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

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

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

June 13, 2016

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

**REQUESTED ACTION**

Authorize the Department of Education, Bureau of Integrated Programs to amend a grant agreement on a **sole source** basis with the Dover Housing Authority, Dover, NH (Vendor Code #159988), by increasing the price limitation by \$95,237.50 from \$96,735.15 to \$191,972.65 and extending the end date from June 30, 2016 to June 30, 2017 to continue to offer extended day programming for youth and their families, effective upon Governor and Council approval. Item originally approved by Governor and Council on 06/19/13 (Item #202), renewed on 06/18/14 (Item #145), and renewed on 06/24/15 (Item #158). 100% Federal Funds.

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

06-56-56-563010-75380000-072-500577	Grants-Federal	<u>FY 17</u> \$95,237.50
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**EXPLANATION**

The Department went out to RFP for these grant funds in January 2013 with the intent of including a renewal option. The renewal option was included in the Governor and Council letter but not stated in the contract warranting that this amendment be submitted on a **sole source** basis. This is the fourth year of a five year grant. The United States Department of Education legislation allows for five-year 21<sup>st</sup> 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 21<sup>st</sup> 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

Her Excellency, Governor Margaret Wood Hassan  
and The Honorable Council  
Page 2 of 2  
June 13, 2016

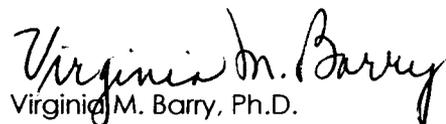
prevention, counseling programs, art, music, recreation programs, and technology education. These programs and services are designed to reinforce and complement the regular academic program of the participating students.

The program services provided by the grant cited above will be coordinated by the 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.

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

Respectfully submitted,

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

VMB:SBS  
Enclosures

**AMENDMENT TO  
GRANT AGREEMENT**

Now come the New Hampshire Department of Education, Bureau of Integrated Programs, hereinafter "the Agency," and The Dover Housing Authority, Dover, NH, hereinafter "the Grantee", and, pursuant to an agreement between the parties that was approved by Governor and Council on 06/19/13 (Item #202), renewed 06/18/14 (Item #145) and renewed 06/24/15 (Item #158), hereby agree to modify same as follows:

1. Agreement, General Provisions, Block 1.6, remove June 30, 2016 and replace with June 30, 2017.
2. Agreement, General Provisions, Block 1.8, remove \$96,735.15 and replace with \$191,972.65.
3. Remove OBM Form 1, Project Application Budget and Designation of Application Manager/Project Manager, with Project Period July 1, 2015 through June 30, 2016 with a Budget of \$96,735.15 and Insert OBM Form 1, Project Application Budget and Designation of Application Manager/Project Manager, with Project Period July 1, 2016 through June 30, 2017 with a budget of \$95,237.50.
4. All other provisions of the agreement shall remain in full force and effect.

This modification of an existing agreement is hereby incorporated by reference to the existing agreement by the parties and must be attached to the said agreement. This modification shall be effective upon the date of approval from the Governor and the Executive Council for the period of July 1, 2016 through June 30, 2017.

IN WITNESS WHEREOF, the parties, hereto have set their hands as of the day and year below written.

THE STATE OF NEW HAMPSHIRE  
Department of Education (Agency)

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

Dover Housing Authority  
Name of Entity (Grantee)

By: Allan Krans <sup>6/2/16</sup>  
Allan Krans, Executive Director

STATE OF New Hampshire  
County of Stafford

On this the 2nd day of June, 2016 before me, Wendy M. Tenney, the undersigned officer, personally appeared Allan B. Krans who acknowledged himself/herself to be the Executive Director of Dover Housing Authority a Grantee, and that (s)he as such Executive Director, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the Grantee by himself/herself as Executive Director.

In witness whereof, I hereto set my hand and official seal.  
Wendy M. Tenney  
Notary Public/Justice of the Peace

Approved as to form, substance and execution by the Attorney General this 14 day of June, 2016.

Division of Attorney General Office

By: *Eric R. Montoya*

Approved by the Governor and Council this \_\_\_\_\_ day of \_\_\_\_\_, 2016

By: \_\_\_\_\_

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

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

SAU/RA: 11

Proposed Project Title: SOCC Afterschool Program

Project Period: July 1, 2016 to: June 30, 2017

\*\*\*The following information is required for all projects\*\*\*

PROJECT MANAGER: NAME: Stacey Kearns

ADDRESS: 62 Whittier Street, Dover, NH 03820

E-MAIL ADDRESS: skearns@doverhousingauthority.org

TITLE: Director of Family Services

TELEPHONE: 603-749-6692

FAX: 603-742-6911

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

PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS  
or RACHIEF FINANCIAL OFFICER

  
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS  
or RACHIEF FINANCIAL OFFICER

3/28/16  
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	31,339.00	33,197.15			64,536.15
200	2,859.59	6,834.78		COST BELOW CANNOT	9,694.37
300	12,500.00	3,000.00		INCLUDE AUDIT FEES WHEN A	15,500.00
400				PROJECT LINE	
500		2,804.80		ITEM INCLUDES	2,804.80
600		2,702.18		AUDIT FEES	2,702.18
700					
800					
900					
TOTALS	46,698.59	48,538.91	-	-	95,237.50

DETAIL OF PROPOSED BUDGET

FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION	FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION
2000	110	33,197.15	Salaries				
2000	211	2,527.80	Health/Medical				
2000	212	83.73	Dental				
2000	213	7.20	Life				
2000	214	48.00	Disability				
2000	220	2,539.58	FICA				
2000	230	1,288.04	Retirement				
2000	250	166.25	Unemployment				
2000	260	174.18	Workers' Comp				
2210	531	204.80	Phone				
2210	534	100.00	Postage				
2210	580	2,500.00	Travel				
1400	321	12,500.00	Contractual				
2100	322	2,500.00	Contractual				
2210	340	500.00	Data/Evaluation				
2210	610	2,702.18	Supplies				
1000	100	31,339.00	Salaries				
1000	220	2,397.43	FICA				
1000	250	297.72	Unemployment				
1000	260	164.44	Workers' Comp				
SUB TOTAL/TOTAL		95,237.50	////////////////////	SUB TOTAL/TOTAL		95,237.50	////////////////////

*[Handwritten Signature]*

**Memo**

*From the Desk of*

Allan Krans

May 16, 2016

Suzanne Birdsall Stone

Re: Relationship between the Dover Housing Authority and the Seymour Osman Community Center, Inc.

Dear Suzanne:

I am the Executive Director of the Dover Housing Authority (DHA), 62 Whittier Street, and also the Executive Director of the Seymour Osman Community Center (SOCC), Inc. located at 40 Hampshire Circle, both in Dover New Hampshire. The physical structure known as the SOCC is located in the middle of the DHA residential neighborhood.

The Dover Housing Authority is a statutory entity pursuant to RSA 203. The Seymour Osman Community Center, Inc. is a not for profit corporation registered in the State of New Hampshire.

You asked me to describe the relationship between the DHA and the SOCC.

In a nutshell, the SOCC is the social service arm of the DHA. Social services for our residents come from the SOCC. The DHA provides permanent housing using federal funds for residents who qualify due to low income. The DHA owns a family residential neighborhood (on 4 contiguous streets) consisting of 184 family apartments, the residents of which all receive federal subsidies for permanent housing.

All funding for the operation of the SOCC comes from the DHA except the 21<sup>st</sup> Century grant and some small fundraising efforts by the SOCC. The full-time staff at the SOCC consists of one person. She receives salary and benefits through the DHA. She is paid with a DHA check. The physical space housing the SOCC (ie. the Community Center) is owned by the DHA. All expenses of SOCC are paid through and by the DHA.

The DHA and SOCC have separate boards of directors. The members of the DHA Board are appointed by the City Manager pursuant to state statute. The members of the SOCC Board are appointed by the DHA Board. Some DHA board members serve on the Board of the SOCC.

This relationship has existed for over 20 years.



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# Memo

*From the Desk of*



Allan Krans

Sincerely,

Allan B. Krans  
Executive Director

Cc. Stacey Kearns, Wendy Tenney

**RESOLUTION NO 2016-02-23-03**

WHEREAS, the 21<sup>st</sup> Century Grant requires a signed contract between the Dover Housing Authority, Fiscal Agent for Seymour Osman Community Center, and the State of New Hampshire Department of Education,

NOW, THEREFORE, BE IT RESOLVED, that Allan B. Krans, Executive Director, is duly authorized to enter a contract, on behalf of Dover Housing Authority, with the State of New Hampshire Department of Education for fiscal year end June 30, 2017 funding, and is further authorized to execute any documents which may, in his judgment, be desirable or necessary to effect the purpose of this vote.

Above is a true and correct copy of the resolution passed by the Commissioners of the Dover Housing Authority at their regular meeting February 23, 2016.

I further certify that the above resolution was in full force and effect on the date the grant agreement was signed.

  
\_\_\_\_\_  
Chairman

6/2/2016  
\_\_\_\_\_  
Date

**7(c)**

## TITLE XVII

### HOUSING AND REDEVELOPMENT

#### CHAPTER 203

##### HOUSING AUTHORITIES LAW

###### Section 203:4

**203:4 Creation of Housing Authority.** - In each municipality, as herein defined, of the state there is hereby created a public body corporate and politic to be known as the housing authority of the municipality; provided that such authority shall not transact any business or exercise its powers as hereunder until the governing body of the municipality by resolution adopted by majority vote of those present at any regular or special meeting shall have declared that there is need for an authority to function in such municipality. In towns, such resolution must be adopted by majority vote of those present and voting, by use of ballot, if at an annual meeting; and if such resolution is to be acted upon at a special meeting, the procedure for adoption shall be the same as that prescribed for the making of appropriations at special meetings as provided in RSA 31:5. In any suit, action or proceeding involving the validity or enforcement of or relating to any contract of the authority, the authority shall be conclusively deemed to have become established and authorized to transact business and exercise its powers hereunder upon proof of the creation of an authority and of the adoption of a resolution by the governing body declaring the need for the authority. Such resolution or resolutions shall be deemed sufficient if it declares that there is need for an authority. A copy of such resolution duly certified by the clerk shall be admissible in evidence in any suit, action or proceeding.

Source. 1941, 222:4. RL 169:4. 1947, 169:3, eff. May 29, 1947.

MARCH MEETING

March 4, 1948

The regular monthly meeting of the City Council was held this Thursday evening, March 4, 1948, 8 P.M., in the Council Chambers, Municipal Building.

At roll call the following members were present, His Honor Mayor Simon G. Markes, Councilmen Breen, Christensen, Dunaway, Hall, Mathes, Mitchell, Smalley and Tuttle.

\* \* \* \*

The following resolution was adopted on a roll call vote of 9 yeas, 0 nays, and 0 absent on a motion by Breen seconded by Hall:

A RESOLUTION PROVIDING FOR THE ORGANIZATION  
OF A HOUSING AUTHORITY FOR THE CITY OF  
DOVER, NEW HAMPSHIRE

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOVER,  
NEW HAMPSHIRE:

Section 1. That the City Council of the City of Dover, New Hampshire, hereby determines, finds and declares in pursuance of section 4 of the Housing Authorities Law of the State of New Hampshire, that there is need for a housing authority to function in the City of Dover, New Hampshire.

Section 2. In accordance with the foregoing finding, a municipal housing authority for the City of Dover, New Hampshire, be, and hereby is, authorized to function and to transact any business and exercise its powers.

Note: Use the regular form for resolutions and have the Mayor or other official approve when such approval is required.

It was voted that the City Manager appoint the five members of the Housing Authority.

CERTIFICATE

The undersigned hereby certifies as follows:

1. That he is the duly qualified and acting City Clerk of the City of Dover, herein called the "Municipality", and the keeper of the records of the Municipality, including the journal of proceedings of the City Council, herein called the "Governing Body";

2. That the attached resolution is a true and correct copy of the resolution as finally adopted at a meeting of the Governing Body held on the fourth day of March, 1948, and duly recorded in his office;

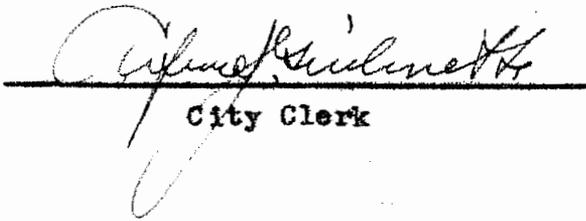
3. That said meeting was duly convened and held in all respects in accordance with law and to the extent required by law due and proper notice of such meeting was given; that a legal quorum was present throughout the meeting, and a legally sufficient number of members of the Governing Body voted in the proper manner and for the adoption of said resolution; and all other requirements and proceedings under law incident to the proper adoption or the passage of said resolution, including publication if required by law, have been duly fulfilled, carried out and otherwise observed;

4. That if an impression of the seal has been affixed below, it constitutes the official seal of the Municipality and this certificate is hereby executed under such official seal. If no seal has been affixed below, the Municipality does not have and is not legally required to have an official seal;

5. That the undersigned is duly authorized to execute this certificate.

IN WITNESS WHEREOF the undersigned has hereunto set his hand this 29th day of September, 1950.

(S E A L)

  
\_\_\_\_\_  
City Clerk

# 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 20<sup>th</sup> day of January A.D. 2016



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

William M. Gardner  
Secretary of State



# EVIDENCE OF COMMERCIAL PROPERTY INSURANCE

DATE (MM/DD/YYYY)  
06/08/2016

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

PRODUCER NAME, CONTACT PERSON AND ADDRESS Housing Insurance Services Inc. 189 Commerce Court - P. O. Box 189 Cheshire CT 06410	PHONE (A/C, No, Ext): (800) 873-0242	COMPANY NAME AND ADDRESS Housing Authority Property Insurance, A Mutual Company 189 Commerce Court - P.O. Box 189 Cheshire CT 06410	NAIC NO: 10069
FAX (A/C, No): (203) 272-1334	E-MAIL ADDRESS:	IF MULTIPLE COMPANIES, COMPLETE SEPARATE FORM FOR EACH	
CODE: 7916	SUB CODE:	POLICY TYPE Commercial Property	
AGENCY CUSTOMER ID #: 7916	NAMED INSURED AND ADDRESS Dover Housing Authority 62 Whittier Street Dover NH 038202994	LOAN NUMBER	POLICY NUMBER
ADDITIONAL NAMED INSURED(S)	EFFECTIVE DATE 06/30/2016	EXPIRATION DATE 06/30/2017	CONTINUED UNTIL TERMINATED IF CHECKED
	THIS REPLACES PRIOR EVIDENCE DATED:		

**PROPERTY INFORMATION (Use REMARKS on page 2, if more space is required)  BUILDING OR  BUSINESS PERSONAL PROPERTY**

LOCATION / DESCRIPTION See attached schedule - HACP 1052	IF CHECKED, BPP LIMIT: \$175,600
THIS POLICY IS SUBJECT TO A CATASTROPHE LIMIT	
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 EVIDENCE OF PROPERTY INSURANCE 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.	

COVERAGE INFORMATION	PERILS INSURED	BASIC	BROAD	SPECIAL	X
COMMERCIAL PROPERTY COVERAGE AMOUNT OF INSURANCE: \$ 63,712,287					DED: \$10,000
<input checked="" type="checkbox"/> BUSINESS INCOME <input type="checkbox"/> RENTAL VALUE	X				If YES, LIMIT: See HACP 1052 Actual Loss Sustained; # of months:
BLANKET COVERAGE	X				If YES, indicate value(s) reported on property identified above: \$
TERRORISM COVERAGE	X				Attach Disclosure Notice / DEC
IS THERE A TERRORISM-SPECIFIC EXCLUSION?	X				
IS DOMESTIC TERRORISM EXCLUDED?	X				
LIMITED FUNGUS COVERAGE	X				If YES, LIMIT: \$15,000 DED: \$10,000
FUNGUS EXCLUSION (If "YES", specify organization's form used)	X				See Policy
REPLACEMENT COST	X				
AGREED VALUE	X				
COINSURANCE	X	X			If YES, % Equivalent to Agreed Value
EQUIPMENT BREAKDOWN (If Applicable)	X				If YES, LIMIT: \$50,000,000 DED: \$5,000
ORDINANCE OR LAW - Coverage for loss to undamaged portion of bldg	X				If YES, LIMIT: Inc. in Building Limit DED: \$10,000
- Demolition Costs	X				If YES, LIMIT: Demo and Incr. Cost DED: \$10,000
- Incr. Cost of Construction	X				If YES, LIMIT: \$250,000 DED:
EARTH MOVEMENT (If Applicable)	X				If YES, LIMIT: DED:
FLOOD (If Applicable)	X				If YES, LIMIT: DED:
WIND / HAIL (If Subject to Different Provisions)	X				If YES, LIMIT: DED: 5 %
PERMISSION TO WAIVE SUBROGATION IN FAVOR OF MORTGAGE HOLDER PRIOR TO LOSS					Waiver must be in writing prior to loss
Earthquake	X				If YES, LIMIT: \$64,000 DED: \$64,000

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**ADDITIONAL INTEREST**

MORTGAGEE	CONTRACT OF SALE	LENDER SERVICING AGENT NAME AND ADDRESS
LENDERS LOSS PAYABLE <input checked="" type="checkbox"/>	Certificate Holder	
NAME AND ADDRESS NH Department of Education State Office Park South 101 Pleasant Street Concord NH 033013860		AUTHORIZED REPRESENTATIVE 



189 Commerce Court  
PO Box 189  
Cheshire, CT 06410-0189

203-272-8220 or 800-873-0242  
fax 203-271-2265  
www.housingcenter.com

### CERTIFICATE OF INSURANCE

ID: 481

Issue Date: 06/08/2016

Insured: Dover Housing Authority  
Address: 62 Whittier Street  
Dover, NH 03820-2994

#### Coverages

Type of Insurance	Policy Number	Limits
Commercial Liability		General Aggregate: \$ 2,000,000
[X] CoverageA; Bodily Injury and Property Damage Liability: Occurrence	Effective Date: 06/30/2015 12:01 AM	Per Occurrence: \$ 2,000,000
[X] CoverageB; Personal and Advertising Injury Liability: Occurrence	Expiration Date: 06/30/2016 12:01 AM	Personal and Adv Inj: \$ 2,000,000
		Fire Damage Sub-Limit: \$ 300,000
		Athletic Sport Sub-Limit
		Per Occurrence: \$ 250,000
		Aggregate: \$ 250,000

#### Description: Proof of Insurance

Certificate NH Department of Education  
Holder: State Office Park South  
101 Pleasant Street  
Concord, NH 033013860

#### Remarks:

Company: Housing Authority Risk Retention Group, Inc.

THIS IS TO CERTIFY THAT THE POLICIES LISTED ABOVE 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 CLAIMS PAID. 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 POLICIES ABOVE.

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 90 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligations or liability of any kind upon the company, its agents, or representatives.

  
Signature of Authorized Representative

- Mortgagee
- Loss Payee
- Additional Insured
- Certificate Holder
- Other



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/8/2016

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

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

PRODUCER 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 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: 15-16 Revised Master REVISION NUMBER: 1

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY				9/24/2015	9/24/2016	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR						AGGREGATE \$
	EXCESS LIAB						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTH-FR
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
B	Directors & Officers Employment Practices				8/29/2015	8/29/2016	Each Claim & Aggregate \$1,000,000
					8/29/2015	8/29/2016	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 NH Department of Education State Office Park South 101 Pleasant Street Concord, NH 03301-3860	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Edward Young/KF

SEYMOUR OSMAN COMMUNITY CENTER  
& YOUTH SAFE HAVEN

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2015

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

FINANCIAL STATEMENTS

JUNE 30, 2015

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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, 2015, 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.

*Ouellette & Associates, P.A.*

Certified Public Accountants

January 13, 2016  
Lewiston, Maine

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2015

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*ASSETS*

<b>ASSETS</b>	
Cash	\$ 18,050
Grants Receivable	<u>12,225</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 30,275</u></b>

*LIABILITIES AND NET ASSETS*

<b>LIABILITIES</b>	
Accounts Payable	\$ 244
Accrued Payroll	827
Accrued Compensated Absences	1,212
Due to Dover Housing Authority	<u>25,000</u>
Total Liabilities	<u>27,283</u>
<b>NET ASSETS</b>	
Unrestricted	<u>2,992</u>
Total Net Assets	<u>2,992</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$ 30,275</u></b>

See accompanying notes and independent accountant's review report.

## SEYMOUR OSMAN COMMUNITY CENTER &amp; YOUTH SAFE HAVEN

## STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2015

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<b>SUPPORT AND REVENUE</b>			
Contributions:			
Dover Housing Authority - Monetary Funding	\$ 23,000	\$ -	\$ 23,000
Dover Housing Authority - Donated Facility	87,198	-	87,198
Dover Housing Authority - Donated Overhead Costs	26,857	-	26,857
Other Miscellaneous Contributions	6,804	-	6,804
Grant Revenue:			
21st Century Community Learning Center Grant	86,451	-	86,451
Service Fees	25,400	-	25,400
Special Events Revenue	17,423	-	-
Less: Costs of Direct Benefits to Donors	<u>2,850</u>	-	-
Net Revenue from Special Events	14,573	-	14,573
Other Revenue	11,085	-	11,085
Interest Income	<u>16</u>	<u>-</u>	<u>16</u>
<b>TOTAL SUPPORT AND REVENUE</b>	<u>281,384</u>	<u>-</u>	<u>281,384</u>
<b>EXPENSES</b>			
Program Expenses	230,141	-	230,141
Management and General	<u>18,036</u>	<u>-</u>	<u>18,036</u>
<b>TOTAL EXPENSES</b>	<u>248,177</u>	<u>-</u>	<u>248,177</u>
<b>CHANGE IN NET ASSETS</b>	<u>33,207</u>	<u>-</u>	<u>33,207</u>
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>(30,215)</u>	<u>-</u>	<u>(30,215)</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 2,992</u>	<u>\$ -</u>	<u>\$ 2,992</u>

See accompanying notes and independent accountant's review report.

## SEYMOUR OSMAN COMMUNITY CENTER &amp; YOUTH SAFE HAVEN

## STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2015

	<i>Program Expenses</i>	<i>Management and General</i>	<i>Total</i>
Salaries and Wages	\$ 89,838	\$ -	\$ 89,838
Payroll Taxes and Benefits	4,761	-	4,761
Total Personnel Expenses	94,599	-	94,599
Rental Expense	78,478	8,720	87,198
Direct Program Expenses - Contracted Services	10,914	-	10,914
Direct Program Expenses - Other	13,497	-	13,497
Utilities	13,190	1,466	14,656
Supplies and Materials	1,623	-	1,623
Professional Fees	4,675	-	4,675
Computer Support	1,221	-	1,221
Maintenance	4,351	483	4,834
Telephone and Internet	1,194	-	1,194
Insurance	3,957	-	3,957
Training	1,082	-	1,082
Travel and Conferences	785	-	785
Printing and Copying	463	-	463
Postage	112	-	112
Bookkeeping	-	7,367	7,367
<b>TOTAL EXPENSES</b>	<b>\$ 230,141</b>	<b>\$ 18,036</b>	<b>\$ 248,177</b>

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, 2015

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**CASH FLOWS FROM OPERATING ACTIVITIES**

Change in Net Assets \$ 33,207

*Adjustments to Reconcile Change in Net Assets to*

*Net Cash From Operating Activities:*

*(Increase) Decrease in Operating Assets:*

Grants Receivable 8,446

*Increase (Decrease) in Operating Liabilities:*

Accounts Payable (1,234)

Accrued Payroll (32)

Other Accrued Liabilities (13,368)

**NET CASH FLOWS FROM OPERATING ACTIVITIES** 27,019

**CASH FLOWS FROM FINANCING ACTIVITIES**

Net Payments to Dover Housing Authority (4,000)

**INCREASE IN CASH** 23,019

**CASH AT BEGINNING OF YEAR** (4,969)

**CASH AT END OF YEAR** \$ 18,050

See accompanying notes and independent accountant's review report.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2015

---

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 a few of the same board members. In addition, DHA is currently the primary supporter of SOCC. The SOCC's mission is to provide a better chance. SOCC offers a wide array of opportunities and support in education, life experiences and technology within the Dover Housing Authority community and beyond with the aim of helping children and adults by providing educational skills, parental support and life experiences so the children will be able to better compete in life. SOCC does this by focusing on the development of grit and work ethic, conflict resolution skills, establishing clear goals, and increasing confidence of those children and adults in the community.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

**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, 2015, 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, 2015, the Organization had no permanently restricted net assets.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS  
(Continued)

JUNE 30, 2015

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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, 2015.

**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 which includes the tax years ended June 30, 2015, 2014 and 2013.

**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, 2015.

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS  
(Continued)

JUNE 30, 2015

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 January 13, 2016, 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, 2015:

21 <sup>st</sup> Century Community Learning Center Grant	<u>\$ 12,225</u>
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NOTE 4: RELATED PARTY TRANSACTIONS

SOCC and DHA share a few 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	\$14,656
Bookkeeping	7,367
Maintenance	<u>4,834</u>
	<u>\$26,857</u>

SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

NOTES TO FINANCIAL STATEMENTS  
(Continued)

JUNE 30, 2015

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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, 2015, SOCC paid DHA \$94,599 for personnel costs. At June 30, 2015, SOCC owed DHA \$25,000 for June 2015 personnel costs.

Community Center Funding

During the year ended June 30, 2015, DHA provided funding towards the community centers operations. SOCC utilized funding totaling \$23,000 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, 2015, DHA provided approximately 49% 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, 2015.



DOVER HOUSING AUTHORITY

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SEYMOUR OSMAN COMMUNITY CENTER & YOUTH SAFE HAVEN

## MISSION

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### *A Better Chance*

*Helping children and adults by providing educational skills, parental support and life experiences so children will be able to better compete in life.*

**Seymour Osman Community Center**

**Board of Directors**

<b>First</b>	<b>Last</b>	<b>Employer/Affiliation</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Director/Officer</b>
Christine	Boston	Dover School District		Dover	NH	03820	Director/Vice Chair
Joan	Breault	Dover School District		Dover	NH	03820	Director
Barbara	Caron	Retired		Dover	NH	03820	Director
Beth	Dunton	Dover School District		Dover	NH	03820	Director
Timothy	Granfield	Liberty Mutual		Dover	NH	03820	Director/Chair
Nancy	Hunt	Retired, Teacher		Dover	NH	03820	Director
Allan	Krans	Dover Housing Authority		Dover	NH	03820	Member/Executive Director
Mark	Moeller	Attorney, Mark Moeller PA		Dover	NH	03820	Director
Kathy	Noel	Dover Housing Authority		Dover	NH	03820	Member/Secretary
Roxanne	Osgood	Dover Housing Authority		Dover	NH	03820	Director
Laurie	Smith Young	Attorney, Wyskiel, Boc, Tillinghast, Bolduc, PA		Dover	NH	03820	Director
Annette	Studebaker	Cramer Fabrics, Inc		Dover	NH	03820	Director
Wendy	Tenney	Dover Housing Authority		Dover	NH	03820	Member/Treasurer
David	Terlemezian	Dover Police Department		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 (Stacey Kearns)**

Salary \$46,125.00

Benefits \$19,722.66

*25% of salary paid out of 21<sup>st</sup> Century = \$11,531.25*

*25% of benefits paid out of 21<sup>st</sup> Century = \$4,930.66*

**21<sup>st</sup> Century Project Coordinator (Brandy Barshaw)**

Salary \$21,665.90

Benefits \$1,904.12

**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 \$229.58

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

*5 hours/week at \$17.00/hour for 37 weeks*

Salary \$3,145.00

Benefits \$286.97

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

*5 hours/week at \$18.00/hour for 37 weeks*

Salary \$3,330.00 x2 = 6,660.00

Benefits \$303.85 x2 = 607.70

**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 \$243.08

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

*5 hours/week at \$20.00/hour for 37 weeks*

Salary \$3,700.00 x2 = 7,400.00

Benefits \$337.61 x2 = 675.22

**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 \$371.38

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

*6 hours/week at \$22.00/hour for 37 weeks*

Salary \$4,884.00

Benefits \$445.65



- 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 5<sup>th</sup> and 6<sup>th</sup> 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

## 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 21<sup>st</sup> 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.
- 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

**Education**

2005-2007                      Southern New Hampshire University                      Portsmouth, NH

Bachelor of Arts

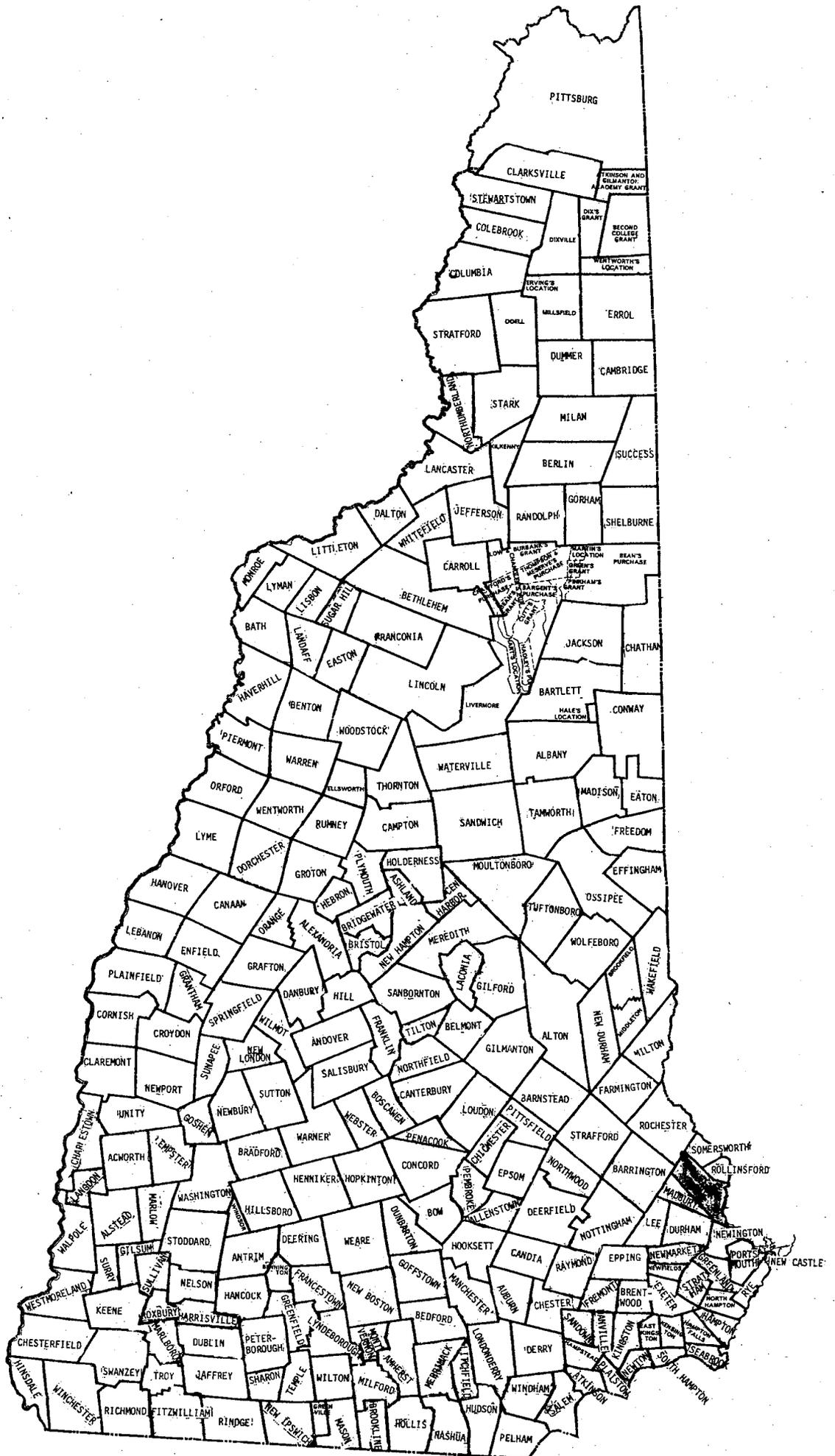
- Major Social Science
- 3.5 GPA
- Not complete

**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



158 PJB

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 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 21<sup>st</sup> 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 21<sup>st</sup> 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 26, 2015

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.

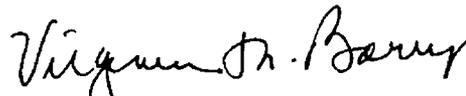
The program services provided by the grant cited above will be coordinated by Dover Housing Authority in collaboration with the Dover School District. This collaborative approach will serve elementary Dover School District youth and their families.

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

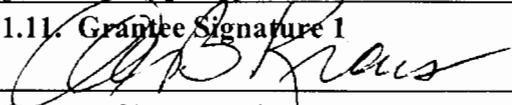
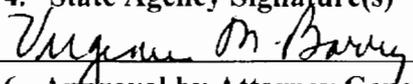
VMB:SBS  
Enclosures

# GRANT AGREEMENT

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

## GENERAL PROVISIONS

### 1. Identification and Definitions.

<b>1.1. State Agency Name</b> NH Department of Education		<b>1.2. State Agency Address</b> 101 Pleasant Street Concord, NH 03301	
<b>1.3. Grantee Name</b> <i>DOVER HOUSING</i> Town/City of (VC#) <i>AUTHORITY</i>		<b>1.4. Grantee Address</b> <i>62 WHITTIER ST DOVER NH 03820</i>	
<b>1.5. Effective Date</b> G&C Approval	<b>1.6. Completion Date</b> 6.30.16	<b>1.7. Audit Date</b> N/A	<b>1.8. Grant Limitation</b> \$ 96,735.15
<b>1.9. Grant Officer for State Agency</b> Suzanne Birdsall-Stone		<b>1.10. State Agency Telephone Number</b> 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."			
<b>1.11. Grantee Signature 1</b> 		<b>1.12. Name &amp; Title of Grantee Signor 1</b> <i>EXECUTIVE DIRECTOR</i>	
<b>Grantee Signature 2</b>		<b>Name &amp; Title of Grantee Signor 2</b>	
<b>Grantee Signature 3</b>		<b>Name &amp; Title of Grantee Signor 3</b>	
<b>1.13. Acknowledgment:</b> 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.			
<b>1.13.1. Signature of Notary Public or Justice of the Peace (Seal)</b> <i>Kathy A. Zaleski</i>			
<b>1.13.2. Name &amp; Title of Notary Public or Justice of the Peace</b> <i>KATHY A. ZALESKI, NOTARY PUBLIC</i>			
<b>1.14. State Agency Signature(s)</b> 		<b>1.15. Name &amp; Title of State Agency Signor(s)</b> <i>VIRGINIA M. BARRY, Commissioner</i>	
<b>1.16. Approval by Attorney General (Form, Substance and Execution)</b> By:  Assistant Attorney General, On: <i>6/11/15</i>			
<b>1.17. Approval by Governor and Council</b> 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").

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 intend 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 SOCC Afterschool Program

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

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

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

APPROVED INDIRECT COST RATE: 0 %  
  
Wendy M. Tenney  
PRINT NAME AND TITLE OF SAU SUPERINTENDENT OF SCHOOLS  
or RAICHIE FINANCIAL OFFICER  
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS  
or RAICHIE FINANCIAL OFFICER  
  
3/27/2015  
DATE

PROJECT #	136277
CHANGE #	Original
PAGE 1 of	2
TYPE OF CHANGE	BUDGET
	FUND AUTH
	FISCAL AGENT
	OTHER

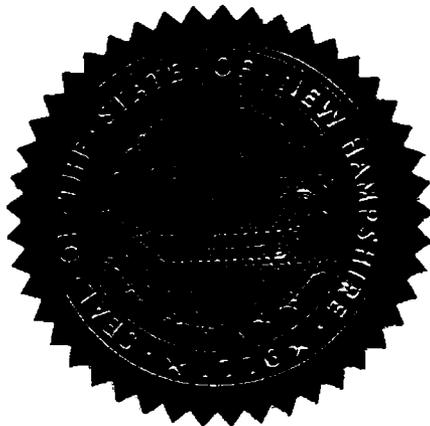


# State of New Hampshire Department of State

## CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that 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 25<sup>th</sup> day of February A.D. 2015



A handwritten signature in black ink, appearing to read "William M. Gardner", written in a cursive style.

William M. Gardner  
Secretary of State

**CERTIFICATE OF AUTHORITY**

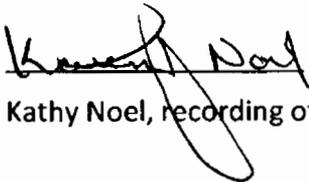
**DOVER HOUSING AUTHORITY**

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 10<sup>th</sup> 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

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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

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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

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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.

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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.

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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 (A/C No. Ext): (603) 964-6065 FAX (A/C No.): (603) 964-9029
	E-MAIL ADDRESS: kflibotte@dbwarlick.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A: Philadelphia Indemnity
	INSURER B: Mount Vernon Fire Insurance
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

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 INSR	SUBR 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
	GENL 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 <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED 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			N/A			WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Directors & Officers Employment Practices			NDO20077871B (D&O) NDO20077871B (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 NH Department of Education State Office Park South 101 Pleasant Street Concord, NH 03301-3860	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Edward Young/KF
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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

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*ASSETS*

**ASSETS**

Grants Receivable \$ 20,671

**TOTAL ASSETS** \$ 20,671

*LIABILITIES AND NET ASSETS*

**LIABILITIES**

Cash Overdraft \$ 4,969

Accounts Payable 1,478

Accrued Payroll 859

Accrued Compensated Absences 14,580

Due to Dover Housing Authority 29,000

Total Liabilities 50,886

**NET ASSETS**

Unrestricted (30,215)

Total Net Assets (30,215)

**TOTAL LIABILITIES AND NET ASSETS** \$ 20,671

See accompanying notes and independent accountant's review report.

## SEYMOUR OSMAN COMMUNITY CENTER &amp; YOUTH SAFE HAVEN

## STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2014

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<b>SUPPORT AND REVENUE</b>			
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>
<b>TOTAL SUPPORT AND REVENUE</b>	<u>290,579</u>	<u>(3,325)</u>	<u>287,254</u>
<b>EXPENSES</b>			
Program Expenses	283,584	-	283,584
Management and General	<u>18,036</u>	<u>-</u>	<u>18,036</u>
<b>TOTAL EXPENSES</b>	<u>301,620</u>	<u>-</u>	<u>301,620</u>
<b>CHANGE IN NET ASSETS</b>	<u>(11,041)</u>	<u>(3,325)</u>	<u>(14,366)</u>
<b>NET ASSETS, BEGINNING OF YEAR (As Previously Reported)</b>	(4,549)	3,325	(1,224)
Prior Period Adjustment	<u>(14,625)</u>	<u>-</u>	<u>(14,625)</u>
<b>NET ASSETS, BEGINNING OF YEAR (As Restated)</b>	<u>(19,174)</u>	<u>3,325</u>	<u>(15,849)</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ (30,215)</u>	<u>\$ -</u>	<u>\$ (30,215)</u>

See accompanying notes and independent accountant's review report.

## SEYMOUR OSMAN COMMUNITY CENTER &amp; 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
<b>TOTAL EXPENSES</b>	<b>\$ 283,584</b>	<b>\$ 18,036</b>	<b>\$ 301,620</b>

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

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<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Change in Net Assets	\$ (14,366)
<i>Adjustments to Reconcile Change in Net Assets to 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>
<b>NET CASH FROM OPERATING ACTIVITIES</b>	<b>(1,346)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>	
Net Payments to Dover Housing Authority	<u>(6,967)</u>
<b>DECREASE IN CASH</b>	<b>(8,313)</b>
<b>CASH AT BEGINNING OF YEAR</b>	<u>8,313</u>
<b>CASH AT END OF YEAR</b>	<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

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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

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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 <sup>st</sup> 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>
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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

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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

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*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 21<sup>st</sup> Century = \$11,250.00*

*25% of benefits paid out of 21<sup>st</sup> Century = \$4,933.27*

21<sup>st</sup> Century Project Coordinator (Brandy Barshaw)

Salary \$20,563.65  
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 5<sup>th</sup> and 6<sup>th</sup> 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 21<sup>st</sup> 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

Stafford 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



W 145



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

Paul Leather  
Deputy Commissioner of Education  
Tel. 603-271-3601

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 21<sup>st</sup> 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 21<sup>st</sup> 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.

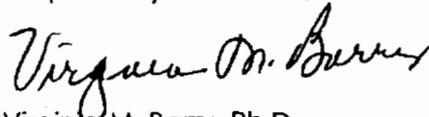
The program services provided by the grant cited above will be coordinated by Dover Housing Authority in collaboration with the Dover School District. This collaborative approach will serve elementary Dover School District youth and their families.

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 PROJECT # 136277  
 Original

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, 2014 to: June 30, 2015

PROJECT MANAGER: Thad Mandasger 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: 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:**

- 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 RAUCHEE FINANCIAL OFFICER  
 SIGNATURE SAU SUPERINTENDENT OF SCHOOLS  
 or RAUCHEE FINANCIAL OFFICER  
 DATE 6/4/2014



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 16<sup>th</sup> 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 SUBSCRIBER	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 (EA 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"/> PRO-JECT <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRE/AUTOS	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (EA ACCIDENT) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				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	<input type="checkbox"/> Y <input type="checkbox"/> 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 NH Department of Education State Office Park South 101 Pleasant Street Concord, NH 03301-3860	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Edward Young/KF

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

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<i>Statement of Activities</i>	<i>3</i>
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<i>Statement of Cash Flows</i>	<i>5</i>
<i>Notes to Financial Statements</i>	<i>6 - 10</i>

**OUELLETTE & ASSOCIATES, P.A.**  
CERTIFIED PUBLIC ACCOUNTANTS

Robert H. Allen, C.P.A., M.S.T.  
Mark R. Carrier, C.P.A., C.V.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, 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

---

*ASSETS*

**ASSETS**

Cash	\$ 8,313
Grants Receivable	<u>27,783</u>

<b>TOTAL ASSETS</b>	<b>\$ <u>36,096</u></b>
---------------------	-------------------------

*LIABILITIES AND NET ASSETS*

**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>

<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ <u>36,096</u></b>
---	-------------------------

See accompanying notes and independent accountant's review report.

## SEYMOUR OSMAN COMMUNITY CENTER &amp; YOUTH SAFE HAVEN

## STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2013

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<b>SUPPORT AND REVENUE</b>			
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>
<b>TOTAL SUPPORT AND REVENUE</b>	<u>380,722</u>	<u>3,325</u>	<u>374,462</u>
<b>EXPENSES</b>			
Program Expenses	346,421	-	346,421
Management and General	<u>18,036</u>	<u>-</u>	<u>18,036</u>
<b>TOTAL EXPENSES</b>	<u>364,457</u>	<u>-</u>	<u>364,457</u>
<b>CHANGE IN NET ASSETS</b>	16,265	3,325	19,590
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>(20,814)</u>	<u>-</u>	<u>(20,814)</u>
<b>NET ASSETS, END OF YEAR</b>	<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

	<u>Program Expenses</u>	<u>Management and General</u>	<u>Total</u>
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>
<b>TOTAL EXPENSES</b>	<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

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<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
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>
<b>NET CASH USED IN OPERATING ACTIVITIES</b>	7,171
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>	
Net Payments to Dover Housing Authority	<u>(6,879)</u>
<b>INCREASE IN CASH</b>	292
<b>CASH AT BEGINNING OF YEAR</b>	<u>8,021</u>
<b>CASH AT END OF YEAR</b>	<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

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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 <sup>st</sup> 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

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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**

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***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 <sup>st</sup> Century =		\$10,970.50
25% of benefits paid out of 21 <sup>st</sup> Century =		\$2,263.59

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

### EDUCATION

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

### LEADERSHIP AND VOLUNTEER EXPERIENCE

- |                                 |   |  |
|---------------------------------|---|--|
| September 2007 – September 2013 | <b>Member, Board of Directors</b><br>Granite State Independent Living   |  |
|                                 | <ul style="list-style-type: none"><li>▪ 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.</li></ul> |  |
| November 2008 - Present         | <b>Vice Chair</b><br>Dover Coalition for Youth  |  |
| November 2009 -Present          | <b>Member</b><br>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 21<sup>st</sup> 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.



JUN 13 2013 200 B93



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% 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  
Department of Education, Division of Instruction,  
21st Century Community Learning Center Program

\$89,125.00

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 21<sup>st</sup> 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 21<sup>st</sup> 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.

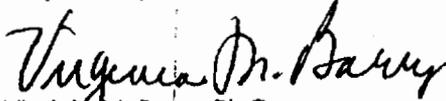
The program services provided by the grant cited above will be coordinated by Dover Housing Authority in collaboration with the Dover School District. This collaborative approach will serve elementary Dover School District youth and their families.

Funding for this grant is provided by the 21<sup>st</sup> 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 21<sup>st</sup> 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 21<sup>st</sup> 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
Atlanta	5.00	5.00	8.00	17.67	14.67	14.00	12.33	12.33	89.33	No	\$ 66,125.00
New York	5.00	5.00	7.00	16.67	13.33	13.67	12.33	12.33	84.67	No	\$ 50,000.00
Plymouth	5.00	5.00	6.67	18.33	12.33	10.00	8.67	-10.33	73.33	No	\$ 25,000.00
Providence	5.00	5.00	16.00	14.67	10.67	11.00	9.33	11.33	73.00	No	\$ 50,000.00
Nashua	5.00	5.00	11.00	14.33	10.00	10.00	7.33	10.00	68.33	No	\$ 50,000.00
Madison-Frieson	5.00	5.00	8.33	17.67	14.67	14.00	12.33	12.33	89.33	No	\$ 50,000.00
Portsmouth	5.00	5.00	6.67	16.67	13.33	13.67	12.33	12.33	84.67	No	\$ 50,000.00
Monadnock Middle School	5.00	5.00	4.67	18.33	12.33	10.00	8.67	-10.33	73.33	No	\$ 50,000.00
Farmington	5.00	5.00	7.00	14.67	10.67	11.00	9.33	11.33	73.00	No	\$ 50,000.00
Coventry	5.00	5.00	6.67	17.67	14.67	14.00	12.33	12.33	89.33	No	\$ 50,000.00
Governor Wentworth	5.00	5.00	7.00	14.67	10.67	11.00	9.33	11.33	73.00	No	\$ 50,000.00
Franklin	5.00	5.00	8.33	17.67	14.67	14.00	12.33	12.33	89.33	No	\$ 50,000.00
Pittsfield	4.00	5.00	7.33	16.67	13.33	13.67	12.33	12.33	84.67	No	\$ 50,000.00
Monadnock-Troy	4.00	5.00	4.67	18.33	12.33	10.00	8.67	-10.33	73.33	No	\$ 50,000.00
Plymouth	4.00	5.00	7.00	14.67	10.67	11.00	9.33	11.33	73.00	No	\$ 50,000.00
Milton	4.00	5.00	7.67	14.33	10.00	10.00	7.33	10.00	68.33	No	\$ 50,000.00

**New Hampshire Department of Education  
21<sup>st</sup> 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 <sup>st</sup> 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  
SAURA: #11

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: 603-749-8892  
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 108, 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 %

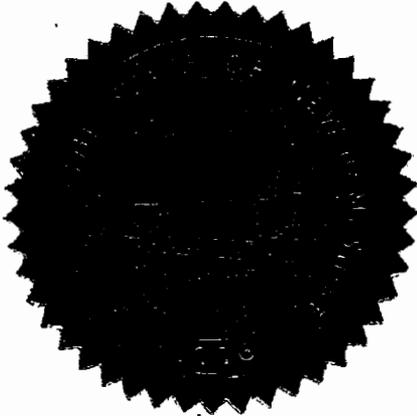
Wendy M. Tenney, Finance Director  
PRINT NAME AND TITLE OF SAU SUPERINTENDENT OF SCHOOLS  
or RAUCHEF FINANCIAL OFFICER  
  
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS  
or RAUCHEF FINANCIAL OFFICER  
16-May-13  
DATE



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 10<sup>th</sup> day of May A.D. 2013

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

William M. Gardner  
Secretary of State



## CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex<sup>2</sup>) 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, Primex<sup>2</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>2</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>2</sup> 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 Primex<sup>2</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>2</sup> 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 Primex<sup>2</sup>. 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.

<b>Participating Member:</b> Dover School District SAU #11 McConnell Center 61 Locust Street, Suite 409 Dover, NH 03820	<b>Member Number:</b> 900	<b>Company Affording Coverage:</b> NH Public Risk Management Exchange - Primex <sup>2</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
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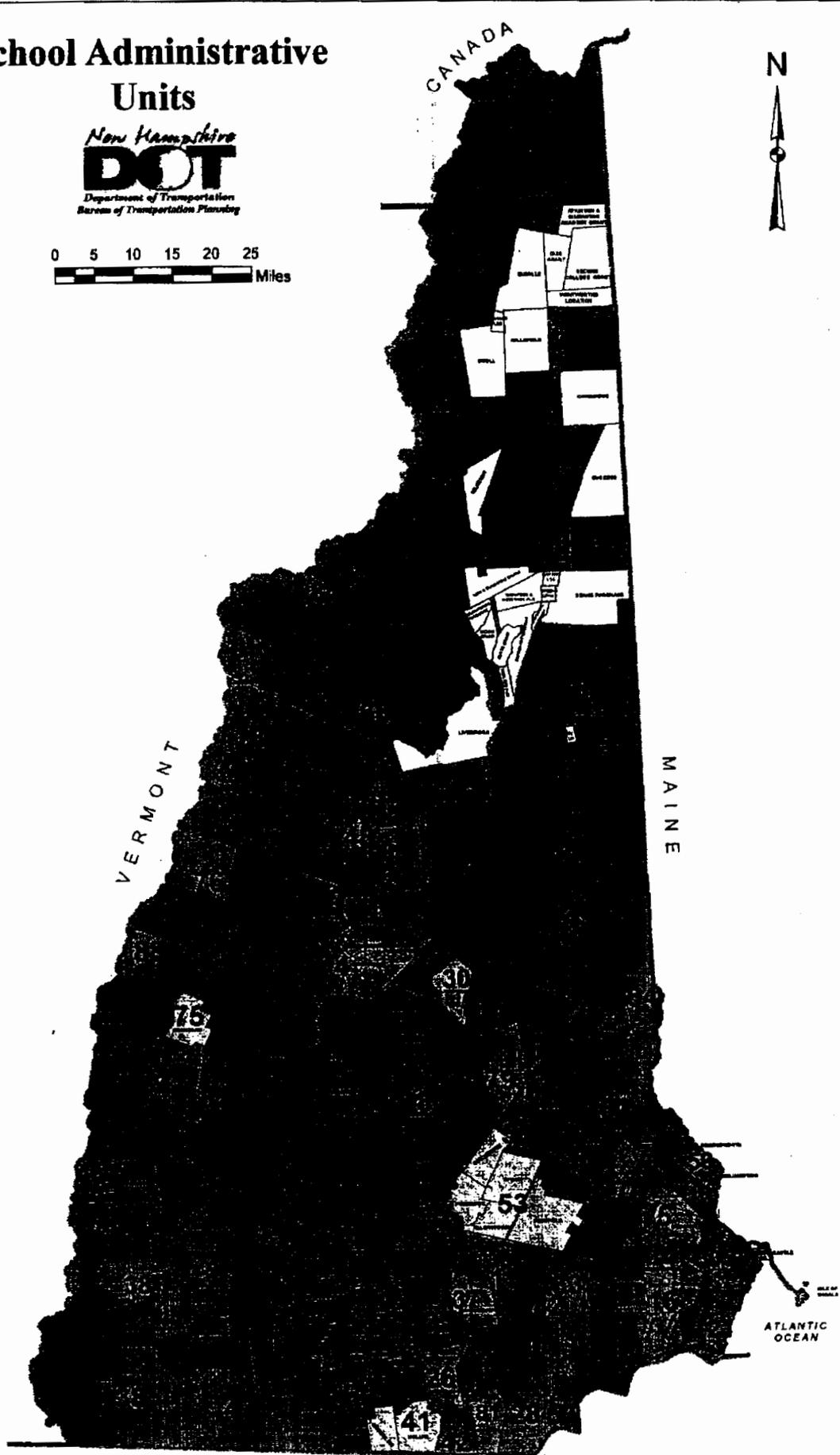
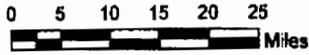
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply
<input checked="" type="checkbox"/> <b>General Liability (Occurrence Form)</b> <b>Professional Liability (describe)</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	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"/> <b>Automobile Liability</b> Deductible    Comp and Coll: \$1,000 <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)    \$ Aggregate    \$
<input type="checkbox"/> <b>Workers' Compensation &amp; Employers' Liability</b>			Statutory
			Each Accident    \$
			Disease - Each Employee    \$
			Disease - Policy Limit    \$
<input type="checkbox"/> <b>Property (Special Risk includes Fire and Theft)</b>			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.

<b>CERTIFICATE HOLDER:</b>	<b>X</b>	Additional Covered Party	Loss Payee	<b>Primex<sup>2</sup> - NH Public Risk Management Exchange</b>  By: <i>Tammy Downer</i>  Date: 3/12/2013    tdenver@nhprimex.org  Please direct inquires to: <b>Primex<sup>2</sup> Claims/Coverage Services</b> 603-225-2841 phone 603-228-3833 fax
Dover Housing Authority Attn: Thad Mandsager 40 Hampshire Circle Dover, NH 03820				

# School Administrative Units

New Hampshire  
**DOT**  
Department of Transportation  
Bureau of Transportation Planning



MASSACHUSETTS

## **MISSION**

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***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	McCooley	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
<i>25% of salary paid out of 21<sup>st</sup> Century =</i>	<i>\$10,970.50</i>
<i>25% of benefits paid out of 21<sup>st</sup> Century =</i>	<i>\$4,918.97</i>

**21<sup>st</sup> Century Project Coordinator (Brandy Barshaw)**

Salary	\$31,301.00
Benefits	\$35,183.37
<i>60% of salary paid out of 21<sup>st</sup> Century =</i>	<i>\$18,780.60</i>
<i>60% of benefits paid out of 21<sup>st</sup> Century =</i>	<i>\$21,110.02</i>

**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 21<sup>st</sup> 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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<i>Statement of Cash Flows</i>	<b>5</b>
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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

*ASSETS*

**ASSETS**

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

<b>TOTAL ASSETS</b>	<b>\$ <u>24,236</u></b>
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*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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<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ <u>24,236</u></b>
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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 &amp; 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
<b>TOTAL EXPENSES</b>	<b>\$ 402,604</b>	<b>\$ 19,842</b>	<b>\$ 422,446</b>

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

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
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>
<b>NET CASH USED IN OPERATING ACTIVITIES</b>	(33,103)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>	
Net Advances from Dover Housing Authority	<u>11,237</u>
<b>DECREASE IN CASH</b>	(21,866)
<b>CASH AT BEGINNING OF YEAR</b>	<u>29,887</u>
<b>CASH AT END OF YEAR</b>	<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 <sup>st</sup> Century Community Learning Center Grant	<u>\$ 16,215</u>
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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

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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.