112 as



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 23, 2016

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

REQUESTED ACTION

1. Authorize the Department of Education to grant funds to Seacoast Youth Services, Seabrook, NH (Vendor Code #203944), in an amount not to exceed \$68,294.38, for the purpose of offering extended day programming for youth and their families; effective upon Governor and Council approval for the period of July 1, 2016 through June 30, 2017. 100% Federal Funds.

Funding is available in the account titled 21st Century Community Title IV, as follows:

FY 17

06-56-56-563010-75380000-072-500577

Grants – Federal

\$68,294.38

2. Subject to Governor and Council approval, authorize the Department of Education to include 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 awarded annually pending the receipt of an Annual Performance Report that indicates sufficient progress and the availability of federal funds.

New Hampshire anticipates a FY 2017 grant award in the amount of \$5,716,698.00 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 for children, outside of regular school hours 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.

Her Excellency, Governor Margaret Wood Hassan and The Honorable Council Page Two May 23, 2016

The program services provided by the grant cited above will be coordinated by Seacoast Youth Services in Seabrook, NH in collaboration with the Seabrook School District. This collaborative approach will serve middle school Seabrook 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 2016 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 six 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 twelve peer reviewers were represented by experienced 21st Century Community Learning Center and school day professionals, higher education, Title I, Title II and community based organizations. A list of reviewers and the results are included in this packet.

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

GENERAL PROVISIONS

1. Identification and Defin	1. Identification and Definitions.									
1.1. State Agency Name NH Department of E		1.2. State Agency Address 101 Pleasant Street Concord, NH 03301	ess							
1.3. Grantee Name Seacoast Youth Service VC# 203944	s, Seabrook	1.4. Grantee Address 867 Layfayette Road Seabrook, NH 03874								
1.5. Effective Date G&C Approval	1.6. Completion Date 6.30.17	1.7. Audit Date N/A	1.8. Grant Limitation \$ 68,294.38							
1.9. Grant Officer for S Suzanne Birdsall-Sto		1.10. State Agency Tele 603-520-6263	phone Number							
"By signing this form we cer grant, including if applicable		th any public meeting requirer	nent for acceptance of this							
1.11. Grantee Signatur Wath Ma		1.12. Name & Title of G Victor Maloney, Executiv	S							
Grantee Signature 2	0	Name & Title of Grante	ee Signor 2							
Grantee Signature 3		Name & Title of Grante	ee Signor 3							
1.13. Acknowledgment: State of New Hampshire, County of , on / , 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 No (Seal) Tuester Carl	tary Public or Justice of	the Peace								
1.13.2. Name & Title of Notary Public or Justice of the Peace Forrest E Carter Jr Notary Public, State of New Hampshire My Commission Expires August 14, 2018										
1.14. State Agency Sign	nature(s)	1.15. Name & Title of S	tate Agency Signor(s)							
Virgenin por	ery	ostance and Execution)	Commissioner of Ed.							
1.16 Approval by Atto	rney General (Form, Sub	ostance and Execution)/								
By: Ci Ma	lary Assistant A	Attorney General, On:	1/7/16							
1.17. Approval by Gove	ernor and Council									
By:		On: /	/							
2 CCORE OF WORK.	In analysis for any t	Sunda museridad ber the Ctor	a of Mary Hammahina							

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").

rantee Initials	VW		٠ ١	
Page 1 of 3		 Date 6	10	

- 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.
- 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 9.3. (hereinafter referred to as "the effective date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all 9.4. 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.
- 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 10. 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 11.1.1 payments authorized, or actually made, hereunder exceed the Grant limitation 11.1.2 set forth in block 1.8 of these general provisions. 11.1.3
- 6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In 11.1.4 connection with the performance of the Project, the Grantee shall comply with 11.2. all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, 11.2.1 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 11.2.2 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 12. 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 12.2. 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 12.3. 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 8.3. appointed.
- 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 12.4.
- 9. Officer, and his/her decision on any dispute, shall be final.
- 9.1. DATA: RETENTION OF DATA: ACCESS
 - As used in this Agreement, the word "data" shall mean all information and 13. 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.
- 2.5. 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.
 - 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.
- . <u>EVENT OF DEFAULT: REMEDIES</u>.
- 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
- 11.1.1 Default"):
- 11.1.2 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.3 Failure to submit any report required hereunder; or
- 11.1.4 Failure to maintain, or permit access to, the records required hereunder; or
- 11.2. Failure to perform any of the other covenants and conditions of this Agreement. Upon the occurrence of any Event of Default, the State may take any one, or
- Upon the occurrence of any Event of Default, the State may take any one, of 11.2.1 more, or all, of the following actions:
 - 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
- 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
- 11.2.3 determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
- 11.2.4 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
- 12. Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
 - TERMINATION
 - 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
- 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
- 2.3. the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
 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.
- 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.
 - <u>CONFLICT OF INTEREST</u>. 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

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.

GRANTEE'S RELATION TO THE STATE. In the performance of this 18. 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 19.

15. employees. 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 20. subgranted by the Grantee other than as set forth in Exhibit A without the prior 16. written consent of the State.

INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all 21. 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 22.

17. constitute a waiver of the sovereign immunity of the State, which immunity is

17.1 hereby reserved to the State. This covenant shall survive the termination of 23. this agreement.

INSURANCE AND BOND.

14.

- The Grantee shall, at its own expense, obtain and maintain in force, or shall 17.1.1 require any subcontractor, subgrantee or assignee performing Project work to 24. obtain and maintain in force, both for the benefit of the State, the following 17.1.2 insurance:
 - 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

- approval of the undertaking or carrying out of such Project, shall participate in 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.
 - 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.

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.

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.

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 intend of the parties hereto.

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.

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.

SPECIAL PROVISIONS. The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

EXHIBIT A

SCOPE OF WORK

Seacoast Youth Services (SYS) and Seabrook Middle School (SMS), together with other community partners, will implement the Seabrook Adventure Zone (SAZ), a NH 21st CCLC afterschool program. SAZ will provide comprehensive after-school (17.5 hours a week) and summer programming (six full weeks) that focus on improving and supporting academic achievement, guiding and nurturing positive youth development, strengthening family engagement, literacy, and healthy living initiatives by offering a variety of programming, events, and resources built on the principles of Experiential Learning and The Circle of Courage. SAZ encourages all students to participate and facilitates outreach to engage students who are identified at-risk and historically in greatest need of after-school programming, but least likely to participate.

The program goals are to improve academic performance, guide and support positive youth development, and encourage family engagement with literacy and healthy living initiatives. The Community Advisory Board works closely with the program director and will guide SAZ in sustainability planning and actively nurtures collaborative relationships between SAZ, SMS, community partners, families, and the Seabrook community.

Contractor Initials WM

Date 6 0 0

Exhibit B Budget

Expenditure Line Items	FY 17
	July 1, 2016-June 30, 2017
Salaries and wages (directly related to service)	54,309.70
Employee Benefits	8,816.66
Contract Services (directly related to programming)	600.00
Supplies	2,067.84
Subtotal	65,794.20
Indirect Cost (not to exceed 8%)	2,500.18
Project Total	68,294.38

<u>Limitation on Price</u>: Upon mutual agreement between the 21st CCLC State Coordinator and the grantee, line items in this budget may be adjusted but in no case shall the total budget exceed the price limitation of \$68,294.38.

<u>Method of Payment</u>: Payment is to be made monthly on the basis of invoices which are supported by a summary of activities that have taken place in accordance with the terms of the approved grant proposal, along with a detailed listing of expenses incurred. If otherwise correct and acceptable, payment will be made for 100% of the expenditures listed. Invoices and reports shall be submitted to the 21st CCLC State Coordinator.

Contractor Initials, WM

Date 61016

EXHIBIT C

SPECIAL PROVISIONS

21st Century Community Learning Center grants are eligible for five years of funding based on previous successful progress and the availability of federal funds. Based on this we are requesting a renewal option for four additional fiscal years.

Contractor Initials UM

Date 1016

21st Century Community Learning Center Program 2016 Competition Results

	Complete	Priority	Need	Program	Resources	Management Evaluation	Evaluation	Budget	TOTAL	Award
21st Century Community	Application	Points	(10)	Design	(15)	(15)	(15)	(15)	(105)	Amount
Learning Center Applicant	(5)	(5)		(25)						
Concord School District	5.00	5.00	9.67	22.67	12.67	14.33	14.00	11.67	95.01	\$ 230,000.00
Manchester School District	5.00	5.00	7.67	22.00	10.67	13.00	11.33	11.67	86.34	\$ 243,750.00
Seacoast Youth Services	5.00	0.00	8.00	19.71	15.00	13.67	13.67	13.00	86.01	\$ 68,294.38
Hillsboro-Deering School Distric	5.00	0.00	6.00	21.33	12.67	13.33	11.67	12.00	82.00	\$ 88,750.00
Newfound Area School District	5.00	0.00	7.33	16.67	12.67	11.67	11.00	10.00	74.34	\$ 52,650.00
Rumney School District	5.00	0.00	8.67	19.00	11.67	10.67	10.33	00.6	74.34	\$ 135,000.00
Rochester School District	4.00	0.00	29.6	17.33	11.00	10.33	29.6	29.6	71.67	
Monadnock Regional School Dis	4.00	0.00	7.33	17.00	13.33	6.67	10.00	10.00	71.33	
Raymond School District	5.00	0.00	00'9	19.67	11.67	10.67	7.67	10.33	71.01	
Groveton	5.00	0.00	8.00	15.00	11.67	9.33	6.67	11.33	70.00	
Jaffrey Rindge Cooperative Scho	4.00	0.00	6.33	16.33	12.67	11.67	00.6	9.33	69.33	
Franklin/Hill	4.00	5.00	00.6	23.00	14.67	11.67	0.00	0.00	67.34	
Salem, Boys & Girls Club of Gre	5.00	0.00	4.67	19.00	11.00	7.00	11.33	3.67	61.67	
Nashua Title I	4.00	0.00	8.67	20.67	14.67	8.33	0.00	0.00	56.34	
Conway School District's Project	5.00	0.00	00.9	13.00	7.33	9.33	7.33	7.00	54.99	

New Hampshire Department of Education 21st Century Community Learning Center Program (CCLC) 2016 Competition Reviewers

Elisa Almonte

21st CCLC Director, RI

Nancy Boyer

Director of Research & Evaluation, FIRST ®, US FIRST

Richard Feistman

Title I Consultant, NH Department of Education

Ashley Frame

Title II Consultant, NH Department of Education

Ashlee Fye

NH Family Ties Statewide Coordinator, Community Bridges

Maureen Jackman

21st CCLC Director, Somersworth School District

Pam Lane

Family Services Specialist, Southern NH Services

Jeannie Lapierre

21st CCLC Director, RI

Katy Miller

21st CCLC Director, Vermont

Laurie Melanson

Principal, Warren School District

Ellie Papazoglou

Literacy Consultant & Teaching Lecturer UNH & PSU

Mary Schuh

Director of Development and Consumer Affairs IOD/UNH

EXHIBIT B

OBM FORM 1

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT #

9/2005 Federal/State Program Title:		21st Century Community Learning Centers		CHANGE# PAGE 1 of	
FROM: Seacoast Youth Services	es	TO: Suzanne Birdsall-Stone		TYPE OF CHANGE	
PO Box 1381		NH Department of Education		BUDGET	
Seabrook, NH 03874		State Office Park South		FUND AUTH	Ţ
		101 Pleasant Street		FISCAL AGENT	SENT
SAU/RA:		. Concord, New Hampshire 03301-3860		OTHER	
Proposed Project Title: Sea	Seabrook Adventure Zone	ure Zone	Project Period:	7/1/2016 to: 6/30/2017	2017
The following information is required for all projects	d for all projects*	*			
PROJECT MANAGER:	NAME	NAME: Vic Maloney	TITLE:	TITLE: Executive Director	
	ADDRESS:	867 Lafayette Rd., Seabrook, NH 03874	TELEPHONE:	(603) 474-3332	
E-MAIL	E-MAIL ADDRESS:	vic@seacoastyouthservices.org	FAX:	FAX: (603) 372-0822	
FINANCIAL CONTACT:	NAME:	NAME: Vic Maloney	TELEPHONE:	TELEPHONE: (603) 474-3332	
E-MAIL	- ADDRESS: _	E-MAIL ADDRESS: vic@seacoastyouthservices.org	FAX:	FAX: (603) 372-0822	

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. 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 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.
- 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 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 shall be liable for payments under this grant except from such funds.

FISCAL AGENT - MAKE CHECKS PAYABLE TO:

003176 211374020 27 728318 Seacoast Youth Services The Provident Bank

APPROVED INDIRECT COST RATE: Not to exceed 85%

LE of SAU SUPERINTENDENT OF PRINT NAME AND T Vic Maloney

Or RA/CHIĘF FINANCIAL OFFICĘR

SIGNATURE SAU SUPERINTENDENT OF SCHOOLS

or RA/CHIEF FINANCIAL OFFICER

OBM FORM 1 9/2005

BUDGET SUMMARY BY OBJECT AND FUNCTION CODES

ES (See NH Financial Accounting Handbook 1999 Edition pages A-38 through A-75)

		_										Γ	_							7	Т	_	Т	Т	Т	Т	Т	7	Т	\neg	Т	Т	Т	
TOTAL	54,309.70	8,816.66	00.009	•	•	2,067.84		•	•	68,294.38		DETAILED	INFORMATION																					HIHIIIII
5000 INDIRECT	COST BELOW	CANNOT	INCLUDE AUDIT	FEES WHEN A	PROJECT LINE	ITEM INCLUDES	AUDIT FEES	2,500.18		2,500.18		BUDGET	AMOUNT																					-
										1		OBJECT	CODE																					SUB TOTAL/TOTAL
										-	OSED BUDGET	FUNCTION	CODE														-							าร
2 ADMIN										I	DETAIL OF PROPOSED BUDGET	DETAILED	INFORMATION	Salary	FICA	Workmen's Comp	Medical	Unemployment 1.98	Contracted Serv.	General Supplies	Indirect Cost													111111111111
2000 SUPPORT	54,309.70	8,816.66								63,126.36		BUDGET	AMOUNT	54,309.70	2,640.12	1,338.92	3,592.99	1,244.63	00.009	2,067.84	2,500.18													68,294.38
1000 INSTRUCTION			00'009			2,067.84				2,667.84		OBJECT	CODE	100	200	200	200	200	320	610	930													SUB TOTAL/TOTAL
OBJECT CODE	100	200	300	400	500	009	700	800	900	TOTALS		FUNCTION	CODE	2100	2100	2100	2100	2100	1100	1000	5220													S

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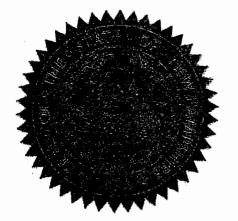
CERTIFICATE OF VOTE

I,, do hereby certify that: (Name of the elected Officer of the Agency; cannot be contract signatory)
1. I am a duly elected Officer of Seacoast Youth Senices . (Agency Name)
2. The following is a true copy of the resolution duly adopted at a meeting of the Board of Directors of the Agency duly held on: (Date)
RESOLVED: That the Executive Director (Title of Contract Signatory)
is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.
3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of
the 10 th day of 50ne, 2016. (Date Contract Signed)
4. Victor Maloney is the duly elected Executive Director (Title of Contract Signatory)
of the Agency. (Signature of the Elected Officer)
STATE OF NEW HAMPSHIRE
County of Rock:ngham
The forgoing instrument was acknowledged before me this 10 m day of June, 20 16,
By(Ngree of Elected Officer of the Agency)(Notary Public/Justice of the Peace)
(NOTARY SEAL)
Commission Expires: Aug. 147, 2019 Forrest E Carter Jr Notary Public, State of New Hampshire My Commission Expires August 14, 2018

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 21st day of April A.D. 2016

William M. Gardner Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/25/2016

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

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

	ertificate holder in lieu of such endors				liuorse	ment. A stat	ement on th	is certificate does not come	rights to the
	DUCER				CONTAC NAME:	et Edward	Jackson		
Tol	oey & Merrill Insurance				PHONE	, Ext): (603)	926-7655	FAX (A/C, No): (603)	926-2135
20	High Street				E-MAIL ADDRES	ss.edward@	tobeymerr	ill.com	
	-				AUDILL			DING COVERAGE	NAIC#
Hai	npton NH 038	42-2	2214	1	INSURF	RA:Hiscox			
INSU	RED					RB:Ohio S			24082
Sea	acoast Youth Services, Inc						logy Insu	rance	
PO	Box 1381					Rp:Hartfo			
					INSURE	RE:			
Sea	abrook NH 038	74			INSURE	RF:			
				NUMBER:CL1652504				REVISION NUMBER:	
IN C	HIS IS TO CERTIFY THAT THE POLICIES IDICATED. NOTWITHSTANDING ANY RE ERTIFICATE MAY BE ISSUED OR MAY I XCLUSIONS AND CONDITIONS OF SUCH	QUIR PERT	EME! AIN,	NT, TERM OR CONDITION THE INSURANCE AFFORD	OF AN ED BY	Y CONTRACT THE POLICIE	OR OTHER	DOCUMENT WITH RESPECT T D HEREIN IS SUBJECT TO AL	O WHICH THIS
INSR		ADDL	SUBR			POLICY EFF (MM/DD/YYYY)		LIMITS	
LIK	X COMMERCIAL GENERAL LIABILITY	INSD	WVD	POLICY NUMBER		(WINUDD/1111)	(WINDO/TTTT)	EACH OCCURRENCE \$	1,000,000
A	X CLAIMS-MADE OCCUR							DAMAGE TO RENTED PREMISES (Ea occurrence) \$	
		x	İ	·.		10/17/2015	10/17/2016	MED EXP (Any one person) \$	
			1					PERSONAL & ADV INJURY \$	
	GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$	3,000,000
	X POLICY PRO- JECT LOC							PRODUCTS - COMP/OP AGG \$	
	OTHER:							Defense of Licensing \$	10,000
	AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident) \$	1,000,000
В	ANY AUTO							BODILY INJURY (Per person) \$	
_	ALL OWNED X SCHEDULED AUTOS			,		8/11/2015	8/11/2016	BODILY INJURY (Per accident) \$ PROPERTY DAMAGE	
	X HIRED AUTOS X NON-OWNED AUTOS							(Per accident)	
·								Business Auto Enhancement \$	
	UMBRELLA LIAB OCCUR							EACH OCCURRENCE \$	
	EXCESS LIAB CLAIMS-MADE							AGGREGATE \$	
	DED RETENTION \$							PER V OTH-	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N							STATUTE A ER	
_	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/A				0 /07 /001 6	0 /07 /0017	E.L. EACH ACCIDENT \$	500,000
С	(Mandatory in NH) If yes, describe under					2/27/2016	2/27/2017	E.L. DISEASE - EA EMPLOYEE \$	500,000
	DESCRIPTION OF OPERATIONS below							E.L. DISEASE - POLICY LIMIT \$	500,000
D	Professional Liability			Σ.		9/10/2015	10/17/2016		\$ 1,000,000
	DEDUCTIBLE \$ 1,000							EMPLOY PRACTICES LIAB	\$ 1,000,000
DES	CRIPTION OF OPERATIONS / LOCATIONS / VEHIC	CLES (A	ACOR	D 101, Additional Remarks Sched	dule, may	be attached if m	lore space is req	uired)	
L									
CE	RTIFICATE HOLDER				CAN	CELLATION			
	New Hampshire Departm 10 Pleasant Street Concord, NH 03301	ent	of	Education	ACC	EXPIRATION CORDANCE W	N DATE THE	DESCRIBED POLICIES BE CANCE BREOF, NOTICE WILL BE I CY PROVISIONS.	
					AUTHO	RIZED REPRESE	ENTATIVE		ŕ
					Door	Marrill	CTC/TCA	Tourse.	_

11:47 AM 05/13/16 Cash Basis

Seacoast Youth Services Profit & Loss

January through December 2016

	Jan - Dec 16
Ordinary Income/Expense	
Income Gala 2016	30,843,40
School Funding afterschool	6,250.00
Poker Room	17,398.85
Contribution Individual Busines	3,408.85
mental health income	91,734.45
Foundation Income	3,772.41
Program Income Grants	
NH BDAS	33,215.20
21st century	25,689.30
Total Grants	58,904.50
Transportation Income	11,390.00
SNHS food	85.02
Program Income - Other	900.00
Total Program Income	71,279.52
Town Funding	13,843.63
Uncategorized Income	
dependent ins	375.00
ins Adj	4,477.02
Total Uncategorized Income	4,852.02
Total Income	243,383.13
Gross Profit	243,383.13
Expense printing marketing equipment	2,106.49
Admin & Overhead Expenses Supplies	
Office	1,050.00
Postage and Delivery	84.00
Total Supplies	1,134.00
Admin & Overhead Expenses - Other	585.10
Total Admin & Overhead Expenses	1,719.10
vold	0.00
Automobile Expense	
Purchase vehicle	1,238.71
Gas	1,739.86
Repairs	497.00
Total Automobile Expense	3,475.57
Fundralsing	8,598.73
Insurance	1,697,20
Professional Liability Health Benefits	18,736.75
Auto	2,252.27
Worker's Comp	604.00
Total Insurance	23,290.22
Occupancy Expenses	
maintenance	250.19
Rent	4,212.00
Utilities	
Gas	2,079.15
Phone/Internet/TV	900.40
Electric	1,367.82
Total Utilities	4,347.37
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11:47 AM 05/13/16 Cash Basis

Seacoast Youth Services Profit & Loss

January through December 2016

	Jan - Dec 16
Occupancy Expenses - Other	510.00
Total Occupancy Expenses	9,319.56
Payroli Expenses Provident 941 EFT Payment Wages & Salaries Payroli Service	34,945.77 114,391.25 554.40
Total Payroll Expenses	149,891.42
Professional Fees Consulting Professional Fees - Other	825.00 335.70
Total Professional Fees	1,160.70
Program Expense sap contracted Training/staff Development Training/ Staff Development	156.58 2,300.00
Total Training/staff Development	2,300.00
SAZ Contracted Program Evaluation Transportation Program Supplies Program Expense - Other	210.00 130.06 1,113.53 8,495.46 152.28
Total Program Expense	12,557.91
Total Expense	212,119.70
Net Ordinary Income	31,263.43
Net Income	31,263.43

Seacoast Youth Services Mission Statement January 2016

Seacoast Youth Services supports young people and their families in coastal New Hampshire communities. By teaching and mentoring healthy communication and life skills, Seacoast Youth Services empowers those we serve to make positive choices for happier, healthier, and brighter futures.

We believe that effective support begins with direct engagement. That's why we connect with the youth where they learn and socialize in addition to offering individual and group counseling, outreach, and educational programs at our facility. Our goal is to reach all those who can benefit from our programs, including youth and family members who typically do not receive services.

Seacoast Youth Services Board of Directors May 2016

Janine L. Richards/Chairperson Outreach Coordinator-SAU 90

Erica Ethier/Development-Fundraising
Branch Manager
Provident Bank

Dawn Emerick/Secretary Taurus Marketing

Marcia Gloddy/Program Committee Office Manager-The Masiello Group

Derek Scialdone/Treasurer
Branch Manager
The Provident Bank

Carol Bostic/ Fundraising
Health Coach and Certified Hypnotist

Elaine Ahearn/Fundraising-Development State Representative

> John McCarthy/ Marketing Realtor-The Masiello Group

Jerome Fuller Jr./ Marketing General Manager Staples

Attorney Alan Ganz/ Marketing Ganz Law Office

Board positions are non-compensatory

2016-2017 SAZ Position Salaries and Benefits

Program Director: Forrest E Carter Jr.

Salary: 38,630.71 Benefits: 7,395.65

Site-Coordinator: Brittney Gentile

Salary: 15,678.99 Benefits: 1,421.01

Salary Total: \$54,309.70 Benefits Total: \$8,816.66

Forrest E. Carter Jr.





CAREER OBJECTIVE Obtain a position working with youth, adolescents, adults, and seniors focusing on leadership and intertwining recreation, community, the arts, and socially beneficial activities for the purpose of creating a more positive and rewarding life experience for those involved with the program.

EDUCATION

Plymouth State College Plymouth, NH Masters in Education: Physical Education, Adventure Education Concentration May 16, 2014

University Of Massachusetts Lowell Bachelors in Liberal Arts: Psychology (Spanish Concentration Requirement) February 15, 2009

Lowell, MA

CERTIFICATIONS

Certified Park & Recreation Executive January 2015 - Current



Certified Park & Recreation Professional January 2015 - Current

American Red Cross 1st Aid/CPR/AED Certified Instructor 2010 - Current

NH Afterschool Ambassador, Afterschool Alliance 2014-Current

4-H Certified Leader 2011 - Current

Afterschool Master Professional Workshop Trainer, Faculty, Individual Mentor, and Program Consultant, ACROSS NH DHHS 2013 - Current

EXPERIENCE

2011 - Current

Program Director, Scabrook Adventure Zone (21st Century CCLC)

Collaboration between Seabrook Middle School, Seacoast Youth Services, and other Community Partners in Scabrook, NH 03874

Responsible for the program design, management, implementation, and evaluation of an academic, recreational, and positive social development after school program with foundations based on both the 4-H values and Project Adventure paradigm of leadership.

- Sustainability & Revenue Development with the successful writing of the 21st CCLC, Best Buy, Hannaford, CLIF, and Exeter Rental Grants and creating strong community partnerships that have sustained and expanded the consistently growing program.
- Community Advisory Board Leadership during monthly/bi-monthly meetings and maintaining effective collaboration with partners, community organizations, and board
- Summer Planning Team responsible for organizing and creating the Summer Conference for all 21st Century programs in New Hampshire.
- Internship Supervisor for High School Extended Learning Opportunities students (ELO's) and College interns from the University of New Hampshire, Northern Essex Community College, and Southern New Hampshire University.

- Project Adventure Certified (136 Hours) incorporating team building, leadership skill
 cultivation, self-esteem boosting, and conflict resolution.
- Evaluation of program goals by using the on-line and data base programs of Youth Services, Cayen, 14See, and Performance Pathways, as well as satisfaction surveys for youth, parents, and community leaders.
- Budget management of a \$200,000 + budget for all program needs, including staff salary, professional development, and all program expenses associated with the Seabrook Adventure Zone.
- Human Resource Management responsible for hiring, evaluating, and managing all SAZ
 personnel, volunteers, and community partners.

2009 - Current

Youth Program Director, Seacoast Youth Services (non profit)

867 Lafayette Rd., Seabrook, NH 03874

Responsible for implementation of after school, weekend, evening, and summer programming for at-risk middle and high school aged youth and adolescents in the New Hampshire seacoast area.

- Outreach in seacoast area middle schools and high schools including classroom
 presentations of programs, faculty integration and involvement, and parent and family
 involvement and awareness.
- Project Alert Certifled to educate youth and adolescents in alcohol and substance abuse
 with interactive and integrative lessons.
- Overnight Adventure Trips consisting of four two day overnights with 24 adolescents and 3 staff, project adventure team building and leadership activities, high adventure, and structured itinerary.
- Grant Writing skills successful in obtaining several major grants, including the \$500,000
 21st CCLC grant that supports the Seabrook Adventure Zone.

2013 - Current

Afterschool Master Professional Workshop Trainer, Faculty, Individual Mentor, and Program Consultant, ACROSS NH DHHS

Develops, coordinates, and facilitates workshops for all audiences with a focus on Project Adventure, Curriculum Development, Staff Communication, and Positive Youth Development content and design throughout the state of New Hampshire.

2014 -- Current

Adjunct Faculty, Manchester Community College

1066 Front St., Manchester, NH

Adjunct faculty professor responsible for teaching Introduction to School Age Programming and School Age Bavironment & Curriculum to undergraduate students.

2008-2010

Coordinator, Teen Leadership Adventures Program (non profit)

Seabrook Community Center, Scabrook, NH 03874

Designed, proposed, and implemented the program successfully.

Responsibilities include offering adventure based activities, free tutoring, and leadership trainings to adolescents in the town of Seabrook, NH at low, subsidized costs. Other duties include volunteer management, allocating program funding, leadership public training, and organizing adventure trips.

- Volunteer Management and scheduling for 35 volunteers that assist various program activities, including volunteer tutors, chaperones, and leadership training instructors.
- Leadership Trainings held monthly focusing on sculpting adolescents into strong, independent future leaders by offering lecture and service learning opportunities of selected topics. Training topics have included organization skills, games and modifications workshop, 1, 2, 3 Magic, and several diversity awareness trainings.
- Donations/Contributions of Funding were allocated through direct contacts and networking within and outside of the community. Official letters, interviews, and sponsorships were attained by numerous methods, including e-mail, letters, telephone, and Internet.

2003 - 2009

Site-Director, Seabrook YMCA School's Out Program (non profit)

Southern District YMCA - Camp Lincoln, Kingston, NH 03848

Responsibilities include offering a quality after school program for children grades K-6, organizing and implementing activities, tutoring children with honework, supervising and managing staff members and pay roll sheets, as well as parent correspondence.

VOLUNTEER/COMMUNITY SERVICE

2011-2014	6 Flags Read 2 Succeed Event w/SAZ & SMS
2011-2014	"Teens For Jeans" with Aeropostale
2010-2014	United Way Day of Caring
2014	Arts & Literacy Festival, w/CLIF/SAZ/SMS
2005-2009, 2013-2014	Holiday Fundraiser for Community Action in Seabrook, NH
2007 - 2014	SPCA Fundraiser and Food Drive
2013	SAZ & SMS Challenge Course Community Clean-Up
2013	SAZ & SMS Outdoor Classroom w/Seabrook PTO
2009-2013	Servapalooza Volunteer Day
2000-2013	New Hampshire Food Drive
2007-2011	Care Package Fundraiser for US Army
2007&2011	"Walk-the-Walk" Event in Seabrook, NH, Assisted Organization of event

MEMBERSHIPS/AFFILIATIONS

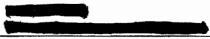
Seabrook Recreation Commission Member At Large Association of Experiential Education Member New Hampshire Afterschool Network (NHAN) Leadership Team

TECHNOLOGY

Microsoft Office Power point,, Word, Excel, Publisher, Adobe Workshop & Illustrator, Print Shop, IPhoto, IMovie, Movie Maker, SPSS, Black Board, I4SEE, Performance Pathways, CAYEN database system

Brittney Gentile





CAREER OBJECTIVE Obtain a position working in the field of youth development, afterschool programming, and education.

EDUCATION

Northern Essex Community College Associates in Early Childhood Education *Current

Haverhill, MA

CERTIFICATIONS

American Red Cross 1st Aid/CPR/AED Certified 2013 - Current

ACROSS NH Professional Activity Hours: 9.5

EXPERIENCE

2014 - Current

Site-Coordinator, Seabrook Adventure Zone (21st Century CCLC)

Collaboration between Scabrook Middle School, Seacoast Youth Services, and other Community Partners in Seabrook, NH 03874

Responsible for program design, management, implementation, and evaluation of an academic and positive social development after school program with foundations based on both the 4-H values and Project Adventure paradigm of leadership.

- Data Entry of crucial and confidential information for youth and staff in the Scabrook Adventure Zone, including attendance, survey results, evaluation materials, and demographics.
- Curriculum Design & Activity Development for after school and weekend programming for 120 middle school youth throughout the academic year.
- Evaluation of program goals by using the on-line and data base programs of Youth Services, I4See, and Performance Pathways.
- Financial Reporting of budgeted items including snack, supplies, and personnel salary.
- Human Resource Management responsible for evaluating and managing all SAZ personnel, volunteers, and community partners.

2005 - Current

Group Leader, Seabrook Community Center

311 Lafayette Rd., Seabrook, NII 03874

Responsible for implementation of summer programming for youth Preschool - 8th Grade in Seabrook, New Hampshire.

- Summer Program Director
- 4-H Certified Leader
- American Red Cross Ist Aid & CPR w/AED Certified

VOLUNTEER/COMMUNITY SERVICE

2014	6 Flags Read 2 Succeed Event w/SAZ & SMS
2013-2014	"Teens For Jeans" with Aeropostale
2013	SAZ & SMS Challenge Course Community Clean-Up
2010	Scotty Lago Olympic Event
2013-2014	SPCA Fundraiser and Food Drive
2013-2014	Toys For Tots

TECHNOLOGY

Power point, Print Shop, Digital Photos, IPhoto, Microsoft Word, Apple Works, Microsoft Excel, Microsoft Office Publisher, Quick Books, Adobe Workshop

REFERENCES

- Forrest E Carter Jr., Program Director, Seabrook Adventure Zone PO Box 873, Seabrook, NH 03874 (603) 997-1909 forrest@seacoastyouthservices.org
- Cassandra Carter, Program Director, Seabrook Recreation Department 26 Washington St., Seabrook, NH 03874 (603) 997-1749 ccarter@seabrooknh.org

