

201 813

JUN 05 '13 4:02:52 DAS



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 15, 2013

100% Fed Funds

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 Seacoast Youth Services, Seabrook, NH (Vendor Code 203944), approved 06/08/11, item #144, renewed 06/06/13, item #133 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 \$118,075.11. 100% Federal Funds.

Funding for this request is available from:

FY 14

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

\$118,075.11

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 renewed 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 expanded learning opportunities outside of regular school hours for children in a safe environment.

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council

Page Two

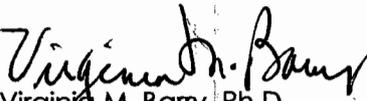
May 15, 2013

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 Seacoast Youth Services in collaboration with the Seabrook School District. This collaborative approach will serve middle school Seabrook School District youth and their families. This program is designed to include access to a wide range of supports which include academic, literacy, enrichment, technology, and recreation programs.

This is the third year of a five year grant. 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

PROJECT # _____
CHANGE # _____
PAGE 1 of _____

Federal/State Program Title: 21st Century Community Learning Centers

FROM: Seacoast Youth Services
PO Box 1381
Seabrook, NH 03874

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

SAURA: _____
Proposed Project Title: Seabrook Adventure Zone

Project Period: 7/1/2013 to: 6/30/2014

The following information is required for all projects

PROJECT MANAGER: NAME: Vic Maloney
ADDRESS: 867 Lafayette Rd., Seabrook, NH 03874
E-MAIL ADDRESS: vic@seacoastyouthservices.org

TITLE: Executive Director
TELEPHONE: (603) 474-3332
FAX: (603) 372-0822

FINANCIAL CONTACT: NAME: Vic Maloney
E-MAIL ADDRESS: vic@seacoastyouthservices.org

TELEPHONE: (603) 474-3332
FAX: (603) 372-0822

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 AGENCIES AGREE 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:

Seacoast Youth Services
The Provident Bank
003176 211374020 27 728318

APPROVED INDIRECT COST RATE: _____ 3.8 %

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


SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER

5/12/13
DATE

TYPE OF CHANGE	
BUDGET	
FUND AUTH	
FISCAL AGENT	
OTHER	

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 Seacoast Youth Services is a New Hampshire nonprofit corporation formed December 19, 2001. 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 29th day of May A.D. 2013

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

William M. Gardner
Secretary of State

PB. INFORMATION PAGE

WEC WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY

INSURER: TWIN CITY FIRE INSURANCE COMPANY

ONE HARTFORD PLAZA, HARTFORD, CONNECTICUT 06155

NCCI Company Number: 14974

Company Code: 7



Suffix	
LARS RENEWAL	
	09

POLICY NUMBER: 04 WEC PB3129

Previous Policy Number: 04 WEC PB3129

HOUSING CODE: SB

1. Named Insured and Mailing Address: SEACOAST YOUTH SERVICES
(No., Street, Town, State, Zip Code)

867 LAFAYETTE ROAD
SEABROOK, NH 03874

FEIN Number: 020529135

State Identification Number(s):

UIN:

The Named Insured is: INDIVIDUAL

Business of Named Insured: MEDICAL OFFICES; PHYSICIAN/ DO

Other workplaces not shown above: 867 LAFAYETTE RD.

SEABROOK NH 03874

2. Policy Period: From 02/20/13 To 02/20/14
12:01 a.m., Standard time at the insured's mailing address.

Producer's Name: BEAN INSURANCE AGENCY INC

PO BOX 660
HAMPTON, NH 03842

Producer's Code: 040355

Issuing Office: THE HARTFORD
301 WOODS PARK DRIVE
CLINTON NY 13323
(800) 962-6170

Total Estimated Annual Premium: \$3,287

Deposit Premium:

Policy Minimum Premium: \$774 NH

Audit Period: ANNUAL

Installment Term:

The policy is not binding unless countersigned by our authorized representative.

Countersigned by

Scott A Bean

Authorized Representative

Date

Seacoast Youth Services

Mission Statement

Seacoast Youth Services offers positive youth development programs to coastal New Hampshire youth and their families, including outreach to those who typically do not receive services. We believe through effective engagement and comprehensive best practice programs, our clients will develop a sense of belonging, productive life long skills, and increased hope for the future.

**Seacoast Youth Services Board of Directors
January 2013**

Janine L. Richards/Chairperson

Outreach Coordinator-SAU 90
5 Beech Court
Stratham, NH 03855
(603) 501-1849

Erica Ethier/Development-Fundraising

Branch Manager
Provident Bank
1 Provident Way
Seabrook, NH 03874
(603) 474-7300

Dawn Emerick/Secretary

Taurus Marketing
861 Lafayette Rd.
Hampton, NH 03842
(603) 926-8316

Marcia Gloddy/Program Committee

Office Manager-The Masiello Group
408 Lafayette Rd.
Hampton, NH 03842
(603) 926-4466

Derek Scialdone/Treasurer

Branch Manager
The Provident Bank
1 Provident Way
Seabrook, NH 03874
Phone 603-760-1501

Carol Bostic/ Fundraising

Health Coach and Certified Hypnotist
2 Main Avenue
South Hampton, NH 03827

Elaine Ahearn/ Fundraising-Development

State Representative
195 Exeter Rd.,
Hampton Falls, NH
(603) 772-7069

John McCarthy/ Marketing

Realtor-The Masiello Group
408 Lafayette Rd.
Hampton, NH 03842
(603) 926-4466

Jerome Fuller Jr./ Marketing

General Manager
Staples
536 Lafayette Rd.
Seabrook, NH 03874
(603) 474-8511

Attorney Alan Ganz/ Marketing

Ganz Law Office
779 Lafayette Rd.
Seabrook, NH 03874
603-474-2737

Board positions are non-compensatory

SAZ Position Salaries and Benefits

Program Director: Forrest E Carter Jr.

Salary: 36,235.89

Benefits: 6391.27

Site-Coordinator: Cassandra Carter

Salary: 18,292.16

Benefits: 1657.85

5th/6th Teacher: TBA

Salary: 3300.84

Benefits: 299.16

7th/8th Teacher: TBA

Salary: 3300.84

Benefits: 299.16

Group Leader 1: TBD

Salary: 5198.82

Benefits: 471.18

Group Leader 2: TBA

Salary: 5198.82

Benefits: 471.17

Salary Total: 71527.37

Benefits Total: 9589.79

10:30 AM
 05/28/13
 Cash Basis

Seacoast Youth Services
Profit & Loss
 January through December 2012

	Jan - Dec 12
Ordinary Income/Expense	
Income	
fundraising mardi	1,100.00
Shaw foundation	500.00
merchant cd credit	18.60
medicaid	174.00
Contributions	
Liberty DOC	1,000.00
Individual give w/liberty	2,474.09
Business	750.00
Donated Assets	2,500.00
Individual	2,980.81
Total Contributions	9,704.90
Fundraising Income	
Garden Tour	3,547.00
Winter Gala	38,336.15
Seacoast Poker Income	19,576.20
Fundraising Income - Other	300.00
Total Fundraising Income	61,759.35
Program Income	
Gain Assessments	400.00
Grants	
SWGC	61,755.00
Pohlad Foundation	2,000.00
Grants OJJDP	65,971.11
NHCF expenses	40,000.00
OJJDP Grant-prev	-9,227.50
The Provident Bank	4,851.00
21st century	89,476.70
NH Charitable Foundation	2,500.00
Total Grants	257,326.31
Counseling	1,000.00
Transportation Income	28,766.00
SNHS food	2,117.00
WHS contracted services	13,676.00
Program Income - Other	3,610.00
Total Program Income	306,895.31
Rent Income/Utilities	10,620.00
Town Funding	
Hampton Falls Funding	1,500.00
Hampton Funding	10,000.00
Seabrook Funding	7,500.00
Total Town Funding	19,000.00
Total Income	409,772.16
Expense	
Admin & Overhead Expenses	
Merchant bank cd	109.03
Miscellaneous	3,468.13
Fees	296.66
Training / Staff Development	2,107.21
Supplies	
Food	481.92
Office	611.00
Postage and Delivery	198.70
Supplies - Other	66.05
Total Supplies	1,357.67
Dues and Subscriptions	624.95
Bank Service Charges	8.43
Total Admin & Overhead Expenses	7,972.08

10:30 AM
 05/28/13
 Cash Basis

Seacoast Youth Services
Profit & Loss
 January through December 2012

	Jan - Dec 12
IRS Prior Year Qtrly void already paid	464.41
s void	0.00
prevention grant void	289.00
	0.00
Automobile Expense	
Gas	14,314.51
Registration	855.68
Repairs	4,584.83
Tolls	147.80
	19,902.82
Total Automobile Expense	
Fundraising	20,755.01
Insurance	
Health Benefits	6,885.69
D&O Insurance	800.00
Liability/Business Owner's Insurance - Other	7,472.96
	1,079.46
Total Insurance	16,238.11
Marketing	
Printing	355.62
Supplies	378.69
Web Site Expenses	306.49
Marketing - Other	1,190.83
	2,231.63
Total Marketing	
Occupancy Expenses	
Rent	14,832.00
Utilities	
Gas	882.84
Phone/Internet/TV	1,686.27
Electric	1,668.02
Oil	3,067.72
Utilities - Other	673.04
	7,977.89
Total Utilities	
Total Occupancy Expenses	22,809.89
Office Equipment	1,500.00
Payroll Expenses	
Unemployment expense	222.40
Wages & Salaries	177,823.19
Payroll Taxes	47,626.34
Payroll Service	1,737.00
	227,408.93
Total Payroll Expenses	
Professional Fees	
Accounting	3,450.00
	3,450.00
Total Professional Fees	
Program Expense	
SAZ Contracted	98.36
SAZ Equipment	154.46
Program Evaluation	2,500.00
Transportation	433.00
Program Supplies	3,929.31
Summer Camp Expense	693.65
OJJDP Program Expense	4,329.14
SAZ training	3,522.00
SAZ supplies	16,008.81
Program Expense - Other	2,789.86
	34,458.59
Total Program Expense	

10:30 AM
05/28/13
Cash Basis

Seacoast Youth Services
Profit & Loss
January through December 2012

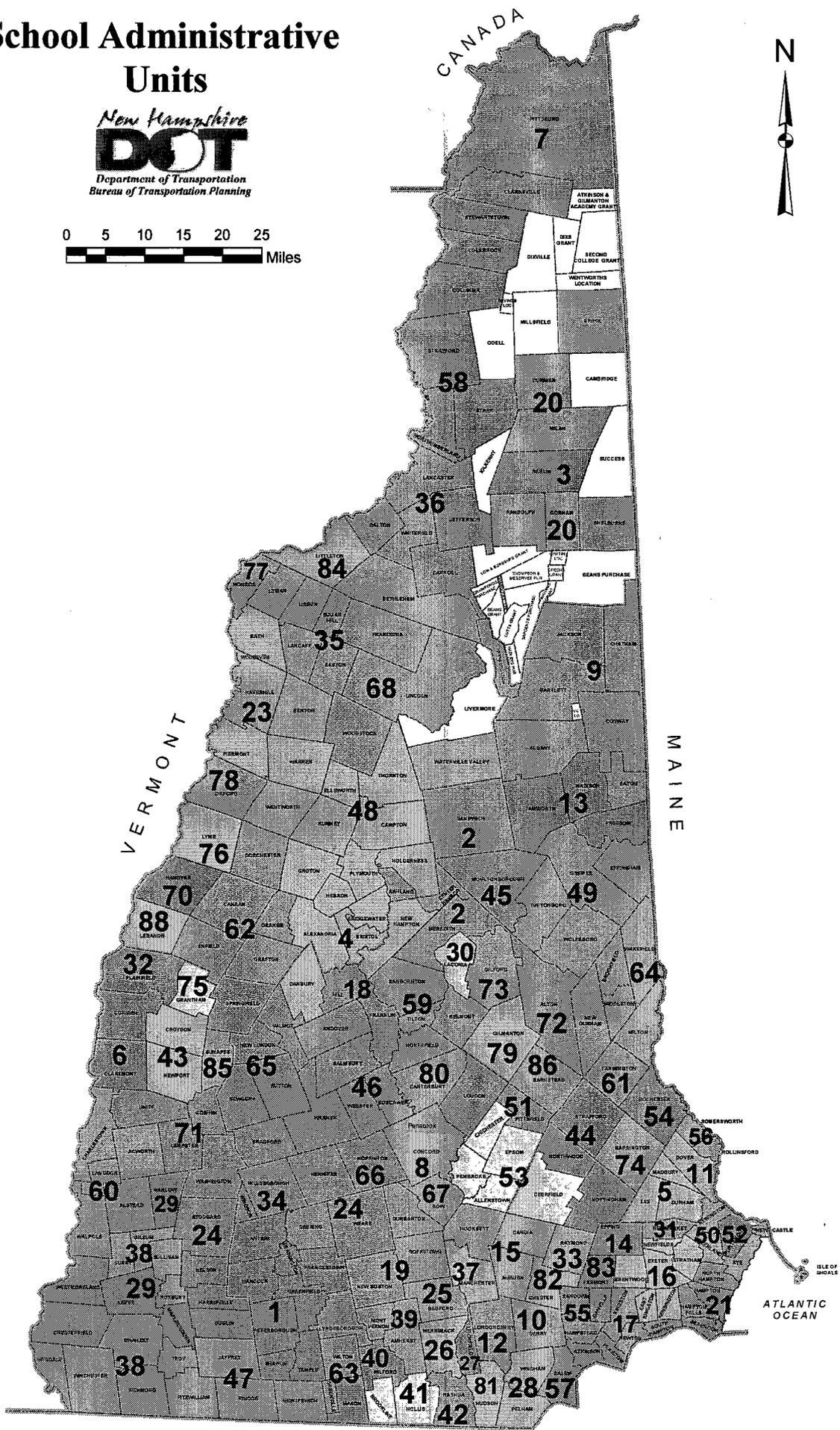
	<u>Jan - Dec 12</u>
Repairs	
Building Repairs	1,352.31
Total Repairs	<u>1,352.31</u>
Travel & Ent	
Meals	196.34
Mileage	1,088.58
Total Travel & Ent	<u>1,284.92</u>
Total Expense	<u>360,117.70</u>
Net Ordinary Income	<u>49,654.46</u>
Net Income	<u><u>49,654.46</u></u>

9:37 AM
05/15/13
Accrual Basis

Seacoast Youth Services
Balance Sheet
As of May 15, 2013

	<u>May 15, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Provident Bank	21,977.00
Petty Cash	400.00
Total Checking/Savings	<u>22,377.00</u>
Accounts Receivable	
Accounts Receivable	35,428.31
Total Accounts Receivable	<u>35,428.31</u>
Other Current Assets	
Prepaid Rent	34,186.00
Total Other Current Assets	<u>34,186.00</u>
Total Current Assets	91,991.31
Fixed Assets	
Fixed Assets	
A/D - Leasehold Improvements	-2,832.00
A/D - Office Equipment	-2,788.00
A/D - Vans	-10,295.00
Leasehold Improvements	14,682.64
Office Equip.	3,397.82
Vans	26,450.00
Total Fixed Assets	<u>28,615.46</u>
Total Fixed Assets	<u>28,615.46</u>
TOTAL ASSETS	<u><u>120,606.77</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	101,233.40
Net Income	19,373.37
Total Equity	<u>120,606.77</u>
TOTAL LIABILITIES & EQUITY	<u><u>120,606.77</u></u>

School Administrative Units



Log 5-13

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

FOR INFORMATION ONLY
G & C Letter # _____
G & C Date 6-6-12
APPROVED: _____
Page # _____
Item # _____

May 01, 2012

His Excellency Governor John H. Lynch
and the Honorable Council
State House
Concord, NH 03301

G&C Date approved
6/6/12
Item 133

REQUESTED ACTION

Authorize the Department of Education to exercise a renewal option to grant funds to Seacoast Youth Services, Seabrook, NH (Vendor Code 203944), approved 06/08/11, item #144 to offer extended day programming for youth and their families pending legislative approval of the next biennial budget. This grant will be in effect from July 1, 2012 through June 30, 2013. Further authorize unencumbered payment of said grant with internal accounting control within the Department of Education. This grant will not exceed \$122,075.11. 100% Federal Funds.

Funding for this request is available from:

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

FY 13

\$122,075.11

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 renewed pending the receipt of an Annual Performance Report that indicates sufficient progress and the availability of federal funds.

New Hampshire anticipates a FY 2013 grant award in the amount of \$5,643,199.00 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 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.

His Excellency Governor John Lynch
and The Honorable Council

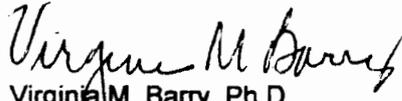
Page Two
May 01, 2012

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 Seacoast Youth Services in collaboration with the Seabrook School District. This collaborative approach will serve middle school Seabrook School District youth and their families. This program is designed to include access to a wide range of supports which include academic, literacy, enrichment, technology, and recreation programs.

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: 21st Century Community Learning Centers

PROJECT # _____
CHANGE # _____
PAGE 1 of _____

FROM: Seacoast Youth Services
PO Box 1381
Seabrook, NH 03874

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

TYPE OF CHANGE	BUDGET	FUND AUTH	FISCAL AGENT	OTHER

SAU/RA: _____
Proposed Project Title: Seabrook Adventure Zone Project Period: 7/1/2012 to 6/30/2013

PROJECT MANAGER: _____
NAME: Vic Maloney TITLE: Executive Director

ADDRESS: 867 Lafayette Rd., Seabrook, NH 03874 TELEPHONE: (603) 474-3332

E-MAIL ADDRESS: vic@seacoastyouthservices.org FAX: (603) 372-0822

FINANCIAL CONTACT: _____ NAME: Vic Maloney TELEPHONE: (603) 474-3332

E-MAIL ADDRESS: vic@seacoastyouthservices.org FAX: (603) 372-0822

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 o: 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:

Seacoast Youth Services
The Provident Bank
003176 211374020 27 728318

APPROVED INDIRECT COST RATE: 3.8 %

Vic Maloney
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RACHIEF FINANCIAL OFFICER
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RACHIEF FINANCIAL OFFICER
DATE 5/7/12



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

21st Century Community Learning Center Assurances

School District Served: Sacbrook

1. The program will take place in a safe and easily accessible facility.
2. The program was developed and will be carried out in active collaboration with the schools the students attend, including private schools.
3. The program will primarily target students and their families who attend high poverty schools of 30% or more free and reduced lunch eligibility, or if it is a middle or high school then the feeder schools are primarily eligible.
4. The funds will be used to increase the level of State, local, and other non-federal funds that would, in the absence of funds under this part, be made available for programs and activities authorized under this program and in no case supplant Federal, State, local, or non-Federal funds.
5. The community was given notice of intent to submit an application and the application and any waiver request was available for public review after submission of the application.
6. The grantee will assume direct responsibility for the selection of sub-grantees or vendors and will be directly involved in monitoring the expenditure and payment of funds.

Virginia M. Barry

11/23/2010

Authorizing Name and Signature

Date

Seacoast Youth Services

MISSION STATEMENT

Seacoast Youth Services offers positive youth development programs to coastal New Hampshire youth and their families, including outreach to those who typically do not receive services. We believe through effective engagement and comprehensive best practice programs, our clients will develop a sense of belonging, productive life long skills, and increased hope for the future.