donated. Donated equipment is reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire equipment are reported as restricted contributions. Equipment is depreciated using the straight-line method over the estimated useful lives of the assets. All of the Organization's equipment was fully depreciated at June 30, 2013.

Income Taxes

The Organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and did not conduct unrelated business activities. Therefore, no provision has been made for federal income taxes in the accompanying financial statements. Management has determined that the Organization does not have any uncertain tax positions and associated unrecognized benefits that materially impact the financial statements or related disclosures. Since tax matters are subject to some degree of uncertainty, there can be no assurance that the Organization's tax returns will not be challenged by the taxing authorities and that the Organization will not be subject to additional tax, penalties and interest as a result of such challenge. Generally, the Organization's tax returns remain subject to examination for three years after they were filed.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

The Organization considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents. The Organization had no cash equivalents at June 30, 2013.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS
(Continued)

JUNE 30, 2013

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Subsequent Events

Events that occur after the statement of financial position date but before the financial statements were available to be issued must be evaluated for recognition or disclosure. Subsequent events that provide evidence about conditions that existed at the statement of financial position date are required to be recognized in the accompanying financial statements. Subsequent events that provide evidence about conditions that existed after the statement of financial position date require disclosure in the accompanying notes. Management evaluated the activity of the Organization through December 12, 2013, the date the financial statements were available to be issued, and concluded that no subsequent events have occurred that would require recognition in the financial statements or disclosure in the notes to the financial statements.

NOTE 3: GRANTS RECEIVABLE

The Organization has been awarded several grants to further its goal of providing youth programs, family support and drug and alcohol education. These grants are considered exchange transactions. Accordingly, revenue is earned as the program service is provided and expenses are recognized as incurred. Grants Receivables are due in less than one year and consist of the following at June 30, 2013:

21 st Century Community Learning Center Grant	\$ 14,133
Supplemental Education Services Grant	<u>13,650</u>
Total Grants Receivable	<u>\$ 27,783</u>

NOTE 4: REFUNDABLE ADVANCES

The Organization records grant awards accounted for as exchange transactions as refundable advances until related services are performed, at which time they are recognized as revenue. The activity in the refundable advance account is reported as follows:

Refundable Advances, Beginning of Year	\$ 1,302
Grant Awards Received	156,340
Grant Expenditures	<u>(156,406)</u>
Refundable Advances, End of Year	<u>\$ 1,236</u>

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS
(Continued)

JUNE 30, 2013

NOTE 5: RELATED PARTY TRANSACTIONS

Common Control

SOCC and DHA share many of the same board members.

Donated Facilities

The DHA has donated the use of the facility occupied by SOCC without any stipulation as to the occupancy period. For this reason the Organization recognized, at fair value, a contribution and rental expense in the amount of \$87,198 for the value of the rent during the year.

Donated Overhead Costs

The DHA has funded certain other overhead costs on behalf of the SOCC. These costs are treated as donations as DHA does not require the Organization to reimburse these costs. Overhead costs funded by DHA are as follows:

Utilities	\$14,655
Bookkeeping	7,367
Maintenance	<u>4,835</u>
	<u>\$26,857</u>

Personnel Expenses

The Organization is staffed by employees of DHA. The costs associated with these employees are reimbursed to DHA and are reported as Salaries and Wages and Payroll Taxes and Benefits for financial statement reporting purposes. For the year ended June 30, 2013, SOCC paid DHA \$225,969 for personnel costs. At June 30, 2013, SOCC owed DHA \$35,967 for June 2013 personnel costs.

Community Center Funding

During the year ended June 30, 2013, DHA provided funding towards the community centers operations. SOCC utilized funding totaling \$74,202 towards the support of its community center programs.

Financial Support

Presently, DHA has agreed to provide funding to SOCC on an as needed basis. For the year ended June 30, 2013, DHA provided approximately 49% of the Organization's total funding.

NOTE 6: CONCENTRATION OF CREDIT RISK

The Organization maintains its cash balances with one financial institution. Accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. The Organization's cash balances were fully insured at June 30, 2013.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS
(Continued)

JUNE 30, 2013

NOTE 7: RESTRICTIONS OF NET ASSETS

Temporarily restricted net assets consist of the following:

Contributions restricted for the funding of:

HOOPLA Festival & Fashion Show	<u>\$ 3,325</u>
--------------------------------	-----------------

Seymour Osman Community Center and Youth Safe Haven
List of Officers and Directors

<i>First</i>	<i>Last</i>	<i>Employer/Affiliation</i>	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Director/Officer</i>
John	McCooney	Owner, Emergency Response System	P.O. Box 201	Dover	NH	03820	Director
Barbara	Caron	Retired, Small Business Owner	46 Cushing Street	Dover	NH	03820	Director/Vice President
Marjorie	Briand	Owner, Briand Employment	335 Washington St.	Dover	NH	03820	Director
Mark	Moeller	Attorney	680 Central Avenue, Suite#103	Dover	NH	03820	Director
Tim	Granfield	Liberty Mutual	100 Liberty Way	Dover	NH	03820	Director/President
Christine	Boston	Dover School District	61 Locust Street, Suite 409	Dover	NH	03820	Director

Board members are non-salaried.

MISSION

The Seymour Osman Community Center and Youth Safe Haven is a 501(c)(3) non-profit organization affiliated with the Dover Housing Authority. We provide academic support, life skills training, and recreational opportunities for local youth.



DOVER HOUSING AUTHORITY

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

POSITIONS AND SALARIES

Director of Family Services (Thad Mandsager)

Salary	\$43,882.00	
Benefits	\$9,054.39	
25% of salary paid out of 21 st Century =		\$10,970.50
25% of benefits paid out of 21 st Century =		\$2,263.59

21st Century Project Coordinator (Brandy Barshaw)

Salary	\$20,265.70
Benefits	\$1,750.67

Homework Lab Leader II (To be hired by Sept. 1)

3 hours/week at \$18.00/hour for 39 weeks

Salary	\$ 2,106.00
Benefits	\$ 186.48

Homework Lab Leader II (To be hired by Sept. 1)

4 hours/week at \$18.00/hour for 32 weeks

Salary	\$ 2,304.00
Benefits	\$ 204.01

Homework Lab Leader III (To be hired by Sept. 1)

4 hours/week at \$19.00/hour for 37 weeks

Salary	\$ 2,812.00
Benefits	\$ 249.00

Homework Lab Leader IV (To be hired by Sept. 1)

5 hours/week at \$22.00/hour for 37 weeks

Salary	\$ 4,070.00
Benefits	\$ 360.40

Homework Lab Leader IV (3 positions, to be hired by Sept. 1)

7 hours/week at \$22.00/hour for 37 weeks

Salary	\$ 5,698.00 x 3	\$17,094.00
Benefits	\$ 504.56 x 3	\$ 1,513.68

Youth Development Coordinator (5 positions, to be hired)**

17.5 hours/week at \$9.00/hour for 10 weeks

Salary	\$ 1,575.00 x 5	\$ 7,875.00
Benefits	\$ 139.47 x 5	\$ 697.35

THAD MANDSAGER

279 Central Ave., Apt. 515 • Dover, NH 03820 • Phone (603) 749-4528
E-mail thad.mandsager@comcast.net

EXPERIENCE

- | | | |
|---------------------------|---|-----------|
| July 2005 – Present | Director of Family Services
Dover Housing Authority | Dover, NH |
| | <ul style="list-style-type: none">▪ Oversee staff and afterschool programming at the Seymour Osman Community Center and Youth Safe Haven and at Woodman Park School.▪ Implement and maintain innovative programming that meets the needs of children and families of Mineral and Whittier Park.▪ Procure essential program support through grantwriting and fundraising.▪ Represent the Community Center to the general public and reinforce a positive public perception of Dover's public housing neighborhood.▪ Manage all records related to grant reporting requirements.▪ Attend community meetings, conferences, and workshops directly related to the mission of the Community Center and the Dover Housing Authority.▪ Manage budgets related to program operations. | |
| July 2004 – February 2005 | Independent Consultant
Mandsager and Associates LLC, Nottingham, NH | Dover, NH |
| | <ul style="list-style-type: none">▪ Conducted literature review related to successful youth mentoring programs.▪ Wrote concept papers and grant proposals detailing mentoring program targeting local at-risk youth. | |
| July 2002 - July 2004 | Special Projects Coordinator
Dover Housing Authority | Dover, NH |
| | <ul style="list-style-type: none">▪ Managed caseload of ten youth.▪ Supervised afterschool program for at-risk teens (in conjunction with co-coordinator).▪ Conducted education, cultural development, and service learning activities.▪ Maintained all records and reports related to program. | |

EDUCATION

- | | | |
|-------------------------------|--|------------|
| January 1999 - September 2001 | University of New Hampshire | Durham, NH |
| May 2005 | <ul style="list-style-type: none">▪ B.A., Social Work (Presidential Scholar, graduated Summa Cum Laude).▪ Completed Fundamentals of Grantsmanship and Advanced Grantwriting through enrollment in Continuing Education. | |

LEADERSHIP AND VOLUNTEER EXPERIENCE

- | | | |
|---------------------------------|---|--|
| September 2007 – September 2013 | Member, Board of Directors
Granite State Independent Living | |
| | <ul style="list-style-type: none">▪ Provided oversight for organization that promotes life with independence for people with disabilities through four core services: advocacy, independent living skills training, information and referral, and peer support. | |
| November 2008 - Present | Vice Chair
Dover Coalition for Youth | |
| November 2009 -Present | Member
NH Brain and Spinal Cord Injury Advisory Council | |

Brandy Barshaw

Experience

2004-present

Seymour Osman Community Center

Dover, NH

Project Coordinator

- Implement, monitor and maintain afterschool programs for children grades 1-4 at Woodman Park School.
- Enroll elementary school students in SOCC Afterschool Program.
- Facilitate academically linked programming for children in grades 1-4.
- Manage all essential data collection (at Woodman Park School) relative to 21st CCLC guidelines.
- Monitor program attendance and billing for program participation.
- Broker and attend meetings between school personnel and parents to ensure optimal service delivery specific to children's needs.
- Coordinate support services for families and children in need.
- Assist in planning field trips.
- Meet regularly with staff at Woodman Park School.
- Meet regularly with Director of Family Services.
- Provide support to staff, contracted employees, AmeriCorps volunteers, interns, and volunteers.

Youth Development Coordinator

- Designed and implemented educational activities and curriculum for a K-4 afterschool program.
- Established and maintained relationships with parents, school administration, and community organizations.
- Delegated tasks to volunteers and work-study staff.
- Generated and distributed monthly newsletter for Dover Housing Authority community.

2010-present

Prime Time All Star Cheer Gym

Barrington, NH

Assistant Coach

- Work with special needs children, teaching them the basic skills of cheerleading.
- Create and implement dance and cheer routines.
- Create a positive inclusive environment.

2001-2003 Strafford County Head Start Dover, NH

Chairperson, Strafford County Parent Advisory Board

- Responsibilities included hiring and firing of staff, managing fiscal budget, and coordination of county activities such as fundraising and open enrollment period.
- Represented county at New England regional conferences.
- Delegated tasks to parents and regional Head Start sites.

2001-2002 New Hampshire Head Start Dover, NH

Chairperson, New Hampshire State Advisory Board

- Coordinated statewide conferences
- Facilitated discussions regarding agency concerns

2001-2003 In-Home Day Care Dover, NH

Owner

- Operated an in-home day care for five children ages newborn to seven.
- Coordinated in-home therapeutic services for a child with autism.
- Managed and generated monthly invoices for customer self-pay accounts and New Hampshire Title XX

Education

2005-2007 Southern New Hampshire University Portsmouth, NH

Bachelor of Arts

- Major: Social Science
- 3.5 GPA
- Not complete

Additional Skills

- Computer skills include Microsoft Word, Excel, Publisher, Power Point, and Internet applications.
- 100+ hours of Professional Development in various areas.

Certifications

- American Heart Association Heart Saver and First Aid

References

- References are available on request.

log 35-14



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

FOR INFORMATION ONLY
G & C Letter # _____
G & C Date 6-19-13
APPROVED: online grant
Page # _____
Item # _____

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 603-271-1963
Citizens Services Line 1-800-338-9900

May 15, 2013

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

REQUESTED ACTION

Authorize the Department of Education to grant funds to the Dover Housing Authority, Dover, NH (Vendor Code 159988), to offer extended day programming for youth and their families pending legislative approval of the next biennial budget. This grant will be in effect upon Governor and Council approval from July 1, 2013 through June 30, 2014. Further authorize unencumbered payment of said grant with internal accounting control within the Department of Education. This grant will not exceed \$89,125.00. 100% Federal Funds.

Funding for this request is available from:

FY 14

06-56-56-562010-32770000-072-500577 \$89,125.00
Department of Education, Division of Instruction,
21st Century Community Learning Center Program

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

Explanation

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

New Hampshire anticipates a FY 2014 grant award in the amount of \$5,348,665.00 from the United States Department of Education under the 21st Century Community Learning Center program. This program provides grants to inner city and rural schools, community based organizations, youth development agencies and other educational agencies to provide

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council
Page Two
May 15, 2013

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

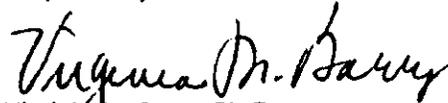
The program services provided by the grant cited above will be coordinated by Dover Housing Authority in collaboration with the Dover School District. This collaborative approach will serve elementary Dover School District youth and their families.

Funding for this grant is provided by the 21st Century Community Learning Center program under Part B of Title IV of the Elementary and Secondary Education Act (ESEA) of 1965, as amended. In January 2013 the New Hampshire Department of Education issued a Request for Proposals (RFP) soliciting proposals for these funds. School Districts, Community Based Organizations, and Extended Day Programs were notified through e-mail about the Bidders' Conference and publication of the online RFP. The projects funded demonstrated that partnerships between school districts and community based organizations have promise to help youth improve academic achievement. Sixteen proposals were received and eleven were funded based on a peer review process. Peer Reviewers worked in teams of three to rate proposals based on the RFP's matrix criteria. Each team had an experienced 21st Century Community Learning Center member to help steer the review and two other experienced professionals to create well-balanced teams. The nine peer reviewers were represented by experienced 21st Century Community Learning Center and school day professionals, higher education, the Department of Health and Human Services, and community based organizations. A list of reviewers is included in this packet.

Dover Housing Authority, in collaboration with the Dover School District, was one of eleven proposals selected for funding through a competitive process using standard state procedures. We request a renewal option for four additional fiscal years since those selected for funding are eligible for five years of funding based on previous successful progress.

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

Respectfully submitted,



Virginia M. Barry, Ph.D.
Commissioner

VMB:SB
Enclosures

21st Century Community Learning Center Program
2013 Competition Results

21st Century Community Learning Center Applicant	Complete Application (5)	Priority Points (5)	Need (10)	Program Design (25)	Resources (15)	Management (15)	Evaluation (15)	Budget (15)	TOTAL (105)	Reader Recommendation	Award Amount
Hinsdale	5.00	5.00	9.00	23.33	15.00	15.00	14.00	14.33	100.67	Yes	\$ 137,800.00
Newfound	4.00	5.00	7.00	24.33	13.67	13.67	14.33	14.33	96.33	Yes	\$ 247,139.00
Haverhill	5.00	5.00	7.67	22.33	13.67	14.00	13.00	13.33	94.00	Yes	\$ 57,950.00
Dover	5.00	5.00	10.00	22.33	13.67	14.00	12.00	12.00	94.00	Yes	\$ 86,125.00
Nashua	4.00	5.00	10.00	20.67	13.33	13.33	13.00	13.33	92.67	Yes	\$ 393,460.60
Monadnock-Emerson	4.00	5.00	7.33	22.00	14.33	13.33	12.00	13.67	91.67	Yes	\$ 110,000.00
Portsmouth	5.00	5.00	8.33	21.33	12.33	13.00	13.00	12.67	90.67	Yes	\$ 130,000.00
Monadnock-Middle School	4.00	5.00	7.33	21.00	14.00	13.67	11.33	14.00	90.33	Yes	\$ 94,500.00
Farmington	5.00	5.00	9.33	22.00	12.67	13.33	9.67	12.33	89.33	Yes	\$ 253,025.00
Conway	5.00	5.00	7.67	20.33	10.67	13.33	12.00	15.00	89.00	Yes	\$ 141,341.46
Governor Wentworth	4.00	5.00	7.00	19.67	11.67	12.33	12.00	13.00	84.67	Yes	\$ 86,125.00
Franklin	5.00	5.00	8.33	17.67	14.67	14.00	12.33	12.33	89.33	No	
Pittsfield	4.00	5.00	7.33	16.67	13.33	13.67	12.33	12.33	84.67	No	
Monadnock-Troy	4.00	5.00	4.67	18.33	12.33	10.00	8.67	10.33	73.33	No	
Plymouth	4.00	5.00	7.00	14.67	10.67	11.00	9.33	11.33	73.00	No	
Milton	4.00	5.00	7.67	14.33	10.00	10.00	7.33	10.00	68.33	No	

**New Hampshire Department of Education
21st Century Community Learning Center Program (CCLC)
2013 Competition Reviewers**

Gretchen Berger-Wabuti	Volunteer New Hampshire, Director
Jan Caron	Manchester Community College, Education Department Chair
Janine Lesser	DHHS, Division of Family Assistance, TANF Program Specialist
Victor Maloney	Seacoast Youth Services, Director
Holly Morehouse	Vermont Afterschool Network, Director
Rick Nannicelli	Marlborough Elementary School, Principal
Barbara Russ	Winooski School District, VT, 21st CCLC Director
Cathy Paradis	Family School Connections Childcare Resource and Referral, Director
Meredith Stidham	Granite State United Way, Community Impact Southern Region, Director

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # 136277
CHANGE # Original
PAGE 1 of 2

Federal/State Program Title: SOC C Afterschool Program

FROM: Seymour Osman Community Center
c/o Dover Housing Authority
62 Whittier Street
Dover, NH 03820
SAURA: #11

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

TYPE OF CHANGE	
X	BUDGET
	FUND AUTH
	FISCAL AGENT
	OTHER

Proposed Project Title: SOC C Afterschool Program

Project Period: July 1, 2013 to: June 30, 2014

The following information is required for all projects

PROJECT MANAGER: NAME: Thad Mandsager
ADDRESS: 62 Whittier Street, Dover, NH 03820
E-MAIL ADDRESS: thad@doverhousingauthority.org

TITLE: Director of Family Services
TELEPHONE: 603-749-6692
FAX: 603-742-2493

FINANCIAL CONTACT: NAME: Wendy M. Tenney
E-MAIL ADDRESS: wendy@doverhousingauthority.org

TELEPHONE: 603-742-5604
FAX: 603-742-6911

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, 78, 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 1998 (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:
Seymour Osman Community Center
c/o Dover Housing Authority
62 Whittier Street
Dover, NH 03820

APPROVED INDIRECT COST RATE: 0 %

Wendy M. Tenney, Finance Director
PRINIP NAME AND TITLE OF SAU SUPERINTENDENT OF SCHOOLS
or RACHIEF FINANCIAL OFFICER

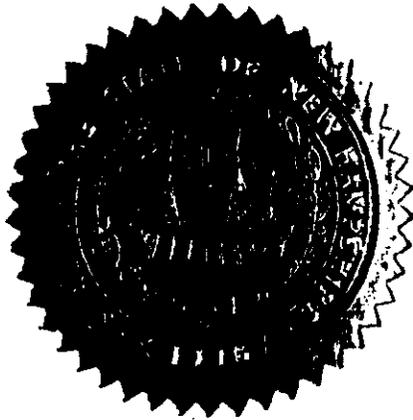

SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RACHIEF FINANCIAL OFFICER

16-May-13
DATE

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that THE SEYMOUR OSMAN COMMUNITY CENTER AND YOUTH SAFE HAVEN is a New Hampshire nonprofit corporation formed April 29, 2002. 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 10th day of May A.D. 2013

William M. Gardner

William M. Gardner
Secretary of State



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

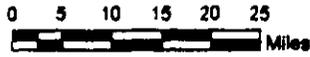
Participating Member: Dover School District SAU #11 McConnell Center 61 Locust Street, Suite 409 Dover, NH 03820	Member Number: 900	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
--	------------------------------	--

Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply
<input checked="" type="checkbox"/> General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2012	7/1/2013	Each Occurrence \$ 275,000
			General Aggregate \$ 275,000
			Fire Damage (Any one fire) \$
			Med Exp (Any one person) \$
<input type="checkbox"/> Automobile Liability Deductible Comp and Coll: \$1,000 <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident) \$ Aggregate \$
<input type="checkbox"/> Workers' Compensation & Employers' Liability			Statutory
			Each Accident \$
			Disease - Each Employee \$
			Disease - Policy Limit \$
<input type="checkbox"/> Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)

Description: Use of facilities by the Dover School District for after school math tutoring program. The certificate holder is named as Additional Covered Party, but only to the extent liability is based solely on the negligence or wrongful acts of the member, its employees, agents, officials or volunteers. This coverage does not extend to others. Any liability resulting from the negligence or wrongful acts of the Additional Covered Party, or their employees, agents, contractors, members, officers, directors or affiliates is not covered.

CERTIFICATE HOLDER:	<input checked="" type="checkbox"/>	Additional Covered Party	<input type="checkbox"/>	Loss Payee	Primex ³ - NH Public Risk Management Exchange
Dover Housing Authority Attn: Thad Mandsager 40 Hampshire Circle Dover, NH 03820					By: <i>Tammy Downer</i>
					Date: 3/12/2013 tdenver@nhprimex.org Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-225-3833 fax

School Administrative Units



MASSACHUSETTS

MISSION

The Seymour Osman Community Center and Youth Safe Haven is a 501(c)(3) non-profit organization affiliated with the Dover Housing Authority. We provide academic support, life skills training, and recreational opportunities for local youth.

Seymour Osman Community Center and Youth Safe Haven
List of Officers and Directors

First	Last	Employer/Affiliation	Address	City	State	Zip	Director/Officer
John	McCooney	Owner, Emergency Response System	P.O. Box 201	Dover	NH	03820	Director/President
Barbara	Caron	Retired, Small Business Owner	46 Cushing Street	Dover	NH	03820	Director/Vice President
Marjorie	Briand	Owner, Briand Employment	335 Washington St.	Dover	NH	03820	Director
Mark	Moeller	Attorney	680 Central Avenue, Suite#103	Dover	NH	03820	Director
Tim	Granfield	Liberty Mutual	4 Dean Dr.	Dover	NH	03820	Director
Allan	Krans	Attorney, City of Dover	288 Central Ave.	Dover	NH	03820	Director

Board members are non-salaried.



DOVER HOUSING AUTHORITY

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

POSITIONS AND SALARIES

Director of Family Services (Thad Mandsager)

Salary \$43,882.00
Benefits \$19,675.90

25% of salary paid out of 21st Century = \$10,970.50
25% of benefits paid out of 21st Century = \$4,918.97

21st Century Project Coordinator (Brandy Barshaw)

Salary \$31,301.00
Benefits \$35,183.37

60% of salary paid out of 21st Century = \$18,780.60
60% of benefits paid out of 21st Century = \$21,110.02

Homework Lab Leader II (To be hired by Sept. 1)

7 hours/week at \$19.00/hour for 39 weeks

Salary \$ 5,187.00
Benefits \$ 487.44

Homework Lab Leader II (To be hired by Sept. 1)

7 hours/week at \$19.00/hour for 39 weeks

Salary \$ 5,187.00
Benefits \$ 487.44

Youth Development Coordinator (To be hired)**

Salary \$ 2,700.00
Benefits \$ 284.60

Youth Development Coordinator (To be hired)**

Salary \$ 2,700.00
Benefits \$ 284.60

****These two positions, paid out of 21st Century, are part-time positions (15 hours/week at \$9.00/hour for 20 weeks) to be filled by December 15. Responsibilities include tutoring in homework lab and cofacilitating enrichment programs during periods when UNH interns and work-study employees are on break.**

**SEYMOUR OSMAN COMMUNITY CENTER
& YOUTH SAFE HAVEN**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2012

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

FINANCIAL STATEMENTS

JUNE 30, 2012

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OUELLETTE & ASSOCIATES, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

Keith H. Allen, C.P.A., M.S.T.
Mark R. Carrier, C.P.A., C.V.A.
Roger P. Provencher, Jr., C.P.A.

George A. Ruberge, C.P.A.
Gary A. Wigant, C.P.A.
C. Joseph Wolverton, C.P.A., C.V.A.

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To The Board of Directors
Seymour Osman Community Center & Youth Safe Haven
Dover, New Hampshire

We have reviewed the accompanying statement of financial position of Seymour Osman Community Center & Youth Safe Haven (a nonprofit organization) as of June 30, 2012, and the related statements of activities, functional expenses and cash flows for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Organization management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, with the exception of the matter described in the following paragraph, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

As disclosed in Note 2 to the financial statements, accounting principles generally accepted in the United States of America require the consolidation of financially related non-profit organizations. Management has informed us that the Organization's accounts have not been consolidated with the Dover Housing Authority (DHA). The effect of this departure on the Organizations financial position, activities, and cash flows has not been determined.

Ouellette & Associates, P.A.
Certified Public Accountants

November 30, 2012
Lewiston, Maine

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2012

ASSETS

ASSETS

Cash	\$ 8,021
Grants Receivable	<u>16,215</u>

TOTAL ASSETS	\$ <u>24,236</u>
---------------------	-------------------------

LIABILITIES AND NET ASSETS

LIABILITIES

Accounts Payable	\$ 902
Due to Dover Housing Authority	42,846
Refundable Advances	<u>1,302</u>

Total Liabilities	<u>45,050</u>
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NET ASSETS

Unrestricted	<u>(20,814)</u>
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TOTAL LIABILITIES AND NET ASSETS	\$ <u>24,236</u>
---	-------------------------

See Independent Accountant's Review Report and Accompanying Notes to the Financial Statements.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2012

SUPPORT AND REVENUE

Contributions:

Dover Housing Authority - Monetary Funding	\$ 150,000
Dover Housing Authority - Donated Facility	87,198
Dover Housing Authority - Donated Overhead Costs	29,326
Other Miscellaneous Contributions	3,595

Grant Revenue:

21st Century Community Learning Center Grant	83,278
JC Penney/UNH Cooperative Extension	5,925
Women's Fund of New Hampshire	3,969
Macy's Grant	2,500
Service Fees	12,712
Fundraising	7,509
Other Income	4,463
Interest Income	25

TOTAL SUPPORT AND REVENUE

390,500

EXPENSES

Program Expenses	402,604
Management and General	19,842

TOTAL EXPENSES

422,446

CHANGE IN UNRESTRICTED NET ASSETS

(31,946)

UNRESTRICTED NET ASSETS, BEGINNING OF YEAR

11,132

UNRESTRICTED NET ASSETS, END OF YEAR

\$ (20,814)

See Independent Accountant's Review Report and Accompanying Notes to the Financial Statements.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2012

	<i>Program Expenses</i>	<i>Management and General</i>	<i>Total</i>
Salaries and Wages	\$ 169,723	\$ -	\$ 169,723
Payroll Taxes and Benefits	<u>76,820</u>	<u>-</u>	<u>76,820</u>
Total Personnel Expenses	246,543	-	246,543
Rental Expense	78,478	8,720	87,198
Direct Program Expenses - Contracted Services	16,458	-	16,458
Direct Program Expenses - Other	26,138	-	26,138
Utilities	12,355	1,373	13,728
Supplies and Materials	3,229	-	3,229
Professional Fees	4,450	-	4,450
Computer Support	210	-	210
Maintenance	5,849	650	6,499
Telephone and Internet	2,243	-	2,243
Insurance	3,481	-	3,481
Training	496	-	496
Travel and Conferences	663	-	663
Printing and Copying	1,641	-	1,641
Postage	320	-	320
Fundraising	50	-	50
Bookkeeping	<u>-</u>	<u>9,099</u>	<u>9,099</u>
TOTAL EXPENSES	<u>\$ 402,604</u>	<u>\$ 19,842</u>	<u>\$ 422,446</u>

See Independent Accountant's Review Report and Accompanying Notes to the Financial Statements.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2012

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in Net Assets	\$ (31,946)
<i>Adjustments to Reconcile Change in Net Assets to Net Cash Used by Operating Activities:</i>	
<i>(Increase) Decrease in Operating Assets:</i>	
Grants Receivable	1,563
<i>Increase (Decrease) in Operating Liabilities:</i>	
Accounts Payable	423
Refundable Advances	<u>(3,143)</u>
NET CASH USED IN OPERATING ACTIVITIES	(33,103)
CASH FLOWS FROM FINANCING ACTIVITIES	
Net Advances from Dover Housing Authority	<u>11,237</u>
DECREASE IN CASH	(21,866)
CASH AT BEGINNING OF YEAR	<u>29,887</u>
CASH AT END OF YEAR	<u>\$ 8,021</u>

See Independent Accountant's Review Report and Accompanying Notes to the Financial Statements.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2012

NOTE 1: ORGANIZATION AND NATURE OF ACTIVITIES

Seymour Osman Community Center & Youth Safe Haven (SOCC) is a private nonprofit organization affiliated with the Dover Housing Authority (DHA). SOCC was formed by DHA and both organizations share many of the same board members. In addition, DHA is currently the primary supporter of SOCC. The SOCC's mission is to provide positive youth development programs, family support and education about drugs and alcohol.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The accompanying financial statements are those of only SOCC and do not include the accounts of Dover Housing Authority. Management has indicated that the Organization is financially related to the Dover Housing Authority (DHA). DHA has a controlling financial interest through its voting interest in the Board of the Organization and DHA has an economic interest by providing significant support to the Organization. As a result, the financial statements of the Organization should be consolidated with DHA under generally accepted accounting principles.

Accounting Method

The accounts of the Organization are maintained in accordance with accounting principles generally accepted in the United States of America on an accrual basis.

Basis of Presentation

The Organization is required to report information regarding its financial position and activities according to three classes of net assets as follows:

Unrestricted Net Assets – Net assets that are not subject to donor-imposed stipulations.

Temporarily Restricted Net Assets – Net assets subject to donor-imposed stipulations that limit the use of the donated funds. When the time restriction ends or when the purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Permanently Restricted Net Assets – Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. Generally, the donors of these assets permit the Organization to use all or part of the income earned on any related investments for general or specific purposes.

At June 30, 2012, the Organization has only Unrestricted Net Assets.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS
(Continued)

JUNE 30, 2012

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Promises to Give

Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Grants Receivable

Grants receivable consist primarily of state and local community grants. Management believes that balances carried are fully collectible. Accordingly, no allowance for doubtful accounts is required. When management determines accounts are uncollectible, they will be directly charged to operations. Management believes such amounts would be immaterial.

Equipment

It is the Organization's policy to capitalize equipment with a cost of over \$5,000 if purchased, and a fair value of \$5,000 or more if the equipment is donated. Donated equipment is reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire equipment are reported as restricted contributions. Equipment is depreciated using the straight-line method over the estimated useful lives of the assets. All of the Organization's equipment was fully depreciated at June 30, 2012.

Income Taxes

The Organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and did not conduct unrelated business activities. Therefore, no provision has been made for federal income taxes in the accompanying financial statements. Management has determined that the Organization does not have any uncertain tax positions and associated unrecognized benefits that materially impact the financial statements or related disclosures. Since tax matters are subject to some degree of uncertainty, there can be no assurance that the Organization's tax returns will not be challenged by the taxing authorities and that the Organization will not be subject to additional tax, penalties and interest as a result of such challenge. Generally, the Organization's tax returns remain subject to examination for three years after they were filed.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS
(Continued)

JUNE 30, 2012

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash and Cash Equivalents

The Organization considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents. The Organization had no cash equivalents at June 30, 2012.

Subsequent Events

Events that occur after the statement of financial position date but before the financial statements were available to be issued must be evaluated for recognition or disclosure. Subsequent events that provide evidence about conditions that existed at the statement of financial position date are required to be recognized in the accompanying financial statements. Subsequent events that provide evidence about conditions that existed after the statement of financial position date require disclosure in the accompanying notes. Management evaluated the activity of the Organization through November 30, 2012, the date the financial statements were available to be issued, and concluded that no subsequent events have occurred that would require recognition in the financial statements or disclosure in the notes to the financial statements.

NOTE 3: GRANTS RECEIVABLE

The Organization has been awarded several grants to further its goal of providing youth programs, family support and drug and alcohol education. These grants are considered exchange transactions. Accordingly, revenue is earned as the program service is provided and expenses are recognized as incurred. Grants Receivables are due in less than one year and consist of the following at June 30, 2012:

21 st Century Community Learning Center Grant	<u>\$ 16,215</u>
--	------------------

NOTE 4: REFUNDABLE ADVANCES

The Organization records grant awards accounted for as exchange transactions as refundable advances until related services are performed, at which time they are recognized as revenue. The activity in the refundable advance account is reported as follows:

Refundable Advances, Beginning of Year	\$ 4,445
Grant Awards Received	91,331
Grant Expenditures	<u>(94,474)</u>
Refundable Advances, End of Year	<u>\$ 1,302</u>

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS
(Continued)

JUNE 30, 2012

NOTE 5: RELATED PARTY TRANSACTIONS

Common Control

SOCC and DHA share many of the same board members.

Donated Facilities

The DHA has donated the use of the facility occupied by SOCC without any stipulation as to the occupancy period. For this reason the Organization recognized, at fair value, a contribution and rental expense in the amount of \$87,198 for the value of the rent during the year.

Donated Overhead Costs

The DHA has funded certain other overhead costs on behalf of the SOCC. These costs are treated as donations as DHA does not require the Organization to reimburse these costs. Overhead costs funded by DHA are as follows:

Utilities	\$13,728
Bookkeeping	9,099
Maintenance	<u>6,499</u>
	<u>\$29,326</u>

Personnel Expenses

The Organization is staffed by employees of DHA. The costs associated with these employees are reimbursed to DHA and are reported as Salaries and Wages and Payroll Taxes and Benefits for financial statement reporting purposes. For the year ended June 30, 2012, SOCC paid DHA \$197,645 for personnel costs. At June 30, 2012, SOCC owed DHA \$42,846 for June 2012 personnel costs.

Community Center Funding

During the year ended June 30, 2012, DHA provided funding towards the community centers operations. SOCC utilized funding totaling \$150,000 towards the support of its community center programs.

Financial Support

Presently, DHA has agreed to provide funding to SOCC on an as needed basis. For the year ended June 30, 2012, DHA provided approximately 69% of the Organization's total funding.

NOTE 6: CONCENTRATION OF CREDIT RISK

The Organization maintains its cash balances with one financial institution. Accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. The Organization's cash balances were fully insured at June 30, 2012.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS
(Continued)

JUNE 30, 2012

NOTE 7: CONTINGENCIES – GOING CONCERN

As indicated in the accompanying financial statements, the Organization showed a decrease in net assets of \$31,946 during the year ended June 30, 2012. As of that date, the Organization's current liabilities exceeded its total assets by \$20,814. Those factors, as well as the uncertain conditions that the Organization faces regarding its funding sources, create an uncertainty about the Organization's ability to continue as a going concern. Management of the Organization is developing a plan to reduce its operating expenses and Dover Housing Authority has committed to monetary funding of \$100,000 for the upcoming year. The ability of the Organization to continue as a going concern is dependent upon the plan's success and future funding from Dover Housing Authority. The financial statements do not include any adjustments that might be necessary if the Organization is unable to continue as a going concern.



NH Public Risk Management Exchange

CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member: Dover School District SAU #11 McConnell Center 61 Locust Street, Suite 409 Dover, NH 03820	Member Number: 900	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
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Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply	
<input checked="" type="checkbox"/> General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2012	7/1/2013	Each Occurrence	\$ 275,000
			General Aggregate	\$ 275,000
			Fire Damage (Any one fire)	\$
			Med Exp (Any one person)	\$
<input type="checkbox"/> Automobile Liability Deductible Comp and Coll: \$1,000 <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)	\$
			Aggregate	\$
<input type="checkbox"/> Workers' Compensation & Employers' Liability			Statutory	
			Each Accident	\$
			Disease - Each Employee	\$
			Disease - Policy Limit	\$
<input type="checkbox"/> Property (Special Risk Includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

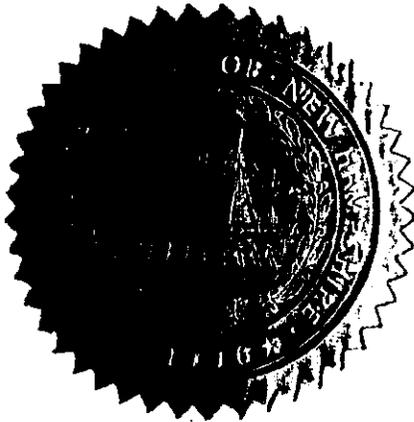
Description: Use of facilities by the Dover School District for after school math tutoring program. The certificate holder is named as Additional Covered Party, but only to the extent liability is based solely on the negligence or wrongful acts of the member, its employees, agents, officials or volunteers. This coverage does not extend to others. Any liability resulting from the negligence or wrongful acts of the Additional Covered Party, or their employees, agents, contractors, members, officers, directors or affiliates is not covered.

CERTIFICATE HOLDER:	<input checked="" type="checkbox"/> Additional Covered Party	<input type="checkbox"/> Loss Payee	Primex³ - NH Public Risk Management Exchange
Dover Housing Authority Attn: Thad Mandsager 40 Hampshire Circle Dover, NH 03820			By: <i>Tammy Downes</i>
			Date: 3/12/2013 tdenver@nhprimex.org
			Please direct inquiries to: Primex ³ Claims/Coverage Services 803-228-2841 phone 803-228-3833 fax

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 SEYMOUR OSMAN COMMUNITY CENTER AND YOUTH SAFE HAVEN is a New Hampshire nonprofit corporation formed April 29, 2002. 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.



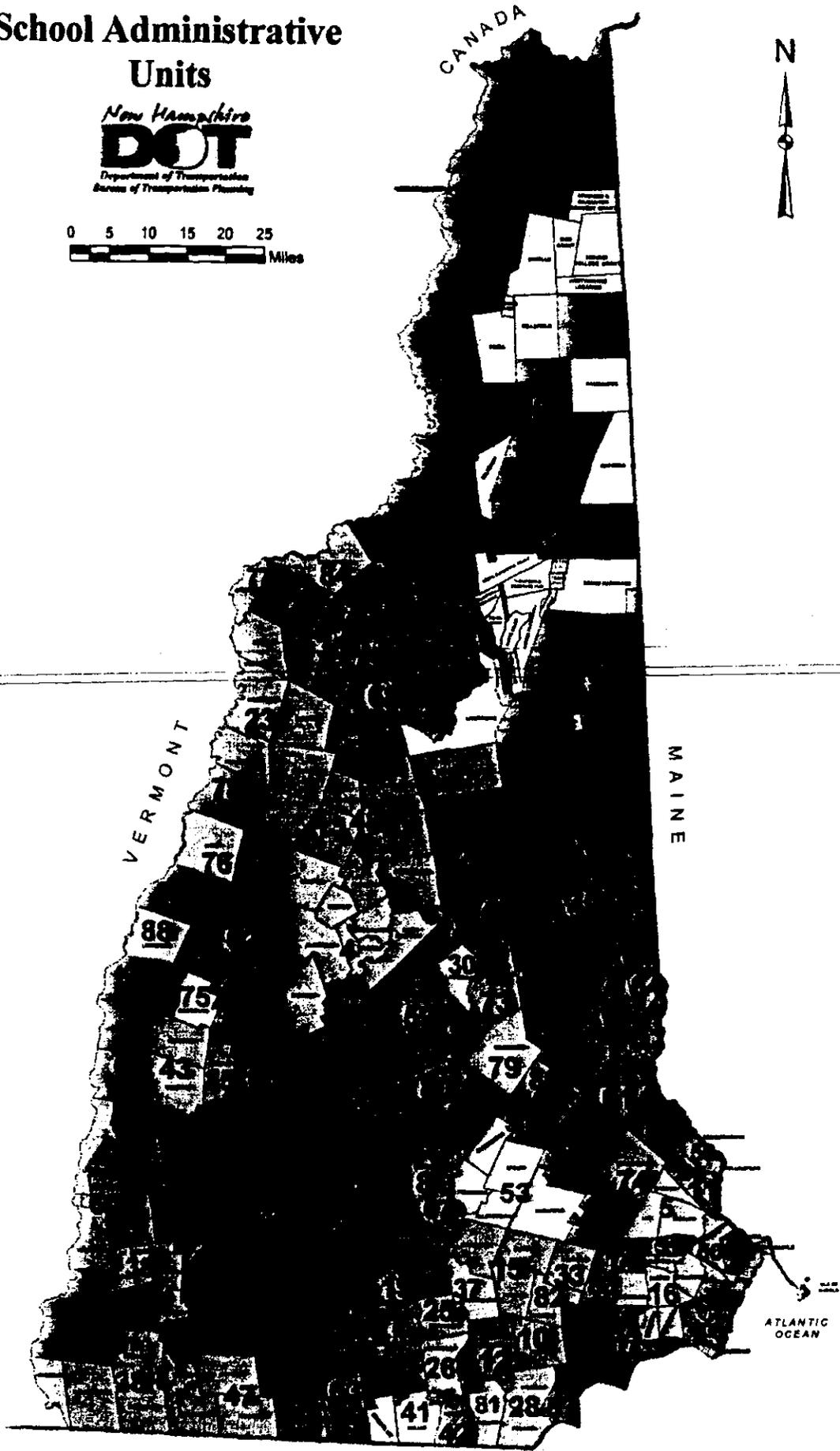
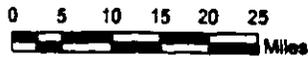
In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 10th day of May A.D. 2013

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

William M. Gardner
Secretary of State

School Administrative Units

New Hampshire
DOT
Department of Transportation
Bureau of Transportation Planning



MASSACHUSETTS