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Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-3495
FAX (603) 271-1953

May 15, 2018

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Education to exercise a renewal option on a contract with Seacoast Youth Services, Seabrook, NH (Vendor Code #203944), by increasing the price limitation by \$68,294.38 from \$143,418.20 to \$211,712.58, for the purpose of offering extended day programming for youth and their families, effective July 1, 2018 through June 30, 2019 upon Governor and Council approval. Item was originally approved by Governor and Council on 06/21/17 (Item# 135), and on 06/29/16 (Item# 112). 100% Federal Funds.

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

		<u>FY 19</u>
06-56-56-562010-25190000-072-500577	Grants – Federal	\$68,294.38

EXPLANATION

The Department is requesting approval of this renewal option. The Dept. went out for RFP in 2014. This is the third year of a five year grant. The United States Department of Education legislation allows for five-year 21st Century Community Learning Center grants to serve youth and their families during the out-of-school-time hours. Grants are awarded annually pending the receipt of an Annual Performance Report that indicates sufficient progress and the availability of federal funds.

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

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
May 15, 2018
Page 2 of 2

services, youth development activities, drug and violence prevention, counseling programs, art, music, recreation programs, and technology education.

These programs and services are designed to reinforce and complement the regular academic program of the participating students.

The program services provided by the grant cited above will be coordinated by Seacoast Youth Services in Seabrook, NH in collaboration with the Seabrook School District. This collaborative approach will serve elementary and middle school Seabrook School District youth and their families.

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

Respectfully submitted,



Frank Edelblut
Commissioner of Education

**AMENDMENT TO
GRANT AGREEMENT**

Now come the New Hampshire Department of Education, Bureau of Integrated Programs, hereinafter "the Agency," and the Seacoast Youth Services, Seabrook , NH , hereinafter "the Grantee", and, pursuant to an agreement between the parties that was approved by Governor and Council on 6/21/17 (Item#135), and 6/29/16 (Item #112) hereby agree to modify same as follows:

1. Agreement, General Provisions, Block 1.6, remove June 30, 2018 and replace with June 30, 2019.
2. Agreement, General Provisions, Block 1.8, remove \$143,418.20 and replace with \$211,712.58.
3. Replace Exhibit B-2 with B-3 – Budget.
4. All other provisions of this agreement shall remain in full force and effect.
5. This amendment shall commence upon Governor and Council approval and shall terminate on June 30, 2019.

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.

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

THE STATE OF NEW HAMPSHIRE
Department of Education (Agency)

Division of Commissioner's Office
By: [Signature] 4/1/18
Commissioner of Education Date

Seacoast Youth Services
Name of Entity (Grantee)
By: [Signature] 5/2/18
Signature, Title Date

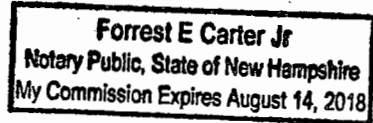
STATE OF New Hampshire
County of Rockingham

On this the 2nd day of May, 2018 before me, Forrest E Carter Jr., the undersigned officer, personally appeared Vic Maloney known to me (or satisfactory proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

In witness whereof, I hereto set my hand and official seal.

[Signature]
Notary Public/Justice of the Peace

8/14/2018
Commission Expires



Approved as to form, substance and execution by the Attorney General this 1st day of June, 2018.

[Signature]
Division of Attorney General Office

Approved by the Governor and Council this _____ day of _____, 2018

By: _____

EXHIBIT B-3

BUDGET

Expenditure Line Items	FY19
	July 1, 2018-June 30, 2019
Salaries and wages (directly related to service)	\$ 54,309.70
Employee Benefits	\$ 8,816.66
Contract Services (Directly related to programming)	\$ 1,000.00
Professional Development	\$ 1,238.65
Supplies	\$ 2,929.37
Project Total	\$ 68,294.38

Source of Funding: Funding for this contract is 100% Federal Funds from the account titled 21st Century Community, Title IVB, as follows,

	<u>FY 19</u>
06-56-56-562010-25190000-072-500577	\$68,294.38
Grants Federal	

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

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

State of New Hampshire

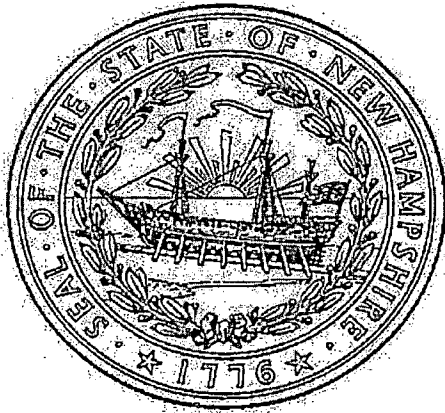
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that SEACOAST YOUTH SERVICES is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on December 19, 2001. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 393797

Certificate Number : 0004095569



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 9th day of May A.D. 2018.

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

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, Janine Richards, do hereby certify that:
(Name of the elected Officer of the Agency; cannot be contract signatory)

1. I am a duly elected Officer of Seacoast Youth Services.
(Agency Name)

2. The following is a true copy of the resolution duly adopted at a meeting of the Board of Directors of the Agency duly held on May 2nd, 2018:
(Date)

RESOLVED: That the Executive Director
(Title of Contract Signatory)

is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 2nd day of May, 2018.
(Date Contract Signed)

4. Victor Maloney is the duly elected Executive Director
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

Janine L Richards
(Signature of the Elected Officer)

STATE OF NEW HAMPSHIRE

County of Rockingham

The forgoing instrument was acknowledged before me this 2nd day of May, 2018.

By Janine L Richards
(Name of Elected Officer of the Agency)

Forrest E Carter Jr
(Notary Public/Justice of the Peace)

(NOTARY SEAL)

Commission Expires: 8/14/2018

Forrest E Carter Jr
Notary Public, State of New Hampshire
My Commission Expires August 14, 2018



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/14/2018

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 Tobey & Merrill Insurance 20 High Street Hampton NH 03842-2214	CONTACT NAME: Edward Jackson	
	PHONE (A/C, No, Ext): (603) 926-7655 FAX (A/C, No): (603) 926-2135 E-MAIL ADDRESS: edward@tobeymerrill.com	
INSURED Seacoast Youth Services Inc PO Box 1381 Seabrook NH 03874	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Hiscox USA	
	INSURER B: Ohio Security	24082
	INSURER C: Technology Insurance	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL1710305232 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input checked="" type="checkbox"/> Professional Liability				10/17/2017	10/17/2018	MED EXP (Any one person) \$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ Defense of Licensing \$ 10,000
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS				8/11/2017	8/11/2018	BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$ Business Auto Enhancement \$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTION \$						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input checked="" type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N	N/A		2/27/2017	2/27/2018	E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

State of New Hampshire Department of Education 101 Pleasant Street Concord, NH 03301	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
	Dean Merrill CIC/LSA

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Technology Insurance Company, Inc.
A Stock Insurance Company

WORKERS COMPENSATION
AND EMPLOYERS LIABILITY
INSURANCE POLICY

WC 99 00 01 B

INFORMATION PAGE

Ncci Code: 39071

1. Insured:

Seacoast Youth Services, Inc.
867 Lafayette Road
Seabrook, NH 03874

Other workplaces not shown above:

None

Producer:

AmTrust North America, Inc.
c/o Tobey & Merrill, Inc.
20 High Street
Hampton, NH 03842

Policy Number

<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership
<input type="checkbox"/> Corporation	<input checked="" type="checkbox"/> Other
Federal Tax ID:	020529135
Risk Id:	
Renewal of:	

2. The policy period is from 2/27/2018 to 2/27/2019 12:01 a.m. at the insured's mailing address.

3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: New Hampshire

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in item 3.A. The limits of our liability under Part Two are:

State	Bodily Injury by Accident	Bodily Injury by Disease	Bodily Injury by Disease
	\$500,000 each accident	\$500,000 policy limit	\$500,000 each employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here: All states except ND, OH, WA, WY and State(s) Designated in Item 3A.

D. This policy includes these endorsements and schedules: See Extension of Information Page

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

See Extension of Information Page

TOTAL ESTIMATED ANNUAL PREMIUM	3,054
STATE ASSESSMENT	0
TOTAL ESTIMATED COST	3,054
Minimum Premium	500

Issue Date: 1/10/2018

Countersigned by: _____



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135

Frank Edelblut
Commissioner



Paul Leather
Deputy Commissioner

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 1, 2017

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Education, to exercise a renewal option with Seacoast Youth Services, Seabrook, NH (Vendor Code #203944), by increasing the price limitation by \$75,123.82 from \$68,294.38 to \$143,418.20, effective from June 30, 2017 to June 30, 2018, to continue to offer extended day programming for youth and their families, upon Governor and Council approval. Item originally approved by Governor and Council on 06/29/16 (Item#112). 100% Federal Funds.

Funds to support this request are anticipated to be available in the account titled 21st Century Community Title IV as follows, contingent upon legislative approval of the next biennium budget:

06-56-56-563010-75380000-072-500577	Grants-Federal	<u>FY18</u> \$75,123.82
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EXPLANATION

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

New Hampshire anticipates a FY 2018 grant award in the amount of \$4,900,000.00 from the United States Department of Education under Title IVB, the 21st Century Community Learning Center Program. This program provides grants to inner city and rural schools, community based organizations, youth development agencies and other educational agencies to provide expanded learning opportunities for children outside of regular school hours in a safe environment. The programs will offer students a broad array of additional services, programs, and activities such as tutorial services, youth development activities, drug and violence prevention, counseling programs, art, music, recreation programs, and technology education.

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
Page 2 of 2
May 1, 2017

The program services provided by the grant cited above will be coordinated by Seacoast Youth Services in Seabrook, NH in collaboration with the Seabrook School District. This collaborative approach will serve middle school Seabrook School District youth and their families.

Funding for this grant is provided by the 21st Century Community Learning Center program under Part B of Title IV of the Elementary and Secondary Education Act (ESEA) of 1965, as amended. In January 2016 the New Hampshire Department of Education issued a Request for Proposals (RFP) soliciting proposals for these funds. School Districts, Community Based Organizations, and Extended Day Programs were notified through e-mail about the Bidders' Conference and publication of the online RFP. The projects funded demonstrated that partnerships between school districts and community based organizations have promise to help youth improve academic achievement. Sixteen proposals were received and six were funded based on a peer review process. Peer Reviewers worked in teams of three to rate proposals based on the RFP's matrix criteria. Each team had an experienced 21st Century Community Learning Center member to help steer the review and two other experienced professionals to create well-balanced teams. The twelve peer reviewers were represented by experienced 21st Century Community Learning Center and school day professionals, higher education, Title I, Title II and community based organizations. A list of reviewers and the results are included in this packet.

This is the second year of a 5 year renewal option. In the event Federal Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Frank Edelblut
Commissioner of Education

AMENDMENT TO
GRANT AGREEMENT

Now come the New Hampshire Department of Education, Bureau of Integrated Programs, hereinafter "the Agency," and the Seacoast Youth Services, Seabrook, NH, hereinafter "the Grantee", and, pursuant to an agreement between the parties that was approved by Governor and Council on 6/29/16 (Item #112) hereby agree to modify same as follows:

- 1. Agreement, General Provisions, Block 1.6, remove June 30, 2017 and replace with June 30, 2018.
- 2. Agreement, General Provisions, Block 1.8, remove \$68,294.38 and replace with \$143,418.20.
- 3. Replace Exhibit B with B-1 – Budget.
- 4. Replace Exhibit C with C-1.
- 5. All other provisions of this agreement shall remain in full force and effect.
- 6. This amendment shall commence upon Governor and Council approval and shall terminate on June 30, 2018.

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.

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

THE STATE OF NEW HAMPSHIRE
Department of Education (Agency)

Division of Commissioner's Office

By: [Signature] 5-15-17
Commissioner of Education Date

Seacoast Youth Services

Name of Entity (Grantee)

By: Vic Maloney, Executive Director 4/17/17
Signature, Title Date

STATE OF New Hampshire

County of Brockingham

On this the 17th day of April, 2017 before me, Forrest E. Carter Jr., the undersigned officer, personally appeared Vic Maloney known to me (or satisfactory proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

In witness whereof, I hereto set my hand and official seal.

[Signature]
Forrest E Carter Jr
Notary Public, State of New Hampshire
Notary Public, Justice of the Peace
My Commission Expires August 14, 2018

Aug 14, 2018
Commission Expires

Approved as to form, substance and execution by the Attorney General this 25th day of May, 2017.

[Signature]
Division of Attorney General Office

Approved by the Governor and Council this _____ day of _____, 2017

By: _____

EXHIBIT B-1

BUDGET

Expenditure Line Items	FY18 July 1, 2017-June 30, 2018
Salaries and wages (directly related to service)	57,636.35
Employee Benefits	8,823.65
Contract Services (Directly related to programming)	2200.00
Supplies	6463.82
Subtotal	
Indirect Costs (not to exceed 8%)	0
Project Total	\$75,123.82

Source of Funding: Funding for this contract is 100% Federal Funds from the account titled 21st Century Community, Title IVB, as follows, contingent upon legislative approval of the next biennium budget:

06-56-56-563010-75380000-072-500577 Grants Federal	<u>FY 18</u> \$75,123.82
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Limitation on price: Upon mutual agreement between the 21st CCLC State Coordinator and the grantee, line items in this budget may be adjusted but in no case shall the total budget exceed the price limitation of \$75,123.82.

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

Contractor Initials VM
Date 4/17/2017

EXHIBIT C

SPECIAL PROVISIONS

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

CERTIFICATE OF VOTE

I, Janine Richards, do hereby certify that:
(Name of the elected Officer of the Agency; cannot be contract signatory)

1. I am a duly elected Officer of Seacoast Youth Services
(Agency Name)

2. The following is a true copy of the resolution duly adopted at a meeting of the Board of Directors of the Agency duly held on April 17th, 2017.
(Date)

RESOLVED: That the Executive Director
(Title of Contract Signatory)

is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 17th day of April, 2017.
(Date Contract Signed)

4. Victor Maloney is the duly elected Executive Director
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

Janine L Richards
(Signature of the Elected Officer)

STATE OF NEW HAMPSHIRE

County of Rockingham

The forgoing instrument was acknowledged before me this 17th day of April, 2017.

By Janine Richards
(Name of Elected Officer of the Agency)

Forrest E. Carter Jr.
(Notary Public/Justice of the Peace)

(NOTARY SEAL)

Commission Expires: Aug. 14th 2018

Forrest E Carter Jr
Notary Public, State of New Hampshire
My Commission Expires August 14, 2018

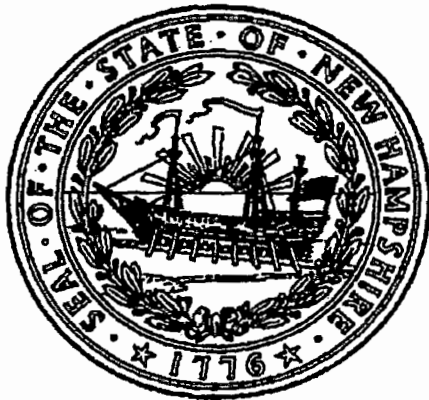
State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that SEACOAST YOUTH SERVICES is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on December 19, 2001. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 393797



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 18th day of April A.D. 2017.

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)
4/27/2017

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 Tobey & Merrill Insurance 20 High Street Hampton NH 03842-2214	CONTACT NAME: Edward Jackson	
	PHONE (A/C, No, Ext): (603) 926-7655 FAX (A/C, No): (603) 926-2135 E-MAIL ADDRESS: edward@tobeymerrill.com	
INSURED Seacoast Youth Services Inc PO Box 1381 Seabrook NH 03874	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Hiscox USA	
	INSURER B: Ohio Security	24082
	INSURER C: Technology Insurance	
	INSURER D: Hartford	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER: CL1742704897** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY			ME0161312916	10/17/2016	10/17/2017	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input checked="" type="checkbox"/> Professional Liability						MED EXP (Any one person) \$
	GENL AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$ 3,000,000	
	OTHER:					PRODUCTS - COMP/OP AGG \$	
						Defense of Licensing \$ 10,000	
B	AUTOMOBILE LIABILITY			BAS56833432	8/11/2016	8/11/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input checked="" type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
						Business Auto Enhancement \$	
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION \$						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			TWC3603439	2/27/2017	2/27/2018	PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ 500,000
							E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
D	Directors & Officers Liab.			BOA1320283	10/17/2016	10/17/2017	D&O Liability 1,000,000
							EPLI 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER State of New Hampshire Department of Education 101 Pleasant Street Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Edward Jackson/EJJ

**Seacoast Youth Services Board of Directors
April 2017**

Janine L. Richards/Chairperson
Outreach Coordinator-SAU 90

Erica Ethier/Development-Fundraising
Branch Manager
Provident Bank

Dawn Emerick/Secretary
Taurus Marketing

Marcia Gloddy/Program Committee
Office Manager-The Masiello Group

Derek Scialdone/Treasurer
Branch Manager
The Provident Bank

Carol Bostic/ Fundraising
Health Coach and Certified Hypnotist

Elaine Ahearn/ Fundraising-Development
State Representative

John McCarthy/ Marketing
Realtor-The Masiello Group

Jerome Fuller Jr./ Marketing
General Manager
Staples

Attorney Alan Ganz/ Marketing
Ganz Law Office

Board positions are non-compensatory

Seacoast Youth Services Mission Statement
April 2017

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

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

Brittney Gentile

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

EDUCATION

Northern Essex Community College
Associates in Early Childhood Education
*Current
Haverhill, MA

CERTIFICATIONS

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

ACROSS NH Professional Activity Hours: 9.5

EXPERIENCE

2014 – Current

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

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

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

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

2005 – Current

Group Leader, Seabrook Community Center

311 Lafayette Rd., Seabrook, NH 03874

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

- **Summer Program Director**
- **4-H Certified Leader**
- **American Red Cross 1st Aid & CPR w/AED Certified**

VOLUNTEER/COMMUNITY SERVICE

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

Owen Hunor Duffy

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

EDUCATION

Northern Essex Community College Haverhill, MA
Associates: Elementary Education and Movement Science
*Current

Empire Beauty School Hooksett, NH
Licensure in Hair Design & Esthetics
December 2014

CERTIFICATIONS

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

Safety Certified Gymnastics Instructor Certification
2012 – Current

ACROSS NH Professional Activity Hours: 21.5

EXPERIENCE

2012 – Current

Assistant Site-Coordinator/Gymnastics Instructor, Seabrook Adventure Zone (21st Century CCLC)
Collaboration between Seabrook Middle School, Seacoast Youth Services, and other Community Partners in Seabrook, NH 03874
Responsible for curriculum development, program leadership, sports programming, activity implementation, and evaluation support of all youth positive social development programs with foundations based on both the 4-H values and Project Adventure.

- **Site Coordinator Support** before and during the SAZ program that includes program leadership, CAYEN input, fundraiser/event leadership and facilitation, as well as other Site-Coordinator needs.
- **Curriculum Development** for one program each day, throughout 6 6-week sessions during the academic school year. Programs focus on a variety of topics, including Science, Technology, Engineering, the Arts, Sports, and other interests of the youth.
- **Program Development and Implementation** throughout the academic calendar, including the popular title of Gymnastics, Neon Me Up, Cosmo: Skin & Nails, and many others.
- **Event Leadership** with all families and community members during monthly family events, sporting events, and student led presentations.
- **Leadership Trainings** held monthly focusing on sculpting adolescents into strong, independent future leaders by offering lecture and service learning opportunities of selected topics. Training topics have included organization skills, games, sports, and modifications workshop, 1, 2, 3 Magic, and several diversity awareness trainings.

2011 - 2014

Gymnastics Coach, New England Gymnastics Training Center (NEGTC)
NEGTC – 5 Tracy Lane, Hudson, NH 03051
Responsible for the safety, technique, and program management of youth gymnastics programs throughout the school year and summer.

- **Relationship Building** with parents and youth involved with the programs.
- **Appointment Management** for private instruction of individual youth.

- *American Red Cross Certified 1st Aid & CPR w/AED*

VOLUNTEER/COMMUNITY SERVICE

2011-2014 “Teens For Jeans” with Aeropostale
2013 & 2014 United Way Day of Caring
2012-2014 Literacy and Reading Fundraiser Challenge
2010-2014 SPCA Fundraiser and Food Drive

TECHNOLOGY

Power point, Print Shop, IPhoto, Microsoft Word, Apple Works,
Microsoft Excel, Microsoft Office Publisher, Adobe Workshop, etc.

REFERENCES

1. Forrest E Carter Jr., Program Director, Seabrook Adventure Zone
 PO Box 873, Seabrook, NH 03874
 (603) 997-1909
 forrest@seacoastyouthservices.org
2. Cassandra Carter, Program Director, Seabrook Recreation Department
 26 Washington St., Seabrook, NH 03874
 (603) 997-1749
 ccarter@seabrooknh.org
3. Brittney Gentile, Site-Coordinator, Seabrook Adventure Zone
 Personal Reference
 Seabrook, NH 03874
 (603) 312-5034

Forrest E. Carter Jr.

9

CAREER OBJECTIVE Obtain an administrative or teaching position in the field of education working with youth and adolescents and integrating technology, relationship building, community, and academic supports with the purpose of creating a more positive and rewarding life and academic experience for students and educators.

EDUCATION

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

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

CERTIFICATIONS

NH Praxis Completed
November 28th, 2012

Teaching Credential Certifiable Alternative 5: Elementary Education (K-6)
Teaching Credential Certifiable Alternative 5: Physical Education
Teaching Credential Certifiable Alternative 4: Middle Level Science (5-8)
Teaching Credential Certifiable Alternative 4: Earth/Space Science (7-12)

Certified Park & Recreation Professional 
January 2015 - Current

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

NH Afterschool Ambassador, *Afterschool Alliance*
2014-Current

4-H Certified Leader
2011 - Current

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

EXPERIENCE

2011 - Current

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

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

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

- **Curriculum Development and Academic Integration** for afterschool programming that reflects and supports the curriculum during the school day, along with integrating into curriculum innovative and project/inquiry based activities and training staff to do this as well.
- **Technology Leadership** with the CAYEN 21st CCLC database, the I4SEE education system, as well as Performance Pathways and being individually contracted through the

Department of Education to lead trainings with colleagues and professionals about the CAYEN database system and the many functions it provides. Also by providing programming to youth and staff that integrate technology tools, including Map Your World, Mind (Mine) Craft, and a variety of other innovative programs.

- **Positive Relationship Building** by educating staff and youth on the 7 elements that makes up a strong, positive, healthy relationship. Positive Relationship Building is essential and a large emphasis in staff professional development, as well is integrated into programming throughout each session.
- **Sustainability & Revenue Development** with the successful writing of the 21st CCLC, Best Buy, Hannaford, CLIF, and Exeter Rental Grants and creating strong community partnerships that have sustained and expanded the consistently growing program.
- **Community Advisory Board Leadership** during monthly/bi-monthly meetings and maintaining effective collaboration with partners, community organizations, and board members.
- **Summer Planning Team** responsible for organizing and creating the Summer Conference for all 21st Century programs in New Hampshire.
- **Internship Supervisor** for High School Extended Learning Opportunities students (ELO's) and College interns from the University of New Hampshire, Northern Essex Community College, and Southern New Hampshire University.
- **Project Adventure Certified (136 Hours)** incorporating team building, leadership skill cultivation, self-esteem boosting, and conflict resolution.
- **Evaluation** of staff, interns, and program goals by using the on-line and data base programs of Youth Services, Cayen, 14See, and Performance Pathways, as well as satisfaction surveys for youth, parents, and community leaders and a three tiered evaluation process for staff.
- **Budget** management of a \$200,000 + budget for all program needs, including staff salary, professional development, and all program expenses associated with the Seabrook Adventure Zone.
- **Human Resource Management** responsible for hiring, evaluating, and managing all SAZ personnel, volunteers, and community partners.

2009 – Current

Youth Program Director, Seacoast Youth Services (non profit)

867 Lafayette Rd., Seabrook, NH 03874

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

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

2013 – Current

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

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

2014 – Current

Adjunct Faculty, Manchester Community College

1066 Front St., Manchester, NH

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

2008-2010

Coordinator, Teen Leadership Adventures Program (non profit)

Seabrook Community Center, Seabrook, NH 03874

Designed, proposed, and implemented the program successfully.

Responsibilities include offering adventure based activities, free tutoring, and leadership trainings to adolescents in the town of Seabrook, NH at low,

subsidized costs. Other duties include volunteer management, allocating program funding, leadership public training, and organizing adventure trips.

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

2003 – 2009

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

Southern District YMCA – Camp Lincoln, Kingston, NH 03848

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

VOLUNTEER/COMMUNITY SERVICE

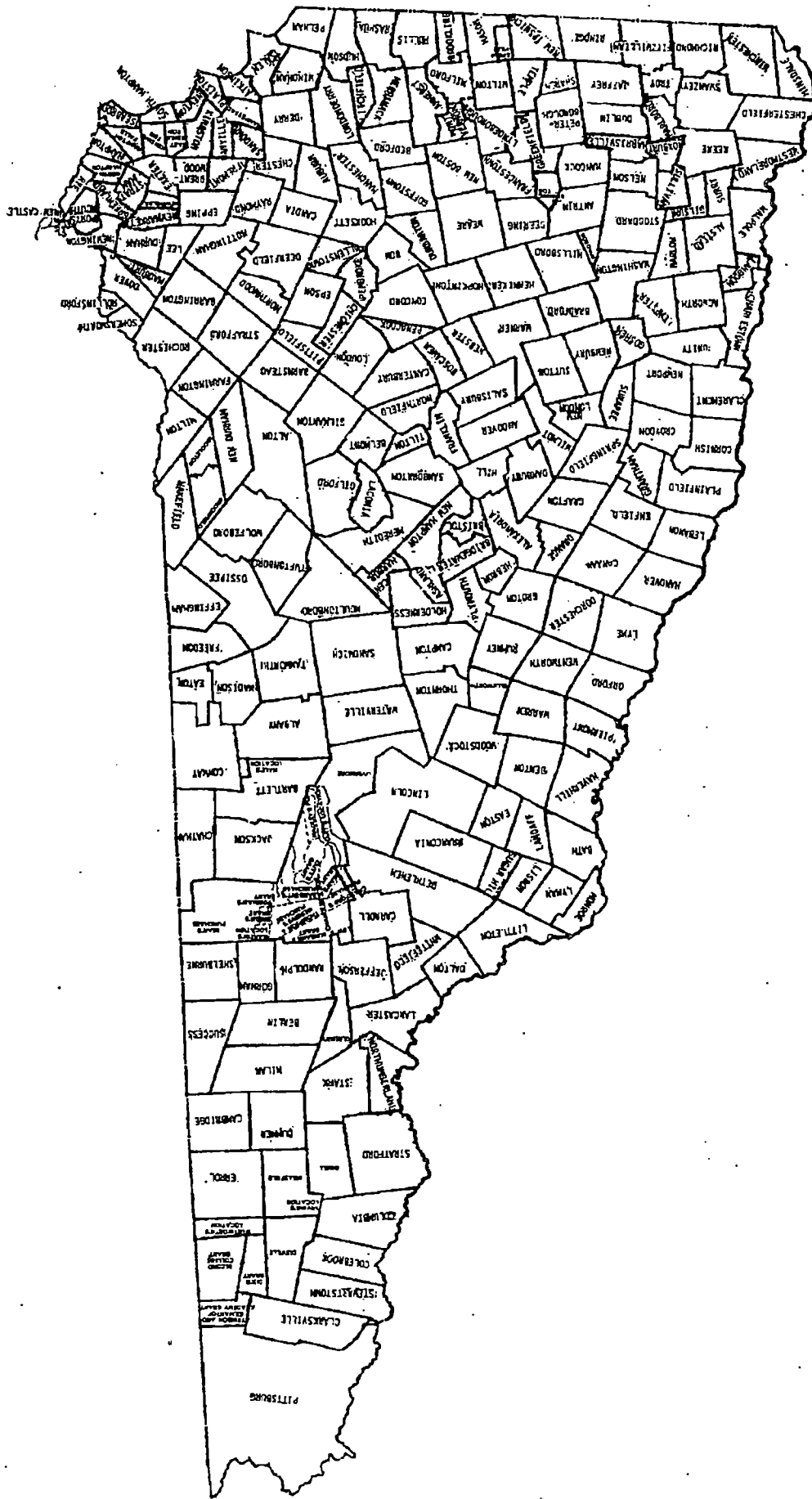
2011-Current	6 Flags Read 2 Succeed Event w/SAZ & SMS
2016	SMS Fitness Trail
2009-2015	Servapalooza Volunteer Day
2010-2015	United Way Day of Caring
2011-2014	"Teens For Jeans" with Aeropostale
2014	Arts & Literacy Festival, w/CLIF/SAZ/SMS
2013	SAZ & SMS Outdoor Classroom w/Seabrook PTO

MEMBERSHIPS/AFFILIATIONS

Friends of the Seabrook Community (FOSC) Board Chairman
Seabrook Recreation Commission Member At Large
Association of Experiential Education Member

TECHNOLOGY

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



1172B



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

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

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

May 23, 2016

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

REQUESTED ACTION

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

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

		<u>FY 17</u>
06-56-56-563010-75380000-072-500577	Grants – Federal	\$68,294.38

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

Explanation

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

New Hampshire anticipates a FY 2017 grant award in the amount of \$5,716,698.00 from the United States Department of Education under Title IVB, the 21st Century Community Learning Center program. This program provides grants to inner city and rural schools, community based organizations, youth development agencies and other educational agencies to provide expanded learning opportunities for children, outside of regular school hours in a safe environment. The programs will offer students a broad array of additional services, programs, and activities such as tutorial services, youth development activities, drug and violence prevention, counseling programs, art, music, recreation programs, and technology education. These programs and services are designed to reinforce and complement the regular academic program of the participating students.

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council

Page Two

May 23, 2016

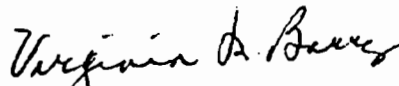
The program services provided by the grant cited above will be coordinated by Seacoast Youth Services in Seabrook, NH in collaboration with the Seabrook School District. This collaborative approach will serve middle school Seabrook School District youth and their families.

Funding for this grant is provided by the 21st Century Community Learning Center program under Part B of Title IV of the Elementary and Secondary Education Act (ESEA) of 1965, as amended. In January 2016 the New Hampshire Department of Education issued a Request for Proposals (RFP) soliciting proposals for these funds. School Districts, Community Based Organizations, and Extended Day Programs were notified through e-mail about the Bidders' Conference and publication of the online RFP. The projects funded demonstrated that partnerships between school districts and community based organizations have promise to help youth improve academic achievement. Sixteen proposals were received and six were funded based on a peer review process. Peer Reviewers worked in teams of three to rate proposals based on the RFP's matrix criteria. Each team had an experienced 21st Century Community Learning Center member to help steer the review and two other experienced professionals to create well-balanced teams. The twelve peer reviewers were represented by experienced 21st Century Community Learning Center and school day professionals, higher education, Title I, Title II and community based organizations. A list of reviewers and the results are included in this packet.

We request a renewal option for four additional fiscal years since those selected for funding are eligible for five years of funding based on previous successful progress.

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

Respectfully submitted,



Virginia M. Barry, Ph.D.
Commissioner

VMB:SBS
Enclosures

GRANT AGREEMENT

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

GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name NH Department of Education		1.2. State Agency Address 101 Pleasant Street Concord, NH 03301	
1.3. Grantee Name Seacoast Youth Services, Seabrook VC# 203944		1.4. Grantee Address 867 Lafayette Road Seabrook, NH 03874	
1.5. Effective Date G&C Approval	1.6. Completion Date 6.30.17	1.7. Audit Date N/A	1.8. Grant Limitation \$ 68,294.38
1.9. Grant Officer for State Agency Suzanne Birdsall-Stone		1.10. State Agency Telephone Number 603-520-6263	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Grantee Signature 1 <i>Victor Maloney</i>		1.12. Name & Title of Grantee Signor 1 Victor Maloney, Executive Director	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13. Acknowledgment: State of New Hampshire, County of _____, on _____ / _____ / _____, before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal) <i>Forrest E. Carter Jr.</i>			
1.13.2. Name & Title of Notary Public or Justice of the Peace <i>Mr. Forrest E. Carter Jr., Notary Public</i>			
		<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Forrest E Carter Jr Notary Public, State of New Hampshire My Commission Expires August 14, 2018 </div>	
1.14. State Agency Signature(s) <i>Virginia M. Barry</i>		1.15. Name & Title of State Agency Signor(s) <i>VIRGINIA M. BARRY, Commissioner of Ed.</i>	
1.16. Approval by Attorney General (Form, Substance and Execution)			
By: <i>E. McIntyre</i>		Assistant Attorney General, On: <i>6/17/16</i>	
1.17. Approval by Governor and Council			
By: _____		On: _____	

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

Grantee Initials VM
Page 1 of 3

Date 6/10/16

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

Um

Date

6/10/16

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

EXHIBIT A

SCOPE OF WORK

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

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

Contractor Initials UM
Date 6/10/16

**Exhibit B
Budget**

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

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

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

Contractor Initials UM
Date 6/10/16

EXHIBIT C

SPECIAL PROVISIONS

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

Contractor Initials JKM
Date 6/10/16

**21st Century Community Learning Center Program
2016 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)	Award Amount
Concord School District	5.00	5.00	9.67	22.67	12.67	14.33	14.00	11.67	95.01	\$ 230,000.00
Manchester School District	5.00	5.00	7.67	22.00	10.67	13.00	11.33	11.67	86.34	\$ 243,750.00
Seacoast Youth Services	5.00	0.00	8.00	17.67	15.00	13.67	13.67	13.00	86.01	\$ 68,294.38
Hillsboro-Deering School District	5.00	0.00	6.00	21.33	12.67	13.33	11.67	12.00	82.00	\$ 88,750.00
Newfound Area School District	5.00	0.00	7.33	16.67	12.67	11.67	11.00	10.00	74.34	\$ 52,650.00
Rumney School District	5.00	0.00	8.67	19.00	11.67	10.67	10.33	9.00	74.34	\$ 135,000.00
Rochester School District	4.00	0.00	9.67	17.33	11.00	10.33	9.67	9.67	71.67	
Monadnock Regional School District	4.00	0.00	7.33	17.00	13.33	9.67	10.00	10.00	71.33	
Raymond School District	5.00	0.00	6.00	19.67	11.67	10.67	7.67	10.33	71.01	
Groveton	5.00	0.00	8.00	15.00	11.67	9.33	9.67	11.33	70.00	
Jaffrey Rindge Cooperative School District	4.00	0.00	6.33	16.33	12.67	11.67	9.00	9.33	69.33	
Franklin/Hill	4.00	5.00	9.00	23.00	14.67	11.67	0.00	0.00	67.34	
Salem, Boys & Girls Club of Greater	5.00	0.00	4.67	19.00	11.00	7.00	11.33	3.67	61.67	
Nashua Title I	4.00	0.00	8.67	20.67	14.67	8.33	0.00	0.00	56.34	
Conway School District's Project	5.00	0.00	6.00	13.00	7.33	9.33	7.33	7.00	54.99	

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

Elisa Almonte	21st CCLC Director, RI
Nancy Boyer	Director of Research & Evaluation, FIRST [®] , US FIRST
Richard Feistman	Title I Consultant, NH Department of Education
Ashley Frame	Title II Consultant, NH Department of Education
Ashlee Fye	NH Family Ties Statewide Coordinator, Community Bridges
Maureen Jackman	21st CCLC Director, Somersworth School District
Pam Lane	Family Services Specialist, Southern NH Services
Jeannie Lapierre	21st CCLC Director, RI
Katy Miller	21st CCLC Director, Vermont
Laurie Melanson	Principal, Warren School District
Ellie Papazoglou	Literacy Consultant & Teaching Lecturer UNH & PSU
Mary Schuh	Director of Development and Consumer Affairs IOD/UNH

EXHIBIT B

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

OBM FORM 1
9/2005

PROJECT # _____
CHANGE # _____
PAGE 1 of _____

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

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

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

TYPE OF CHANGE	
	BUDGET
	FUND AUTH
	FISCAL AGENT
	OTHER

SAU/RA: _____

Proposed Project Title: Seabrook Adventure Zone

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

The following information is required for all projects

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

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

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

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

The above named person is designated as Project Manager. I hold the Project Manager responsible for implementing the project in accordance with the approved project, for remaining within the budget limitations, for ensuring that only authorized items required to implement the project are charged to the project, and for initiating request to amend the approved project. No services or supplies will be ordered or charged to the project without written approval of the Project Manager.

THE APPLICANT 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:

Seacoast Youth Services
The Provident Bank
003176 211374020 27 728318

APPROVED INDIRECT COST RATE: Not to exceed 8% %

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

Vic Maloney 5/26/16
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS DATE
or RA/CHIEF FINANCIAL OFFICER

CERTIFICATE OF VOTE

1. Janine Richards, do hereby certify that:
(Name of the elected Officer of the Agency; cannot be contract signatory)

1. I am a duly elected Officer of Seacoast Youth Services.
(Agency Name)

2. The following is a true copy of the resolution duly adopted at a meeting of the Board of Directors of the Agency duly held on Feb. 2nd, 2016:
(Date)

RESOLVED: That the Executive Director
(Title of Contract Signatory)

is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 10th day of June, 2016.
(Date Contract Signed)

4. Victor Maloney is the duly elected Executive Director
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

Janine Richards
(Signature of the Elected Officer)

STATE OF NEW HAMPSHIRE

County of Rockingham

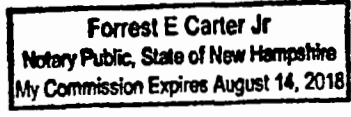
The forgoing instrument was acknowledged before me this 10th day of June, 2016.

By Janine Richards
(Name of Elected Officer of the Agency)

Forrest E Carter Jr
(Notary Public/Justice of the Peace)

(NOTARY SEAL)

Commission Expires: Aug. 14th, 2018



State of New Hampshire
Department of State

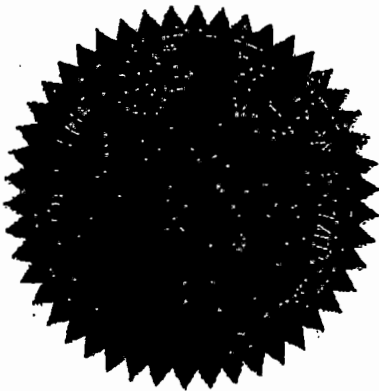
CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that Seacoast Youth Services is a New Hampshire nonprofit corporation formed December 19, 2001. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.

In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 21st day of April A.D. 2016



William M. Gardner
Secretary of State





CERTIFICATE OF LIABILITY INSURANCE

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

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(les) 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 Tobey & Merrill Insurance 20 High Street Hampton NH 03842-2214	CONTACT NAME: Edward Jackson	PHONE (A/C No. Ext): (603) 926-7655	FAX (A/C No.): (603) 926-2135
	E-MAIL ADDRESS: edward@tobeymerrill.com		
INSURED Seacoast Youth Services, Inc PO Box 1381 Seabrook NH 03874	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Hiscox USA		
	INSURER B: Ohio Security		24082
	INSURER C: Technology Insurance		
	INSURER D: Hartford		
	INSURER E:		
INSURER F:			

COVERAGES CERTIFICATE NUMBER: CL1652504326 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	ADDD SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		10/17/2015	10/17/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ Defense of Licensing \$ 10,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			8/11/2015	8/11/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Business Auto Enhancement \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A		2/27/2016	2/27/2017	<input type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
D	Professional Liability DEDUCTIBLE \$ 1,000			9/10/2015	10/17/2016	DIRECTORS & OFFICERS \$ 1,000,000 EMPLOY PRACTICES LIAB \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER New Hampshire Department of Education 10 Pleasant Street Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Dean Merrill CIC/LSA

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11:47 AM
 05/13/16
 Cash Basis

Seacoast Youth Services
Profit & Loss
 January through December 2016

	Jan - Dec 16
Ordinary Income/Expense	
Income	
Gala 2016	30,843.40
School Funding afterschool	6,250.00
Poker Room	17,398.85
Contribution Individual Business	3,408.85
mental health Income	91,734.45
Foundation Income	3,772.41
Program Income	
Grants	
NH BDAS	33,215.20
21st century	25,689.30
Total Grants	58,904.50
Transportation Income	11,390.00
SNHS food	85.02
Program Income - Other	900.00
Total Program Income	71,279.52
Town Funding	13,843.63
Uncategorized Income	
dependent Ins	375.00
Ins Adj	4,477.02
Total Uncategorized Income	4,852.02
Total Income	243,383.13
Gross Profit	243,383.13
Expense	
printing marketing equipment	2,106.49
Admin & Overhead Expenses	
Supplies	
Office	1,050.00
Postage and Delivery	84.00
Total Supplies	1,134.00
Admin & Overhead Expenses - Other	585.10
Total Admin & Overhead Expenses	1,719.10
void	0.00
Automobile Expense	
Purchase vehicle	1,238.71
Gas	1,739.88
Repairs	497.00
Total Automobile Expense	3,475.57
Fundraising	8,598.73
Insurance	
Professional Liability	1,697.20
Health Benefits	18,736.75
Auto	2,252.27
Worker's Comp	804.00
Total Insurance	23,290.22
Occupancy Expenses	
maintenance	250.19
Rent	4,212.00
Utilities	
Gas	2,079.15
Phone/Internet/TV	900.40
Electric	1,367.82
Total Utilities	4,347.37

11:47 AM
05/13/16
Cash Basis

Seacoast Youth Services
Profit & Loss
January through December 2016

	<u>Jan - Dec 16</u>
Occupancy Expenses - Other	510.00
Total Occupancy Expenses	9,319.56
Payroll Expenses	
Provident 941 EFT Payment	34,945.77
Wages & Salaries	114,391.25
Payroll Service	554.40
Total Payroll Expenses	149,891.42
Professional Fees	
Consulting	825.00
Professional Fees - Other	335.70
Total Professional Fees	1,160.70
Program Expense	
sap contracted	156.58
Training/staff Development	
Training/ Staff Development	2,300.00
Total Training/staff Development	2,300.00
SAZ Contracted	210.00
Program Evaluation	130.06
Transportation	1,113.53
Program Supplies	8,495.48
Program Expense - Other	152.28
Total Program Expense	12,557.91
Total Expense	212,119.70
Net Ordinary Income	31,263.43
Net Income	31,263.43

Seacoast Youth Services Mission Statement

January 2016

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

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

**Seacoast Youth Services Board of Directors
May 2016**

Janine L. Richards/Chairperson
Outreach Coordinator-SAU 90

Erica Ethier/Development-Fundraising
Branch Manager
Provident Bank

Dawn Emerick/Secretary
Taurus Marketing

Marcia Gloddy/Program Committee
Office Manager-The Masiello Group

Derek Scialdone/Treasurer
Branch Manager
The Provident Bank

Carol Bostic/ Fundraising
Health Coach and Certified Hypnotist

Elaine Ahearn/ Fundraising-Development
State Representative

John McCarthy/ Marketing
Realtor-The Masiello Group

Jerome Fuller Jr./ Marketing
General Manager
Staples

Attorney Alan Ganz/ Marketing
Ganz Law Office

Board positions are non-compensatory

2016-2017

SAZ Position Salaries and Benefits

Program Director: Forrest E Carter Jr.
Salary: 38,630.71
Benefits: 7,395.65

Site-Coordinator: Brittney Gentile
Salary: 15,678.99
Benefits: 1,421.01

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

Forrest E. Carter Jr.

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

EDUCATION

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

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

CERTIFICATIONS

Certified Park & Recreation Executive
January 2015 - Current

Certified Park & Recreation Professional
January 2015 - Current

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

NH Afterschool Ambassador, *Afterschool Alliance*
2014-Current

4-H Certified Leader
2011 - Current

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

EXPERIENCE

2011 - Current

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

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

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

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

- **Project Adventure Certified (136 Hours)** incorporating team building, leadership skill cultivation, self-esteem boosting, and conflict resolution.
- **Evaluation** of program goals by using the on-line and data base programs of Youth Services, Cayea, I4See, and Performance Pathways, as well as satisfaction surveys for youth, parents, and community leaders.
- **Budget** management of a \$200,000 + budget for all program needs, including staff salary, professional development, and all program expenses associated with the Seabrook Adventure Zone.
- **Human Resource Management** responsible for hiring, evaluating, and managing all SAZ personnel, volunteers, and community partners.

2009 – Current

Youth Program Director, Seacoast Youth Services (non profit)

867 Lafayette Rd., Seabrook, NH 03874

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

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

2013 – Current

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

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

2014 – Current

Adjunct Faculty, Manchester Community College

1066 Front St., Manchester, NH

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

2008-2010

Coordinator, Teen Leadership Adventures Program (non profit)

Seabrook Community Center, Seabrook, NH 03874

Designed, proposed, and implemented the program successfully.

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

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

2003 – 2009

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

Southern District YMCA – Camp Lincoln, Kingston, NH 03848

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

VOLUNTEER/COMMUNITY SERVICE

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

MEMBERSHIPS/AFFILIATIONS

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

TECHNOLOGY

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

Brittney Gentile

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

EDUCATION

Northern Essex Community College
Associates in Early Childhood Education
*Current
Haverhill, MA

CERTIFICATIONS

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

ACROSS NH Professional Activity Hours: 9.5

EXPERIENCE

2014 – Current

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

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

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

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

2005 – Current

Group Leader, Seabrook Community Center

311 Lafayette Rd., Seabrook, NH 03874

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

- **Summer Program Director**
- **4-H Certified Leader**
- **American Red Cross 1st Aid & CPR w/AED Certified**

VOLUNTEER/COMMUNITY SERVICE

2014

6 Flags Read 2 Succeed Event w/SAZ & SMS

2013-2014

"Teens For Jeans" with Aeropostale

2013

SAZ & SMS Challenge Course Community Clean-Up

2010

Scotty Lago Olympic Event

2013-2014

SPCA Fundraiser and Food Drive

2013-2014

Toys For Tots

TECHNOLOGY

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

REFERENCES

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

